



**BOARD OF DIRECTORS  
MEETING MINUTES**

Thursday, June 18, 2015, 6:00 p.m.  
1401 W. Herbison Road, DeWitt, MI 48820

**Staff Present:**

Robert Sheehan, Judy Hazle, Stacia Chick, Ericanne Spence, Al Way, Joyce Tunnard, Dr. Jennifer Stanley, Sharon Blizzard

**Public Present:**

Jeff Fleming, Local 459  
Judy Cerano

**CALL TO ORDER:**

The meeting was called to order at 6:08 p.m. by Kam Washburn.

**ROLL CALL:**

**Board Members Present:**

Kam Washburn, Joe Brehler, Kay Randolph-Back, Dianne Holman, Paul Palmer, Stephen Manchester, Kay Pray, Raul Gonzales, Sara Clark Pierson, Maxine Thome, Carol Koenig, Chris Swope

**PREVIOUS MEETING MINUTES**

**MOVED** by Sara Clark Pierson and **SUPPORTED** by Carol Koenig to approve the meeting minutes of May 21, 2015 with a revision to the last page changing the language “specific” to “special” needs children. **MOTION CARRIED** unanimously.

**ADOPTION OF AGENDA:**

**MOVED** by Paul Palmer and **SUPPORTED** by Kay Pray to adopt the meeting agenda with the addition of two action items: 1)GF Gap Filling” under item #7-Finance; 2)Salary Recommendation under the Search Committee combining the Search and Salary Ad Hoc Committee reports. **MOTION CARRIED** unanimously.

**PUBLIC COMMENT ON AGENDA ITEMS:**

Maxine Thome feels it is important to acknowledge that all "hate" crimes need to stop. Maxine Thome asked for a moment of silence in acknowledgement of the recent hate crime in South Carolina.

Jeff Fleming urged the Board that if there is a surplus for FY 2016, use a portion to give raises to staff.

**MID-STATE HEALTH NETWORK (MSHN) UPDATE:**

Joe Brehler stated the Board has not met. Bob Sheehan commented with the move of the SRE from CMH back to MSHN some of the SRE staff from CMHA-CEI are being brought into MSHN. Interviews have been delayed for IS staff positions at MSHN. MSHN is giving CMHA-CEI 600,000 in order that access to SUD services can be improved.

**EXECUTIVE DIRECTORS REPORT:**

Bob Sheehan reviewed his written Executive Directors report. Mr. Sheehan highlighted the State of Michigan FY16 Budget conference report. In addition Mr. Sheehan provided an update on the Request for Proposal for the Comprehensive Health Plan Contract which provides healthcare services to approximately 1.7 million Medicaid managed care beneficiaries. Contracts have been extended to December 31, 2015.

**COMMITTEE REPORTS:**

**PROGRAM AND PLANNING**

**New Expense Contract: HealthSource Saginaw, Inc. (CMHA-CEI)**

**ACTION:**

**MOVED** by Raul Gonzales and **SUPPORTED** by Carol Koenig that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract with HealthSource Saginaw, Inc. to purchase inpatient services from the hospital for adults for the period of July 1, 2015 through September 30, 2016 and pay an all-inclusive per diem of \$783.36 for the period of July 1, 2015 through September 30, 2015 and an all-inclusive per diem of \$800.00 for the period October 1, 2015 through September 30, 2016. **MOTION CARRIED** unanimously.

**New Expense Contract: Michigan State University (CMHA-CEI)**

**MOVED** by Raul Gonzales and **SUPPORTED** by Carol Koenig that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a new contract with Michigan State University to

purchase psychiatric services for the period of July 1, 2015 through July 31, 2016 and pay \$135 per hour for those services. MOTION CARRIED unanimously.

