

**BOARD OF DIRECTORS
MEETING MINUTES**

Thursday, September 18, 2014, 6:00 p.m.
812 E. Jolly Rd, Conference Room G11-C, Lansing, MI

Staff Present:

Stacia Chick, Toby Bayless, Al Way, Ericanne Spence, Chuck Dougherty, Jennifer Stanley, Bob Sheehan, Judy Hazle, Liz Holcomb, Chris McDaniel, Mark Phillips, Deb Darcy, Kim Zimmerman, Melissa Misner

Public Present:

None.

CALL TO ORDER:

Maxine Thome called the meeting to order at 6:03 p.m.

ROLL CALL:

Board Members Present:

Chris Swope, Joe Brehler, Kay Pray, Paul Palmer, Sara Clark Pierson, Kam Washburn, Stephen Manchester, Maxine Thome, Kay Randolph-Back, Dianne Holman, Raul Gonzales

Board Members Absent:

Carol Koenig

PREVIOUS MEETING MINUTES:

MOVED by Sara Clark Pierson and SUPPORTED Stephen Manchester to approve the meeting minutes of August 21, 2014 removing the contract item under new business. MOTION CARRIED unanimously.

ADOPTION OF AGENDA:

MOVED by Stephen Manchester and SUPPORTED by Kam Washburn to adopt the meeting agenda as presented. MOTION CARRIED unanimously.

PUBLIC COMMENT ON AGENDA ITEMS:

No comment.

MID-STATE HEALTH NETWORK (MSHN) UPDATE:

Kay Pray reported that MSHN Board accepted the CEO MSHN evaluation and goals that were set. Ms. Pray reported that MSHN budget needs adjustment and contracts need both adjustments and approvals. Joe Brehler reported that MSHN budget was passed for 2015. Mr. Brehler reported that MSHN approved a 5 year plan to spend down the surplus reducing the dollars in the ISF leaving 3% or less from 2016 to 2019 with a goal of a \$0 balance in the fund balance. The plan includes distributing some of the excess dollars to this CMH.

Joe Brehler commented that Bob Sheehan has exhibited outstanding leadership guiding CMHA-CEI under MSHN.

Raul Gonzales joined the meeting at 6:25 p.m.

DIRECTORS REPORT:

Bob Sheehan reported on the following:

- History of CMH and Photo Contest Picture shared with the Board.
- Update on Advocacy for the Public System Initiative –concerned major health plans could bid on the contracts.
- Bob Sheehan shared concerns about moving into a “carve in” (large percent for admin costs come off of the dollars received to serve consumers). There is talk about re-organization of the PIHP regions.
- The MACMHB proposed four ideas (critical considerations and values) hopefully to be considered for inclusion in the RFP put out by the State.
- Working with collaborative to participate in an electronic newsletter on healthcare innovation in the tri-county area.

Ericanne Spence, Director of Substance Abuse Services and Mental Health Corrections presented on “the transition to a medically monitored model of care”. Ms. Spence highlighted the CMH Recovery Center (detoxification unit). She commented that with changes in funding it is the first time in 40 years that services have been fully funded. She does not expect to receive funding from hospitals. She will send out an email with the breakdown of who is being served. Board members commented that they would like racial and ethnic information on the healthcare workforce involved.

Board members congratulated Ms. Spence on the changes taking place within the program that she is the Director.

COMMITTEE REPORTS

Program and Planning

No report.

Finance

ACTION:

MOVED by Sara Clark Pierson and SUPPORTED by Chris Swope that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Mental Health Board of Directors authorize approval of the following lease, revenue, and expense contracts:

Revenue Contract: Medicaid Subcontract with the Mid-State Health Network

Contract renewal with Mid-State Health Network to provide the full range of Medicaid behavioral health and developmental disability services, the administrative functions required supporting the provision of these Medicaid services, and those managed care functions which have been delegated, by MSHN, to CMHA-CEI, to Medicaid enrollees within the tri-county community. For the fulfillment of these responsibilities, CMHA-CEI will receive, from MSHN, for the period of October 1, 2014 through September 30, 2015, a capitated payment for each Medicaid enrollee in the tri-county community;

