



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, November 9, 2016, 5:30 p.m.
812 E. Jolly Road, Conference Room G11-C
Lansing, MI 48910

Committee Members Present:

Joe Brehler, Kay Randolph-Back, Kam Washburn, Dianne Holman

Committee Members Absent:

Chris Swope, Raul Gonzales

Staff Present:

Stacia Chick, Sara Lurie, Chelsea Park, Ericanne Spence, Gwenda Summers, Chuck Dougherty, John Peiffer, Mary Clissold

Public Present:

None.

Call to Order:

The meeting was called to order by Chairperson Joe Brehler at 5:30 p.m.

Previous Meeting Minutes:

MOVED by Kay Randolph-Back and SUPPORTED by Kam Washburn to approve the meeting minutes of October 12, 2016.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Kam Washburn and SUPPORTED by Kay Randolph-Back to adopt the agenda.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

Lease Renewal and Vehicle Purchase

John Peiffer explained the revised proposal for the 2015/2016 vehicle purchase. A delay with Ford Motor Company software postponed the purchase and the 2016 models were no longer available.

ACTION:

MOVED by Kam Washburn and **SUPPORTED** by Kay Randolph-Back that the Finance 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 lease renewal and approve the following purchase based on the fact that the information has been reviewed and the contracts are in line with agency responsibilities:

Lease Renewal: 401 South Bridge Street, Grand Ledge

Lease renewal contract for 1,599 square feet of office space at the property of 401 South Bridge Street, Grand Ledge, Michigan in Eaton County from Robert Bessette, owner who resides at 12797 Oneida Woods Trail, Grand Ledge, Michigan in Eaton County, for the period of January 1, 2017 through December 31, 2019 and pay a total of \$74,871.84 in monthly installments as noted.

2015/2016 Vehicle Purchase (Revised)

Purchase of 12 new vehicles for the new revised purchase price of \$426,115 from Gorno Ford, Woodhaven, Michigan and authorize staff to initiate a loan with JPMorgan Chase Bank for this amount.

MOTION CARRIED unanimously.

Expense Contract Renewal: Streamline Healthcare Solutions, LLC

ACTION:

MOVED by Dianne Holman and **SUPPORTED** by Kay Randolph-Back that the Finance 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 purchase maintenance from Streamline Healthcare Solutions, LLC for

the period of March 1, 2017 through September 30, 2017 and pay \$45,955 for that maintenance.

MOTION CARRIED unanimously.

Expense Contract Renewals and Amendments

Mary Clissold discussed the rate and reporting changes for Community Living Supports (CLS). The changes help distinguish between two types of CLS. CLS in a residential setting requires a per diem rate.

ACTION:

MOVED by Kam Washburn and SUPPORTED by Dianne Holman that the Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to enter into the following expense contract renewals and amendments based on the fact that the information has been reviewed and the contracts are in line with agency responsibilities:

Expense Contract Renewals: Massage Therapy

Contract renewals to purchase Massage Therapy, for the periods listed below from the following contractors, and at the rates listed below:

Contractor Name	Address	Service	Start Date	Expire Date
Gail Grace	121 Germany Rd. Williamston, MI 48895	Children's Waiver	1/1/17	09/30/17
Maryann Lefevre Hancock	812 Clark St. Lansing, MI 48906	Children's Waiver	1/1/17	09/30/17

Rates:

Name of Service	Code	15 Minute Rate	Hourly Rate
Therapeutic Activities Exercise (CHUM/Massage Therapy)	97530	\$21.10	\$84.40
Therapeutic Exercise	97110	\$19.59	\$78.36

(CHUM/Massage Therapy)			
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Expense Contract Renewal: The Lighthouse, Inc.

Contract renewal with The Lighthouse, Inc., Promised Land AFC and Southern Cross AFC to purchase Specialized Residential Services, Medication Reviews, and 1:1 Staffing as needed, for the period of October 1, 2016 through September 30, 2017 and pay the rates listed on the attached rate sheet.