**New Expense Contract: Michigan Asset Group (CMHA-CEI)**

MOVED by Raul Gonzales and SUPPORTED by Paul Palmer that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to purchase services from Michigan Asset Group, located at 1161 E. Clark Rd. Suite 236, DeWitt, MI 48820, from July 1, 2015 through September 30, 2016 and pay \$42 per rental unit per month. Management fees are not to exceed \$478 per unit per year. MOTION CARRIED unanimously.

**FINANCE**

**Revenue Contract Renewal: City of Lansing (CMHA-CEI)**

**ACTION:**

MOVED by Joe Brehler and SUPPORTED by Carol Koenig that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a revenue contract renewal with the City of Lansing Police Department to provide emergency psychiatric screening services to the City of Lansing, Lock up/Detention unit from Substance Abuse Services & Corrections Mental Health for the period of July 1, 2015 through June 30, 2017 and receive \$15,000 per year for those services / goods. MOTION CARRIED unanimously.

**Revenue Contract Renewal: Greater Lansing Housing Coalition (GLHC) – Walnut Street Apartments, Lansing (CMHA-CEI)**

**ACTION:**

MOVED by Joe Brehler and SUPPORTED by Carol Koenig that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a revenue contract renewal with the Greater Lansing Housing Coalition to provide supportive mental health/peer support services for residents of Walnut Street Apartments, 517 N. Walnut Street, Lansing, for the period of July 1, 2015 through June 30, 2016 and receive up to a total annual amount of \$36,000.00 for those services. MOTION CARRIED unanimously.

**Expense Contract Renewal: Sparrow Behavioral Health (CMHA-CEI)**

**ACTION:**

MOVED by Joe Brehler and SUPPORTED by Carol Koenig that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into an expense contract renewal with Sparrow Behavioral Health to purchase inpatient hospitalization services from the hospital paying a per diem of no more than \$789 all-inclusive from April 1, 2015 through March 31, 2016. MOTION CARRIED unanimously.

**Expense Contract Renewal: AT&T Data Services (CMHA-CEI)**

**ACTION:**

**MOVED** by Joe Brehler and **SUPPORTED** by Kay Randolph-Back that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into an expense contract renewal to purchase data communication services between the Jolly Road data center and seven other CMHA-CEI sites from AT&T and pay \$4,903.50 per month for the 36 month period of approximately August 1, 2015 through July 31, 2018. **MOTION CARRIED** unanimously.

**New Purchase: Dell Computer, Merit, and Gov Connection (CMHA-CEI)**

**ACTION:**

**MOVED** by Joe Brehler and **SUPPORTED** by Paul Palmer that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to purchase Dell Servers and associated software from Dell Computer, Merit/MiDeal, Gov Connection, and others and pay \$166,809.68 for this hardware and software. **MOTION CARRIED** unanimously.

**Acceptance of Steady State Budget Projections for Fiscal Year 2015/2016 (CMHA-CEI)**

**ACTION:**

**MOVED** by Joe Brehler and **SUPPORTED** by Kay Randolph-Back that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors accept the Steady State Budget Projections for Fiscal Year 2015/2016 with the revision of allocating the surplus of \$3,821,506 to the Loss Reserve Provision. **MOTION CARRIED** unanimously.

Joe Brehler commented that in light of the fact that only three months of the fiscal year remains to close the gap and that moving the motion through the July Board Committee and Board meeting process would delay, by one month out of the three remaining months in the fiscal year, the Finance Committee recommends the implementation of these budget balancing steps presented by staff.

Given the projected revenue gap, staff ask the Board to give staff authorization to act on the steps to reduce services to consumers who not on Healthy Michigan or Medicaid as necessary.

**GF Gap**

The following motion is being brought to the full Board in light of the fact that only three months remain to close the gap and that moving the motion through the July Board Committee and Board meeting process would delay, by one month out of the three remaining months in the fiscal year, the implementation of these budget balancing steps.

