



# Community

MENTAL HEALTH

CLINTON • EATON • INGHAM

## PROGRAM AND PLANNING COMMITTEE

### Meeting Minutes

Monday, October 12, 2015, 5:30 p.m.

812 E. Jolly Road, Conference Room G11-C

Lansing, MI 48910

#### Committee Members Present:

Raul Gonzales, Joe Brehler, Kam Washburn, Stephen Manchester, Kay Pray, Paul Palmer, Kay Randolph-Back, Dianne Holman

#### Committee Members Absent:

None.

#### Staff Present:

Sara Lurie, Chelsea Christensen, Mary Clissold, Ericanne Spence, Al Way, Jennifer Stanley, Melissa Misner, Deb Darcy, Joyce Tunnard, Chuck Dougherty

#### Public Present:

None.

#### Call to Order:

The meeting was called to order by Chairperson Raul Gonzales at 5:30 p.m.

#### Previous Meeting Minutes:

MOVED by Stephen Manchester and SUPPORTED by Paul Palmer to approve the meeting minutes of September 14, 2015.

MOTION CARRIED unanimously.

#### Adoption of Agenda:

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Program and Planning Committee Meeting (cc)

October 12, 2015

MOVED by Stephen Manchester and SUPPORTED by Paul Palmer to adopt the agenda.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

**BUSINESS ITEMS:**

New Expense Contracts: Melissa Suco (Carolyn's Care Home) and Michelle Showalter (Russell Street AFC)

Mary Clissold presented two new Residential Type A contracts. The contracts are for existing homes. The previous provider has retired and their daughters are taking over. CMHA-CEI staff are pleased with the situation as no consumers will need to move. The contract rates are standard Residential Type A service rates that vary depending on the level of consumer needs.

ACTION:

MOVED by Kay Pray and SUPPORTED by Stephen Manchester that the Program and Planning Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) authorize CMHA-CEI to enter into contracts with Melissa Suco (Carolyn's Care Home) and Michelle Showalter (Russell Street AFC) to purchase residential services with the per diem rates of \$19.52 (Level I), \$39.04 (Level II), and \$58.56 (Level III) for the period of January 1, 2016 through December 31, 2018.

MOTION CARRIED unanimously.

New Revenue Contract: Clinton County

Ericanne Spence presented a new revenue contract with Clinton County to provide mental health screening to the Clinton County Jail. Discussion ensued regarding funding, screening assessments for the consumer, and services to jail command.

Dianne Holman entered the meeting at 5:34 p.m.

ACTION:

MOVED by Kam Washburn and SUPPORTED by Paul Palmer that the Program and Planning Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI)

authorize CMHA-CEI to enter into a new contract with Clinton County to provide emergency psychiatric screening services for the Clinton County Jail for the period of October 1, 2015 through September 30, 2016 and receive \$63,326 for those services / goods.

MOTION CARRIED unanimously.

New Revenue Contract: Michigan Department of Corrections, Office of Community Corrections

Ericanne Spence presented a new revenue contract with the Michigan Department of Corrections, Office of Community Corrections (MDOC) to provide Probation Residential Services. Substance Abuse Services, House of Commons has had a contract with MDOC for several years. This new contract allows CMHA-CEI to provide more services for probationers. This is a fee for service contract which pays \$47.50 per day per probationer. The number of clients served monthly is an average of ten. Services provided include assessment, treatment planning, group, individual, and day-to-day monitoring. CMHA-CEI will receive up to \$175,000 annually for a three year contract term. This contract includes provision of a two tiered model by the House of Commons. Tier 1 is for offenders who may not have a significant substance abuse problem or no substance abuse problem at all. Services include minimal group work focused on criminal thinking and conduct and allows for community release for educational or employment purposes. Tier 2 is for referred offenders who have a significant substance abuse problem and require the programming currently offered by the House of Commons. Probationers in both tiers can stay up to 150 days, if needed. This contract encompasses all State and offenders can be referred by Judges, Probation Agents, or Community Corrections Managers. CMHA-CEI is the only program provider of this service in the Greater Lansing Area. Discussion ensued regarding recidivism rates and audits.

ACTION:

MOVED by Stephen Manchester and SUPPORTED by Kay Pray that the Program and Planning Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) authorize CMHA-CEI to enter into a new contract with the Michigan Department of Corrections – Office of Community Corrections to provide both Probation Residential and Substance Abuse treatment services for the period of October 1, 2015 through September 30, 2018 and receive up to \$525,000 over three years or \$175,000 annually for those services.

