



# Community

MENTAL HEALTH  
CLINTON • EATON • INGHAM

## BOARD OF DIRECTORS MEETING MINUTES

February 21, 2019

6:00 p.m., G11-C

Community Mental Health Authority  
812 E. Jolly Road  
Lansing, MI 48910

### Staff Present:

Shana Badgley, Sharon Blizzard, Stacia Chick, Aleshia Echols, Brianne Haner, Joanne Holland, Sara Lurie, Mussa Maingu, Ericanne Spence, Jennifer Stanley, Joyce Tunnard

Excused: Karla Block, Gwenda Summers

### Public Present

None.

### Union Representation

None.

### Call to Order

The meeting was called to order by Dianne Holman at 6:04 p.m.

### Roll Call

Joe Brehler, Dale Copedge, Raul Gonzales, Dianne Holman, Paul Palmer, David Pohl, Kay Pray, Kay Randolph-Back, Emily Stivers

### Excused

Al Platt

Jim Rundborg

Chris Swope

**Previous Meeting Minutes:**

**ACTION:**

**MOVED by Kay Randolph-Back and SUPPORTED by Raul Gonzales to approve the meeting minutes of January 17, 2019 as written.**

**MOTION CARRIED unanimously.**

**Adoption of Agenda:**

**MOVED by Kay Pray and SUPPORTED by Paul Palmer to approve the meeting Agenda for February 21, 2019.**

**MOTION CARRIED unanimously.**

**Public Comment on Agenda Items:**

**None.**

**Mid-State Health Network Update**

**No report.**

**CEO Report**

**Sara Lurie introduced Joyce Tunnard, Quality Customer Service and Recipient Rights (QCSR), Director. Joyce Tunnard, QCSR Director, introduced the new Quality Advisor staff: Brianne Haner, and Mussa Maingu.**

**Brianne Haner shared that prior to starting with CMHA-CEI in June, 2018. Prior to that, she worked for five years as a Family Advocate at Capital Area Community Services – Head Start Program, and worked for 2.5 years as a Foster Care Case Manager for Ingham DHHS.**

**Mussa Maingu shared that he has worked with CMHA-CEI for more than nine years, starting at Transitions South as a part-time CST for at least six years while finishing his education, then joining the 30<sup>th</sup> Circuit Mental Health Team as a case manager for approximately two years. He was hired last July in his current position. Beside his QA duties, Mussa also assists with evaluation and analysis of agency data (i.e., conducts and analyzes Satisfaction Surveys) and is involved in research (his background is in Epidemiology).**

Brianne Haner and Mussa Maingu provided an overview of the roles, responsibilities, goals, what is reviewed, resources they provide, and follow-up of the Quality Advisors which included:

- Completion of site reviews at CEI sites and contracted Residential homes, Community Living Supports (CLS) and Applied Behavioral Analysis (ABA) providers,
- Ensure providers are meeting contractual compliance with Recipient rights and Quality & Compliance standards
- Advise providers with the information on how to meet contractual compliance
- Assist providers in navigating the new HCBS Rules
- Use of Recipient Rights Standards to ensure state standards are being met including staff verification that staff are being receiving Recipient Rights training within 30-days of hire and Annually,
- Use of Quality and Compliance Standards which include staff training requirements, management of Human Resources, Quality Improvement, Health & Safety, Medications, Resident treatment and resident funds & valuable,
- Updating and Distribution of Training grids and Provider Manuals
- HCBS Readiness Tool
- A Plan of Correction

Board Member, Kay Randolph-Back inquired as to whether CEI monitors their own sites as well as provider sites and whether there had been active monitoring for compliance as far back as 2014. Joyce Tunnard advised that there has been an increased focus on site visits just within the last three years and responded that CEI is responsible for monitoring of CEI sites as well as provider sites. Additionally, Stacia Chick, CFO pointed out that the Quality Advisor positions were not in place back in 2014. This was a recent joint effort of QCSRR and Finance.

