



Program and Planning Committee Members

Raul Gonzales, Chairperson  
Al Platt, Vice Chairperson  
Joe Brehler  
Dianne Holman  
Tim Hanna  
Paul Palmer

**PROGRAM & PLANNING COMMITTEE AGENDA**

**Monday, January 8<sup>th</sup>, 2024**

**5:30 p.m.**

**812 E. Jolly Rd, Atrium**

**Lansing, MI 48910**

**Join Zoom Meeting**

<https://zoom.us/j/94026869514>

**Meeting ID: 940 2686 9514**

**\*Action Items**

- 1. Call to Order**
- 2. Previous Meeting Minutes – December 11<sup>th</sup>, 2023**
- 3. Adoption of Agenda**
- 4. Public Comment on Agenda Items**

**PROGRAM AND PLANNING COMMITTEE BUSINESS ITEMS:**

- \*5. New Expense Contract: Guardianship Services – Shana Badgley**
- 6. Unfinished Business**
  - a. Strategic Planning Update**
- 7. New Business**
- 8. Unfinished Business**
- 9. New Business**
- 10. Public Comment**
- 11. Adjournment**

*If you need accommodations in order to fully participate in this meeting, please call 517-346-8238. If, however, you are deaf/hard of hearing or deaf/blind, please call Michigan Relay Center, TTY/Voice by dialing 711 or 844-578-6563 and ask them to forward your message to the above number. Requests must be made no later than 48 hours prior to the meeting. This meeting is open to all members of the public under Michigan's Open Meetings Act.*



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

**PROGRAM AND PLANNING and FINANCE COMMITTEE**

**Meeting Minutes**

**Monday, December 11<sup>th</sup>, 2023**

**5:30 p.m.**

**812 E. Jolly Rd, Atrium**

**Lansing, MI 48910**

**Join Zoom Meeting**

<https://zoom.us/j/94026869514>

**Meeting ID: 940 2686 9514**

**Committee Members Present:**

**Raul Gonzales**

**Tim Hanna**

**Joe Brehler**

**Dianne Holman**

**Al Platt**

**Paul Palmer, South Lansing, Ingham County, MI**

**Dwight Washington**

**Committee Members Excused:**

**Ryan Sebolt**

**Staff Present**

**Darby Vermeulen, Sara Lurie, Sue Panetta, Karla Block, John Peiffer, Dr. Jennifer Stanley, Shana Badgley, Joanne Holland, KC Brown, Jana Baylis, Joyce Tunnard, Amy Rottman**

**Other Board Members Present:**

None

**Public Present:**

None

**Others Present**

None

**Call to Order:**

The meeting was called to order by Chairperson Raul Gonzales at 5:31 p.m.

**Previous Meeting Minutes:**

MOVED by Tim Hanna and SUPPORTED by Dianne Holman to approve the Program and Planning Committee meeting minutes of November 13<sup>th</sup>, 2023, and the Finance Committee meeting minutes of November 8<sup>th</sup>, 2023.

MOTION CARRIED unanimously.

**Adoption of Agenda:**

MOVED by Joe Brehler and SUPPORTED by Tim Hanna to adopt the agenda of December 11<sup>th</sup>, 2022

MOTION CARRIED unanimously.

**Public Comment on Agenda Items:**

None.

**PROGRAM & PLANNING BUSINESS ITEMS:**

**New Expense Contract: HMCo Environmental Modification, Hab. Support Waiver, (HSW)**

John Peiffer presented this item for widening a bathroom door for accessibility in a consumer's home.

**ACTION:**

**MOVED** by Joe Brehler and **SUPPORTED** by Al Platt that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a new contract with CMHA-CEI at the total cost identified below for Environmental Modifications for the period of December 20, 2023 to June 30, 2024.

**RATE SCHEDULE**

Service	Company	Code & Modifier	Rate	Unit
Environmental Modification  (Hab. Support Waiver, HSW)	CMHA-CEI	S5165	\$17,490.00	Per Service

**MOTION CARRIED** unanimously.

**New Revenue Contract: Michigan Department of Health and Human Services**

Gwenda Summers presented this contract for Early Intervention Services to continue to expand the program formerly known as the Daycare Expulsion program. This will now allow those who are uninsured and commercially insured to participate in the program.

