



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

PROGRAM AND PLANNING COMMITTEE

Meeting Minutes

Monday, May 8, 2017, 5:30 p.m.

812 E. Jolly Road, Conference Room

G11C Lansing, MI 48910

Committee Members Present:

Raul Gonzales, Joe Brehler, Paul Palmer, Kay Randolph-Back, Dianne Holman, Jim Rundborg, Carol Koenig

Committee Members Absent:

None.

Staff Present:

Sara Lurie, Darby Vermeulen, Jennifer Stanley, Stacia Chick, Gwenda Summers, Shana Badgley

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 Dianne Homan and SUPPORTED by Paul Palmer to approve the meeting minutes of April 10, 2017.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Joe Brehler and **SUPPORTED** by Paul Palmer to adopt the revised agenda. The agenda was revised to add Finance Policy 4.3.1 presented by Stacia Chick as an information-only item as well as electing a new vice chair and choosing a meeting time.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

Carol Koenig entered at 5:35 p.m.

BUSINESS ITEMS:

New Expense Contract: Starfish Family Services

Gwenda Summers presented a contract to authorize services for youth that CMHA-CEI is the COFR for and potentially any other youth that are placed there. Discussion ensued as to why Starfish was the chosen provider and the process of authorizing services through Starfish.

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Dianne Holman that the Program and Planning Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a new contract with Starfish Family Services to provide the services at the rates listed below for the period of April 1, 2017 through September 30, 2017.

Psychiatric Evaluation	342.00	Encounter
Initial or Other Assess - LLP/non-Phys	245.00	Encounter
Treatment Planning/Person Centered Plan	234.00	Encounter
Ind therapy, 17-37 minutes face-to-face	108.00	Encounter
Ind therapy, 38-52 minutes face-to-face	180.00	Encounter
Ind therapy, 53-90 minutes face-to-face	240.00	Encounter

Family therapy client not present	150.00	Encounter
Family therapy client present	174.00	Encounter
Eval & Mgmt (Medication Review)	90.00	Encounter
Eval & Mgmt (Medication Review)	114.00	Encounter
Eval & Mgmt (Medication Review)	186.00	Encounter
Eval & Mgmt (Medication Review)	216.00	Encounter
Eval & Mgmt (Medication Review)	234.00	Encounter
Case Management	67.80	15 min unit
Homebased	84.00	15 min unit

MOTION CARRIED unanimously.

New Expense Contract: Walnut Ridge Country Estate, LLC Adult Foster Care

Shana Badgley presented a contract for an AFC home that is being renovated and consumers are being temporarily moved to Walnut Ridge Country Estate.

ACTION:

MOVED by Jim Rundborg and **SUPPORTED** by Paul Palmer that the Program and Planning Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract with Jeffrey Shepherd at Walnut Ridge Country Estate, LLC, Adult Foster Care in Stockbridge to provide services at the per diem rates of \$20.11 (Level I), \$40.21(Level II), and \$60.32 (Level III), paid on a monthly actual usage basis for the period of June 1, 2017 through September 30, 2017.

MOTION CARRIED unanimously.

New Expense Contract: First Light Home Care

Sara Lurie presented a contract to add a provider for community living and respite services. This will provide an additional option to place consumers. Discussion ensued about the difference between rates in the rate table.

ACTION:

MOVED by Paul Palmer and **SUPPORTED** by Jim Rundborg that the Program and Planning Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a new contract and to purchase Community Living Supports and Respite Services from First Light Home Care for the period of May 1, 2017 through September 30, 2017 and pay according to the rate schedule below for those services/goods.

Rate Schedule		
Service	Hourly Standard Rate	Hourly Holiday Rate
Children’s Waiver, CLS, and Respite*	\$16.92/hr.	\$25.44/hr.
CLS and Respite-Hab. Waiver /B3*	\$14.88 or \$16.92/hr.*	\$22.24 or \$25.44/hr*
CLS and Respite – Sleeper Rate	\$10.36/hr.	

*Rate varies depending on the support needs of the individual served. A per diem rate may be utilized that is calculated by the board approved hourly rate multiplied by the number of authorized hours per the individual’s level of care and need.

MOTION CARRIED unanimously.

Medication Policy 3.5.1

Jennifer Stanley presented a revised and more succinct Medication Policy. The original policy was approved in 1983 and is approved by the board annually. The policy contained information that was outdated, which was revised by Dr. Stanley. Dr. Stanley will be providing a copy at the next Program and Planning Committee Meeting in June.

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Paul Palmer that the Program and Planning Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to table this item until the next Program and Planning Committee meeting in June, 2017.

Finance Policy 3.4.1 – For Information Only

Stacia Chick presented the finance policy for approval to purchase and authorize services for consumers without needing direct authorization from the board. The board would have to approve the services and procurement decisions after the fact without delaying services to consumers. Discussion ensued as to how contracts and services have been approved in the past and how the board would like to approve in the future. The language will remain as is in the policy.

Carol Koenig left the meeting at 6:00 pm.

Old Business:

None.

New Business:

The meeting will remain at the same time of the month at 5:30 p.m. and Kay Randolph-Back will remain Vice Chair.

MOVED by Joe Brehler and **SUPPORTED** by Paul Palmer that the meeting time will remain the second Monday of every month at 5:30 p.m. and that Kay Randolph-Back will remain Vice Chair of the committee.

MOTION CARRIED unanimously.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 6:20 p.m. The next regularly scheduled Program and Planning Committee meeting is June 12, 2017, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Darby Vermeulen
Finance Secretary