



**BOARD OF DIRECTORS  
MEETING MINUTES**

Thursday, December 22, 2011, 6:00 p.m.  
Community Mental Health Building  
812 E Jolly Rd, Suite G11-C, Lansing, MI

**CALL TO ORDER:**

The meeting was called to order at 6:05 pm by Chairperson Sara Clark Pierson.

**ROLL CALL:**

**Board Members Present:**

Stephen Manchester, Pat St. George, Paul Palmer, Kay Pray, Kay Randolph-Back, Robert Showers, Dale Copedge, Joe Brehler, Raul Gonzales, Sara Clark Pierson; Absent: Maxine Thome (notified staff of absence), Chris Swope (notified staff of absence)

**Others Present:**

**CMHA-CEI Staff:**

Bob Sheehan, Judy Hazle, Pam Keyes, Mary Clissold, Judi Cates, Al Platt, Sharon Blizzard, David Picone, Latasha McWright, Liz Holcomb, Chuck Dougherty

**Public:**

Adam Stacey, Clinton County Commissioner

**PREVIOUS MEETING MINUTES:**

MOVED by Kay Pray and SUPPORTED by Raul Gonzales to approve the meeting minutes of November 17, 2011. MOTION CARRIED unanimously.

**ADOPTION OF AGENDA:**

MOVED by Paul Palmer and SUPPORTED by Kay Pray to approve the meeting agenda presented. MOTION CARRIED unanimously.

**PUBLIC COMMENT ON AGENDA ITEMS:**

No comment on the agenda.

**DIRECTORS REPORT:**

Bob Sheehan welcomed Human Resources staff and invited them to present on the agency's New Hire Orientation. Sharon Blizzard presented Human Resources Assistant Latasha McWright. Ms. McWright demonstrated the recently improved New Hire Orientation process and answered questions from Board members.

Bob Sheehan presented on the steps he believes the agency will need to take to be within a competitive market and to stay a provider for behavioral healthcare. Mr. Sheehan noted that the agency is facing threats that are very real from competitors. Mr. Sheehan further commented the agency is taking a look at present needs, partnerships, and beginning to change who is served to include the mild to moderate. He commented that there is a potential for new Medicaid enrollees up to 133% as a result of the Affordable Care Act and in the future the agency may broaden out into the commercial market and hopefully the dual-enrollee market. It was also suggested that there will still be uncovered lives even with the ACA healthcare exchange the government will offer.

A question was asked on how the provider will collect a co-pay of those that have one. Bob Sheehan commented the agency may need to bill and may also have to write off the co-pay that goes unpaid. Concerns of the Board were stated and addressed. Bob Sheehan stated that CMHA-CEI is working toward being a provider in emerging market's, and the agency is working toward ensuring they become a patient centered health home.

### **COMMITTEE REPORTS:**

#### **Program and Planning:**

##### **New Expense Contract: Independent Contractor/RN-Teresa Bloom(CMHA-CEI)**

**MOVED BY** Raul Gonzales and **SUPPORTED** by Paul Palmer that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a new expense contract with Teresa Bloom, R.N., Webberville, MI to purchase nursing services for the period of November 21, 2011-December 31, 2012, and pay a fee of \$36.08 per hour (\$46.02 for Holidays). **MOTION CARRIED** unanimously.

#### **Finance:**

**MOVED** by Joe Brehler and **SUPPORTED** by Robert Showers that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties approve the following nine expense contracts:

##### **Expense Contract Renewal: Carson City Hospital(CMHA-CEI)**

Contract renewal with Carson City Hospital to purchase inpatient services from the hospital for the period of January 2012 through December 2012 and pay an all-inclusive per diem of \$702 for those services;

##### **Expense Contract Renewal: BCA-Stonecrest Center(CMHA-CEI)**

Contract renewal with BCA – Stonecrest Center to purchase inpatient services for adults from the hospital for the period of January 1, 2012 through December 31, 2013 and pay an all-inclusive per diem of \$645 for those services;

##### **Expense Contract Renewal: Samaritan Behavioral Center(CMHA-CEI)**

Contract renewal with Samaritan Behavioral Center to purchase inpatient services from the hospital for the period of January 1, 2012 through December 31, 2012 and pay an all-inclusive per diem of \$672 for those services;

##### **Expense Contract Renewals: Type A Residential Contracts(CMHA-CEI)**

Contract renewals to purchase residential services from the following foster care providers/homes for the period of January 1, 2012 through December 31, 2014 and pay at the per diem rate of \$19.14 for Level I, \$38.28 for Level II and \$57.42 for Level III in FY 2012:

*Roseline Rowan/Evergreen Place, Ann Bueche, Georgiana Dack, Child & Family Services of Lansing, Ruby Strudwick/Delta River AFC, Ruby Strudwick, Elmwood AFC, Mary Summerville/Country Creek, House of Ruth, Kevin and Belinda Ide, Katreva Bisbee/Joshua Street Residential Care, Shannon Shepard/Elder Ridge, Ann Marie Kelso/Simple Elegance II, Ann Marie Kelso/Simple Elegance, Joy Mbelu/Blessed Manor, Aster Mekonnen/Noah's AFC, Fidelia Okwereogu/OCE II, Residential Options, Deena Ferguson/Ferguson CFC and ORIGAMI;*