**ACTION:**

**MOVED** by Tim Hanna 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 MDHHS to provide .95 (2 x .475 positions) FTE MHT for the retroactive period of October 1, 2023 through September 30, 2024 and receive \$85,586 for those services.

**MOTION CARRIED** unanimously.

**New Expense Contract: Loving Care & Comfort (MJB2) LLC**

Shana Badgley presented this contract for an additional AFC location. We also contract with this provider for other locations.

**ACTION:**

MOVED by Al Platt and SUPPORTED by Tim Hanna that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a new contract with Loving Care & Comfort (MJB2) LLC, in addition to the provider's other licensed Adult Foster Care facilities as requested and approved by management to meet consumer need, to purchase specialized residential services at the rates below independent of any amount paid to the home for room and board as calculated in the consumer's ability to pay for the period of December 1, 2023 through September 30, 2024.

Facility(ies)		
Name	Address	License Number
Loving Care & Comfort (MJB2)	414 Leland Place Lansing, MI 48917	AS230417819

Fee Schedule				
Service Description	Service Level	Billing Code	Unit	Rate
Community Living Supports and Personal Care in Licensed Specialized Residential Setting	Level II A	H2016/T1020	Per Diem	\$132.08
Community Living Supports and Personal Care in Licensed Specialized Residential Setting	Level II AA	H2016/T1020	Per Diem	\$155.39
Community Living Supports and Personal Care in Licensed Specialized Residential Setting	Level II AAA	H2016/T1020	Per Diem	\$178.70

**MOTION CARRIED unanimously.**

**New Expense Contract: Bronson Behavioral Health Hospital**

Shana Badgley presented this contract to add a psychiatric hospital option in Kalamazoo for CEI.

**ACTION:**

**MOVED** by Paul Palmer and **SUPPORTED** by Tim Hanna that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a new contract with Bronson Behavioral Health Hospital to purchase hospital services at the rates indicated below for the period of December 1, 2023 through September 30, 2024.

<b>CPT Code</b>	<b>Service</b>		<b>Rate</b>
0100	Inpatient Care: Adult (All Inclusive)	Per Diem	\$1240
0100	Inpatient Care: Geropsych (All Inclusive)	Per Diem	\$1240

**MOTION CARRIED unanimously.**

**Unfinished Business**

**a. Strategic Planning Update**

Sara said the plan was taken to the Consumer Advisory Council meeting last week. She received good input regarding the CSU and there was discussion reiterating previous thoughts about making sure the CSU is a welcoming and comfortable place for consumers. Most of the time was spent on this topic. Sara is taking the strategic plan to the Diversity Advisory Council next week. After that, she is hoping to fill in all of the gaps and bring the plan back to the Board in January. After that, it will be finalized in February of 2024.

**b. CAC Dialogue Sessions Update**

Sara reviewed the recommendations that were received in the dialogue. She noted the minutes from the meeting and the recommendations will be in the Board packet this Thursday, but she isn't sure where the Board would like the recommendations to go for final approval. Sara reviewed the five recommendations from the CAC with the group, which are as follows:

1. A CAC member will serve as a Representative/ Liaison to the Board of Directors to directly report out as an item on the Board of Directors monthly meeting. As a result, Consumer Advisory Council recommends the development of two roles under the CAC Bylaws:
  - CAC Representative/Liaison to Board of Directors Monthly Meeting
  - Alternate to the CAC Representative/Liaison
2. In order to incorporate meaningful input from CAC to Board of Directors recommends the realignment of the Board of Directors Monthly Meeting Agenda to move the CAC Update agenda item to the beginning of the agenda similar to the MSHN Update and the CEO Update that occur in this portion of the agenda
3. The Consumer Advisory Council also recommends that the CAC Representative/Liaison and Alternate be allowed to attend virtually and will be paid the same stipend for attending either in-person or virtually while representing the CAC.
4. The Consumer Advisory Council also recommends the continuance of the Board Liaison role linked to the P&P Committee and the opportunity to review the P&P Agenda, give input, and to suggest items to be added to the P&P Agenda.
5. The CAC will continue to encourage all of their members and other consumers to attend Board Committee Meetings and Board of Directors meetings and to provide input via public comment at these meetings.

