



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

**FINANCE COMMITTEE**

**Meeting Minutes**

**Wednesday, August 8<sup>th</sup>, 2018**

**5:30 p.m.**

**812 E. Jolly Rd, Conference Room G11-C**

**Lansing, MI 48910**

**Committee Members Present:**

Joe Brehler, Raul Gonzales, Kam Washburn, Kay Randolph-Back

**Committee Members Absent:**

Chris Swope, Carol Koenig

**Staff Present:**

Stacia Chick, Darby Vermeulen, Ericanne Spence, Sara Lurie, Gwenda Summers, Joanne Holland, Deb Willard, Sharon Blizzard, Joyce Tunnard

**Public Present:**

None.

**Other Board Members Present:**

Dianne Holman

**Call to Order:**

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

**Previous Meeting Minutes:**

MOVED by Kay Randolph-Back and SUPPORTED by Dianne Holman to approve the meeting minutes of July 11<sup>th</sup>, 2018.

**MOTION CARRIED unanimously.**

**Adoption of Agenda:**

MOVED by Kam Washburn and SUPPORTED by Kay Randolph-Back to adopt the revised agenda, adding the action item Preliminary Program Proposals to Balance FY 2019 Budget, as well as adding New Business back to the agenda as it was missed in error.

MOTION CARRIED unanimously.

**Public Comment on Agenda Items:**

None.

**BUSINESS ITEMS:**

**Contract Renewals**

Joanne Holland brought two IS contract renewals to the committee.

**ACTION:**

MOVED by Raul Gonzales and SUPPORTED by Dianne Holman that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into the following contract renewals based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

**Revenue Contract Renewal: Mid-State Health Network**

Joanne Holland presented a contract renewal with MSHN. She said the dollar amount for this contract is decreasing each year, reduced to \$235,000 for 2019. Kay Randolph-Back asked about who decides what questions to ask during the interpretive process of maintaining information for data analytics, and Joanne clarified MSHN asks the questions of the CMHs in the region.

**Expense Contract Renewal: Streamline Healthcare Solutions, LLC**

\$89,336 to be paid to Streamline Healthcare Solutions, LLC for the period of October 1, 2018 through September 30, 2019 for maintenance.

MOTION CARRIED unanimously.

**Contract Renewals**

Gwenda Summers presented two psychiatric service contract renewals on behalf of Dr. Stanley.

**ACTION:**

**MOVED** by Raul Gonzales and **SUPPORTED** by Kam Washburn that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into the following contract renewals based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

**Expense Contract Renewal – Families Forward: Michigan State University**

The committee noted that Medicare as a pay source was included in the fact sheet erroneously. \$175/hour for up to 20 hours/week of psychiatric services to be paid to MSU for the period of October 1, 2018 through September 30, 2019.

**Expense Contract Renewal – Older Adult Services: Michigan State University**

\$175/hour for up to 30 hours/week of psychiatric services to be paid to MSU for the period of October 1, 2018 through September 30, 2019.

**MOTION CARRIED** unanimously.

**Contract Renewals**

Gwenda Summers brought two renewals to the committee.

**ACTION:**

**MOVED** by Kay Randolph-Back and **SUPPORTED** by Dianne Holman that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into the following contract renewals based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

**Expense Contract Renewal: Karen and Kent Strachan**

Per diem amount of \$92.24 to be paid to Karen and Kent Strachan for the period of October 1, 2018 through September 30, 2019 for any youth place in their therapeutic foster care home.

**Revenue Contract Renewal: Medicaid Health Plan – Michigan Department of Health and Human Services**

\$187,000 to be received for the period of October 1, 2018 through September 30, 2019 for providing MDHHS support of the Children's Trauma Initiative.

**MOTION CARRIED unanimously.**

**Revenue Contract Renewal: Mid-State Health Network**

Ericanne Spence presented a contract renewal with MSHN. Kay asked about any barriers to increasing utilization. Ericanne noted that The Recovery Center has had a problem with utilization for a couple of reasons: location and switching to a new physician and needing a nurse on every shift. Without 24/7 nurses, TRC cannot administer suboxone. She said with a potential new hire, there will be nursing on every shift and once TRC moves back to Jolly Road, utilization should increase. Discussion ensued as to the differences between treatment offered in Clinton County versus Ingham county.