**MOTION CARRIED unanimously.**

**NEW EXPENSE CONTRACTS**

Al Way presented new expense contracts with several counties for coaching and evaluation services. CMHA-CEI has received funding from the Michigan Department of Health and Human Services to oversee and implement Parent Management Training-Oregon Model (PMTO) training in this region. Each CMH has different expectations and responsibilities. Families Forward has met with all counties involved to outline each CMH's expectations. Discussion ensued regarding the rigid guidelines for trainer evaluation.

**ACTION:**

**MOVED** by Joseph Brehler and **SUPPORTED** by Kay Randolph-Back that the Program and Planning Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) authorize CMHA-CEI to enter into the following expense contracts based on the fact that the information has been reviewed and the contracts are in line with agency responsibilities:

**New Expense Contract: Bay Arenac County CMH**

New expense contract with Bay Arenac County CMH to purchase coaching and evaluation services and pay \$13,700 for the period of October 1, 2015 through September 30, 2016.

**New Expense Contract: Central Michigan CMH**

New expense contract with Central Michigan CMH to purchase coaching and evaluation services and pay \$51,466 for the period of October 1, 2015 through September 30, 2016.

**New Expense Contract: Gratiot County CMH**

New expense contract with Gratiot County CMH to purchase coaching and evaluation services and pay \$7,500 for the period of October 1, 2015 through September 30, 2016.

**New Expense Contract: Newaygo County CMH**

New expense contract with Newaygo County CMH to purchase coaching and evaluation services and pay \$2,000 for the period of October 1, 2015 through September 30, 2016.

**New Expense Contract: Saginaw County CMH**

New expense contract with Saginaw County CMH to purchase coaching and evaluation services and pay \$33,571 for the period of October 1, 2015 through September 30, 2016.

**New Expense Contract: Tuscola County CMH**

New expense contract with Tuscola County CMH to purchase coaching and evaluation services and pay \$2,200 for the period of October 1, 2015 through September 30, 2016.

**MOTION CARRIED unanimously.**

**NEW EXPENSE CONTRACTS**

Jennifer Stanley presented new expense contracts to purchase transcription services. The purpose of these contracts is to fulfill the new requirement for Streamline. Accentus, Inc. completes the transcription and contracts with Advanced Data Entry, Inc. to insert the transcription into the correct fields within Streamline. CMHA-CEI will pay Accentus, Inc \$0.125 or \$0.145 per line and Advanced Data Entry, Inc. \$0.025 per line. Accentus, Inc. and Advanced Data Entry, Inc. both requested a 3 year contract; however the contract can be terminated at any time. Included in the contract is the requirement for transcription services to be completed within the U.S.A. Discussion ensued regarding Streamline and possibilities for error. CMHA-CEI's Medical Director shared that physicians are expected to read/edit entries before approval and are responsible for the contents of their documentation.

**ACTION:**

**MOVED** by Paul Palmer and **SUPPORTED** by Dianne Holman that the Program and Planning Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) authorize CMHA-CEI to enter into the following expense contracts based on the fact that the information has been reviewed and the contracts are in line with agency responsibilities:

**New Expense Contract: Accentus (US), Inc.**

New expense contract with Accentus (US), Inc. to purchase medical transcription services for the period of October 1, 2015 through September 30, 2018 and pay \$0.125 or \$0.145 per line for those services.

**New Expense Contract: Advanced Data Entry, Inc.**

New expense contract with Advanced Data Entry, Inc. to purchase data entry services for the period of August 31, 2015 through August 31, 2018 and pay \$0.025 per line for those services.

MOTION CARRIED unanimously.

**Old Business:**

Sara Lurie presented an update regarding the proposal to co-locate Mental Health Services at Eaton County Community Center. In June, there was discussion to find a Mental Health Therapist. It was found that there would be a funding gap between actual costs and what could be reimbursed for services. The funds would have to come from the General Fund. CMHA-CEI has agreed to stay in contact with Cherry Street Health Services should there be a better position to cover costs in the future. Discussion ensued regarding Federally Qualified Health Centers in Michigan.

The Program and Planning Committee inquired about the process and/or possibility of implementing a Crisis Intervention Team (CIT) through CMHA-CEI. CMHA-CEI's Substance Abuse Services Director offered to make a presentation regarding CIT training at the Full Board Meeting in November.

**New Business:**

None.

**Public Comment:**

None.

**Adjournment:**

The meeting was adjourned at 6:23 p.m. The next regularly scheduled Program and Planning Committee meeting is November 9, 2015, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Chelsea Christensen  
Finance Secretary