Sara noted that the CAC was adamant that their meeting remains the same day of the month. Joe asked about the changing in bylaws that Sara noted and he said there should be discussion of the ramifications to the bylaws before we adopt the recommendations.

Tim asked for an update on the CSU. Sara said the CSU facility planning has been moving forward. The current holdup is the development agreement and the condominium language in the contract. Sue further explained what this means and that we are waiting for two more portions of the master agreement to be completed.

Sara said the State has another draft of the certification requirements and Dr. Stanley and some psychiatrists had a meeting with the State regarding the requirements. The group made it clear that CEI would never be able to staff for

what they are currently requiring, including having a psychiatrist on-site 24/7. Dr. Stanley has several good ideas on how CEI could staff in other ways.

**New Business**

None

**FINANCE BUSINESS ITEMS:**

**Expense Contract Renewal (Rate Increase): Neuropsychiatric Hospitals, LLC**

Shana Badgley presented this renewal for rate increases.

**ACTION:**

MOVED by Tim Hanna and SUPPORTED by Raul Gonzales that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to renew the contract with Neuropsychiatric Hospitals, LLC to purchase inpatient hospital services at the locations and rates indicated below for the retroactive period of October 1, 2023 through September 30, 2024.

<b>Hospital</b>	<b>Code</b>	<b>Service</b>	<b>Unit</b>	<b>Rate</b>
Neuropsychiatric Hospitals, LLC - NeuroBehavioral Hospital, LLC 9330 Broadway, Crown Point , IN 46307	0124	Inpatient Care: Adult	Per Diem	\$1,240.00
Neuropsychiatric Hospitals, LLC - NeuroBehavioral Hospital, LLC 9330 Broadway, Crown Point , IN 46307	0114	Inpatient Care: Adult Private Room	Per Diem	\$1,240.00
Neuropsychiatric Hospitals, LLC - Doctors Behavioral Hospital, LLC DBA Doctors Neuropsychiatric Hospital 417 S. Whitlock St., Bremen, IN 46506	0124	Inpatient Care: Adult	Per Diem	\$1,240.00
Neuropsychiatric Hospitals, LLC - Doctors Behavioral Hospital, LLC DBA Doctors Neuropsychiatric Hospital	0114	Inpatient Care: Adult Private Room	Per Diem	\$1,240.00

417 S. Whitlock St., Bremen, IN 46506				
Neuropsychiatric Hospitals, LLC - Rivercrest Specialty Hospital, LLC DBA Medical Behavioral Hospital of Mishawaka 1627 E. Jefferson Blvd., Mishawaka, IN 46545	0124	Inpatient Care: Adult	Per Diem	\$1,240.00
Neuropsychiatric Hospitals, LLC - Rivercrest Specialty Hospital, LLC DBA Medical Behavioral Hospital of Mishawaka 1627 E. Jefferson Blvd., Mishawaka, IN 46545	0114	Inpatient Care: Adult Private Room	Per Diem	\$1,240.00

**MOTION CARRIED unanimously.**

**Revenue Contract Renewal: Clinton County - ICYOU Program**

**Gwenda Summers presented this contract renewal. Tim asked who would be staffing the program, and Gwenda said CEI employees.**

**ACTION:**

**MOVED by Dwight Washington and SUPPORTED by Raul Gonzales that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a contract renewal with Clinton County to provide Integrated Community Youth Outreach Unit (ICYOU) services to Clinton County youth and families for the retroactive period of October 1, 2023 through September 30, 2024 and receive funding in the amount of \$69,844 for those services.**

**MOTION CARRIED unanimously.**

**Expense Contract Renewal: Respite Services – Camps**

**Karla Block presented this renewal for two respite camps.**

**ACTION:**

**MOVED by Tim Hanna and SUPPORTED by Raul Gonzales that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into renewal contracts to purchase Respite Services from the listed camps for the rates identified below. These contracts are for the retroactive period of October 1, 2023 through September 30, 2024.**

