



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

## **BOARD OF DIRECTORS**

### **MEETING MINUTES**

**Thursday, April 21, 2016, 6:00 p.m., Conf. Room G11-C  
812 E. Jolly Road, Lansing, MI 48910**

#### **Staff Present:**

**Jana Baylis, John Berres, Marie Carrell, Stacia Chick, Ray Chouinard, Cliff Dodson, Aleshia Echols, Stacy Fox-Elster, Sara Lurie, John Peiffer, Al Platt, Ericanne Spence, Jennifer Stanley, Gwenda Summers, Stephanie Tighe, Stefanie Zin**

#### **Public Present:**

**Judy Cerano  
Tara Gay, Charter House  
Alan Goschke, Bergmann Associates  
Andrew Pray  
Drake Zienta – High School Governmental Student**

#### **EXCUSED:**

**Chris Swope (advance notification)**

#### **CALL TO ORDER:**

**The meeting was called to order at 6:03 p.m. by Chairperson, Carol Koenig.**

#### **ROLL CALL:**

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

#### **PREVIOUS MEETING MINUTES**

**MOVED by Kay Pray and SUPPORTED by Jim Rundborg to approve the meeting minutes of March 17, 2016.**

**MOTION CARRIED unanimously.**

## ADOPTION OF AGENDA

MOVED by Paul Palmer and SUPPORTED by Raul Gonzales to adopt the meeting agenda.

MOTION CARRIED unanimously.

## PUBLIC COMMENT ON AGENDA ITEMS:

None.

With deepest sympathy, Carol Koenig regretfully announced that Chris Swope would not be in attendance this evening due to the passing of his mother. Board members expressed interest in sending their condolences to Mr. Swope and his family. Aleshia will send a floral arrangement to Mr. Swope and his family on behalf of the Board of Directors.

Maxine Thome arrived at 6:07 p.m.

## MID-STATE HEALTH NETWORK (MSHN) UPDATE:

Joe Brehler reported that there was no new information to report at this point. However, a meeting scheduled for May 3, 2016. Kay Pray announced that the next meeting, will be the 2016 Strategic Planning Session and will take place prior to the May 3 Board Meeting at the Doubletree by Hilton Hotel in Bay City, MI.

## CHIEF EXECUTIVE OFFICERS (CEO) REPORT:

### Charter House Program and Preparation for certification by Clubhouse International

Stephanie Tighe opened her presentation announcing that CMHA-CEI Clubhouse was the first in Michigan, opening their doors on April 14, 1978, and on April 14, 2016 celebrated their 38<sup>th</sup> Anniversary which was well attended by approximately 60 people including channel 10 news who made a special appearance. Upon arrival, guests received tours of the facility and light refreshments were served. Other exciting news shared by Ms. Tighe was that Charter House is currently preparing for certification by Clubhouse International Accreditation. Ms. Tighe stated that the purpose of Accreditation is to create the best possible opportunities for Clubhouse members to build social skills, improve their lives; decrease incarceration, and lower hospitalization stays.

Requirements for the Clubhouse include:

- Must be at least 18 years old or older
- Previously or Currently living with a mental illness
- Must have Healthy Michigan or Medicaid insurance

- No referral (Bridges or Access) required to participate in the Clubhouse
- 100% Voluntary

With excitement, Ms. Tighe introduced Tara Gay, a Charter House participant. Ms. Gay affectionately shared many personal experiences that she has had during the ten months she has been involved with the clubhouse and commented on how the clubhouse environment has made a difference in her journey to recovery. Ms. Gay said that the Clubhouse “is a place where individuals with mental health illnesses can recover from things they are struggling with, a place of hope, compassion, and strength; and a place where people can get back on their feet and feel good about their progress. It becomes a very important part of one’s life.” In addition, it provides opportunities to meet people and serve as resources for one another based on your knowledge of available community services (food, transportation, employment, medical services); everyone brings something to the table. It provides you with choices to make every day! Ms. Gay talked about one of the workshops she recently participated in entitled: video resume and explained that video resume allows you to outline your resume via video for employers to view on bob4mi.com website. This service is offered by beyond our barriers, Justin Caine, President. Mr. Caine is a passionate advocate for people with disabilities, having disabilities himself. Beyond our barriers is working to connect employers with job seekers with disabilities.

In closing, Ms. Gay said that Charter House is a great resource in the community, and invited members of the Board of Directors to join Charter House members for a nutritious, healthy home cooked meal prepared daily in the Charter House kitchen.

The Board of Directors thanked Ms. Gay for her attendance and the invitation to join Charter House members for a meal.

