



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

**Wednesday, October 12, 2016, 5:30 p.m.
812 E. Jolly Road, Conference Room G11-C
Lansing, MI 48910**

Committee Members Present:

**Joe Brehler, Kay Randolph-Back, Kam Washburn, Dianne Holman, Carol Koenig,
Chris Swope, Raul Gonzales**

Committee Members Absent:

None.

Staff Present:

**Stacia Chick, Sara Lurie, Chelsea Park, Ericanne Spence, Alan Platt, Shana Badgley,
Jana Baylis, Chuck Dougherty, John Peiffer, Mary Clissold**

Public Present:

None.

Call to Order:

The meeting was called to order by Chairperson Joe Brehler at 5:30 p.m.

Previous Meeting Minutes:

**MOVED by Kam Washburn and SUPPORTED by Kay Randolph-Back to approve the
meeting minutes of September 14, 2016.**

MOTION CARRIED unanimously.

Adoption of Agenda:

**MOVED by Dianne Holman and SUPPORTED by Kam Washburn to adopt the revised
agenda with the addition of the Business Item "Revenue Contract Renewal: Mid-State
Health Network – Medicaid Subcontract".**

Kay Randolph-Back mentioned that at the September Finance Committee meeting, a SUD Budget Analysis was requested to discuss at the October meeting. Mr. Brehler commented that the SUD Budget Analysis will appear as a Business Item on a future Finance Committee agenda. The analysis will not be provided today because the meeting between CMHA-CEI management and Mid-State Health Network has been postponed to October 27, 2016.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

No comment.

BUSINESS ITEMS:

Expense Contracts: Lease Renewals

John Peiffer presented a lease renewal for 12450 Greenfield Road, Lansing. This property is a six-bedroom residential group home rented from Lyle and Ellen Hotchkiss. The lease renewal is a 5-year extension with a 2% increase per year.

John Peiffer reviewed the lease renewal for 810 Saginaw, Lansing. This property is used for the Substance Abuse Recovery Center Program. CMHA-CEI management anticipate the program moving to the 812 E. Jolly Road, Lansing location after the building expansion is complete. The agreement requires a written 90-day notice for termination without penalty and includes a 2% increase per year.

Chris Swope joined the meeting at 5:36 p.m.

Discussion ensued regarding property pricing and the standard rate for lease increases. The Finance Committee questioned how CMHA-CEI assures that the properties are properly maintained. Mr. Peiffer shared that the lease establishes the maintenance responsibilities of the landlord and the tenant. The CMHA-CEI Maintenance Department also completes annual inspections on all properties leased or owned by CMHA-CEI.

ACTION:

MOVED by Kam Washburn and SUPPORTED by Kay Randolph-Back that the Finance Committee recommends 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 the following lease renewals based on the fact that the

information has been reviewed and the contracts are in line with agency responsibilities:

Expense Contract: Lease Renewal - 12450 Greenfield Road, Lansing

Lease the property at 12450 Greenfield Road in Delta Township, Eaton County, Lansing, Michigan 48917 from Lyle M. and Ellen D. Hotchkiss residing at 2390 Sashabaw Road, Ortonville, Michigan 48462 for the period of October 1, 2016 through September 30, 2021 and pay as follows:

CMHA-CEI shall pay to the Lessor for the premises during the period of October 1, 2016 through September 30, 2019, the sum of Twenty-Eight Thousand Two Hundred Twenty-Four dollars (\$28,224.00) --per annum and payable in installments of Two Thousand Three Hundred Fifty-Two dollars (\$2352.00) --per month. Installment, payments shall be made during the month for which the installment is applicable. Each monthly installment payment includes the amount of \$71 for insurance escrow and \$540 for real estate tax escrow and \$1741.00 base rent.

CMHA-CEI shall pay to the Lessor for the premises during the period of October 1, 2019 through September 30, 2021, the sum of Twenty-Eight Thousand Seven Hundred Eighty-Eight dollars (\$28,788.00) --per annum and payable in installments of Two Thousand Three Hundred Ninety-Nine dollars (\$2399.00) --per month. Installment, payments shall be made during the month for which the installment is applicable. Each monthly installment payment includes the amount of \$71 for insurance escrow and \$540 for real estate tax escrow and \$1788.00 base rent.