Cran-Hill Ranch 14444 17 Mile Rd., Rodney, MI, 49342			
Service Description	Modifier	Unit	Rate
H0045 Respite care services in out-of-home setting Friendship Camp Retreat 11/3/23-11/5/23	UN – 2 consumers served	Per Diem	\$200 Per Session \$66.67 Per Day
	UP – 3 consumers served		
	UQ – 4 consumers served		
	UR – 5 consumers served		
	US – 6+ consumers served		
H0045 Respite care services in out-of-home setting Friendship Camp 6/17/24-6/22/2024 6/30/24-7/5/2024 8/11/24-8/16/2024	UN – 2 consumers served	Per Diem	\$625 Per Session \$104.17 Per Day
	UP – 3 consumers served		
	UQ – 4 consumers served		
	UR – 5 consumers served		
	US – 6+ consumers served		
Camp Fish Tales 2177 E. Erikson Rd., Pinconning, MI, 48650			
Service Description	Modifier	Unit	Rate

H0045 Respite care services in out-of-home setting Level 1	UN – 2 consumers served UP – 3 consumers served UQ – 4 consumers served UR – 5 consumers served US – 6+ consumers served	Per Diem	\$250.00 Per Session \$88.33 Per Day
H0045 Respite care services in out-of-home setting Level 1 Adult Weekend	UN – 2 consumers served UP – 3 consumers served UQ – 4 consumers served UR – 5 consumers served US – 6+ consumers served	Per Diem	\$250.00 Per Session \$83.33 Per Day
H0045 Respite care services in out-of-home setting Level 2	UN – 2 consumers served UP – 3 consumers served UQ – 4 consumers served UR – 5 consumers served US – 6+ consumers served	Per Diem	\$350.00 Per Session \$116.67 Per Day
H0045 Respite care services in out-of-home setting Level 2 Adult Weekend	UN – 2 consumers served UP – 3 consumers served UQ – 4 consumers served UR – 5 consumers served	Per Diem	\$350.00 Per Session \$116.67 Per Day

	US – 6+ consumers served		
H0045 Respite care services in out-of-home setting Level 3	UN – 2 consumers served UP – 3 consumers served UQ – 4 consumers served UR – 5 consumers served US – 6+ consumers served	Per Diem	\$450.00 Per Session \$150.00 Per Day
H0045 Respite care services in out-of-home setting Level 3 Adult Weekend	UN – 2 consumers served UP – 3 consumers served UQ – 4 consumers served UR – 5 consumers served US – 6+ consumers served	Per Diem	\$450.00 Per Session \$150.00 Per Day

**MOTION CARRIED unanimously.**

**Revenue Contract Renewal: Mid-State Health Network Spenddown Payment for Clubhouse Activities**

Sue Panetta said this contract was on hold through the pandemic and will now resume.

**ACTION:**

**MOVED by Dianne Holman and SUPPORTED by Raul Gonzales that the Finance Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to renew the contract with Mid-State Health Network (MSHN), which establishes payment by MSHN which will be applied to CMHA-CEI consumers' spenddown obligations**

related to clubhouse activities/participation, not to exceed the amount of \$60,000.00, for the retroactive period of October 1, 2023 through September 30, 2024.

**MOTION CARRIED unanimously.**

**Municipal Employees' Retirement System (MERS) Defined Benefit and Defined Compensation Plan Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals**

Joe said that currently, the only person who can sign service credit purchase agreements is Sara. With this approval, Sue Panetta and the Payroll and Benefits Manager, April Poyer, will be allowed to sign.

**ACTION:**

**MOVED** by Raul Gonzales and **SUPPORTED** by Tim Hanna that the Finance Committee of the CMHA-CEI Board of Directors approve this Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals in accordance with MERS Defined Benefit and Defined Contribution Plan requirements effective December 1, 2023.

