

**BOARD OF DIRECTORS
MEETING MINUTES**

Thursday, February 21, 2013, 6:00 p.m.
Community Mental Health Building
812 E. Jolly Rd., Conference Rm. G11-C
Lansing, MI 48910

STAFF PRESENT:

Liz Holcomb, Bob Sheehan, Judy Hazle, Joel Hoepfner, Jana Baylis, Judi Cates, Al Way, David Picone, Maureen Moloney, Sharon Taylor, Laura Sanberg, Toby Bayless, Kim Zimmerman, Chuck Dougherty, Mary Clissold

PUBLIC PRESENT:

Bernard; Jeff Fleming (Local 459 Service Representative); Gary VanNorman (former CEO of Mid South Substance Abuse Commission); Stephen Schultz (labor attorney)

CALL TO ORDER:

The meeting was called to order at 6:04 p.m. by Chairperson Raul Gonzales.

ROLL CALL:

Board Members Present:

Raul Gonzales, Chairperson, Joe Brehler, Vice Chairperson, Kam Washburn, Chris Swope, Pat St. George, Sara Clark Pierson, Stephen Manchester, Paul Palmer, Maxine Thome

Board Members Absent:

Deb DeLeon (notified staff of absence), Kay Randolph-Back (notified staff of absence), Kay Pray (notified staff of absence)

PREVIOUS MEETING MINUTES:

ACTION:

MOVED by Paul Palmer and SUPPORTED by Pat St. George to approve the meeting minutes of January 17, 2013.

MOTION CARRIED unanimously.

ADOPTION OF AGENDA:

ACTION:

MOVED by Paul Palmer and SUPPORTED by Pat St. George to approve the meeting agenda.

MOTION CARRIED unanimously.

Sara Clark Pierson joined the meeting at 6:06 p.m.

PUBLIC COMMENT ON AGENDA ITEMS:

Bernard voiced his complaint on a personal event that happened nine years ago involving the House of Commons (HOC). He stated he was concerned for people who are temporary residents of the HOC because as a resident you run the risk of returning to jail or prison if you do not comply, and if you comply but the staff make a mistake and it looks like you are out of compliance because of the staff, you are then wrongly sent back to jail or prison. Bernard asked for a review of a HOC staff person for their misconduct of nine years ago. The Board informed Bernard there is a process in place to follow and suggested he file a recipient rights complaint.

Maxine Thome arrived at 6:09 p.m.

Stephen Manchester asked for discussion on the staff complaint under new business.

DIRECTORS REPORT:

Joel Hoepfner referred to the handouts in the committee packet. He stated his job was to form an Substance Use Disorder (SUD) advisory council. Representation from former Mid South Board members will be on the new council.

Bob Sheehan thanked Mr. Hoepfner for his report and moved on with his announcement of three upcoming community events.

Mr. Sheehan announced the resignation of David Picone.

Mr. Sheehan referred to the 2013 Application for Participation. There are several work groups that have been formed under the MidState Region 5 to help write the AFP. It is due April 1, 2013. Accreditation is being pushed by the State but several people across the State are pushing back on this issue. Bob Sheehan stated this is not relevant to the business the CMHA-CEI does.

Other business reviewed:

- Jim Haveman and Lynda Zeller visited the Ingham County Health Department and CMHA-CEI
- Role with Liberty Village
- Duals initiative will not be State wide
- "Blue's" want to bid out Wayne County
- Senator Stabenow introduced The Excellence in Mental Health Act which would establish national standards and oversight of the FQHC's, the FQHC's actively oppose the bill
- CMHA-CEI behavioral care providers are located at nine primary care sites throughout the tri-county region
- As of April 1 there will be a primary care clinic provided by the Ingham County Health Department within CMHA-CEI at Jolly Rd.

COMMITTEE REPORTS:

Program and Planning:

New Expense Contract: Cypress Home Care, Inc. (CMHA-CEI)

CMHA-CEI will purchase community living support services, and respite services, from Cypress Home Care in East Lansing, Michigan. Community living support services are provided by aides in the home or community to increase independence and/or facilitate community integration. Respite services provide temporary relief to non-paid caregivers. Families or individuals may choose their provider from those agencies on CMHA-CEI's approved provider panel.

ACTION:

MOVED by Pat St. George and **SUPPORTED** by Paul Palmer that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to enter into a new contract with the Cypress Home Care, Incorporated to purchase community living supports and respite services and pay per the rate schedule below for the period of February 1, 2013 – December 31, 2014.

Rate Schedule*		
Service	Standard Rate	Holiday Rate
Children's Waiver CLS	\$15.88/hr.	\$23.72/hr.
Children's Waiver Respite	\$15.56/hr.	\$23.36/hr.
CLS-Hab. Waiver /B3	14,12,or 16.12*	\$21.18 or \$24.18

*Rate varies depending on the support needs of the individual served.

