



**BOARD OF DIRECTORS  
MEETING MINUTES**

**Thursday, July 16, 2015, 6:00 p.m., Conf. Room G11-C  
Community Mental Health Building  
812 E. Jolly Road, Lansing, MI 48910**

**Staff Present:**

**Sharon Blizzard, Morgan McKittrick, Chris McDaniel, Bill Zimmer, Joanne Holland, Chuck Dougherty, Al Way, Jennifer Stanley, Stacia Chick, Ricardo Tillery, Mary Clissold, Joyce Tunnard, Bob Sheehan, Judy Hazle**

**Public Present:**

**Elizabeth Pratt, NAMI Lansing; Jeff Fleming, Local 459**

**CALL TO ORDER:**

**The meeting was called to order at 6:04 p.m. by Kam Washburn.**

**ROLL CALL:**

**Board Members Present:**

**Kam Washburn, Joe Brehler, Kay Randolph-Back, Dianne Holman, Paul Palmer, Kay Pray, Raul Gonzales, Carol Koenig, Chris Swope**

**Board Members Absent:**

**Sara Clark Pierson (notified staff of absence), Stephen Manchester (notified staff of absence), Maxine Thome (notified staff of absence)**

**PREVIOUS MEETING MINUTES**

**MOVED by Paul Palmer and SUPPORTED by Kay Pray to approve the meeting minutes of June 18, 2015. MOTION CARRIED unanimously.**

**ADOPTION OF AGENDA:**

**MOVED by Paul Palmer and SUPPORTED by Raul Gonzales to adopt the meeting agenda with adding "balancing revenue and fund balance" under new business. MOTION CARRIED unanimously.**

**PUBLIC COMMENT ON AGENDA ITEMS:**

No comment.

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

Joe Brehler reported that Nancy Miller submitted her resignation. The search committee is Nancy Miller, person from TBA, and the MSHN Board Chair. This group feels there is leadership within MSHN that may be suitable for the CEO position. Kay Pray MSHN has implemented a survey regarding the frequency of meetings.

**EXECUTIVE DIRECTORS REPORT:**

Paul Palmer reported he attended the Disability Policy Seminar in Washington DC on April 13-15, 2015. A trust fund was one of the key issues. People with disabilities and their families have an interest in the Social Security Administration that provides benefits to people who are aged, blind, or have disabilities and have very low income and assets.

Chuck Dougherty and Joanne Holland did a presentation to the Board on "Streamline" which is a software that CMHA-CEI will use for the implementation of an electronic health record.

Bob Sheehan commented that the Wardcliffe Ability Center will be certified as a Blue Care Center of Excellence and also working with BCN to build a crisis response system. CMHA-CEI is a landlord of 27 units of apartment housing where a low amount of rent will be collected. CMHA-CEI is currently negotiating to place a therapist at the Mid-Michigan Health Department; a therapist will also be placed at the Forest Health Center located in the building with the Health Department on Cedar Street.

Bob Sheehan walked through a document "Briefing to the CMH Board of Directors on the General Fund Revenue Gap: Status of gap closing efforts to date and revenue and fund balance management plan". The change in General Fund financing is a permanent change. The CMHA-CEI front door eligibility has been changed effective Monday, July 20, 2015. Persons with coverage through Medicaid, HMP, MiChild, or through grant or substance use disorder funding will be eligible for services. In addition others eligible will be persons without coverage Medicaid, HMP, MiChild, or through grant or Substance Use Disorder funding only if they have very serious mental health or developmental disability needs. Front door changes happened to other CMHs last year.

The response was staff are working towards placing as many as possible on Medicaid who currently do not have any healthcare plan. The State requires that CMHs track high risk individuals to see how they are doing. Staff gave an example of a high utilizer case where psychiatric care needed to be transferred and also mentioned that there will be a lost of use of

the senior day program. Many will be referred to PACE who has a contract with the State. Staff are working to build a transfer system to primary physicians. Several other questions were answered regarding where persons can go to be served.

