

**BOARD OF DIRECTORS**

**MEETING MINUTES**

**Thursday, March 16, 2017, 6:00 p.m.**

 **812 E. Jolly Road, G11-C**

**Lansing, MI 48910**

**Staff Present:**

**Shana Badgley, Jana Baylis, Sharon Blizzard, Stacia Chick, Mary Clissold, Chuck Dougherty, Aleshia Echols, Sara Lurie, Laura Sandberg, Ericanne Spence, Jennifer Stanley, Gwenda Summers, Joyce Tunnard**

**Public Present:**

**Daniel Arnold, Consumer**

**Denise King, Consumer Guardian**

**Elizabeth Pratt, NAMI**

**Local Representation**

**Naudia Fisher, Local 459**

**Jeff Fleming, Local 459**

**Excused (advance notification provided)**

**Stephen Manchester**

**Jim Rundborg**

**Call to Order:**

**The meeting was called to order by Chairperson, Carol Koenig at 6:02 p.m.**

**Roll Call:**

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

**Previous Meeting Minutes:**

**ACTION:**

**MOVED by Kay Randolph-Back and SUPPORTED by Paul Palmer to approve meeting minutes of February 16, 2017 as amended; adding Kay Randolph-Back as being present, and to be technically accurate clarifying the second to last paragraph, page 7, at the bottom under CEO Report to read as follows: the 298 facilitation workgroup will be evaluating in only five categories.**

**MOTION CARRIED unanimously.**

**Adoption of Agenda**

**ACTION:**

**MOVED by Chris Swope and SUPPORTED by Raul Gonzales to amend and adopt the meeting agenda adding two items: 1.) a presentation by Jennifer Stanley, M.D., regarding comparative cost for hiring a staff psychiatrist including the cost of salary benefits and insurance (in-house vs. contract,) and 2.) Adding a New Contract Independent Contractor, Independent Facilitation – Robert D. Steinkamp as Item #3, Under Program and Planning Committee.**

**MOTION CARRIED unanimously.**

**Public Comment on Agenda Items:**

**Jeff Fleming, local 459 union representative introduced Naudia Fisher as the new union representative replacing Laura Sandberg. The board welcomed Ms. Fisher.**

**Mid-State Health Network Update (MSHN)**

**Joe Brehler reported that Mid-State Health Network board met on the first Tuesday of the month. However, there was nothing special to report.**

**Announcement**

**Sara Lurie, CEO announced Mary Clissold and Chuck Dougherty’s upcoming retirement party scheduled for Friday, April 7 from 2 – 4pm in the Atrium and extended an invitation for board members to attend. That being said, Ms. Lurie regretfully announced that tonight would be their last CMHA-CEI Board of Director’s meeting.**

**Carol Koenig, CMHA-CEI Board Chair announced that there is a copy of the Committee Interest/Board Delegate Response Form included in this evening’s board folder and requested that each member take a moment to complete it before the end of the meeting and turn it in to Aleshia Echols.**

**Chief Executive Officer Report**

**Stacia Chick, Chief Financial Officer introduced the representatives of the Municipal Employees Retirement System (MERS) of Michigan. Marne Carlson, Regional Manager provided a snapshot of the CMHA-CEI retirement readiness system highlighting the following:**

* **Defined Benefit Plan**
* **How the Employer Contribution is Calculated?**
* **Mortality Table adjustment**
* **Assumed Rate of Return change from 8 percent to 7.75 percent**
* **Shorter Fixed Amortization period – length of time needed to eliminate a pension plan’s unfunded liability.**

**NOTE: Since 2005, MERS has been gradually reducing the amortization period to help ensure that pension costs of current employees do not shift onto future generations. Ms. Carlson explained that having a fixed amortization period gives a specific target date to each plan by which all know obligations will be fully funded.**