Revenue Contract Renewal: Mid-State Health Network, Medicaid Eligibility Receipt, Dissemination and Reporting Contract

Contract renewal with Mid-State Health Network to provide Medicaid Eligibility Receipt, Dissemination, and Reporting Services for the period of October 1, 2014 through September 30, 2015 and receive revenue of \$79,976 for those services;

New Revenue Contract: Mid-State Health Network, SUD Finance and Reporting Contract

New contract with Mid-State Health Network to provide SUD Finance and Reporting Services for the period of October 1, 2014 through September 30, 2015 and receive revenue of \$81,680 for those services;

Revenue Contract: FY 2015 Substance Abuse Sub-Regional Entity (SRE) Contract

New contract with Mid-State Health Network to provide Coordinating Agency functions on behalf of MSHN for the period of October 1, 2014 through September 30, 2015. While the actual funding to be received by CMHA-CEI, through this contract is dependent upon the number, age, gender, and Medicaid plan of the persons enrolled in Medicaid during the month for which the payment is intended to cover, the annual revenue from this contract is expected to approximate \$15 million;

Revenue Contract Renewal: Mid-State Health Network, Critical Incident Analysis and Reporting Contract

Contract renewal with Mid-State Health Network to provide Critical Incident Analysis and Reporting Services for the period of October 1, 2014 through September 30, 2015 and receive revenue of \$24,183 for those services;

Revenue Contract Renewal: Mid-State Health Network – OI/Encounter Warehouse, Analytics Support, and Reporting Services

Contract renewal with Mid-State Health Network to provide demographic and encounter file warehousing, processing, analytics support, reporting, and MDCH submission services for the period of October 1, 2014 through September 30, 2015 and receive \$607,289 for these services;

New Revenue Contract: Mid-State Health Network – SUD Information Technology

New contract with Mid-State Health Network to provide Treatment Episode Dataset (TEDS) file acceptance, validation, and submission services for the period of October 1, 2014 through September 30, 2015 and receive \$189,000 for these services;

Revenue Contract Renewal: Michigan Department of Community Health – CMHA-CEI as Tenant Based Rental Assistance Voucher Administrator (MDCH-SHP-09)

Revenue contract renewal with the Michigan Department of Community Health to provide supportive housing services as per the direction of the Michigan Department of Community Health for the period of October 1, 2014 through September 30, 2015, and receive \$32,785;

Revenue Contract Renewal: Greater Lansing Housing Coalition (GLHC) – Walnut Street Apartments, 517 N. Walnut, Lansing, MI 48933

Revenue contract renewal with the Greater Lansing Housing Coalition to provide supportive mental health services to the Greater Lansing Housing Coalition for the period of October 1, 2014 through June 30, 2015 and receive up to a total annual amount of \$37,500 for those services;

Revenue Contract Renewal: 55th District Court, Mason, MI

Revenue contract renewal with the 55th District Court, Mason, MI to provide the clinical team for the creation of a Mental Health Court in Ingham County for the period of October 1, 2014 through September 30, 2015 for the amount of \$185,917.40;

Revenue Contract Renewal: Professional Consulting Services, Jackson, MI

Revenue contract renewal with Professional Consulting Services, Jackson, MI to provide a full array of adult mental health services for the period of October 1, 2014 through September 30, 2015 and receive reimbursement for services, per the DOC schedule of fees;

Revenue Contract Renewal: Michigan Department of Community Health – Trauma Focused CBT Coordination and Training

Revenue contract renewal with Department of Community Mental Health to provide coordination services for Trauma Focused-Cognitive-Behavioral Therapy Coordination and Training for the period October 1, 2014 to September 30, 2015 and receive \$332,572 for those services provided;

Revenue Contract Renewal: Michigan Department of Community Health-Mental Health Innovation Grant

Revenue contract renewal with the Department of Community Health to provide intensive home based services to up to 6 families, who have a child with SED, and are commercially insured, and receive up to \$40,800 for those services for the period October 1, 2014 through September 30, 2015;

