



**Community**  
MENTAL HEALTH  
CLINTON • EATON • INGHAM

**PROGRAM AND PLANNING COMMITTEE**

**Meeting Minutes**

**Monday, January 13<sup>th</sup>, 2020 5:30 p.m.**

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

**Lansing, MI 48910**

**Committee Members Present:**

**Al Platt, Joe Brehler, Kay Randolph-Back, Paul Palmer, Raul Gonzales**

**Committee Members Excused:**

**None**

**Staff Present:**

**Darby Vermeulen, Sara Lurie, Karla Block, Joyce Tunnard, Ericanne Spence,  
Jennifer Stanley**

**Other Board Members Present:**

**Jim Rundborg**

**Public Present:**

**None**

**Others 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 Kay Randolph-Back and SUPPORTED by Al Platt to approve the meeting minutes of December 9<sup>th</sup>, 2019, with the amendments of revising the acronym EPTSD to EPSDT on page 4 and to change both occurrences of 'CMHA' to 'CMHAM'.

MOTION CARRIED unanimously.

**Adoption of Agenda:**

MOVED by Paul Palmer and SUPPORTED by Kay Randolph-Back to adopt the agenda of January 13<sup>th</sup>, 2020.

MOTION CARRIED unanimously.

**Public Comment on Agenda Items:**

None.

**BUSINESS ITEMS:**

**New Expense Contract: Adaptive Environments – Environmental Modification, Habilitation Supports Waiver**

Karla Block presented this new contract for building a stair lift for an individual in their home. Al asked if the Hab Support Waiver is a service outside of Medicaid? It was clarified that HSW always falls under the Medicaid umbrella.

**ACTION:**

MOVED by Paul Palmer and SUPPORTED by Joe Brehler that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a new contract with Adaptive Environments at the total cost identified below for Environmental Modifications for the retroactive period of December 1, 2019 to September 30, 2020.

**RATE SCHEDULE**

Service	Company	Code & Modifier	Rate	Unit
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Environmental Modification  (Habilitation Supports Waiver Service)	<b>Adaptive Environments</b>	S5165 HK	\$10,800.00	Per Service
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**MOTION CARRIED unanimously.**

**New Expense Contract: Independent Facilitation – Michele Brock**

Joyce Tunnard presented a new contract with Michele Brock. She said this is now the second independent facilitator with whom CEI has a contract. Joyce said Michele is currently a liaison at MSU with the School of Social Work. She went on to say the customer service department is working on creating a roster of independent facilitators.

Kay asked about the “follow-up meetings” in the asterisked paragraph. Joyce said Medicaid lets CEI bill two per diems and two per diems only, with one unit for pre-planning, so the follow-up meetings would be under the second per diem.

**ACTION:**

**MOVED** by Al Platt and **SUPPORTED** by Paul Palmer that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a new contract and to purchase Independent Facilitation from Michele Brock and pay the rates listed below for the period of January 1, 2020 through September 30, 2020.

**Rate Schedule**

Service	Code	Unit Rate	Rate
Independent Facilitation	H0032	Encounter	\$125*  Up to 2 Units of Service (or \$250) Per PCP.  One unit for Pre-Planning, prior to the date of the PCP.

			One unit for the Person Centered Planning Meeting.
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\* This rate is inclusive of all activities related to the PCP process; Pre-planning, telephone calls, travel, attendance at the Person Centered Planning Meeting, documentation provided to the Case Manager, and any other follow-up meetings deemed necessary. As demonstrated, two encounters can be billed per PCP for Pre-Planning needs as well as for the PCP meeting itself and be paid accordingly. The maximum is 2 encounters per PCP.

**MOTION CARRIED unanimously.**

**Expense: Community Mental Health Association of Michigan**

Sara Lurie presented this item regarding membership dues for FY20 with CMHAM. She said this is the first time CEI’s dues have reached the threshold for Board approval. Sara went on to say dues are a very small portion of CMHAM’s budget.

**ACTION:**

**MOVED by Al Platt and SUPPORTED by Paul Palmer that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to provide payment of \$25,602 for FY20 membership dues to Community Mental Health Association of Michigan for the period of October 1, 2019 – September 30, 2020.**

**MOTION CARRIED unanimously.**

**Old Business:**

**a. HCBS Transitions Update**

Sara wondered if the title of this item should be modified to read, “ HCBS Update “ since the transitions themselves have been completed, but there are several other HCBS aspects that Sara can share with the committee.

Sara said all Board members received the letter from skill building specialist Andrea Manchip. Sara met with Karla and Lynn, and will be meeting with all of the skill-building specialists to help with any questions and concerns. In the meantime, Sara

and Karla are meeting with HR this week; several employees have already been brought back on in other programs at CEI.

Kay said she is in favor of changing the title of this item, as long as the transitions discussions keep happening during this meeting. Her biggest concern is the clients. Kay asked about following-up with clients who have transitioned and finding out how they are doing. Sara said she can provide this information when these outcomes have been realized for more consumers. Kay suggested adding a visual aid to see all of the different components of HCBS, as well as the numbers of people affected in each component.

**New Business:**

None

**Public Comment:**

None

**Adjournment:**

The meeting was adjourned at 5:52 p.m. The next regularly scheduled Program and Planning Committee meeting is Monday, February 10<sup>th</sup>, 2020, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

**Minutes Submitted by:**

**Darby Vermeulen  
Finance Administrative Assistant**