**Expense Contract Renewal: Respite Providers in Licensed Settings(CMHA-CEI)**

Contract renewals with Residential Options Inc, and Deena Ferguson/Ferguson CFC for respite services for the period of period of January 1, 2012 through December 31, 2014 and pay the following rates: Deena Fergusson: \$45.42/day, \$64.56/day or \$83.71/day; Residential Options Inc: \$313.61 /day or \$349.65/day;

**Expense Contract Renewal: Community Living Supports/Respite Providers(CMHA-CEI)**

Contract renewals with Care Connect LLC, The inspirational Center, Residential Options Inc, and Ultimate Health Link to purchase Community Living Supports, Respite and/or Family Training Services for the period of January 1, 2012 through December 31, 2014 and pay \$14.12/\$16.12 (\$21.18/\$24.18 on Holidays) per hour.

**Expense Contract Renewal: The Michigan Center for Positive Living Supports(CMHA-CEI)**

Contract renewals with with Michigan Center for Positive Living Supports for the period of October 1, 2011 to September 30, 2012 to purchase: 1) 24 hour Crisis Line Services at the rate of \$125.00 for the first 90 minutes and \$75.00 for each additional hour; 2) Mobile Training/ Crisis Team Services at the rate of \$500.00 per hour; and 3) Training and Crisis Transition Residential Services at the rate of \$400.00 per day if CMHA-CEI staff are present, and \$550.00 per day when CMHA –CEI staff are not present;

**Expense Contract Renewal: Residential Options Inc. (CMHA-CEI)**

Contract renewal with Residential Options Inc, to purchase Community Living Supports, Respite Individual Therapy and/or Family Training Services for the period of January 1, 2012 through December 31, 2014 and pay \$14.12 or \$16.12 (\$21.18 /\$24.18 on Holidays) per hour for CLS/Respite, \$ 63.68 per hour for Family Training and \$62.09 for non family training, \$65 for Individual Therapy and Treatment planning and \$200/day for Potty Boot camp;

AND

**Expense Contract Renewal: Stuart T Wilson, CPA and PC(CMHA-CEI)**

Contract renewal with Stuart T. Wilson, C.P.A., P.C. to purchase Fiscal Intermediary services for the period of January 1, 2012 – December 31, 2012 at \$128.00/mo/consumer who engage their own support staff and whose budgets are more than \$5,000 per year; \$30.70/mo/consumer whose annual budgets are less than \$5,000/yr and more than \$1600/year; \$10.75/month for consumers whose budgets are less than \$1,600/year; and \$15 per criminal background check.

**MOTION CARRIED unanimously.**

**Medicaid Internal Service Fund and Savings(CMHAMM)**

**MOVED by Joe Brehler and SUPPORTED by Raul Gonzales that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, Ingham Counties, in its role as the governing body of the PIHP, and accept the results of the ISF Analysis for Medicaid prepared by Milliman Consultants and Actuaries, accept management’s recommendation to allocate funds according to the following priority and with the aim of allocating dollars into funds with the greatest flexibility:**

- provide services to consumers,
- increase Medicaid Savings to 2.5% or greater,
- increase the Medicaid Internal Service Fund to no greater than the maximum amount allowed by MDCH and supported in the Milliman analysis;

**recognizing that the application of these priorities and the use of other risk management practices, by CMHA-CEI, may allow CMHA-CEI to maintain balances in ISFs and fund balances below the recommended minimum. MOTION CARRIED unanimously.**

**Mr. Brehler reported that the committee also discussed Board compensation without a decision and referred it back to the Board of Directors.**

**Human Resources:**

**Fourth Quarter Diversity Initiative Report/EEO Report(CMHA-CEI)**

**MOVED by Dale Copedge and SUPPORTED by Paul Palmer that the Board of Directors accept the Fourth Quarter Diversity Initiative/EEO Report period from July 1, 2011 through October 31, 2011. MOTION CARRIED unanimously.**

**Worker’s Compensation Policy(CMHA-CEI)**

**MOVED by Dale Copedge and SUPPORTED by Joe Brehler that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a policy renewal in the amount of \$322,149 with the Accident Fund National Insurance Company, Lansing, Michigan, for the period of January 1, 2012 through December 31, 2012 providing Workers’ Compensation and Employers Liability Insurance to CMHA-CEI. MOTION CARRIED unanimously.**

**Labor Relations Fourth Quarter Grievance Report (CMHA-CEI)**

**MOVED by Dale Copedge and SUPPORTED Paul Palmer that the Board of Directors accept the Fourth Quarter Grievance Report period from July 1, 2011 through September 30, 2011. MOTION CARRIED unanimously.**

**Policy: Succession Planning for Executive Director Position(CMHA-CEI)**

**MOVED by Dale Copedge and SUPPORTED by Paul Palmer that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors approve the revisions to Succession Planning for: Executive Director Position policy #2.1.19, which include an appendix outlining the qualities (skills, knowledge, temperament) essential to the executive director’s role, regardless of the qualities of other senior management staff and regardless of the administrative structure in place, at any given time, within CMHA-CEI. MOTION CARRIED unanimously.**