Expense Contract: Lease Renewal - 810 Saginaw, Lansing

Renew the lease for the property at 810 Saginaw, Ingham County, Lansing, Michigan 48910 from Nelson and Judy Gilroy P.O. Box 27067 Lansing, Michigan 48909; for the period of November 1, 2016 through October 31, 2019 and pay as follows:

CMHA-CEI shall pay to the Lessor for the premises during the lease period:

Total Rent for the term will be Ninety-Nine Thousand Three Hundred Seventy-Two and 00/100 Dollars (\$99,372.00), payable as follows:

Year 1: 11/1/16 to 10/31/17; Thirty-Two Thousand Four Hundred Eighty-Four Dollars (\$32,484.00) per annum and payable in installments of Two Thousand Seven Hundred Seven Dollars and 00/100 Dollars (\$2707.00) per month.

Year 2: 11/1/17 to 10/31/18; Thirty-Three Thousand One Hundred Twenty Dollars (\$33,120.00) per annum and payable in installments of Two Thousand Seven Hundred Sixty Dollars and 00/100 Dollars (\$2760.00) per month.

Year 3: 11/1/18 to 10/31/19; Thirty-Three Thousand Seven Hundred Eighty Dollars (\$33,780.00) per annum and payable in installments of Two Thousand Eight Hundred Fifteen Dollars and 00/100 Dollars (\$2815.00) per month.

Installment, payments shall be made during the month for which the installment is applicable.

MOTION CARRIED unanimously.

Stacia Chick added that if the Substance Abuse Recovery Center Program moves before the building renovations are fully amortized, CMHA-CEI will have to expense the remaining unamortized costs. When the property at 810 Saginaw, Lansing is vacated there will be a cost to move the program to the 812 E. Jolly Road, Lansing location.

New Expense Contract: AT&T

Chuck Dougherty presented a new contract with AT&T to install a digital voice connection between most CMHA-CEI sites. The Information Services Department has worked through the difficult process to restructure the contract and reduce agency cost.

Raul Gonzales joined the meeting at 5:42 p.m.

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Kam Washburn that the Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to enter into a new contract with AT&T to upgrade voice lines for the period of November 1, 2016 to October 31, 2019, for a total amount of approximately \$194,338.80.

MOTION CARRIED unanimously.

Expense Contract Renewals and Amendment:

Mary Clissold shared that State requirements changed which sites can use per diem rates and which cannot. The Forster Woods Adult Day Care and JWR Health Services agreements are being presented separately to reflect the separate rates.

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Raul Gonzales that the Finance Committee recommends 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 the following expense contract renewals and amendment based on the fact that the information has been reviewed and the contracts are in line with agency responsibilities:

Expense Contract Renewals: Community Living Supports and Respite Services

Contract renewals to purchase Community Living Supports (CLS), Respite Services and other services as indicated in the Person Centered Plan, for the periods listed below from the following agencies, and at the rates listed below:

Agency Name	Address	Service	Start Date	Expire Date
ABC Home Care Services, LLC - Quality Nursing Services	P.O. Box 27313 Lansing, MI 48909	Children's Waivers /Hab. Waiver /B3 (CLS*/Respite)	10/1/16	09/30/17
Alternative Community Living Inc. - Hope Network New Passages	70 Lafayette Pontiac, MI 48342	Children's Waivers /Hab. Waiver /B3 (CLS*/Respite)	10/1/16	09/30/17
Alternative Services Inc.	32625 W 7 Mile Rd Ste 10 Livonia, MI 48125	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17
Arcadia Health Services of Michigan	20750 Civic Center Dr., Suite 100 Southfield, MI 48076	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17
Bonnie DePue - CHUM Therapeutic Riding, Inc.	2180 E Dexter Trail Dansville, MI 48819	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17
Community Linx	P.O. Box 242 Grand Ledge, MI 48837	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17
Cypress Home Care	808 W. Lake Lansing Rd. East Lansing, MI 48823	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17
Give Incorporated	3315 S. Pennsylvania Ave. Lansing, MI 48910	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17