Light House Rate Sheet October 1, 2016 - September 30, 2017			
Service Description	Service Code	Unit of Service	Rate
Psych Eval with Medical Exam	90792	Event	\$285.00
Psychiatric Diagnostic Evaluation	90791	Event	\$285.00
Psychotherapy, 16-37 min	90832	Event	\$114.50
Psychotherapy, 38-52 min	90834	Event	\$171.75
Psychotherapy, 53-60 min	90837	Event	\$229.00
Psychological Group therapy	90853	Hour	\$121.00
Med Review, approx. 10 minutes-minor problems	99212	Event	\$95.00
Med Review, approx. 20 minutes-low/moderate	99213	Event	\$190.00
Med Review approx. 25 minutes-moderate/high	99214	Event	\$285.00
Social Work Group therapy	90853	Hour	\$121.00
Comprehensive Community Supports per diem	H2016	Day	\$454.67
Personal Care per diem	T1020		
1:1 Special Staffing (paid on as needed basis, and to be folded into the Per Diem Rate)		Hour	\$27.00

Expense Contract Amendment: Helping Hands Respite Care

Amend the contract with Helping Hands Respite Care to purchase Community Living Supports and Respite Services for the period of October 1, 2016 through September 30, 2017 and pay per the rate schedule below.

Rate Schedule

Service	Code & Modifier	15 Min. Unit Rate	Hourly Rate
*CLS/Respite LOC of 4 staff ratio of 4:1	H2015 T1005 TT	\$1.41	\$5.64
*CLS/Respite LOC of 3 staff ratio of 3:1	H2015 T1005 TT	\$1.72	\$6.88
*CLS/Respite LOC of 2 staff ratio of 2:1	H2015 T1005 TT	\$2.03	\$8.12
**Respite/CLS Adult	H2015 T1005 TT	\$3.72	\$14.88
**Respite/CLS Adult Holiday Rate	H2015 T1005 TT	\$5.56	\$22.24
**Respite/CLS Adult High Need Children's Waiver	H2015 T1005 TT	\$4.23	\$16.92
**Respite/CLS Adult High Need Holiday Rate Children's Waiver	H2015 T1005 TT	\$6.36	\$25.44
Service	Code & Modifier	Full Day Per diem	Half Day Per Diem
Per Diem Respite Client: Staff Ratio 4:1	H0045 TT	\$45.00	\$22.50
Per Diem Respite Client: Staff Ratio 3:1	H0045 TT	\$55.00	\$27.50

Per Diem Respite Client: Staff Ratio 2:1	H0045 TT	\$65.00	\$32.50
Service	Code & Modifier		After School Program
Per Diem Respite Client: Staff Ratio 4:1	H0045 TT		\$18.00
Per Diem Respite Client: Staff Ratio 3:1	H0045 TT		\$23.00
Per Diem Respite Client: Staff Ratio 2:1	H0045 TT		\$26.00

*Amended rate is due to state requirements that no longer allow a per diem service for CLS (H0043) outside of the home. Provider offers a discounted rate for individuals that attend the program for a full day. This rate has been amended from a per diem discounted rate to a lower 15 minute unit rate. **Traditional rate is dependent on the support needs of the individual served.

Expense Contract Amendment: Rainbow Homes

Amend the contract with Rainbow Homes to purchase Community Living Supports and Respite Services for the period of October 1, 2016 through September 30, 2017 and pay per the rate schedule below.