**Recipient Rights:**

**Quarterly Report – July 1, 2011 – September 30, 2011(CMHA-CEI)**

**MOVED by Kay Randolph-Back and SUPPORTED by Paul Palmer that the Board of Directors accept the Fourth Quarter Grievance Report period from July 1, 2011 through September 30, 2011. MOTION CARRIED unanimously.**

**DCH Annual Report: Oct. 1, 2010 – September 30, 2011(CMHA-CEI)**

**MOVED by Kay Randolph-Back and SUPPORTED by Paul Palmer that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton and Ingham Counties accept the Recipient Rights Annual Report for October 1, 2010 – September 30, 2011. MOTION CARRIED unanimously.**

**Desired Outcomes for the Recipient Rights Office and 2012 Recommendations to the CMHSP Board(CMHA-CEI)**

**MOVED by Kay Randolph-Back and SUPPORTED by Pat St. George that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties approve the 2012 “Desired Outcomes for the Recipient Rights Office” and the 2012 “Recommendations to the CMHSP Board” suggested by the Recipient Rights committee as follows:**

**The Recipient Rights office will:**

- **Ensure all contracts have appropriate rights language.**
- **Continue to pursue outreach efforts to inform all consumers, regardless of their developmental disability, of their rights under the Michigan Mental Health Code by making available the Recipient Rights Brochure.**
- **Pursue outreach efforts to inform vendors of consumer’s rights under the Michigan mental Health Code.**
- **Adhere to all new changes made by MDCH when collecting and submitting data for the annual report.**

**The Board will:**

- **Continue to support the Recipient Rights Office.**
- **Continue sufficient funding for the Recipients Rights Office.**
- **Ensure continued consumer involvement of the Recipient Rights Committee.**
- **Provide continuing rights related training for staff and Committee members.**
- **Encourage involvement of the Board in the Recipient Rights Committee and the rights process.**

**MOTION CARRIED unanimously.**

**Executive Committee:**

**No report.**

**OLD BUSINESS:**

**Board Member Compensation Procedure(CMHA-CEI)**

**Sara Clark Pierson commented that there is a policy and procedure in place. Ms. Pierson invited comment on that policy and procedure.**

The intermediate position was that it felt as though the organization was promoting some Board members attend various committees and conferences. Another position taken was that per diem possibly as described in the procedure is too narrow of a representation of the time spent by Board members.

A motion was made by Sara Clark Pierson to retain the current policy and procedure. Joe Brehler supported it and the floor was opened for discussion.

Kay Pray commented she would serve in her Board seat even if there was not a per diem as she has a desire to support CMHA-CEI and the consumers that are served. Kay Randolph-Back commented that she was incorrectly told that by staff that she would receive a per diem and mileage for serving on the CAHA Health Committee. Ms. Randolph-Back asked for clarification on mileage when attending committee meetings and events as a Board member.

Dale Copedge asked that the policy and procedure include per deim for Board appointments to the DAC Committee.

Joe Brehler commented that mileage needs to be approved by Chairperson of the Board. In addition, Mr. Brehler commented that he has been asked by the Executive Director to attend several different meetings. Mr. Brehler commented compensation should be approved by the Chairperson of the Board.

Joe Brehler commented that compensation to any other committee meetings or CMHA-CEI related work must be approved by the Chairperson of the Board.

Stephen Manchester commented the language of the procedure needs to be revised with a slightly different process. Mr. Manchester supports the idea of the request for compensation be placed under the review and authorization of the Chair of the Board. In addition he commented that the policy and procedure should include compensation for attendance at the quarterly legislative lunch meeting held at CMHA-CEI.

Pat St. George stated he was not in support of broadening the procedure. After further discussion the motion was rescinded by Sara Clark Pierson.

**MOVED** by Dale Copedge and **SUPPORTED** by Stephen Manchester to send the item back to Finance Committees for edits to the policy and procedure. **MOTION CARRIED** unanimously.

### **NEW BUSINESS:**

#### **Board Calendar for 2012(CMHA-CEI)**

**MOVED** by Dale Copedge and **SUPPORTED** by Stephen Manchester to approve the 2012 calendar with the location and date of Clinton and Eaton County meetings pending and to be distributed at a later date. **MOTION CARRIED** unanimously.

### **PUBLIC COMMENT:**

Robert Showers stated that it would be his last meeting as a member of the Board of Directors. As of January 10<sup>th</sup> Commissioner Adam Stacey would replace him on the Board representing Clinton County.

### **ADJOURNMENT:**

The meeting was adjourned at 7:30 pm. The next meeting of the Board of Directors is scheduled for Thursday, January 19<sup>th</sup>, 2012, 6:00 pm, at the Mental Health Building, 812 E. Jolly Rd, Lansing.

Minutes Respectfully Submitted by:

Judy Hazle  
Executive Secretary

Approved December 22, 2011