**ACTION:**

**MOVED** by Kam Washburn and **SUPPORTED** by Raul Gonzales that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract renewal with Mid-State Health Network to provide Substance Use Disorder treatment for the period of October 1, 2018 through September 30, 2019. The amount of the contract is \$973,491 for Cost Reimbursed programs: The Recovery Center and Clinton County Counseling Center. Fee for Service programs are not capitated.

**MOTION CARRIED unanimously.**

**Contract Renewals**

Deb Willard brought eight contract renewals to the committee.

**ACTION:**

**MOVED** by Kam Washburn and **SUPPORTED** by Raul Gonzales that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into the following contract renewals based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

**Amended Expense Contract Renewal: Case Management of Michigan, Kalamazoo, MI 49003**

**Contract renewal with Case Management to purchase the below listed services. For the period of October 1, 2017 through September 30, 2019.**

<b>Service</b>	<b>Code</b>	<b>Unit</b>	<b>Authorized Rate</b>
Case Management	T1017	15 Minute	\$100.00
Assessment, Treatment Plan	T1017	15 Minute	\$100.00
Medication Review	99213	Encounter	\$75.00
Nursing Evaluation	T1001	Encounter	\$100.00
Nursing Services	T1002	15 Minute	\$75.00
Group Therapy	90853	Encounter	\$45.00
Medication Injection	96372	Encounter	\$21.00
Psychiatric Evaluation	90791	Encounter	\$100.00
Behavioral Assessment	H0031 HO	Encounter	\$300.00
Data Collection & Review	H2000 TS	Encounter	\$175.00

**Kay Randolph-Back asked about revenue sources, and whether SSI ever factors into this equation as it isn't listed in the sources. Stacia Chick reported that funds wouldn't come directly from SSI, but through the consumer's ability to pay. Sara Lurie noted that the fact sheet should have named Medicaid and Medicare as pay sources, as well.**

**Expense Contract Renewal: Michigan State University Department of Psychiatry**  
**\$29,744.00 to be paid to the MSU Department of Psychiatry to purchase Psychiatric Evaluations, Medication Reviews, and Medication Monitoring for the period of October 1, 2018 through September 30, 2019.**

**Revenue Contract Renewal: City of Lansing – Bridges Crisis Unit**  
**\$50,000 to be received from the City of Lansing for the period of July 1, 2018 through June 30, 2019 to help cover General Fund costs of Bridges Crisis Unit.**

**Revenue Contract Renewal: Gratiot County CMH**  
**A per diem rate of \$454.56 per day to be received from Gratiot County CMH to provide Crisis Stabilization Services to consumers of Gratiot County CMH for the period of October 1, 2018 through September 30, 2019.**

**Kam Washburn asked if the \$7,500 per year was per case or total. It was clarified that this was for all cases for the year. This is because utilization for this contract is very low.**

**Revenue Contract/MOU Renewal: University of Michigan**

University of Michigan, for the period of FY19, agrees to pay \$1000 for the training of two (2) clinical staff and \$2500 each for two (2) completed group cycles for the services provided by CEI-CMHA.

**Revenue Contract Renewal: The Right Door for Hope, Recovery and Wellness**

The Right Door of Hope, Recovery and Wellness will provide Crisis Stabilization services to the consumers of The Right Door of Hope, Recovery and Wellness for the period of October 1, 2018 through September 30, 2019 and receive a per diem rate of \$454.56, not to exceed \$7500.00/year for those services/goods.

**Revenue Contract Renewal: Ingham County 55<sup>th</sup> District Court**

Renewal contract with the 55<sup>th</sup> District Court to provide the clinical team for the creation of a Mental Health Court in Ingham County for the period of October 1, 2018 through September 30, 2019 and receive \$268,193.

**Revenue Contract Renewal: Ingham County 30<sup>th</sup> Circuit Court**

Renewal contract with the 30<sup>th</sup> Circuit Court to provide the clinical team for the Creation of a Mental Health Court in Ingham County for the period of October 1, 2018 through September 30, 2019 and receive \$138,999.

Deb Willard noted the addition of a psychiatrist to this contract, which is new this year.

