

**BOARD OF DIRECTORS**

**MEETING MINUTES**

**Thursday, April 20, 2017, 6:00 p.m.**

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

**Lansing, MI 48910**

**Staff Present:**

**Sharon Blizzard, Karla Block, Cynthia Borgman, Stacia Chick, Aleshia Echols, Joanne Holland, Sharon Lopez, Sara Lurie, John Peiffer, Ericanne Spence, Jennifer Stanley, Gwenda Summer, Joyce Tunnard, Stefanie Zin**

**Public Present:**

**Denise King, consumer guardian**

**Elizabeth Pratt, NAMI**

**Yasmin Williams, consumer guardian**

**Excused (advance notification provided)**

**Stephen Manchester**

**Chris Swope**

**Call to Order:**

**The meeting was called to order by Chairperson, Carol Koenig at 6:08 pm.**

**Roll Call:**

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

**Previous Meeting Minutes:**

**ACTION:**

**MOVED by Paul Palmer and SUPPORTED by Kay Pray to approve meeting minutes of March 16, 2017 as written.**

**MOTION CARRIED unanimously.**

**Adoption of Agenda**

**ACTION:**

**MOVED by Kay Pray and SUPPORTED by Dianne Holman to adopt the meeting for April 20, 2017.**

**MOTION CARRIED unanimously.**

**Public Comment on Agenda Items:**

 **None.**

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

**Joe Brehler reported that Mid-State Health Network board has not met. The next meeting is scheduled for May 2, 2017.**

**Chief Executive Officer Report**

**CEO, Sara Lurie distributed and reviewed the following Integration-Section 298 FY18 budget language comparisons:**

* **Executive Recommendation**
* **Senate**
* **House**

**In addition, Ms. Lurie expressed the importance of continued input and opinions throughout this process.**

**Introductions**

**Sara Lurie introduced Joanne Holland as the new Chief Information Officer and Karla Block as the new CSDD Program Director. The board welcomed the new Directors.**

**Recognition**

**Sara Lurie presented CMHA-CEI Board Chair, Carol Koenig with a gavel plaque and announced that this would be the last meeting during this term that Carol would be presiding. In addition, Sara Lurie thanked Ms. Koenig for her dedicated service as Chair of the CMHA-CEI Board of Directors for FY2016 – 2017 while serving on 16 other community agency boards and invited those present to join us in celebrating her many accomplishments over the last year by partaking of a slice of delicious cake.**

**Adult Mental Health Services (AMHS) Review Residential Policies & Procedures**

**Per Sara Lurie, at the request of the CMHA-CEI Board, Cynthia Borgman, Supervisor; Sharon Lopez, Residential Coordinator and Stefanie Zin, Compliance & HIPAA Privacy Officer – Supervisor provided an AMHS Residential policies and procedures overview of the avenues for complaints and concerns and highlighted the following:**

* **AMHS Residential Screening Process**
* **AMSH Level of Care for Residential Placements (SIP, MAC, ARCH and MLK AFC Homes)**
* **Requests for a change in placement**
* **Avenues for Complaints or Concerns (Informal and Formal)**
* **Recipient Rights policies and procedures**
* **CMHA-CEI Policy and Procedures 3.6.17, Appeals and Grievance**
* **Timelines**

**A copy of the 2016 Member Handbook was distributed.**

**ACTION: A copy of the presentation was requested and is attached to the minutes as requested (see attached).**

**BUSINESS ITEMS:**

**Program and Planning**

**New Expense Contract: Community Living Services Wayne County**

**ACTION:**

**MOVED by Raul Gonzales and SUPPORTED by Paul Palmer 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 Community Living Services of Wayne County to purchase the services at the rates listed on the attached sheet for the period of 01/01/2017 through 09/30/2017.**

**MOTION CARRIED unanimously.**

**New Expense Contract: Gateway Pediatric Therapy, LLC**

**ACTION:**

**MOVED by Raul Gonzales and SUPPORTED by Joe Brehler 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 Gateway Pediatric, LLC to provide the services at the rates listed below, for the period of April 15, 2017 through September 30, 2017.**

**MOTION CARRIED unanimously.**

**New Expense Contract: ABA Insight, LLC**

**ACTION:**

**MOVED by Raul Gonzales and SUPPORTED by Paul Palmer 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 ABA Insight LLC to provide the services at the rates listed below, for the period of June 1, 2017 through September 30, 2017.**