In closing, Ms. Tighe talked a little about the 99% employment rating that Charter House has (our employment record is amazing 20 – 30 members employed), and shared that their employers are very pleased with the program. The first week of employment, job coaches go to work with members to make sure that they are comfortable with the position and they understand their job responsibilities. This helps to increase their comfort level. In addition, Charter House guarantees to every employer that works with them to offer employment to Charter House members that someone will be available to cover the work assignment every day! The Clubhouse owns the job, meaning that if for whatever reason the individual who is assigned to work a job is unable to function due to their mental illness on any given day, another Clubhouse member is assigned to work that job on that day. Ms. Tighe informed the Board that Charter House also offers transport and currently has a total number of 75 active members and has the capacity to serve many more.

Carol Koenig indicated that she is a member of the Community Corrections Advisory Board, and requested copies of Charter House brochures that can be distributed.

Sara Lurie highlighted the following:

- Clubhouse Accreditation is an evidence base practice. There are 36 standards that will be evaluated. Clubhouse International Accreditation is scheduled for the week of May 2, 2016
- Impressive abilities of the CMHA-CEI IS department and the MSHN relationship (electronic health record, will allow us to follow-up in real time regarding daily discharge and admits)
- Partnership with Great Lakes Health Connect
- Integrated care work (data sharing) with Ingham County Health Department
- CCBHC Application – TBD Solutions
- Update regarding the meeting with state legislators to discuss challenges and concerns related to spend down, GF, integrated care and House and Senate language
- Continuation of Advocacy efforts

Carol Koenig recommended that Sara Lurie follow-up with a letter to the legislators, highlighting key points of the meeting discussion and indicating why CMHA-CEI believes it is a good idea to move in the direction discussed.

#### Building and Sites Committee

John Peiffer introduced Alan Goschka, Bergmann Associates (architects, engineers and planners.) Mr. Goschka provided an overview of the bid process for the three contractors who submitted a bid for the CMHA-CEI 812 Building Expansion/Renovation Project. The three contractors included: CSM, Granger Construction, and Clark Construction.

The following bids types were reviewed:

- base bid
- bid including all new mechanical equipment
- bid including the snow melt system

- bid including temporary generator to keep services running 24/7.

Dianne Holman inquired as to whether or not CMHA-CEI has a local preference policy? Carol Koenig advised that CMHA-CEI does not have a policy regarding local preference, however local preference was taken into consideration by the Building and Sites Ad Hoc Committee on April 20<sup>th</sup> when the bids were initially presented.

Kay Randolph-Back inquired about the snow melt system and how it operates with concern expressed regarding safety and liability? Alan explained the snow melt system in detail, and addressed any concerns related to safety and liability.

John Peiffer distributed copies of the value engineering submissions which could potentially save approximately \$150 - \$200 thousand dollars towards the project. Mr. Peiffer then reviewed the bid methodology process and explained that he and Cliff Dodson, Maintenance and Construction Manager were responsible for completing the evaluation methodology. During this evaluation, specific criteria was utilized (compliance w/specs, reference checks, ability to meet expectations, price, post bid interviews), and a total was determined based on percentages of each criteria. Mr. Peiffer admitted that during the process, a couple of points were deducted for Clark Construction due to past building water issues. Another consideration such as years of services was taken into account. It was noted that CMS had been in business since 1983 and has not been in business as long as the other two construction companies. Granger Construction has been in business since 1959 and Clark Construction in business since 1946. Upon completion of the evaluation, John Peiffer and Cliff Dodson selected Granger construction with a total of 79 points, as did the Building and Sites Ad Hoc Committee following extensive discussion and review of all pertinent documentation at the Building and Sites Ad Hoc Committee meeting on April 20, 2016. CMS came in second place receiving 76 points and Clark Construction in third place receiving 71 points. The next step in the process is to begin checking references, which John Peiffer will begin doing next week. During the evaluation process there was some concern expressed about a start date for the project and winter construction concerns.

Raul Gonzales inquired as to how substantial winter construction would be? John Peiffer advised that by going into winter construction months there would be an additional \$25 - \$30,000.00 towards masonry supplies.

Carol Koenig informed the Board of Directors that back on November 19, 2015, the Board authorized CMHA-CEI to move forward with Schematic Design Option 2 including the replacement of existing boilers for a total project estimate of \$8,633,383 with the contingency of resolving bond issues, paying the remainder of the lease agreement with Ingham County for

not more than \$1,400,000 and taking ownership of the property per the lease agreement. However, there was no approval for the 812 East Jolly Road Building Expansion/Renovation Project and indicated that there will be a motion presented for consideration during tonight's meeting recommending approval.