Revenue Contract Renewal: Department Of Community Health- Parent Management Training

Revenue contract renewal with the Department of Community Health to provide Parent Management Training- Oregon for the period of October 1, 2014 through September 30, 2015 and receive \$50,000 for those services;

Revenue Contract Renewal: Ingham County Department of Human Services

Revenue contract renewal with the Ingham County Department of Human Services to enter into a Letter of Agreement for the period of October 1, 2014 through September 30, 2015;

Revenue Contract Renewal: Eaton County Truancy Intervention Project

Revenue contract renewal with Eaton County to provide screening, assessment, referral, and treatment services to youth and families under jurisdiction of the Eaton County Juvenile Court for the period of October 1, 2014 through September 30, 2015 and receive \$111,813 for those services;

Contract Renewal/Partnership: Ingham County Health Department

Revenue contract renewal/partnership with the Ingham County Health Department to provide 0.5 FTE Child Psychiatry and 2.0 FTE Mental Health Therapists and provide psychiatric consultation and mental health treatment for the period of October 1, 2014 through September 30, 2015;

New Revenue Contract: Department of Community Health – Expanding Therapeutic Foster Care for Clinton and Eaton Counties

New contract with the Department of Community Health to recruit and develop therapeutic foster care in Clinton and Eaton Counties and receive \$66,667 for that activity for the period of October 1, 2014 through September 30, 2015;

Lease Renewal: 2678 Waverly Road, Delhi Township, Lansing, MI

Lease renewal of property at 2678 Waverly Road, Delhi Township, Lansing, Michigan 48911 from Mr. Anis Ahmed, Ahmed Properties Inc., for the period of December 1, 2014 through November 30, 2019 at an annual cost of \$21,785.40 at the rate of \$1,815.45 per month to provide a residential home to serve consumers;

Lease Renewal: 566 N. Cedar Street, Mason, MI Dancer Investment (Mason Rural Outreach Program)

Lease renewal of property at 566 N. Cedar Street, Mason, Michigan, from Dancer Investment, a Michigan Co-Partnership, for the period of January 15, 2015 to January 14, 2020 at a cost each year as noted by the payment schedule below:

Year 1

CMH-CEI shall pay to the Lessor for the premises for the lease period of January 15, 2015 through January 14, 2016, the sum of \$45,122.28 -- per annum and payable in installments of \$3,760.19 – per month.

Year 2

CMH-CEI shall pay to the Lessor for the premises for the lease period of January 15, 2016 through January 14, 2017, the sum of \$46,024.80 -- per annum and payable in installments of \$3,835.40 – per month.

Year 3

CMH-CEI shall pay to the Lessor for the premises for the lease period of January 15, 2017 through January 14, 2018, the sum of \$46,945.32 -- per annum and payable in installments of \$3,912.11 – per month.

Year 4

CMH-CEI shall pay to the Lessor for the premises for the lease period of January 15, 2018 through January 14, 2019, the sum of \$47,884.32 -- per annum and payable in installments of \$3,990.36 – per month.

Year 5

CMH-CEI shall pay to the Lessor for the premises for the lease period of January 15, 2019 through January 14, 2020, the sum of \$48,842.04 -- per annum and payable in installments of \$4,070.17 – per month;

2014/2015 Vehicle Purchase

The purchase of 13 new vehicles for the revised purchase price of \$358,178 and authorize staff to initiate a loan with JPMorgan Chase Bank for this amount;

Expense Contract Renewals: Agreements with Pine Rest Christian Mental Health/St. Mary's (Grand Rapids, MI), Forest View Hospital (Grand Rapids, MI), and Memorial Hospital (Owosso, MI)

Contract renewals with Pine Rest/St. Mary's Hospital and Forest View Hospital to purchase hospital services from the hospitals at the rates indicated above for the respective agreements for FY 2015, and from Memorial Hospital of Owosso to purchase hospital services at the rates indicated below for FY 2015 and FY 2016:

Pine Rest/St. Mary's: 1 year agreement (10/1/2014 - 9/30/2015) - rates all-inclusive

Inpatient – adolescents/older adults: \$945.50 per diem (3.5% increase)