**MOTION CARRIED unanimously.**

**2017 Mid-State Health Network Quality Assessment and Performance Improvement program and the 2016 Annual Effectiveness and Evaluation Report**

**ACTION:**

**MOVED by Raul Gonzales and SUPPORTED by Paul Palmer that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to approve the adoption of the 2017 Quality Assessment and Performance Improvement Program and 2016 Annual Effectiveness and Evaluation Report developed by the Mid-State Health Network as CMHA-CEI’s Quality Plan.**

**MOTION CARRIED unanimously.**

**Privacy Violations/Mitigations Policy 1.1.17**

**ACTION:**

**MOVED by Raul Gonzales and SUPPORTED by Kay Pray that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to change the Privacy Violations/Mitigation Policy 1.1.17 to become the Privacy Violations /Mitigation Procedure 1.1.4A, under the Compliance Policy 1.1.4.**

**MOTION CARRIED unanimously.**

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| **Community Living Services of Oakland County Rate Sheet**   |
| **Service** | **CPT Code** | **Rate** | **Reporting Unit** |
| Support coordination | T1016 | $107.12 | 15 minute |
| Assessment by Mental Health Professional -Non Physician \* | H031 | $166.40 | encounter |
| CLS  | H2015  | $17.41 | 15 minute |
| Individual Therapy, Intermediate  | 90834 | $98.80 | encounter |
| Treatment Plan development and Monitoring \* | H032 | $166.40 | encounter |
| Behavior Treatment Related Comprehensive Evaluation  | H2000 | $2,080.00 | encounter |
|  |  |  |  |
| \* may be at a lower rate  |  |  |
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| **ABA Service Rates** |
| **Code** | **Service Description** | **Reporting Units** | **Provider Type** | **BCBA** | **BCaBA** | **QBHP** | **LP/LLP** | **BT** |
| 0359T | Assessment (up to 4 hours, two times per year) | Encounter | BCBA, BCaBA, QBHP, or LP/LLP | $480.00 | $340.00 | $480.00 | $480.00 |  |
| 0362T | Functional Behavior Assessment  | First 30 minutes | BCBA, BCaBA, QBHP, or LP/LLP | $60.00 | $42.50 | $60.00 | $60.00 |  |
| +0363T | Functional Behavioral Assessment | Each additional 30 minutes | BCBA, BCaBA, QBHP, or LP/LLP | $60.00 | $42.50 | $60.00 | $60.00 |  |
| 0364T | Direct treatment | First 30 minutes | BCBA, BCaBA, QBHP, LP/LLP, or BT | $30.00 | $30.00 | $30.00 | $30.00 | $27.50 |
| +0365T | Direct treatment | Each additional 30 minutes | BCBA, BCaBA, QBHP, LP/LLP, or BT | $30.00 | $30.00 | $30.00 | $30.00 | $27.50 |
| 0366T | Direct treatment, group | First 30 minutes | BCBA, BCaBA, QBHP, LP/LLP, or BT | $8.57 | $8.57 | $8.57 | $8.57 | $7.86 |
| +0367T | Direct treatment, group | Each additional 30 minutes | BCBA, BCaBA, QBHP, LP/LLP, or BT | $8.57 | $8.57 | $8.57 | $8.57 | $7.86 |
| 0368T | Supervision | First 30 minutes | BCBA, BCaBA, QBHP, or LP/LLP | $60.00 | $42.50 | $60.00 | $60.00 |  |
| 0368T | Supervision | Each additional 30 minutes | BCBA, BCaBA, QBHP, or LP/LLP | $60.00 | $42.50 | $60.00 | $60.00 |  |
| 0370T | Family training | Encounter  | BCBA, BCaBA, QBHP, or LP/LLP | $120.00 | $85.00 | $120.00 | $120.00 |  |
| 0371T | Family training, multiple families | Encounter | BCBA, BCaBA, QBHP, or LP/LLP | $72.00 | $51.00 | $72.00 | $72.00 |  |
| 0372T | Social skills group | Encounter | BCBA, BCaBA, QBHP, or LP/LLP | $51.43 | $36.43 | $51.43 | $51.43 |  |
| 0373T | Direct treatment, requiring two or more technicians | First 60 minutes | BCBA, BCaBA, QBHP, LP/LLP, or BT | $120.00 | $120.00 | $120.00 | $120.00 | $110.00 |
| 0374T | Direct treatment, requiring two or more technicians | Each additional 30 minutes | BCBA, BCaBA, QBHP, LP/LLP, or BT | $60.00 | $60.00 | $60.00 | $60.00 | $55.00 |