* **Unfunded Liability Trends**

**Ms. Carlson fielded questions regarding vesting, who MERS is, 2015 valuation, MERS administrative costs, changing benefit structure, funding strategies, and recommended 100% funding. Joe Brehler, clarified that 100% is not a requirement. The question was, is 100% enough? Ms. Carlson replied by stating to ensure you are able to pay your benefits, MERS prefers 120% contribution and this is not taking in to consideration any market fluctuation.**

**That being said, Stacia Chick, Chief Financial Officer commented that every year during Steady-State, the minimum required contribution has been paid. However, as expense continues to rise; this is a matter will need to be addressed during the budget cycle.**

**ACTION: Prior to a decision having to be made, Chris Swope requested a 20-year budget projection estimate from MERS.**

**2015 Full and Part Time Physicians Benefit Summary by Jennifer Stanley, M.D.**

**At the request of the Program and Planning Committee, Dr. Stanley presented the following layout of comparative costs for hiring a staff psychiatrist, including the costs of salary, benefits and insurance:**

**The salary for a full-time, board-certified, staff psychiatrist is $174,856. The agency uses a 44% rate for benefits, meaning that the total budgeted cost of that psychiatrist is $251,793 annually. The 44% rate for benefits includes all of the employer-paid fringe benefits listed on the attached benefit summary, as well as medical malpractice insurance (including tail coverage when the physician leaves the agency,) general liability coverage, the physicians’ MERS health savings plan, unemployment, worker’s compensation, and FICA.**

**If we divide the annual salary by 2080 hours (52 weeks’ x 40 hours/week), the hourly rate for a staff psychiatrist (salary + benefits) is $121.05. If, however, we assume that the number of worked hours in a year is actually only 1720 hours (2080 hours – 120 hours of vacation time – 48 hours of personal time – 96 hours of paid time for agency holidays – 96 hours of sick time), the hourly rate is $146.39.**

**A full-time, board-certified chief psychiatrist’s annual salary is $184,186. This gives salary + benefits of $265,228 annually. Based on 2080 hours/year, the hourly rate is $127.51. Based on 1720 hours/year, the rate is $154.20.**

**Discussion ensued regarding tele psychiatry.**

**BUSINESS ITEMS:**

**Human Resources Committee**

**Recipient Rights Quarterly Report: October 1, 2016 – December 31, 2016**

**ACTION:**

**MOVED by Kay Pray and SUPPORTED by Paul Palmer that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties accept the Recipient Rights Quarterly Report for the period of October 1, 2016 through December 31, 2016.**

**MOTION CARRIED unanimously.**

**Human Resources Committee**

**First Quarter EEO Report**

**ACTION:**

**MOVED by Kam Washburn and SUPPORTED by Paul Palmer that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties accept the First Quarter EEO Report from the period of October 1, 2016 through December 31, 2016.**

**MOTION CARRIED unanimously.**

**Labor Relations First Quarter Grievance Report**

**ACTION:**

**MOVED by Kam Washburn and SUPPORTED by Paul Kay Pray that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties accept the Fourth Quarter Labor Relations Grievance Report from the period of October 1, 2016 through December 31, 2016.**

**MOTION CARRIED unanimously.**

**Program and Planning**

**New Revenue Contract: Michigan Department of Health and Human Services – Mental Health and Juvenile Justice Federal Block Grant**

**ACTION:**

**MOVED by Raul Gonzales and SUPPORTED by Kam Washburn that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into a contract with the Michigan Department of Health and Human Services for the mental health/juvenile justice initiative funding of which CMHA-CEI will receive $43,510 for the period May 1, 2017 through September 30, 2017 for these services.**

 **MOTION CARRIED unanimously.**

**New Expense Contract: Insight Psychiatry, PLLC**

**ACTION:**

**MOVED by Raul Gonzales and SUPPORTED by Kay Randolph-Back that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into a new contract with Insight Psychiatry, PLLC to purchase psychiatric services for the period of April 1, 2017 to September 30, 2018 and pay $145/hour for services up to 30 hours/week.**