**MOTION CARRIED unanimously.**

**Amended Budget for FY23/24**

Amy Rottman reviewed the budget amendments with the group. She said it was previously explained to the Board that amendments would be needed because the PPS-1 rate was not set by the State in time. We were also missing Medicaid enrollment numbers which are critical for knowing how to budget for the fiscal year. Amy noted we are still seeing difference in the Medicaid and HealthyMI budget to actual. We are looking at \$20.9M increase in the budget. With the amended budget, our numbers will net to zero so the budget is balanced.

Amy then reviewed the significant changes in the budget, starting with the Medicaid and Healthy MI capitation. We are seeing a 3% reduction in expected enrollment numbers, so the budget was amended to increase revenue to 97% of the annual projection.

On the expense side, there are three significant areas of change. In the first budget presented, there were no new positions noted because of the uncertainty in revenue.

Now that we know our revenue numbers, about \$6.1M has been devoted to new position salaries and \$2.6 to fringes for new hires. Additionally, \$1.1M has been reserved to send to MERS to boost CEI's funding percentage.

Amy then reviewed the new positions in each area. She noted that most positions are being added due to increased complexity with CCBHC and an increase in services that need to be supported by administration.

The third area of significant increase is in Contracts Services – Claims and Inpatient. Amy said this is because utilization was revisited after the September Board meeting and higher levels of utilization were noted but also rate increases for specialized providers. This results in an \$11M increase.

**ACTION:**

**MOVED** by Tim Hanna and **SUPPORTED** by Al Platt that the Finance Committee of the CMHA-CEI Board of Directors approve the amended budget for FY23/24.

**MOTION CARRIED** unanimously.

**Medicaid Revenue Update**

Sue Panetta noted that she does not have the corrected Medicaid Revenue update for this evening, so she will be bringing an updated and corrected version to next month's meeting.

**Unfinished Business**

None

**New Business**

None

**Public Comment:**

None

The meeting was adjourned at 6:33 p.m. The next regularly scheduled Program and Planning Committee meeting is Monday, January 8th, 2024 5:30pm, 812 E. Jolly Rd,

**Atrium and the next regularly scheduled Finance Committee meeting is Wednesday, January 10th, 2024 5:30pm, 812 E. Jolly Rd, Atrium.**

**Minutes Submitted by:**

**Darby Vermeulen  
Finance Administrative Assistant**



**Agenda Item:** Program and Planning  
Agenda Item #P-5

**Month, Year:** January, 2024

**Major Program:** Community Services for the Developmentally Disabled (CSDD)/Adult Mental Health Services (AMHS)

**Component Program:** All Components

**Agenda Item Title:** New Expense Contract: Guardianship Services

**SUMMARY OF CONTRACT/PROPOSAL:**

Under this contract, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) will purchase guardianship services from Janet McDuffey at PO Box 24173, Lansing, MI 48909 at the rates below per consumer for those identified consumers requiring a public guardian. The contract covers the retroactive period of December 1, 2023 through September 30, 2024. The annualized costs will vary depending on the number of consumers needing a public guardian over the course of a year.

The revenue and expense of this contract are reflected in CMHA-CEI's FY 2024 budget. The revenue source that supports this contract is State General Fund. The expenses of this contract are reflected in the AMHS Administration cost center in the AMHS budget and in the Life Consultation cost center of the CSDD budget in the Guardianship account. This contract will not affect CMHA-CEI's fund balance.

**DESCRIPTION OF GOODS OR SERVICES REFERENCED IN CONTRACT/PROPOSAL:**

The county probate court appoints public guardians when petitioned to do so. Staff attempt to locate family members, friends or other natural consumer supports to serve as guardian prior to petitioning the court for a public guardian. Program staff review and approve all payments on a monthly basis.

**STAFF RECOMMENDATION:**

Staff recommends that the Program and Planning Committee of the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties approve the following resolution:

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 contract with Janet McDuffey to purchase guardianship services for the retroactive period of December 1, 2023 to September 30, 2024, and pay the amounts below for those services.

<b>Services as approved by Program Liaison</b>	<b>Amount per month per consumer</b>
Guardianship Services without Payee Services	\$70.00
Guardianship Services with Payee Services	\$75.00