



PROGRAM AND PLANNING COMMITTEE

Meeting Minutes
Monday, May 13th, 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

Committee Members Present:

Raul Gonzales
Joe Brehler
Paul Palmer via Zoom – South Lansing, MI
Tim Hanna
Al Platt
Dianne Holman

Committee Members Excused:

Jason White

Staff Present

Darby Vermeulen, Sara Lurie, Karla Block, Shana Badgley, Elise Magen, Dr. Jennifer Stanley

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 5:30 p.m.

Previous Meeting Minutes:

MOVED by Al Platt and SUPPORTED by Paul Palmer to approve the Program and Planning Committee meeting minutes of April 8th, 2024.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Tim Hanna and SUPPORTED by Paul Palmer to adopt the revised agenda of May 13th, 2024 with the addition of a Consumer Advisory Council Update provided by Sara Lurie added under New Business.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None

BUSINESS ITEMS:

New Expense Contract: HMCo – Environmental Modification, Children’s Supports Waiver – CSW

John Peiffer presented this item for a consumer’s home. Their restroom will be modified for better accessibility. John said the bids were all received and HMCo’s was the lowest. He noted that the home has a ramp previously provided by CEI, as well as a new entry door to the home. Sara

wanted to note that this contract is still pending MSHN approval. John is hoping they will approve quickly so the work can start in June. Karla said there are strict rules around environmental modifications, and MSHN has to sign off on CSW items in particular.

ACTION:

MOVED by Joe Brehler 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 expense contract with HMCo P.O. Box 4883 East Lansing, MI 48823 for the total costs identified below for environmental modifications to begin June 1, 2024 and be completed by September 30, 2024.

RATE SCHEDULE

Service	Company	Code	Rate	Unit
Environmental Modification (Children's Supports Waiver Service)	HMCo	S5165	Not to exceed \$32,107.80	Per Service

Note: Price is in accordance with HMCo bid received on 5/10/2024.

MOTION CARRIED unanimously.

New Expense Contract: Guardianship Services - Comprehensive Payee Services
Shana Badgley presented this item for another guardianship option for CEI. This business is owned by a previous CEI employee of 30 years.

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 contract with William Hay of Comprehensive Payee Services to purchase guardianship services for the retroactive period of January 1, 2024 to September 30, 2024 and pay the amounts below for those services.

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

MOTION CARRIED unanimously.

New Expense Contract: Comprehensive Speech & Therapy Center

Karla Block presented this new ABA provider to the committee. The center is located in Jackson. The State plan allows ABA services for young adults up to age 21.

ACTION:

MOVED by Paul Palmer and SUPPORTED by Dianne Holman that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a contract with Comprehensive Speech & Therapy Center to provide the services at the rates listed below, for the period of April 1, 2024 through September 30, 2024.

Code	Service Description	Modifiers	Reporting Units	Provider Type	BCBA	BCaBA	QBHP	LP/LLP	BT
97151	ABA Behavior Identification Assessment	AH, HN, HO, HP, U5, ST	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$30.00	\$21.25	\$30.00	\$30.00	
0362T	Behavior Follow-Up Assessment	AF, AG, AH, HN, HO, HP, SA	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$30.00	\$21.25	\$30.00	\$30.00	
97153	ABA Adaptive Behavior Treatment, Individual	AF, AG, AH, HM, HN, HO, HP, SA, TD	Per 15 minutes	BCBA, BCaBA, QBHP, LP/LLP, or BT	\$15.90	\$15.90	\$15.90	\$15.90	\$14.03
97154	ABA Adaptive Behavior Treatment, Group	AF, AG, AH, HM, HN, HO, HP, TD, SA, UN, UP, UQ, UR, US	Per 15 minutes	BCBA, BCaBA, QBHP, LP/LLP, or BT	\$5.19	\$5.19	\$5.19	\$5.19	\$4.83