**Finance Committee**

**Contract Renewal: Spectrum Community Services**

**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 the contract with Spectrum Community Services to purchase; Community Living Supports, Support Coordination, Psychiatric Evaluations, Medication reviews, and other therapies as needed, for the period of January 1, 2017 through September 30, 2017 and pay the rates listed on the attached rate sheet.**

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| **Spectrum Services Rate Sheet January 1, 2017 - September 30, 2017** |
| **Service Description** | **Service Code** | **Unit of Service** | **Rate** |
| **Support Coordination** | **T1016** | **15 minutes** | **$63.25**  |
| **Psychiatric Services**  | **99214** | **Event** | **$152.45**  |
| **Community Living Supports** | **H0043** | **Day** | **$274.11**  |
| **Psychotherapy, 38-52 min** | **90834** | **Event** | **$84.00**  |

**MOTION CARRIED unanimously.**

**Contract Amendment: Michigan State University Community Music School**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Jim Rundborg that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into new contracts/contract renewals with MSU Community Music School listed below to purchase respite care services for the period of October 1, 2016 thru September 30, 2017 and pay out of individuals respite allotment of $1,200 annually for those services/ goods.**

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| --- | --- | --- |
| **Name**  | **Address**  | **Cost** |
| **Michigan State University – Community Music School** | **4930 S. Hagadorn Road****East Lansing, MI 48823****Attn: Cindy Edgerton****Email:** **edgerto3@msu.edu** | **$27.00 per session (20-30 min) for family friend respite****$68.78 per session (60 min) for Children’s Waiver Program** |

**MOTION CARRIED unanimously.**

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| **Authorizing CMHA CEI Chief Executive Officer to execute Lease, Sublease, and Ground Lease** |

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Dianne Holman that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize Chief Executive Officer, Sara Lurie, to execute the agreements by and between CMHA-CEI and the Ingham County Building Authority / Ingham County known as: Lease, Sublease and Ground Lease documents on behalf of CMHA-CEI.**

**MOTION CARRIED unanimously.**

**ACTION:**

**MOVED by Joe Brehler and SUPPORTED by Raul Gonzales that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI:**

**Expense Contract: Lease Renewal at 5850 Holt Road, Delhi Township**

* **to lease 5850 Holt Road from Tariq M. Faridi, M.D. for the period of June 1, 2017 through May 31, 2022 and pay: Two Thousand Sixty-Seven and 00/100 Dollars ($2067.00) per month to provide a residential home to serve 6 consumers.**

**Expense Contract: Lease Renewal at 9120 Eaton Hwy, Roxand Township**

* **to lease 9120 Eaton Hwy in Mulliken from William and Barbara Alberts, husband and wife, for the period of June 1, 2017 through May 31, 2020 at a monthly rate of $1695.00 per month.**

**Expense Contract: Lease Renewal at 3500 S. Cedar Street, Suite 110**

* **to renew the lease for the property at 3500 S. Cedar Street, Suite 110, Ingham County, Lansing Michigan 48910 from; DTN Management, Everett Plaza Associates, 2502 Lake Lansing Road., Suite C, Lansing Michigan 48912 for the period of five additional years beginning July 1, 2018 and ending June 30, 2023, and pay as follows:**

**CMHA-CEI shall pay to the Lessor for the premises during the additional five-year lease period:**

**Total Rent for the additional term will be Two Hundred and Sixty-Nine Thousand Seven Hundred Nineteen and 80/100 Dollars ($269,719.80) in consecutive monthly installments of:**

**Four Thousand, Four Hundred Ninety-Five and 33/100 Dollars ($4,495.33).**

**CMH shall receive a rent credit in the amount of Four Thousand, Four Hundred Ninety-Five and 33/100 Dollars ($4,495.33) for the following months:**

**July 2018, July 2019, July 2020, July 2021, July 2022.**

**All other terms and conditions of the existing lease will apply.**

**The current monthly lease payment of Four Thousand Two Hundred Ninety-One and 00/100 Dollars ($4,291.00) will continue through June 30, 2018.**