Inpatient - adults: \$911.50 per diem (3.5% increase)

Partial hospitalization: \$388 per diem (3.5% increase)

ECT: \$617 – \$821 (3.5% increase)

Total billings at these facilities in FY 2014 (through July, 2014) are as follows:

St. Mary's (adults): \$243,500

Pine Rest (children): \$78,937

Forest View: 1 year agreement (10/1/2014 - 9/30/2015) - rates all-inclusive

Inpatient - adults: \$783 per diem (0% increase)

Inpatient - children: \$830 per diem (2% increase)

Partial hospitalization –adults and children: \$345 per diem (0% increase)

Total expenditures at Forest View in FY 2014 (through June, 2014) are as follows:

Inpatient - adults: \$317,816

Inpatient – children: \$122,914

Memorial of Owosso: 2 year agreement (10/1/2014 – 9/31/2016) – rates all-inclusive

Inpatient – adults: Year 1 - \$835 est. (3% increase)

Year 2 - \$850 est. (3% increase)

Total expenditures at Memorial of Owosso in FY 2014 (through June, 2014) are as follows:

Inpatients – adults: \$617,079;

Expense Contract Renewal: Michigan Department of Career Development

Contract renewal with the Michigan Department of Energy and Labor & Economic Growth, Michigan Rehabilitation Services (DLEGMRS) to enter into a cash match agreement in the amount of \$72,823 for the period October 1, 2014 through September 30, 2015. This expenditure will produce a service fund totaling \$269,715 to provide supported employment services to CMHA-CEI consumers;

Expense Contract Renewals: Guardianship Services

Contract renewals with Kenneth O' Deen, Brian E. Madar, Mid-Michigan Guardianship Services, Tri-County Guardianship Services, and Carolyn Bovee to purchase guardianship services for the period of October 1, 2014 through September 30, 2017, and pay \$65.69 per month, per consumer for those services;

Expense Contract Renewal: Justice in Mental Health Organization (JIMHO), Lansing, MI

Contract renewal with Justice in Mental Health Organization, Lansing, MI to purchase Drop-In/Project Stay and Transitional Housing services for the period of October 1, 2014 through September 30, 2015 and pay \$308,410 for those services;

Expense Contract Renewal: Michigan Department of Community Health – CMHA-CEI and Michigan Rehab Services

Contract renewal with Michigan Department of Community Health- Michigan Rehab Services to purchase supportive employment through this catch-match agreement for the period of October 1, 2014 through September 30, 2015, and spend \$37,811;

Expense Contract Renewal: Nathaniel Asche, East Lansing, MI

Contract renewal with Nathaniel Asche, whose address is 16960 Black Walnut Lane, East Lansing, MI 48823, to purchase Occupational Therapy Assessments for the period of October 1, 2014 through September 30, 2015 and pay \$280 (per assessment) and \$45/hour (OT meeting with community) for those services;

Expense Contract Renewal: Highfields Incorporated, Eaton and Clinton County

Expense contract renewal with Highfields, Inc., Eaton and Clinton County to provide Wraparound Services to youth and families enrolled in the Department of Human Services' SED Waiver Pilot Program from the period of October 1, 2014 through September 30, 2015 and receive \$309.71 per contact, with up to 4 contacts per month per family, for those services;

Expense Contract Renewal: Western Michigan University (WMU) Children's Trauma Assessment Center (CTAC), Kalamazoo, MI

Contract renewal with Western Michigan University (WMU) Children's Trauma Assessment Center (CTAC), Kalamazoo, MI to provide training in the development of a trauma informed children's mental health system to Community Mental Health Service Programs (CMHSP) and pay \$71,917 for those services for the period October 1, 2014 through September 30, 2015;

Expense Contract Renewal: Kelly Wilson, Clinton, MS

Expense contract renewal with Kelly Wilson, whose place of business is located at 103 Hillcrest Drive, Clinton, MS 39056, to provide Trauma-Focused Cognitive Behavioral Therapy to CMHSP's and pay \$37,050 for those services for the period October 1, 2014 through September 30, 2015;

AND

Expense Contract Renewal: Jennifer Wilgocki, Middleton, WI

Expense contract renewal with Jennifer Wilgocki, whose place of business is located at 6300 University Ave.; Suite 125, Middleton, WI 53562, to provide Trauma-Focused Cognitive Behavioral Therapy to Community Mental Health Service Program (CMHSP) and pay \$57,100 for those services for the period October 1, 2014 through September 30, 2015.

