



**BOARD OF DIRECTORS
MEETING MINUTES**

**Thursday, March 17, 2016, 6:00 p.m., Conf. Room G11-C
812 E. Jolly Road, Lansing, MI 48910**

Staff Present:

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

Public Present:

**Elizabeth Pratt, NAMI Lansing
Andrew Pray**

EXCUSED:

Chris Swope, Maxine Thome

CALL TO ORDER:

The meeting was called to order at 6:01 p.m. by Chairman, 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

INTRODUCTION:

SPECIAL ACKNOWLEDGEMENT

PREVIOUS MEETING MINUTES

MOVED by Chris Swope and SUPPORTED by Raul Gonzales to approve the meeting minutes of March 17, 2016.

MOTION CARRIED unanimously.

ADOPTION OF AGENDA

MOVED by Chris Swope and **SUPPORTED** by Raul Gonzales to adopt the meeting agenda of

MOTION CARRIED unanimously.

PUBLIC COMMENT ON AGENDA ITEMS:

None.

Stephen Manchester and Maxine Thome arrived at 6:07 p.m.

RECOMMENDATION – SLATE OF OFFICERS FOR 2016 – 2017:

Kam Washburn, per the By-Laws, stated that the Executive Committee shall recommend a slate of officers at the regular Board meeting in March for terms that begin on April 1 of that year.

RECOMMENDATION – SLATE OF OFFICERS FOR 2016 – 2017:

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Chris Swope that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) accept the recommended slate of officers for 2016 – 2017 as follows: Carol Koenig, Chairperson, Kay Pray, Vice Chairperson, Dianne Holman, Secretary.

MID-STATE HEALTH NETWORK (MSHN) UPDATE:

Joe Brehler reported that MSHN did not meet due to the snow storm, therefore at this time, there is no new information to report.

CHIEF EXECUTIVE OFFICERS (CEO) REPORT:

Stacia Chick, Chief Financial Officer introduced Amy Eisen, Compensation and Benefits Assistant who presented the 44North presentation (attached.)

Highlights included:

- Cancellation of BCN Insurance
- Healthy Shopper – 5 employees utilized benefit in January, not advertised until February
- Mental Health HPSA
- Teledoc - 56 employees utilized teladoc Jan/Feb
- 44 North available 24/7

Sara Lurie announced that the advocacy efforts were incredible and the attendance was overwhelming at the Public Hearings which required overflow rooms to be opened and testimony to be extended into the afternoon session. Legislators were surprised! In addition, Sara reported that the Board of Commissioners, Clinton, Eaton and Ingham County Board of

Directors have passed resolutions. With that being said, advocacy efforts will continue. At this point, we will wait to see what happens with the plans.

Ms. Lurie reported that the Annual Community Breakfast Event went exceptionally well and was well organized and coordinated, with over 800 participants registered, and 30 exhibitors. Ms. Lurie acknowledged Aleshia Echols, event coordinator for pulling this all together in the such a short time frame since accepting her new role on January 4, 2016. The Community Mental Health of Clinton, Eaton, and Ingham Counties Board of Directors and Leadership also applauded her efforts. In addition, Ms. Lurie acknowledged Chris McDaniel, Director of Adult Mental Health Services for coordination of the Distinguished Service Award recipients which included the Honorable Judge James Jamo and his team at the 55th District Mental Health Court and the Honorable Judge Thomas Boyd and his team at the 30th Circuit Mental Health Court. Both recipients had the support of 2 – 3 tables of attendees in their honor and acknowledged each of their community partners during the acceptance speeches.

Ms. Lurie announced and congratulated Ericanne Spence, Director of Substance Abuse Services on her recent notification of acceptance into the Behavioral Health and Justice Leadership Academy to be held in Washington, D.C. on May 3 – 4, 2016. Ms. Lurie reported that the Academy initiatives promote the development of local leaders to address these issues in their communities. Through participation in the initiative, local leaders from communities that have demonstrated a readiness for change will receive training and assistance as they carry out a strategic action plan.