MOTION CARRIED unanimously.

2013 CMHAMM Compliance Plan(CMHAMM)

The Code of Federal Regulations and the MDCH PIHP Medicaid Managed Speciality Supports and Services Contract require that the PIHP have administrative and management arrangement or procedures, including a mandatory annual Compliance Plan, to guard against fraud and abuse.

Steve Manchester asked if contractors have to be in compliance with the CMHAMM plan unless they have their own compliance plan? Staff commented most all of the providers who have their own plans are our affiliates and so they must comply with CMHAMM plan in addition to their own.

Mr. Manchester commented that if there is a violation with the 2013 CMHAMM Compliance plan as it is written the findings are reported only to the Board Chair. There was discussion by the Board members on why findings should not only be reported to the Board Chair but also to the Executive Committee as a whole.

ACTION: (proposed amendment to the plan)

MOVED by Stephen Manchester and **SUPPORTED** by Sara Clark Pierson that should there be findings that place the Executive Director in non-compliance with the compliance plan, it is to be reported to the Executive Committee.

MOTION CARRIED unanimously.

ACTION:

MOVED by Pat St. George and **SUPPORTED** by Paul Palmer that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties, in its role as Board of Directors of the Medicaid Prepaid Inpatient Health Plan (PIHP), approve the Affiliation Compliance Plan for FY 2013 as revised.

MOTION CARRIED unanimously.

2013 PIHP Annual Quality Improvement Plan and 2012 Summary of Activities (CMHAMM)

Presented at Program and Planning Committee was the 2013 PIHP Quality Improvement Plan and the 2012 Summary of Activities for approval. The Michigan Department of Community Health (MDCH) establishes Quality Improvement (QI) standards in the PIHP contract, which are based on the Code of Federal Regulations. The PIHP QI Plan does not change from year to year except to include changes from MDCH or changes in the Code.

ACTION:

MOVED by Pat St. George and **SUPPORTED** by Paul Palmer that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties, acting in its governing role as Board of Directors of the PIHP, accept the 2013 PIHP Annual Quality Improvement Plan and 2012 Summary of Activities.

MOTION CARRIED unanimously.

Finance:

Transfer of MidSouth Substance Abuse Commission Fund Balance to CMHA-CEI Coordinating Agency (CMHA-CA)

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Pat St. George that the that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties, in its governing role as Board of Directors of the Substance Abuse Coordinating Agency (CA), approve the development and execution of a contract between the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) and the Mid-South Substance Abuse Commission (MSSAC) for purposes of transferring the fund balance from MSSAC upon its dissolution on March 31, 2013 in exchange for CMHA-CEI performing administrative services, and as funding available to cover potential expenditures, not expected to exceed the fund balance transferred (beyond March 31, 2013) related to the operations and dissolution of MSSAC. Additionally, this agreement will include a requirement for MSSAC to allow CMHA-CEI to review MSSAC's expenditures and financial commitments made between October 1, 2012 and March 31, 2013, as well as the Independent Audit report for FY 2011/12 to ascertain financial implications that may extend beyond March 31, 2013. This review shall include the fund source to be used to make those expenditures and make good on those commitments.

MOTION CARRIED unanimously.

Gary VanNorman commented that Mid South was holding more funds than expected that transferred to CMHA-CEI. Bob Sheehand commented that integration of Mid South into CMHA-CEI went smoothly.

New Expense Contract: Streamline Healthcare Solutions LLC (CMHA-CEI)

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Pat St. George that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to enter into a new contract with Streamline Healthcare Solutions, LLC to purchase Electronic Health Record and Practice Management software licenses and implementation services, paying up to \$428,780 for the period of approximately 3/1/2013 through 3/1/2015, and purchase annual maintenance for approximately \$217,560 for the period of 3/1/2015 through 3/1/2017.

MOTION CARRIED unanimously.

**Building Site Renovations: Suite 112, 812 E Jolly Rd, Lansing, Michigan
– Birch Clinic (Primary Care Clinic)(CMHA-CEI)**

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Sara Clark Pierson that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI staff to complete the following:

Contract:

Community Mental Health Authority of Clinton, Eaton and Ingham Counties Facilities Management and Carpentry Staff renovate the space at 812 Jolly Road, Suite 112, Lansing Michigan acting as General Contractor performing the work in house and utilizing Jolly Road approved sub contractors for the amount of \$110,000 plus 10% for contingency for a total of \$120,000.

Funding:

Community Mental Health Authority of Clinton, Eaton and Ingham Counties utilize the Fixed Asset Reserve Budget for funding this project and in doing so capitalize the expense over 15 years at a rate of \$8,000.00 per year.