Giving Tree Farm	15413 Turner Rd Lansing, MI 48906	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17
Health Staffers of Michigan	731 Louisa St. Lansing, MI 48911	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17
Heart Home Care, LLC	5025 W. Saginaw Hwy. Ste. 7 Lansing, MI 48917	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)	10/1/16	09/30/17
Homecare Alternatives Inc.	5700 Executive Dr. Lansing, MI 48911	Children's Waivers /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17
Horizon Behavioral Solutions, LLC	P.O. Box 796 Okemos, MI 48805	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17
M and Y Care LLC	7125 Orchard Lake Rd West Bloomfield, MI 48332	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17
Maxim Healthcare Services Inc.	4341 S. Westnedge Ave. Ste 1201 Kalamazoo, MI 49008	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17
Residential Options Inc.	2121 E Grand River Lansing, MI 48912	Children's Waiver /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17
Royal Care Link	4700 Hagadorn, Suite 107A East Lansing, MI 48823	Children's Waivers /Hab. Waiver /B3 (CLS*/Respite)	10/1/16	09/30/17
The Inspirational Center LLC	1805 East Shore Drive A1 East Lansing, MI 48823	Children's Waivers /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17
Ultimate Healthlink Inc.	720 N. Sycamore St. Lansing, MI 48906	Children's Waivers /Hab. Waiver /B3 (CLS*/Respite)	1/1/17	09/30/17

*Community Living Support (CLS)

Name of Service	Code	15 Minutes	Hourly Rate
CLS -Adult	H2015	\$3.72	\$14.88
CLS -Adult -Holiday **	H2015	\$5.56	\$22.24
CLS- Adult High Need	H2015	\$4.23	\$16.92
CLS- Adult High Need-Holiday **	H2015	\$6.36	\$25.44
CLS -Children/ Children's Waiver	H2015	\$4.23	\$16.92
CLS- Children's Waiver - Holiday **	H2015	\$6.36	\$25.44
CLS-Adult Sleeper	H2015	\$2.59	\$10.36
Only	97124	\$16.15	\$64.60
(OT/Massage)	97112	\$20.24	\$80.96
Nursing LPN	T1000 (TE)	\$7.07	\$28.28
Nursing LPN -Holiday **	T1000 (TE)	\$10.60	\$42.40
Nursing LPN- Respite	T1005 (TE)	\$7.07	\$28.28
Nursing LPN- Respite Holiday **	T1005 (TE)	\$10.60	\$42.40
Nursing RN	T1000 (TD)	\$8.31	\$33.24
Nursing RN-Holiday **	T1000 (TD)	\$12.47	\$49.88
Nursing RN-Respite	T1005(TD)	\$8.31	\$33.24
Nursing RN-Respite Holiday **	T1005(TD)	\$12.48	\$49.92
Therapeutic Activities Exercise (CHUM/Massage Therapy)	97530	\$21.10	\$84.40
Therapeutic Exercises (CHUM/Massage Therapy)	97110	\$19.59	\$78.36
Respite -Children's Waiver	T1005	\$4.17	\$16.68
Respite -Children's Waiver Sleeper	T1005	\$2.55	\$10.20
Per Session Services	Code	Rate	Per Session
Art Therapy - Children's Waiver Only	G1076	66.54	Per Session
Family Training	S5111	\$65.52	Per Session (45 min.); Up to 12 Sessions per 90 Day period; Cannot
Insight Oriented Therapy	90834	\$65.98	Per Session (38-52 min.)
Music Therapy-Children's Waiver Only	G1076	\$68.78	Per Session
Non Family Training-Children's Waiver Only	S5116	\$64.19	Per Session; Up to 4 Sessions per Calendar Month; Cannot exceed 1 per day
OT Evaluation	97003	\$46.76	Per Session
Recreational Therapy - Children's Waiver Only	G1076	\$66.54	Per Session
Treatment Planning	H0032	\$65.98	Per Session

**Recognized holidays: New Year's Day, Easter, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas Day,

*Includes transportation cost associated with transporting consumers to/from appointments, outings, etc.

Rate varies depending on the support needs of the individual served.

A per diem code (H0043) and rate may be utilized that is calculated by the board approved hourly rate multiplied by the number of authorized hours per the individual's level of care and need.

Expense Contract Renewal: Forster Woods Adult Day Care

Finance Committee Meeting (cp)

October 12, 2016

Contract renewal with Forster Woods Adult Day Care to purchase Community Living Supports and Respite Services for the period of October 1, 2016 through September 30, 2017 and pay per the rate schedule below.

Rate Schedules

Service	Code & Modifier	15 Min. Unit Rate	Hourly Rate
CLS/Respite	H2015 T1005 TT	\$2.35	\$9.40
Respite/CLS -Adult	H2015 T1005 TT	\$3.72	\$14.88*
Respite/CLS -Adult – Holiday	H2015 T1005 TT	\$5.56	\$22.24*
Respite/CLS- Adult High Need	H2015 T1005 TT	\$4.23	\$16.92*
Respite/CLS- Adult High Need-Holiday	H2015 T1005 TT	\$6.36	\$25.44*

*Amended rate is due to state requirements that no longer allow a per diem service for CLS outside of the home. Provider offers a discounted rate for individuals that attend the program for a full day. This rate has been amended from a per diem discounted rate to a lower 15 minute unit rate. **Traditional rate is dependent on the support needs of the individual served.