**MOTION CARRIED unanimously.**

**New Contract Independent Contractor – Robert D. Steinkamp – Independent Facilitation**

**ACTION:**

**MOVED by Raul Gonzales and SUPPORTED by Dianne Holman that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into new contract and purchase Independent Facilitation from Independent Contractor, Robert D. Steinkamp and pay $150 for each Person Centered Plan (PCP) for the period of March 1, 2017 through September 30, 2017.**

**MOTION CARRIED unanimously.**

**Finance Committee**

**Revenue Contract Amended Funding: Michigan Department of Corrections**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Kam Washburn that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to amend the dollar amount estimated in the original approved contract with the Michigan Department of Corrections to reflect an increase in the daily rate from $93.00 to $102.30, which adds an additional $150,000 to the contract. The amended budgeted amount is $502,224, for the period of March 14, 2017 through December 31, 2017.**

**MOTION CARRIED unanimously.**

**Expense Contract Amendment: Hope Network Behavioral Health**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Maxine Thome that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into a contract amendment with Hope Network Behavioral Health, located at P.O. Box 3075 Orchard Vista Dr. S.E., Grand Rapids, Michigan 49546, to purchase specialized residential services, medication reviews, and 1:1 staffing as needed for the period of March 1, 2017 through September 30, 2017 at the rates and locations in the attached rate schedule.**

**MOTION CARRIED unanimously.**

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**New Expense Contract: LightSpeed 500 Mbps Internet Connection**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Kam Washburn that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties**

* **authorize CMHA-CEI to renew its contract with LightSpeed for Internet services for the period of April 1, 2017 to March 31, 2020, for $700 per month, and a total amount of $25,200.**

**Contract Renewal: AT&T Digital Phone Lines**

* **authorize CMHA-CEI to enter into a contract renewal with AT&T to maintain voice lines for the period of April 1, 2017 to March 31, 2020, for $4,609 per month, and a total amount of $165,924.**

**Contract Renewal: AT&T Data Services**

* **authorize CMHA-CEI to renew a contract with AT&T for data services for the 36 Month period of March 31, 2017 through April 1, 2020 for a total of $221,580.**

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| **Contract Renewal: AT&T 1 Gigabit Internet Connection*** **authorize CMHA-CEI to renew its contract with AT&T for Internet services for the period of April 1, 2017 to March 31, 2020, for $2,771 per month, and a total amount of $99,756.**
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**MOTION CARRIED unanimously.**

**Rate Schedule – Fiscal Year 2017**

\*The PC+CLS and Crisis Residential Rates are effective for contracts beginning October 1, 2016 and after.

**Specialized Residential**

|  |  |  |  |
| --- | --- | --- | --- |
| **HNBHS Programs**  | **County / City**  | **Capacity / Population**  | **PC+CLS Rate\*** **(per day)**  |
| ***D.A.R.T.*** *(Developmental Adolescent Residential Treatment) - Intensive*  | Kent / Grand Rapids  | 20 / MI/DD - Intensive youth residential  | **$550.00** [1]  |
| ***The Lodge*** *(at the Grandview Campus) Transitional Residential*  | Kent / Walker  | 16 / MI - Specialized residential  | **$162.00** [1,2]  |
| ***Breton Valley*** *Integrated Medical*  | Kent / Grand Rapids  | 6 / MI - Specialized residential  | **$241.00** [1,2]  |
| ***Cherry Valley****Integrated Medical* | Kent / Grand Rapids  | 6 / MI - Specialized residential  | **$241.00** [1,2]  |
| ***River Valley Integrated Care I & II*** *Integrated Medical - Intensive*  | Kent / Grand Rapids  | 32 / MI - Specialized residential - Medical  | **$287.00** [1,2]  |
| ***The Ridge*** *(at the Grandview Campus) Behavioral - Moderate* | Kent / Walker  | 16 / MI - Specialized residential  | **$252.00** [1,2]  |
| ***Alpine Grove*** *(at the Grandview Campus) Behavioral - Moderate*  | Kent / Walker  | 13 / MI - Specialized residential  | **$252.00** [1,2]  |
| ***Meadows*** *(at the Grandview Campus) Behavioral - Moderate*  | Kent / Walker  | 13 / MI - Specialized residential  | **$252.00** [1,2]  |
| ***West Lake Cottage I - VIII*** *Behavioral - Intensive*  | Ionia / Lowell  | 48 / MI/DD - Intensive adult residential Clinical  | **$345.00** [1,2]  |
| ***Harbor Point East, West, North*** *Behavioral - Intensive*  | Ottawa / Nunica  | 36 / MI - Intensive adult residential - Clinical  | **$325.00** [1,2]  |
| ***Harbor Point Lapeer*** *Behavioral - Intensive* | Lapeer  | 12 / MI - Intensive adult residential - Clinical  | **$335.00** [1,2] |