Amendment #3: CEI SUD Provider Contracts

ACTION:

MOVED by Sara Clark Pierson and SUPPORTED by Joe Brehler that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham counties, in its role as the Board of Directors of the Substance Abuse Coordinating Agency (CA), authorize CMHA-CEI to enter into the Final Amendment #3 for the SUD Providers to purchase SUD services for the period of October 1, 2013 through September 30, 2014.

MOTION CARRIED unanimously.

Fiscal Year 2014 Fourth Quarter Budget Amendments

ACTION:

MOVED Sara Clark Pierson and SUPPORTED by Joe Brehler that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton and Ingham Counties Board of Directors approve the Fiscal Year 2014 fourth quarter budget amendments as revised with the new information presented to the Board:

Expenses for inpatient reduced to approximately 240,000 because CMH not responsible for inpatient stays for a variety of reasons; and receipt of \$310,000 by way of a 236 transfer. This change decreases the fund balance by \$550,000.

MOTION CARRIED unanimously.

Fiscal Year 2015 Budget

ACTION:

MOVED by Sara Clark Pierson and SUPPORTED by Raul Gonzales that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors adopt the Fiscal Year 2015 Operating Budget: Revenues by Major Funding Source and Expenditures by Line-Item Cost Category. By adoption, the Board of Directors recognize that the adopted budget is based on current estimates of revenues and expenditures, and that staff may find it necessary to recommend, to the Finance Committee and/or Board of Directors, amendments to the budget during the course of the fiscal year; that purchases made in this budget shall be made in conformance with the Procurement Policy; and that expenses which are supported by grant revenue, reimbursement, or other sources of outside funding are contingent upon the Community Mental Health Board Authority of Clinton, Eaton, and Ingham Counties receiving the budgeted revenues.

MOTION CARRIED unanimously.

Human Resources

ACTION:

Third Quarter Diversity/EEO Report

MOVED by Chris Swope and SUPPORTED by Paul Palmer that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties accept the Third Quarter Diversity Initiative/EEO Report from the period of April 1, 2014 through June 30, 2014.

MOTION CARRIED unanimously.

Labor Relations Third Quarter Grievance Report

ACTION:

MOVED by Chris Swope and SUPPORTED by Paul Palmer that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties accept the

Third Quarter Labor Relations Grievance Report from the period of April 1, 2014 through June 30, 2014.

MOTION CARRIED unanimously.

Chris Swope commented that this is the first time during his tenure with the Human Resources Committee that there were no unresolved grievances.

Recipient Rights

Recipient Rights Quarterly Report: Jan 1, 2014-March 31, 2014

ACTION:

MOVED by Kay Pray and SUPPORTED by Raul Gonzales that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors accept the Recipient Rights Quarterly Report for the period of January 1, 2014 through March 31, 2014.

MOTION CARRIED unanimously.

Recipient Rights Quarterly Report: April 1, 2014-June 30, 2014

ACTION:

MOVED by Kay Pray and SUPPORTED by Chris Swope that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors accept the Recipient Rights Quarterly Report for the period of April 1, 2014 through June 30, 2014.

MOTION CARRIED unanimously.

Executive Committee

No report.

OLD BUSINESS

Resolutions read at the 50th Anniversary were displayed at the Board meeting. Bob Sheehan thanked all who made it possible to get the resolutions from each County Commission, the Michigan House of Representatives, and the Michigan Senate passed.

NEW BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 7:27 pm. The next meeting of the Board is scheduled for Thursday, October 16, 2014 at 6:00 p.m., 812 E. Jolly Rd., Lansing, MI .

Minutes submitted by:

Judy Hazle
Executive Administrative Assistant