97155	Clinical Observation and Supervision	AH, HN, HO, HP, AF, AG, SA	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$30.00	\$21.25	\$30.00	\$30.00	
97156	Family Training	AH, HN, HO, HP, AF, AG, SA	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$30.00	\$21.25	\$30.00	\$30.00	
97157	Family Training, Multiple Families	AH, HN, HO, HP, AF, AG, SA, UN, UP, UQ, UR, US	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$12.00	\$8.50	\$12.00	\$12.00	
97158	Adaptive Behavior Treatment Social Skills Group	AH, HN, HO, HP, AF, AG, SA, UN, UP, UQ, UR, US	Per 15 minutes	BCBA, BCaBA, QBHP, or LP/LLP	\$8.57	\$6.07	\$8.57	\$8.57	
0373T	Direct Treatment, Requiring Two or More Technicians	AF, AG, AH, HM, HN, HO, HP, SA	Per 15 minutes	BCBA, BCaBA, QBHP, LP/LLP, or BT	\$30.90	\$22.15	\$30.90	\$30.90	\$28.40

MOTION CARRIED unanimously.

2024 Mid-State Health Network Corporate Compliance Plan & 2023 Mid-State Health Network Annual Compliance Summary Report

Elise Magen said we currently adopt the MSHN Compliance Plan. She noted that the OIG is now requiring CEI to report how many staff are being trained through Compliance, which is the biggest change to the plan.

ACTION:

MOVED by Tim Hanna and SUPPORTED by Paul Palmer that the Program and Planning Committee of the CMHA-CEI Board of Directors approve the adoption of the 2024 Mid-State Health Network Corporate Compliance Plan and the 2023 Mid-State Health Network Annual Compliance Summary Report.

MOTION CARRIED unanimously

Unfinished Business

None

New Business

***a. Select Vice Chair for Program and Planning Committee as of May 1, 2024**

ACTION:

MOVED by Tim Hanna and SUPPORTED by Joe Brehler that Al Platt become Vice Chair for the Program and Planning Committee.

MOTION CARRIED unanimously

***b. Select Date and Time for Program and Planning Committee as of May 1, 2024**

ACTION:

MOVED by Joe Brehler and SUPPORTED by Paul Palmer to keep the current date and time of the Program and Planning Committee meetings for the next year (second Wednesday of each month at 5:30 p.m.).

MOTION CARRIED unanimously

c. CAC Update

Sara said the CAC has been developing the rules for the new Board liaison. The CAC had asked that these rules be communicated to the P&P Committee. The newest rules are in regards to the liaison and the alternate. The roles for these individual are as follows:

- 1. CAC Representative will attend either in-person or virtually and present a monthly CAC update and recommendations to the CMHA Board of Directors under a CAC Update Agenda item on the meeting agenda.**
- 2. CAC Representative will confer with CAC Members on the content of updates and recommendations for the Board prior to the meeting.**

3. CAC Representative will assure that timely updates are provided to the CAC following the Board Meeting via a standing agenda item on the CAC monthly agenda.
4. CAC Alternate will fulfill the responsibilities of the CAC Representative when the CAC Representative is not available to attend CAC or Board Meetings.
5. CAC Alternate will attend a minimum of three Board of Directors Meetings over the course of the year to accompany and observe the CAC Representative as part of preparing to fulfill the CAC Representative Role.
6. CAC Alternate will take on the CAC Representative Role the next year and a new alternate will be appointed.
7. Should the selected CAC Representative's term end while in the role, the alternate will assume the role.
8. Should the CAC Alternate's term end while in the role, a new alternate will be selected.

Sara said the CAC still has to figure out how to equip the liaison with tools for Board meetings.

Joe wondered if the term of the liaison would line up with the Board member terms? Sara said possibly, the first term could be October 1st through April like the Board, and the rest of the terms could line up with the Board's. She will have to bring this back to the group. Tim asked if there was already someone chosen? Sara said no, they have to decide how to choose the liaison still.

Sara clarified that the CAC report at the Board meetings will be taken from Raul and given to the CAC liaison and will be moved to the beginning of the Board agenda.

Public Comment:

None

The meeting was adjourned at 6:00 p.m. The next regularly scheduled Program and Planning Committee meeting is Monday, June 10th, 2024 at 5:30pm, 812 E. Jolly Rd, Atrium.

Minutes Submitted by:

Darby Vermeulen
Finance Administrative Assistant