**Installment, payments shall be made during the month for which the installment is applicable.**

**Expense Contract: lease Renewal 715 Curtis Street, Suite A, Mason Michigan**

* **to lease 715 Curtis Street, Suite A, Mason Michigan from James W. Leasure, a single man, residing at 959 Eden Road, Mason Michigan, 48854 for the period of July 1, 2017 through June 30, 2018, at the monthly rate of One Thousand Five Hundred Sixty-Eight and 36/100 Dollars ($1,568.36.)**

**MOTION CARRIED unanimously.**

**Sale of CMHA-CEI Asset: 2007 Robinson Road, Lansing, Michigan 48910**

**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:**

**Complete the sale of the home and property at 2007 Robinson Road, Lansing Michigan 48910; with a legal description as: The east 60 feet of the west 136 feet of lots 3 and 4, Supervisors Plat of Robinson Road Subdivision, City of Lansing, Ingham County, Michigan, according to the recorded plat Thereof, as recorded in liber 13 of Plats, Page 18, Ingham County Records.**

**With Tax Parcel No: 33-01-01-26-351-041, To Jimmie Ernest Tompkins a single man, who currently resides at 810 North MLK Blvd Lansing, MI 48915 for the amount of: Ninety Thousand and 00/100 Dollars, ($90,000.00)**

**Additionally, CMHA-CEI staff are asking that the CMHA-CEI Board of Directors authorize Chief Executive Officer, Sara Lurie, to execute all related documents to complete the sale of the subject property.**

**MOTION CARRIED unanimously.**

**Executive Committee**

**Carol Koenig, board chair, referred members of the board to the Committee Appointments effective May 1, 2017 – April 30, 2018 document enclosed in their packet of information, and informed members of a new Recipient Rights Committee member, Janel Bosom.**

**ACTION: Recipient Rights Secretary will notify the new member following tonight’s board meeting of their new position effective May 1, 2017 – April 30, 2018.**

**Access Ad Hoc Committee**

**The next regularly scheduled meeting May 22, 2017.**

**By-Laws Ad Hoc Committee**

 **None.**

**Building and Site Ad Hoc Committee**

**812 East Jolly Road Building Expansion and Renovation Project**

**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 (CMHA-CEI) approve CMHA-CEI, 812 East Jolly Road Building Expansion and Renovation Project bond, not to exceed $10 million dollars.**

**MOTION CARRIED unanimously.**

**Bid Selection**

**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 accept the Ingham County Building Authority recommendation to authorize CMHA-CEI to award the bid proposal to Clark Construction as the contractor for the 812 E. Jolly Road Building Expansion and Renovation Project.**

**MOTION CARRIED unanimously.**

**John Peiffer, Properties and Facilities Manager informed the board that a kick-off meeting has been scheduled with Clark Construction for next week to identify roles and responsibilities and determine an official start date. In addition, Mr. Peiffer reported that steel has been ordered.**

**Old Business**

**None.**

**New Business**

**None.**

**Public Comment**

**Jasmin Williams, consumer guardian read to the board a letter she prepared expressing her gratitude and appreciate for the services offered by CMHA-CEI. However, became very emotional as she expressed the feeling of being overlooked at times and the inability to access needed psychological services during a recent visit which she accompanied her mother.**

**Denise King, consumer guardian consoled Ms. Williams and encouraged her to keep advocating for services for her mother and agreed that it is a battle. In addition, Ms. King thanked the board and the AMHS staff for the presentation this evening and shared that over last three years, she has worked through the processes described in the presentation to no avail, and it was only at that point that she reached out to the previous CEO, Robert Sheehan, and the AMHS, Director, Chris McDaniels. Ms. King ensured the board that she has worked within the appropriate hierarchies and is committed to continuing to work with the Sara Lurie, CEO and CMHA-CEI staff as a team to accomplish the outcome of an appropriate placement that will be beneficial to both the physical and mental health for her brother. Again Ms. King thanked the board for their time and pleaded with them to hear the cry of the consumers/families for help.**

**Adjournment**

**The meeting was adjourned at 7:05 p.m. The next meeting is scheduled for Thursday, May 18, 2017 in conference room G11-C beginning at 6:00 p.m.**

**Minutes submitted by:**

**Aleshia Y. Echols**

**Executive Administrative Assistant**