Expense Contract Amendment: JWR Health Services

Amend the contract with JWR Health Services to purchase Community Living Supports and Respite Services for the period of October 1, 2016 through September 30, 2017 and pay per the rate schedule below.

Rate Schedules

Service	Code & Modifier	15 Min. Unit Rate	Hourly Rate
*CLS/Respite	H2015 T1005	\$3.75	\$15.00

	TT		
**Respite/CLS –Adult	H2015 T1005 TT	\$3.72	\$14.88
**Respite/CLS -Adult – Holiday	H2015 T1005 TT	\$5.56	\$22.24
**Respite/CLS- Adult High Need Respite/CLS – Children’s Waiver	H2015 T1005 TT	\$4.23	\$16.92
**Respite/CLS- Adult High Need-Holiday Respite/CLS – Children’s Waiver	H2015 T1005 TT	\$6.36	\$25.44

*Amended rate is due to state requirements that no longer allow a per diem service for CLS outside of the home. This provider has a daytime activity center that provided services at a per diem rate. This rate has been amended from a per diem rate to a 15 minute unit rate. **Traditional rate is dependent on the support needs of the individual served.

Expense Contracts: Community Living Supports and Respite Camps

New contracts /contract renewals with the camps listed below to purchase respite care and Community Living Supports services for the period of June 1, 2016 through December 21, 2016 and pay out of individuals respite allotment of \$1200 annually for those services / goods.

Name of Camp	Address of Camp	Cost
Capital Area Humane Society	7095 West Grand River Avenue Lansing, MI 48906 517-626-6821 ext. 130 Fax 517-626-2560 education@adoptlansing.org	K-9 Training Workshop June 22-26 (2016) = \$175
ASPPIRE – Social Coaching & Training	Bob Steinkamp 808 W Lake Lansing Rd. Ste. 101 East Lansing, MI 48823 Phone: 989-272-2977	\$175 to \$225 for 16 weeks of sessions.

MOTION CARRIED unanimously.

Revenue Contract Renewal: 55th District Court

Alan Platt initially presented this contract renewal at the August Finance Committee meeting. The contract renewal is being presented again because the Mental Health Court team did not get the funding that was anticipated. There is a difference of more than \$10,000 to the contract amount. The Mental Health Team will maintain the current staffing level with the funding provided.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Dianne Holman that the Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to enter into a contract with the 55th District Court to provide the clinical team for the creation of a Mental Health Court in Ingham County for the period of October 1, 2016 through September 30, 2017 and receive \$261,527.

Stacia Chick noted that this contract uses general fund or local funding to support. There are administrative costs of approximately \$22,000 that are not covered by the funding source.

MOTION CARRIED unanimously.

Carol Koenig joined the meeting at 5:45 p.m.

Revenue Contract Renewal: Enroll Michigan (EM)

Stacia Chick presented a contract renewal with Enroll Michigan. Under this contract, the Finance Department will provide Eligibility Assistance with trained and certified Regional Community Navigators. CMHA-CEI staff link up with the community through several outreach activities every year. CMHA-CEI has a high success rate in getting individuals enrolled and receives high marks from Enroll Michigan every year.

ACTION:

MOVED by Kam Washburn and **SUPPORTED** by Carol Koenig that the Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to enter into a contract renewal with Enroll Michigan to provide enrollment and eligibility assistance to Enroll Michigan for the period of September 2, 2016 through September 1, 2017 and receive \$25,000 for those services.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Mid-State Health Network – Medicaid Subcontract

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Raul Gonzales that the Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to enter into a contract with the Mid-State Health Network (MSHN) to provide, for the period of October 1, 2016 through September 30, 2017, the full range of Medicaid behavioral health and developmental disability services, the administrative functions required to support 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 this same period, a capitated payment for each Medicaid enrollee in the tri-county community.

MOTION CARRIED unanimously.

Old Business:

None.

New Business:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 5:53 p.m. The next regularly scheduled Finance Committee meeting is November 9, 2016, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

**Chelsea Park
Finance Secretary**