**Crisis Residential**

|  |  |  |  |
| --- | --- | --- | --- |
| **HNBHS Programs**  | **County / City**  | **Capacity / Population**  | **Crisis Residential** **Rate (per day)**  |
| ***PIVOT*** *Crisis Residential & Living Room*  | Kent / Grand Rapids | 16 / MI - Crisis residential | **$398.00**  |

**Ancillary Services**

|  |  |  |
| --- | --- | --- |
| **Service Code and Description**  | **Unit Type**  |  **Rate Per Unit**  |
| 90785 Interactive Psychotherapy  | Encounters  | $7.00  |
| 90791 Psychiatric Diagnostic Evaluation (no medical services)  | Encounters  | $99.45  |
| 90792 Psychiatric Diagnostic Evaluation (with medical services)  | Encounters  | $107.17  |
| 90832 Psychotherapy 30 min  | Encounters  | $48.23  |
| 90834 Psychotherapy 45 min  | Encounters  | $63.98  |
| 90837 Psychotherapy 60 min  | Encounters  | $95.69  |
| 90853 Group Therapy  | Encounters  | $19.69  |
| 90857 Therapy (mental health) - group interactive  | Encounters  | $26.69  |
| 96372 Medication Injection  | Encounters  | $17.88  |
| 99201 New O/P 10 Minutes  | Encounters  | $41.11  |
| 99202 New O/P 20 Minutes  | Encounters  | $59.90  |
| 99203 New O/P 30 Minutes  | Encounters  | $103.15  |
| 99204 New O/P 45 Minutes  | Encounters  | $137.64  |
| 99205 New O/P 60 Minutes  | Encounters  | $159.63  |
| 99211 Established O/P 5 Minutes  | Encounters  | $14.39  |
| 99212 Established O/P 10 Minutes  | Encounters  | $44.73  |
| 99213 Established O/P 15 Minutes  | Encounters  | $70.04  |
| 99214 Established O/P 25 Minutes  | Encounters  | $98.78  |
| 99215 Established O/P 40 Minutes  | Encounters  | $142.64  |
| 99324 New Domiciliary Service 20 Minutes | Encounters  | $41.11  |
| 99325 New Domiciliary Service 30 Minutes | Encounters  | $59.90  |
| 99326 New Domiciliary Service 45 Minutes | Encounters  | $103.15  |
| 99327 New Domiciliary Service 60 Minutes | Encounters  | $137.64  |
| 99328 New Domiciliary Service 75 Minutes | Encounters  | $159.63  |
| 99334 Established Domiciliary Service 15 Minutes | Encounters  | $44.73  |
| 99335 Established Domiciliary Service 25 Minutes | Encounters  | $70.04  |
| 99336 Established Domiciliary Service 40 Minutes | Encounters  | $98.78  |
| 99337 Established Domiciliary Service 60 Minutes | Encounters  | $142.64  |
| H0031 Mental Health Assessment, by Non-Physician  | Encounters  | $144.69  |
| H0032 Treatment Plan Development by Non-Physician  | Encounters  | $96.46  |
| H0034 Medication Training & Support  | 15 Minutes  | $43.17  |
| H0038 Peer Supports  | Encounters  | $14.95  |
| H2015 1:1 CLS Enhanced Staffing  | 15 Minutes  | $6.00  |
| S9445 Patient Education, NOC, Non-Physician, Individual  | Encounters  | $86.34  |
| S9446 Patient Education, NOC, Non-Physician, Group  | Encounters  | $43.17  |
| T1001 Nursing Assessment  | Encounters  | $172.68  |
| T1002 RN services  | Up to 15 Minutes  | $43.00  |
| T1017 Targeted Case Management  | 15 Minutes  | $51.00  |