Rate Schedule (amending from H0043 Per Diem Cost to H2015 Unit Cost)

Service	Code & Modifier	15 Min. Unit Rate	Hourly Rate
*CLS/Respite Rainbow Level 1	H2015 T1005 TT	\$1.25	\$5.00
*CLS/Respite Rainbow Level 2	H2015 T1005 TT	\$1.67	\$6.68
*CLS/Respite Rainbow Level 3	H2015 T1005 TT	\$2.10	\$8.40
**Respite/CLS -Adult	H2015 T1005 TT	\$3.72	\$14.88

**Respite/CLS -Adult – Holiday	H2015 T1005 TT	\$5.56	\$22.24
**Respite/CLS- Adult High Need	H2015 T1005 TT	\$4.23	\$16.92
**Respite/CLS- Adult High Need-Holiday	H2015 T1005 TT	\$6.36	\$25.44
Respite/CLS – Sleeper	H2015 T1005	\$2.55	\$10.20
Service	Code & Modifier		Per Diem Rate
Per Diem Respite Rainbow Level 1 – Day	H0045 TT		\$30.00
Per Diem Respite Rainbow Level 2 – Day	H0045 TT		\$40.00
Per Diem Respite Rainbow Level 3 - Day	H0045 TT		\$50.00
Per Diem Respite Rainbow Level 1 – Night	H0045 TT		\$60.00
Per Diem Respite Rainbow Level 2 – Night	H0045 TT		\$85.00
Per Diem Respite Rainbow Level 3 – Night	H0045 TT		\$100.00

*Amended rate is due to state requirements that no longer allow a CLS per diem service for CLS outside of the home. Provider offers a discounted rate for individuals that attend the program for a full day. This rate has been amended from a per diem discounted rate to a lower 15 minute unit rate. **Traditional rate is dependent on the support needs of the individual served.

MOTION CARRIED unanimously.

Revenue Contract Renewals

Dianne Holman inquired as to whether there have been changes or improvements to the Clinton County Jail services. Ericanne Spence stated that the Clinton County Jail is pleased with the services and nothing has changed as far as services or expectations.

Kay Randolph-Back asked whether tracking is done for those served in this setting. Ericanne Spence shared that CMHA-CEI staff try to ensure that case managers know the release dates of consumers and ensure that medication is made available, if necessary. Discussion ensued regarding the possibility of studies about recidivism rates in the population that qualifies for this service.

ACTION:

MOVED by Dianne Holman and **SUPPORTED** by Kam Washburn that the Finance 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 revenue contract renewals based on the fact that the information has been reviewed and the contracts are in line with agency responsibilities:

Revenue Contract Renewal: Clinton County

Contract renewal with Clinton County to provide emergency psychiatric screening services for the Clinton County Jail for the period of October 1, 2016 through September 30, 2017 and receive \$63,326 per year for those services / goods.

Revenue Contract Renewal: Ingham County, Office of Community Corrections

Contract renewal with the Ingham County Office of Community Corrections to provide treatment in addiction services for the period of October 1, 2016 through September 30, 2017 and receive \$47,200 for those services.

Revenue Contract Renewal: Clinton County, 29th Circuit Court Swift and Sure Sanctions Program

Contract renewal with the Clinton County 29th Circuit Court Swift and Sure Probation Program for the period of October 1, 2016 through September 30, 2017 and receive for those services \$100 per assessment and \$100 per group or individual counseling session.

Revenue Contract Renewal: Ingham County, 30th Circuit Court Swift and Sure Sanctions Program

Contract renewal with the Ingham County 30th Circuit Court Swift and Sure Sanctions Probation Program (SSSPP) to allow for SSSPP to pay the \$30.00 enrollment fee for all SSSPP probationers admitted to the House of Commons Aftercare program, with the annual amount not exceeding \$2700.00, for the period of October 1, 2016 through September 30, 2017.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Michigan Department of Health and Human Services, Trauma-Focused Cognitive-Behavioral Therapy Medicaid Health Plan

ACTION:

MOVED by Kam Washburn and SUPPORTED by Dianne Holman that the Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to enter into a contract with the Michigan Department of Health and Human Services to provide support services for Trauma-Focused Cognitive-Behavioral Therapy training for the period October 1, 2016 to September 30, 2017 and receive \$121,000 for those services provided.