COMMITTEE REPORTS

Program and Planning

New Expense Contract: Falco Corporation - Allegan Enrichment Center 1 AFC

ACTION:

MOVED by Raul Gonzales and SUPPORTED by Paul Palmer 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 the Falco Corporation to purchase Adult Foster Care services for mentally ill adults from Allegan Enrichment Center 1 AFC, located at 427 Davis Street, Allegan, MI 49010, for the period of March 1, 2016 through September 30, 2016 and pay \$195 per day per consumer, less the consumer's SSI ability to pay for those services.

MOTION CARRIED unanimously.

New Expense Contract: Lighthouse, Inc. - Southern Cross AFC

ACTION:

MOVED by Raul Gonzales and SUPPORTED by Jim Rundborg 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 to enter into a new contract with Lighthouse Inc., located at 1655 E. Caro Road, Caro, MI 48723, to purchase specialized residential services, Medication Reviews, and 1:1 staffing as needed, for the period of February 24, 2016 through September 30, 2016 and pay the rates listed below:

Service	Rate
Specialized Residential	\$429 total daily rate (net rate of \$421.17 when consumer's SSI payment of \$27.83 is deducted)
1:1 Additional Staffing	\$25 /hr
Med Reviews	\$62, \$124 or \$186 (depending on the length of the appt)

MOTION CARRIED unanimously.

Finance

Revenue Contract Renewal: Ingham County Health Services Millage

ACTION:

MOVED by Joseph Brehler and SUPPORTED by Paul Palmer 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 with Ingham County for the provision of a range of behavioral health and developmental disability services and receive up to \$1,218,286 per year for the period of October 1, 2015 through September 30, 2016.

MOTION CARRIED unanimously.

Revenue Contract Amended Funding: Michigan Department of Corrections

ACTION:

MOVED by Joseph Brehler and SUPPORTED by Kay Pray that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) authorize CMHA-CEI to amend the dollar amount estimated in the original approved contract with the Michigan Department of Corrections to reflect an additional \$20,000. The amended budgeted amount is \$352,224 annually (which includes the increased value), for the period of October 1, 2015 through September 30, 2016.

MOTION CARRIED unanimously.

Human Resources

First Quarter EEO 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, and Ingham Counties (CMHA-CEI) accept the First Quarter EEO Report from October 1, 2015 through December 31, 2015.

MOTION CARRIED unanimously.

Labor Relations First Quarter Grievance Report

ACTION:

MOVED by Chris Swope 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 First Quarter Grievance Report from October 1, 2015 through December 31, 2015.

MOTION CARRIED unanimously.

Recipient Rights Committee

Recipient Rights Quarterly Report: October 1, 2015 – December 31, 2015

ACTION:

MOVED by Diane Holman and SUPPORTED by Maxine Thome that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) accept the Recipient Rights Quarterly Report for the period of October 1, 2015 through December 31, 2015.

MOTION CARRIED unanimously.

Executive Committee

Review of Board of Director By-Laws

Kam Washburn stated that the Executive Committee does not expect to totally rewrite the By-Laws, however would like a review and clean-up of some existing language. One specific change that needs to occur is changing the title from Executive Director to Chief Executive Officer throughout the document.

Stephen Manchester pointed out that he has began reviewing the By-Laws and has found a few interesting things, one example was the section in the that allows a Board of Director to bring an item to the full Board even if all other Board members vote "No" on the item. Mr. Manchester confirmed that he has spoken to Chris Swope and Sara Clark-Pierson and they have agreed to work with him to review the By-Laws. Mr. Manchester said that he is looking forward to working with the 2 of them.

Executive Committee

Review of Board of Director By-Laws

ACTION:

MOVED by Chris Swope 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 Stephen Manchester as Chair of the By-Laws Ad Hoc Committee working with Chris Swope and Sara Clark-Pierson (retired CMHA-CEI Board Member.) The workgroup charge will be to review the revised By-Laws approved on June 16, 2011, and present recommendations to the full board by September, 2016.

MOTION CARRIED unanimously.