Stacia Chick presented an analysis, dated 4/20/16, reporting the following:

Total Budget Available	Total annual expense for 20 years \$10 M bond @ 3.5%	Difference
\$600,734	\$703,600	\$102,866

Ms. Chick commented that there is \$100,000 in the fixed assets account, which she does not recommend depleting. However, she stated that she is not opposed to using half of the fund, if necessary.

Carol Koenig pointed out on a positive note that CMHA-CEI's cost would be six cents on a dollar.

**COMMITTEE REPORTS:**

**Program and Planning**

None.

**Finance**

**Revenue Contract Amended Funding: Mid-State Health Network**

*Having just received this amendment from Mid-State Health Network, note that it is retroactive from March 7, 2016.*

**ACTION:**

**MOVED** by Joe Brehler and **SUPPORTED** by Paul Palmer that Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) to amend the dollar amount in the original approved contract with Mid-State Health Network to reflect an additional \$167,319, bringing the total fiscal year 2016 budget amount for Substance Abuse Services programs to \$2,204,022 effective March 7, 2016 through September 30, 2016.

**MOTION CARRIED** unanimously.

**Expense Contract Renewal: AT&T Data Services**

**ACTION:**

**MOVED** by Joe Brehler and **SUPPORTED** by Kam Washburn that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI)

authorize CMHA-CEI to enter into a contract renewal with AT&T to upgrade communication lines at 201 W. Railroad St, St. Johns for the period of May, 1 2016 through April 31, 2019 and pay \$70,536.

**MOTION CARRIED unanimously.**

**Expense Contract Renewal: Sparrow Behavioral Health**

**ACTION:**

**MOVED** by Joe Brehler and **SUPPORTED** by Kam Washburn that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) authorize CMHA-CEI to enter into a contract renewal with Sparrow Behavioral Health to purchase inpatient hospitalization services paying a per diem of no more than \$809 all-inclusive from April 1, 2016 through September 30, 2017.

**MOTION CARRIED unanimously.**

**New Expense Contract: 44North**

*Having just received this contract from 44North, note that it is retroactive from January 1, 2016.*

**ACTION:**

**MOVED** by Joe Brehler and **SUPPORTED** by Raul Gonzales that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) authorize CMHA-CEI to enter into a new contract with 44North to purchase administrative services for the CMHA-CEI Blue Care Network Health Reimbursement Arrangement (BCN HRA) plan deductibles and pay \$17.45 per month per employee enrolled in CMHA-CEI BCN HRA plans for those services and to purchase a bundled package for Teladoc, HealthE Shopper, and Claims Cleansing services and pay \$13.00 per employee enrolled in CMHA-CEI healthcare plans for the services for the period of January 1, 2016 through December 31, 2016.

**MOTION CARRIED unanimously.**

**General Fund Update**

**ACTION:**

**MOVED** by Joe Brehler and **SUPPORTED** Stephen Manchester that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) direct CMHA-CEI staff to explore all options to reduce general fund expenditures, with the elimination of services being a last resort.

**MOTION CARRIED unanimously.**

**Human Resources**

None.

**Recipient Rights**

None.

**Executive Committee**

**Recommendations – Committee Appointments for 2016 - 2017**

**ACTION:**

**MOVED** by Carol Koenig and **SUPPORTED** by Paul Palmer that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) accept the Human Resources Committee Appointments for 2016 – 2017 as follows:

**Kam Washburn, Chair**

**Chris Swope**

**Maxine Thome**

**Steve Manchester**

**Kay Randolph-Back**

**Paul Palmer**

**Kay Pray**

**Jim Rundborg**

**MOTION CARRIED unanimously.**

**Recommendations – Committee Appointments for 2016 - 2017**

**ACTION:**

**MOVED** by Carol Koenig and **SUPPORTED** by Paul Palmer that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) accept the Finance Committee Appointments for 2016 – 2017 as follows:

**Joe Brehler, Chair**

**Kam Washburn**

**Dianne Holman**

**Raul Gonzales**

**Chris Swope**

**Kay Randolph-Back**

**MOTION CARRIED unanimously.**

**Recommendations – Committee Appointments for 2016 - 2017**



**ACTION:**

**MOVED** by Carol Koenig and **SUPPORTED** by Kay Pray that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) accept the Program and Planning Committee Appointments for 2016 – 2017 as follows:

**Raul Gonzales, Chair**

**Kay Randolph-Back**

**Paul Palmer**

**Stephen Manchester**

**Jim Rundborg**

**Joe Brehler**

**MOTION CARRIED unanimously.**

**Recommendations – Committee Appointments for 2016 - 2017**

**ACTION:**

**MOVED** by Carol Koenig and **SUPPORTED** by Raul Gonzales that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) accept the Recipient Rights Committee Appointments for 2016 – 2017 as follows:

**Kay Pray, Chair**

**Dianne Holman**

**Maxine Thome**

**\*Daniel Arnold**

**\*Nicole Wright**

**\*Tina Bertram**

**\*All consumers have met the necessary training and conference requirements.**

**MOTION CARRIED unanimously.**

**Recommendations – Committee Appointments for 2016 - 2017**

**ACTION:**

**MOVED** by Carol Koenig and **SUPPORTED** by Kam Washburn that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) accept the Mid-State Health Network Board Members Committee Appointments for 2016 – 2017 as follows:

**Joe Brehler**

**Kay Pray**

**MOTION CARRIED unanimously.**

**Recommendations – Committee Appointments for 2016 - 2017**

**ACTION:**

**MOVED** by Carol Koenig and **SUPPORTED** by Paul Palmer that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) accept the Committee Chairman Appointments for 2016 – 2017 as follows:

**Carol Koenig, Executive Committee**  
**Kam Washburn, Human Resources Committee**  
**Joe Brehler, Finance Committee**  
**Raul Gonzales, Program and Planning**  
**Kay Pray, Recipient Rights Committee**  
**Carol Koenig, Building and Sites Committee**  
**Stephen Manchester, ByLaws Ad Hoc Committee**

**MOTION CARRIED unanimously.**

**Building and Sites Committee**

**812 East Jolly Road Building Expansion/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 approve CMHA-CEI 812 East Jolly Road Building Expansion/Renovation Project, not to exceed \$10 million dollars.

**MOTION CARRIED unanimously.**

**Ingham County Building Authority Bond Application**

**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 (CMHA-CEI) authorize CMHA-CEI to enter into a bond arrangement with Ingham County Building Authority, not to exceed \$10 million dollars.

**MOTION CARRIED unanimously.**

**Evaluation of Bids & Selection Process**

**ACTION:**

**MOVED** by Joe Brehler and **SUPPORTED** by Stephen Manchester that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI)

authorize CMHA-CEI to award the bid proposal dated April 14, 2016 to Granger Construction, as contractor for the 812 E. Jolly Road Building Expansion/Renovation Project.

MOTION CARRIED unanimously.

Authorization of outliner plans for preparation of steel in the amount of \$75,000

ACTION:

MOVED by Joe Brehler and SUPPORTED by Kay Pray that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) authorize outliner plans for preparation of steel in the amount of \$75,000 to move forward with the June 1, 2016 start date for the 812 E. Jolly Road Building Expansion/Renovation Project.

MOTION CARRIED unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

Certified Community Behavioral Health Clinic (CCBHC)

Sara commended Leadership staff; with special acknowledgment to Matt Wojack and Stacy Fox-Elster for the work that has been put into such a massive under taking in preparation for the submission of the Request for Certification (RFC,) and the Board of Directors applauded their efforts.

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) authorize CMHA-CEI to submit a Request for Certification Application to the Michigan Department of Health and Human Services to become a Certified Community Behavioral Health Clinic (CCBHC.)

MOTION CARRIED unanimously.

Prior to adjournment, Maxine Thome expressed concern regarding an individual who had been treated at the St. Lawrence Emergency room on numerous occasions. Ms. Thome reported that after multiple attempts to get the individual adequate detoxification she passed away. Ms. Thome then posed the question: What are the chances of getting decent detoxification? Ericanne Spence replied that it depends on the narcotic. Ericanne Spence stated that there are so many medications available that can help with detoxification. However, the issue is getting

physicians comfortable with prescribing them. Ms. Spence shared that private insurance companies are having issues getting their members in the hospital and that there are serious loopholes in the system. Ms. Spence also stated that she is interested in assisting with these types of cases at the recovery center and pursuing a revenue contract. Following adjournment of this evening's Board meeting, Ericanne Spence and Maxine Thome will continue this discussion.

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

The meeting was adjourned at 7:48 p.m. The next regularly scheduled Board meeting will be Thursday, May 19, 2016, 6:00 p.m., Community Mental Health Building, 812 E. Jolly Road, Conference Room G11-C.

Minutes submitted by:

Aleshia Y. Echols

Executive Administrative Assistant