**NOTES:**

1. – PC, CLS and Residential rates exclude SSI / R&B which is collected by HNBHS.

1. – Ancillary Services are in addition to PC and CLS rates listed on page 2. All psychiatric and therapeutic services will follow the federal and/or state guidelines for payer reimbursement.

This is not a complete list of services. Available services may vary depending on program / service location. Rates may also vary depending on the credentials of the professional rendering the service.

**Executive Committee**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Chris Swope that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties to accept the slate of officer recommendations for April 1, 2017 – March 31, 2018 as follows: Kay Pray, Board Chair; Dianne Holman, Board Vice Chair; and Jim Rundborg, Secretary.**

**Access Ad Hoc Committee**

**None.**

**The next regularly scheduled meeting is scheduled for Monday, March 27, 2017 in conference room G11-C at 5:00 p.m.**

**By-Laws Ad Hoc Committee**

 **None.**

**Building and Site Ad Hoc Committee**

**None.**

**Old Business**

**None.**

**New Business**

**None.**

**Public Comment**

**Daniel Arnold, JIMHO**

**Mr. Arnold announced that Mayor Virg Bernero visited JIMHO on March 2, 2017 and met to discuss mental health overall and ways to increase funding. In addition, Mr. Arnold presented a two-minute audio visual presentation, which was well received.**

**Elizabeth Pratt**

**Elizabeth Pratt distributed copies of the NAMI, Lansing 2017 Signature Programs and Events dated February 22, 2017 and extended an invitation to the board to join NAMI Lansing for a fun evening of food and music at their upcoming potluck on Friday, March 17, 2017 from 5:30 – 7:30 pm, at the Clark Conference Center, Sparrow St. Lawrence Campus. In addition, Ms. Pratt shared that NAMI is soliciting charitable contributions on behalf of CMHA-CEI, Crisis Intervention Training.**

**Denise King**

**Denise King, a guardian to a CMHA-CEI consumer provided the board with an update regarding recent developments of a placement in which she objects to, and inquired as to the board’s role. Board Chair, Carol Koenig advised Ms. King that for confidentiality purposes, the board does not hear case specific information. Raul Gonzales shared that the board is entrusted to review policy, procedures and processes; not attend to the day-to-day operational matters.**

**Additional discussion ensued regarding the board’s role. Board Member, Kay Randolph-Back requested of the Board Chair to make a request of the CEO, Sara Lurie, to identify the appropriate staff from Adult Mental Health Services to present to the board a general overview of the process and procedures as they relate to “when a guardian objects to a placement.” Board Member, Chris Swope agreed that this information would be helpful information for board members to be aware of.**

**ACTION: Board Chair, Carol Koenig made a request of the CEO, Sara Lurie, to identify the appropriate staff from Adult Mental Health Services to present within the next couple of months to the board a general overview of the process and procedures as they relate to “when a guardian objects to a placement.”**

**Adjournment**

**The meeting was adjourned at 7:55 p.m. The next meeting is scheduled for Thursday, April 20, 2017 in conference room G11-C beginning at 6:00 p.m.**

**Minutes submitted by:**

**Aleshia Y. Echols**

**Executive Administrative Assistant**