MOTION CARRIED unanimously.

Expense Contract Renewal: Contract Management Associates – Cost Settlement Services

ACTION:

MOVED by Kay Randolph-Back and SUPPORTED by Dianne Holman that the Finance 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 renew the contract with Contract Management Associates to purchase Financial Review Services commencing October 1, 2016 and pay \$28,875.33 for those services for one year.

MOTION CARRIED unanimously.

JP Morgan Chase Tax Exempt Borrowing Resolutions for 2015/2016 Vehicle Purchase

ACTION:

MOVED by Kam Washburn and SUPPORTED by Dianne Holman that the Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) adopt the JP Morgan Chase Bank certified resolutions regarding borrowing and tax qualifications for the purchase of twelve (12) new vehicles.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Mid-State Health Network

Ericanne Spence explained that, under this contract, CMHA-CEI will render substance abuse services for consumers for whom Mid-State Health Network (MSHN) arranges

such services. The contract renewal with MSHN includes a cost reimbursement amount for three programs; The Recovery Center, Clinton County Counseling Center and Intensive Case Management for the period of October 1, 2016 through December 31, 2016, at which time the above services will be re-evaluated and an amendment issued to cover the remaining fiscal year. The agreement also includes fee for service amounts for the House of Commons and Correctional Assessment and Treatment Services outpatient from October 1, 2016 through September 30, 2017.

CMHA-CEI staff are anticipating an extension for cost reimbursement funding for The Recovery Center for the remainder of 2017. CMHA-CEI management will be meeting with MSHN on a monthly basis. MSHN and CMHA-CEI will partner to analyze and increase utilization for The Recovery Center. Gratiot County CMH, Central Michigan CMH, and Montcalm County CMH have reached out for additional beds for detox and inquired about The Recovery Center but transportation was a concern. MSHN received confirmation from The Office of Recovery Oriented System of Care (OROSC) and approved the use of block grant dollars for transportation to detox facilities.

CMHA-CEI is currently the only emergent detox center in the region and Sara Lurie feels that CMHA-CEI did receive recognition that the substance abuse services provided by CMHA-CEI are unique to the region. MSHN and CMHA-CEI want to be able to maintain the services. Utilization has decreased since CMHA-CEI no longer manages the Coordinating Agency (CA) and the Care Coordination Center. When CMHA-CEI oversaw the CA for the region their staff were the first contact for the eight county area. These duties have been delegated to individual CMHs. Some of these CMHs do not have substance use disorder (SUD) experience. Discussion ensued regarding marketing the services and the responsibilities of the SUD Oversight Committee.

ACTION:

MOVED by Kam Washburn and **SUPPORTED** by Kay Randolph-Back that the Finance 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 contract renewal with Mid-State Health Network (MSUH) to provide Substance Use Disorder (SUD) treatment the period of October 1, 2016 through September 30, 2017. The MSHN SUD service rates are attached.

MOTION CARRIED unanimously.

SUD Budget Analysis

Stacia Chick shared an SUD budget analysis. For this fiscal year, if SUD services were reimbursed using the fee for service model, case management services at the Ingham County Jail would be approximately \$55,000 underfunded. The Clinton County Counseling Center would be \$75,000 underfunded and The Recovery Center would be about \$245,000 underfunded. These programs would not be able to operate under this substantial change. CMHA-CEI management is hopeful that in the next several months they can work with MSHN to share their funding model or come up with an alternate plan.

Kay Randolph-Back clarified that the SUD budget analysis was reported verbally. Stacia offered to email Ms. Randolph-Back a written copy of the report. Discussion ensued regarding the issues that other counties are experiencing and the possibility of providing proposed solutions to MSHN.

For information only.

Old Business:

None.

New Business:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 6:45 p.m. The next regularly scheduled Finance Committee meeting is December 14, 2016, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Chelsea Park
Finance Secretary