**ACTION:**

**MOVED** by Joe Brehler and **SUPPORTED** by Raul Gonzales that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties acknowledge that, if it is determined by CMH staff that efforts by staff to close the projected FY 2015 General Fund revenue gap are insufficient to fully close the gap, steps will be taken, by CMH, to reduce services to consumers who do not have Medicaid or Healthy Michigan Plan coverage and for those whom other revenue sources other than GF or local revenue sources do not exist to cover the cost of their services. These reductions in services will be done under the following conditions:

- The service reductions will be made only after the risk and functioning level of each of these consumers are examined
- The service reductions will be made only to the extent needed to correct the General Fund revenue gap
- The consumers impacted by these service reductions will be afforded all of their grievance, appeal, and hearing rights
- The Board will receive status reports on the types of service reductions made and the impact of those reductions, if known, on consumers

**MOTION CARRIED** unanimously.

Bob Sheehan commented this gap has been caused by Healthy Michigan. People were not aware they needed to sign up yearly. There is a statewide campaign to get people on Healthy Michigan. By taking away day program services from consumers without Medicaid, it will make the day programs 100% financed with Medicaid dollars. There is a surplus of Medicaid dollars.

Joe Brehler commented he felt it was important for the Board to authorize this motion.

**HUMAN RESOURCES**

**Second Quarter EEO Report**

**ACTION:**

**MOVED** by Carol Koenig and **SUPPORTED** by Sara Clark Pierson that the Board of Directors accept the Second Quarter EEO Report from January 1, 2015 through March 31, 2015. **MOTION CARRIED** unanimously.

### Second Quarter Grievance Report

#### **ACTION:**

**MOVED** by Carol Koenig and **SUPPORTED** by Sara Clark Pierson that the Board of Directors accept the Second Quarter Grievance Report from January 1, 2015 through March 31, 2015. **MOTION CARRIED** unanimously.

### RECIPIENT RIGHTS

Kay Pray reported that three new members are serving on the committee (Dan Arnold, Nichole Wright, and Tina Bertram).

### Recipient Rights Quarterly Report for October 1, 2014 – December 31, 2014

**MOVED** by Kay Pray and **SUPPORTED** by Carol Koenig that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton and Ingham Counties accept the Recipient Rights Quarterly Report for October 1, 2014 – December 31, 2014. **MOTION CARRIED** unanimously.

### Recipient Rights Quarterly Report for January 1, 2015 – March 31, 2015

**MOVED** by Kay Pray and **SUPPORTED** by Carol Koenig that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton and Ingham Counties accept the Recipient Rights Quarterly Report for January 1, 2015 – March 31, 2015. **MOTION CARRIED** unanimously.

### EXECUTIVE COMMITTEE

No report.

### SEARCH AD HOC COMMITTEE

Kam Washburn reported that currently there are 67 applicants of which 26 met the criteria in the job posting for the CEO position.

#### **ACTION:**

**MOVED** by Kam Washburn and **SUPPORTED** by Kay Pray that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors approve the salary range for the CMHA-CEI CEO job classification to begin at a range of 110,000 to 125,000 with a maximum of 150,000. **MOTION CARRIED** unanimously.

Sara Clark Pierson questioned the salary dollar amount due to the complexity of the organization. She does support the study of that range.

**SALARY AD HOC COMMITTEE**

At the meeting the committee agreed on a salary recommendation for the CEO position at CMHA-CEI to be presented to the Search Committee and then on to the Board for approval.

**BUILDING AND SITES AD HOC COMMITTEE**

Kam Washburn commented that future expansion to the Jolly Rd building was discussed in very general terms at the meeting which was held. Staff were charged to bring projected need and cost to the next Building and Sites Committee meeting.

**OLD BUSINESS:**

None.

**NEW BUSINESS**

None.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

The meeting was adjourned at 7:08 p.m. The next meeting of the Board of Directors is scheduled for Thursday, July 16, 2015 at 6:00 p.m. at the Community Mental Health building, 812 E. Jolly Road, Lansing, Conference Room G11-C.

Minutes respectfully submitted by:

Judy Hazle  
Executive Administrative Assistant