**COMMITTEE REPORTS:**

**Program and Planning:**

**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 contracts with the following two expense contracts:

**New Expense Contract: Camp Living Waters; Information Technology Empowerment Center**

Enter into new contracts with the camps listed below and pay the associated fees for the period of June 1, 2015 through December 31, 2015.

Name of Camp	Address of Camp	Cost
Camp Living Waters	536 E. 6 Mile Road, Luther, MI 49656 (231) 797-5107 <a href="http://www.camplivingwaters.org">www.camplivingwaters.org</a>	\$395 for 5 days
Information Technology Empowerment Center	200 North Foster, Lansing, MI 48912 <a href="mailto:admin@iteclansing.org">admin@iteclansing.org</a> (517) 708-4390	\$15 per one week course
MSU Kidz Camp	3435 Forest Road Lansing, MI 48910	\$190 for 5 day session

AND

**New Contracts for Heritage and Beech Homes**

Enter into a contracts with Bay Human Services to provide special residential services at the Heritage facility and pay \$375,595, and New Beech facility to provide special residential services and pay \$234,202, for the period from October 1, 2015 through September 30, 2017.

**MOTION CARRIED unanimously.**

**New Expense Contract: Memorandum of Understanding Harbor Hall, Inc. Residential Program –Petoskey SDA Funding Only**

**ACTION:**

MOVED by Raul Gonzales and SUPPORTED by Paul Palmer that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors, in its role as the Board of Directors of the Substance Abuse Sub Regional Entity (SRE), authorize CMHA-CEI to enter into a new contract with Harbor Hall, Inc. to purchase room and board for State Disability Assistance (SDA) eligible clients for the period of October 1, 2014 through September 30, 2015 and pay \$27 per day not to exceed \$25,000 for the total contract.

MOTION CARRIED unanimously.

**Finance:**

**ACTION:**

MOVED by Joe Brehler and SUPPORTED by Chris Swope to move that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to renew the following revenue and expense contracts:

**Revenue Contract Renewal: City of Lansing**

Enter into a revenue contract renewal with The City of Lansing, Human Relations and Community Services Department for the period of July 1, 2015 through June 30, 2016 to provide Sub Acute Clinical Detoxification Services and receive \$20,000 for those services;

**Revenue Contract Renewal: Capital Area Community Services – Early Head Start**

Enter into a revenue contract renewal with Capital Area Community Services - Early Head Start (CACS EHS) to provide home-based services for up to 8 children at a time and their families and to provide up to 48 hours of Reflective Supervision/Consultation to CACS EHS for the period of August 1, 2015 through July 31, 2016 and receive \$41,358 for those services;

**Expense Contract Renewal: Robert D. Smith, Ph.D., Okemos**

Enter into an expense contract renewal with Robert D. Smith, Ph.D., whose address is 2280 Sower Blvd., Okemos, MI 48864, to purchase psychological and neuropsychological testing for the period of October 1, 2015 through September 30, 2016 and pay \$490 - \$1,500 for those services / goods;

AND

**Expense Contract Renewal: MSU Department of Psychiatry**

Enter into an expense contract renewal with the MSU Department of Psychiatry to purchase psychiatric evaluations, medication reviews, medication monitoring, consultations with CMHA-CEI staff and the 55<sup>th</sup> District Mental Health Court, and periodic attendance of meetings or hearings as requested by CMHA-CEI and/or the 55<sup>th</sup> District Mental Health Court for the period of October 1, 2015 through September 30, 2016 and pay \$34,320.00 for those services.

MOTION CARRIED unanimously.

**Amendment #2 –Final of CEI SUD Provider Contracts**

**ACTION:**

MOVED by Joe Brehler and SUPPORTED by Kay Pray that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors, in its role as the Board of Directors of the Substance Abuse Sub Regional Entity (SRE), authorize CMHA-CEI to enter into Amendment #2 for the SUD Providers to purchase SUD services for the period of October 1, 2014 through September 30, 2015. *It was noted that this contract was received by CMHA-CEI late.*

MOTION CARRIED unanimously.

**New Purchase: Finance Plus Migration to Version 5.0**

**ACTION:**

MOVED by Joe Brehler and SUPPORTED by Raul Gonzales that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract with Sungard Public Sector to migrate to eFinancePlus 5.0 and pay up to \$40,458.