MOTION CARRIED unanimously.

**Preliminary Program Proposals to Balance FY 2019 Budget**

Stacia Chick presented the preliminary budget proposals. Stacia noted the Revised Steady State Budget was provided at last month's Finance Committee.

Stacia spoke about the above the line items at the top of the Steady State Budget Proposals, including negotiated increases, the Families Forward building expansion and Phase II of the Jolly Road expansion, Mobile Crisis funding for AMHS and Families Forward, increased hospitalization for Families Forward, and funding for a 4-year laptop replacement cycle. Joe Brehler asked about putting a larger amount towards paying student loans for psychiatrists, which was discussed previously. Stacia noted that at this time it is not being increased. Joe noted this would be a good recruitment tool, and Stacia said she believes Human Resources does discuss this with perspective psychiatrists.

Stacia then discussed the program specific deficits, and that the programs will have to request additional revenue from the funding sources or decrease expenditures to meet the amount of funding they have coming in.

Directors went through their own program proposals to describe what they propose to do with additional funds. Joe asked about adding positions and if we are seeing an increase in consumers served as this was not noted in the proposals; Gwenda clarified that there has been a great increase in the number of consumers accessing CEI in the last few years. Gwenda also noted that more coordinator positions are needed to manage an ever-growing staff, as both AMHS and FF have been feeling the effects of too many employees under too few supervisors. She said the programs are constantly evaluating case load and additional needs for the programs.

Kam Washburn left the meeting at 6:55 p.m.

Stacia spoke about increased funds for CSDD to ensure consumer needs are addressed throughout the HCBS service changes.

Sara Lurie noted she is reserving general admin funds for moving the Strategic Plans forward. She also said with the building expansion, there is need for a floating security guard, which has been built into the facilities and maintenance program.

**ACTION:**

**MOVED** by Kay Randolph-Back and **SUPPORTED** by Raul Gonzales that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to accept the Preliminary Program Proposals to Balance FY19 Budget.

**MOTION CARRIED** unanimously.

**Residential B Home Request for Quote Process**

Stacia Chick presented an informational item for the current RFQ B Home process. In April, a committee was formed to put out an RFQ for CEI's B Homes, where a contractor provides the services but CEI owns or leases the homes. The group worked with a consultant throughout this process. There was a set of questions applicants had to answer, and a quote sheet to fill out with what it would cost to run a variety of B Homes models.

All seven current B Home providers submitted quotes, as well as 3 new providers. Rates were developed for the individual homes and these rates were sent back out to

the ten providers to see which providers were interested in which homes at those rates.

Interviews have been conducted last week as well as this week. Each home has at least three providers bidding on it. A consumer/guardian open house will be held at the end of August to provide the consumers/guardians an opportunity to rank the providers.

The part of the process that is changing is that our current contracts don't require providers to lease the homes from CEI, but under the new model, providers will be leasing the home for fair market value so the room/board costs can be adequately split from service costs. This will result in two contracts per provider. Another component is that most of the providers have at least one vehicle provided to them for the homes; CEI will be bringing the vehicles back to CEI for use by other programs, and the providers will have to provide their own vehicles. This is the way many CMHs within the state operate. This was calculated into the rate, as well.

Kay asked about the new providers, and whether they were brand new providers, or just haven't contracted with CEI for B Homes. Stacia said the two of them contract to provide other services with CEI currently and one does not contract with CEI currently. She went on to briefly discuss the background of the three providers.

Stacia said after the applications were received, a pros and cons type list was created for each provider, which was used for the interview process to flesh out any questions and potential issues.

**Old Business:**

Stacia provided a FY17 audit update. There is a deadline of August 15. Plante Moran stated today that the deadline will be tight but they anticipate they will meet this deadline. The FS audit is complete; the compliance and single audits are still being conducted. Stacia also said MDHHS is reviewing Plante Moran's compliance audit workpapers from FY16.

**New Business:**

None.

**Public Comment:**

None.



**Adjournment:**

The meeting was adjourned at 7:17 p.m. The next regularly scheduled Finance Committee meeting is September 12<sup>th</sup>, 2018, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

**Minutes Submitted by:**

**Darby Vermeulen  
Finance Secretary**