Loan:

Community Mental Health Authority of Clinton Eaton and Ingham Counties obtain a tax exempt bank loan from JPMorgan Chase Bank for the amount of \$120,000.

MOTION CARRIED unanimously.

New Expense Contract: 1305 E Jolly Rd, Lansing, Michigan(CMHA-CEI)

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Chris Swope that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI staff to lease the property at 1305 East Jolly Road in Lansing, Ingham

County, Michigan from William Reichenbach Company, at 4216 Legacy Parkway, Lansing, Michigan 48909 for the period of March 1, 2013 through August 31, 2013 and pay as follows:

CMHA-CEI shall pay to the Lessor for the demised premises during the following lease period: March 1, 2013 through August 31, 2013 forty-five thousand four hundred ninety nine dollars and ninety eight cents (\$45,499.98) for the six-month period and payable in instalments of seven thousand five hundred eighty three dollars and thirty three cents (\$7,583.33) per month. Instalment payments shall be made during the month for which the instalment is applicable.

MOTION CARRIED unanimously.

The lease will be signed tomorrow or Monday, and will cost ½ the cost of moving to the South Cedar location proposed. This motion only approves the lease.

New Revenue Contract: Department of Justice Adult Drug Court Discretionary Grant Program (CMHA-CA)

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Sara Clark Pierson that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties, in its governing role as Board of Directors of the Substance Abuse Coordinating Agency (CA), authorize CMHA-CEI to submit a proposal to the Department of Justice with the 55th District Sobriety Court, 54A District Sobriety Court, and 54B Veterans' Court for the development of recovery coaches in Ingham County for the FY 2013 Adult Drug Court Discretionary Competitive Grant for a total of \$200,000 for two years.

MOTION CARRIED unanimously.

New Expense Contract: Wedgewood Christian Services (CMHA-CA)

MOVED by Joe Brehler and **SUPPORTED** by Stephen Manchester that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties, in its governing role as Board of Directors of the Substance Abuse Coordinating Agency (CA), authorize CMHA-CEI to enter into a new contract with Wedgewood Christian Services to purchase adolescent residential SUD treatment services for adolescent's from Newaygo County from Wedgewood Christian Services for the period of October 1, 2012 to September 30, 2013 and pay the established fixed-unit reimburse rates for those services.

MOTION CARRIED unanimously.

FY 12/13 Amended Budget for the Quarter Ended December 31, 2012 (CMHA-CEI)

MOVED by Joe Brehler and **SUPPORTED** by Pat St. George that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties approve the FY 12/13 Amended Budget for the Quarter Ended December 31, 2012.

MOTION CARRIED unanimously.

Human Resources:

No report.

Recipient Rights:

No report.

Executive Committee:

No report.

OLD BUSINESS:

None.

NEW BUSINESS:

1. **Address Consumer Complaint Mentioned Under Public Comment on Agenda**

Stephen Manchester stated he was concerned that a person come back a second time to complain about his treatment by HOC staff 9 years after the incident. Mr. Manchester is going to review the Open Meetings Act to confirm this can or cannot be discussed. Sara Clark Pierson requested there be some exploration into the matter so it can be resolved.

Bob commented that there was an investigation and this individual can be expected to return to a few more Board meetings.

2. **Right to Work**

Comment from Jeff Fleming:

Jeff Fleming thanked Paul Palmer for raising the Right to Work Act at the last Board meeting. He commented the Right to Work Act is sold as employee free choice, but what people forget is the union has an agreement to put before its members. Mr. Fleming comment he has been representing employees at CMHA-CEI for several years. He noted that there is a lot of contention between employees for those that pay and those that do not pay. He feels options for alternatives can be researched and an agreement reached.

MOVED by Chris Swope and SUPPORTED by Sara Clark Pierson to move into closed session at 7:16 p.m. to discuss collective bargaining. Voting yes to move into closed session: Raul Gonzales, Joe Brehler, Kam Washburn, Chris Swope, Pat St. George, Sara Clark Pierson, Stephen Manchester, Paul Palmer, and Maxine Thome. MOTION CARRIED unanimously. The open meeting resumed at 8:45 p.m.

PUBLIC COMMENT:

Raul Gonzales asked the Executive Committee to stay after the meeting to schedule an Executive Committee meeting.

ADJOURNMENT:

The meeting was adjourned at 8:48 p.m. The next meeting of the Board of Directors is scheduled for March 21, 2013 at the Community Mental Health Building, 812 E. Jolly Rd., 6:00 p.m., Suite G11-C, Lansing, MI.

Minutes submitted by:

**Judy Hazle
Executive Secretary**