MOTION CARRIED unanimously.

**Human Resources:**

No report.

**Recipient Rights:**

No report.

**Executive Committee:**

No report.

Search Ad Hoc Committee:

Kam Washburn invited the Board to stay and attend the Search Committee meeting and give their input on the questions to be used for the upcoming CEO interviews. The Search Committee met on July 9<sup>th</sup> and six candidates were chosen. After contacting the candidates there will be three of the six candidates who chose to go through the interview process.

Sharon Blizzard shared the process of selection of the eight applicants. The Search Ad Hoc Committee narrowed down the candidates to six. There was one withdrawal. Another candidate withdrew because they did not want to re-locate. The remaining four were contacted and interested. One of the three candidates did not complete their application however which left two to be interviewed. Sharon Blizzard distributed packets of material on each applicant that will be interviewed on July 22 and July 23<sup>rd</sup>. The CMHA-CEI By-Laws states that there must be a majority of the Board (a quorum will be needed-7 votes) present. Kam Washburn clarified that there will be another Special Board meeting on July 30<sup>th</sup> to discuss and make a decision on the hiring of a new CEO. According to the CMHA-CEI By-Laws Board members must be present to vote.

Joe Brehler voiced his concern on having only three interviews. Kam Washburn commented if a candidate is not decided upon from the interviews the Board will continue to look. Several board members agreed that to re-post the position would be necessary if that is the vote.

Building and Sites Ad Hoc Committee:

Kam Washburn commented that the committee met on July 10<sup>th</sup> and Mayott, Bergman, and Hobbs and Black were chosen for post bid interviews. In addition, Bob Sheehan and Stacia Chick met with the Building Authority to discuss early pay off of the Jolly Road building.

OLD BUSINESS:

None.

NEW BUSINESS:

Revenue and Fund Balance Proposal

MOVED by Carol Koenig and SUPPORTED by Chris Swope that the Community Mental Health Authority of Clinton, Eaton, Ingham Board of Directors authorize staff to use GF and local dollars (most likely drawn from the organization's fund balance) to cover the non-Medicaid portion of high leverage expenditures, in FY 2015 which would include:

- Increased payments to the pension fund for CMH employees
- Address a number of one-time facility, equipment, and technology needs

- Other uses with equally high leverage potential

In addition authorize staff to build a FY 2016 budget which, in addition to reflecting the principles and assumptions approved by the Board's Finance Committee, reflects:

- The full year impact of the GF gap closing efforts implemented in the current fiscal year
- Projected changes in state fiscal policy
- The partial restoration (part of a multi-year plan) of the organization's fund balance to earlier levels (\$4 million, approximating the 4% target which this CMH has maintained for the past several years, prior to the dramatic FY 14 and 15 GF revenue cut)
- The use of GF and local dollars (drawn from the GF and local saved through the GF gap closing steps) to cover the non-Medicaid portion of high leverage expenditures, in FY 2016 which would include:
  - Increased staffing capacity to address burgeoning caseloads
  - Potential expansion of services, continuing the efforts of the past several years to serve the under-served
  - Other uses with equally high leverage potential

MOTION CARRIED unanimously.

**PUBLIC COMMENT:**

Elizabeth Pratt from NAMI Lansing commented that Major Sam Cochran will be the guest speaker for Weds, October 7th, 2015. A seminar on Verbal Deescalation techniques will be open to all interested on October 8th. NAMI Homefront class for veterans or active service and their families will start up this Fall, and in addition a special program called Allies will be held in schools for staff. "Stepping Up Initiative" is being supported by NAMI Lansing as well.

**ADJOURNMENT:**

The meeting was adjourned at 8:04 p.m. The next meeting of the Board of Directors is scheduled for Thursday, August 20, 2015 at 6:00 p.m. at off site at the Eaton County Government Complex, Building 551, 551 Courthouse Dr. , Charlotte, MI 48813, the Public Meeting room downstairs.

Minutes respectfully submitted by:

Judy Hazle  
Executive Administrative Assistant