Building and Sites Ad Hoc Committee

Mechanical System Review

ACTION:

MOVED by Chris Swope and SUPPORTED by Paul Palmer that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) authorize CMHA-CEI staff to enter into a Contract addendum with Bergmann Associates, 1427 West Saginaw Street, Suite 200, East Lansing, Michigan 48823 for the purpose of providing Professional Engineering and Architectural Services to develop an alternate HVAC system design that would serve the entire facility as part of the construction document set for bidding purposes. This will be in addition to the existing Architectural Expenses associated with constructing a new 40,000 square foot addition to the CMHA-CEI 812 East Jolly Road building in Lansing, Michigan at the price of \$263,600.00. Bergmann Associates will complete this additional work noted in the addendum at the price of \$15,940.00.

DESCRIPTION OF GOODS OR SERVICES REFERENCED IN CONTRACT/PROPOSAL:

Under this Mechanical Addendum, Bergmann Associates will complete the following:

- Develop a design alternate for the mechanical system for bidding.
- Coordinate with Owner (CMHA-CEI Facilities Staff) regarding technology systems.
- Conduct Owner Project meetings.
- Complete a separate set of construction documents for an alternate to be bid by the general contractor.
- The price includes, all additional document preparation for architectural, mechanical and electrical work associated with this alternate. Agency Owner plan review with the City of Lansing. Review of Code Compliance requirements. Conduct Owner review meetings.
- This alternate will become a separate item in the overall project bid documents so that CMHA-CEI can determine its best available option to proceed regarding this matter.

The expense of this contract will be allocated as a fixed asset with the overall project, depreciated over 25 years at the rate of an additional \$637.60 added to the \$10,544 per year, and

is reflected in CMHA-CEI's FY 2015 fixed asset budget. The expense will not affect CMHA-CEI's fund balance.

MOTION CARRIED unanimously.

812 Building Expansion Project Update

Kam Washburn complimented Carol Koenig on suggesting at the previous February Building and Sites Ad Hoc Committee that Stacia Chick work with the County to see what CMHA-CEI's options would be if we were to consider another bond arrangement. Ms. Chick reported that she has spoken to the County and is very optimistic that we may be able to pursue this option.

In addition, Ms. Chick reported that the County is looking at a 2 – 3 % interest rate and by going this route, CMHA-CEI would have the benefit of not paying off the existing loan. The only disadvantage identified was that CMHA-CEI would not own the building. However, upon completion of payment in approximately 18 years CMHA-CEI would have the option to make the pay off the bond at the rate of \$1.00. Mr. Washburn mentioned that Healthy Michigan projections require not only additions, but renovations in phases following the completion of the new construction and made the comment that we don't want to add on additions and still be in the same predicament so Mr. Peiffer and Leadership completed growth analysis for the next 10 years and built in growth within programs. Mr. Washburn stated that of course, by adding the renovations an additional year for completion would be added on to the project. In addition, the work would be completed by CMHA-CEI's facility maintenance in-house crew.

Mr. Washburn stated that during the February Building and Sites Ad Hoc Committee Meeting, Mr. Brehler stressed the issue that this timeline is on a very aggressive schedule due to construction season and made a passionate plea that we need to stay on schedule and be prepared to move forward with breaking ground by June 1, 2016. Mr. Washburn encouraged Board of Director member to please contact anyone on the Executive Committee, Ms. Chick or Mr. Peiffer with any questions that they may have regarding the project.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

PUBLIC COMMENT:

Elizabeth Pratt, NAMI Lansing thanked Sara Lurie for coming out to the Winter Social Gathering which was held on February 19th at 5:00 p.m.

Ms. Pratt expressed the following:

- Interested in hearing more about Ericanne Spence Leadership Academy
- Sparrow Mental Health Assessment – Implemented Changes in Emergency Services
(In discussion with CMH. Discuss with ER.)

Sara Lurie introduced Gwenda Summers, the new Director Families Forward.

ADJOURNMENT:

The meeting was adjourned at 6:50 p.m. The next regularly scheduled Board meeting will be Thursday, April 21, 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