**CEO Update Announcements Included:**

**January Elected and Appointed Officials Luncheon rescheduled due to inclement weather conditions**

- The January Elected and Appointed Officials Luncheon reschedule date has been set for Monday, March 11, 2019 from 12:00 – 1:00 p.m., Atrium.

**Newly Elected Legislator Orientation**

- Ms. Lurie reported that she recently learned that there is an orientation that includes a presentation by the health plans for all newly elected legislators. From what she has learned, during the health plan presentation there was a significant amount of misleading information provided regarding the public mental health system. Unfortunately, CMHAM was not extended an invitation to attend. That

being said, Ms. Lurie has reached out to Senator Hertel's office who is working on arranging a Capitol Area Caucus meeting to allow CMHA-CEI to present the full scope of services that CMHA-CEI provides to this group. Discussion ensued.

Board Member, Kay Randolph-Back inquired about two townships (one at the bottom of Eaton county, just East of JXN County.)

**ACTION:** Sara Lurie agreed to research and report back to the board, as these townships are served by CMHA-CEI. Over the past year, we were able to make headway with Representative Brett Roberts, and hope to continue building relationships in this area.

Board Member, Dale Copedge suggested that CMHA-CEI develop a communication in response to the inaccurate information that was shared, bulleting the areas of concern prior to the Capital Area Caucus meeting and taking a proactive stance.

**ACTION:** Sara Lurie stated that she is anxious to have an opportunity to provide more accurate information and agreed to reach out to Allan Bolter (from the Association) to see if he has some talking points that can be used to reiterate the issues when preparing the letter. A copy will be forwarded to the board.

#### Transitions North Issues

Sara Lurie, CEO provided the board members with an update of the occurrences that have taken place at the Transitions North building which included the following:

#### Sequence of Events:

We recently CMHA-CEI had a series of events at our Lansing-Remy Road Building that houses the Transitions North Site and our CMHA-CEI Training Unit that resulted in an evacuation and early closure on Thursday, February 14th. Results of extensive testing and inspections conducted on Thursday, February 14th indicated that the building was safe for business as usual and we re-opened on Friday. I would like to update you on these events, review all efforts taken to assure the safety of staff and consumers and the results of those efforts.

Late in the day on Friday, February 8<sup>th</sup> and in the morning of Monday, February 11<sup>th</sup> a carbon monoxide monitor in the workshop area of the building began to chirp and show a reading. The batteries were replaced in this unit and it returned to normal, however on Tuesday morning it began chirping again, Consumers Energy was called and they came out immediately. Consumers Energy equipment showed a zero reading and indicated that the monitor should be replaced, along with others in the room of a similar age. The facilities management department replaced these immediately with no further alarms

going off since then. As a precaution, on that day we also asked Anderson Heating and Cooling to check the heating equipment in the shop area to make sure we did not have any issues. Anderson Heating and Cooling inspected both unit heaters in the shop and found a small hairline crack in the heat exchanger in one of the unit heaters in the shop area. Anderson Heating and Cooling felt that the nature of the hairline crack would not have caused any release of carbon monoxide. However, they completely shut down this unit while awaiting replacement.

On Thursday morning, February 14th John Peiffer, CMHA-CEI Facilities and Maintenance Supervisor received reports from staff of odor of natural gas in another room in the building. Given this new occurrence and the events earlier in the week, as a precaution the site was evacuated and shut down for the rest of the day while our Facilities and Maintenance Staff investigated and worked with Consumers Energy, as well as Anderson Heating and Cooling to do additional, extensive testing. Consumers Energy meter readings of Natural Gas and Carbon Monoxide again read zero. However, to assure that we were not dealing with a gas leak in the building, we requested an extensive full line gas leak system test be conducted by Consumers Energy. This test required shut down of all mechanical equipment so that no natural gas was being used.

Once all mechanical equipment was shut down, the system was then put under pressure to test to see if the pressure reading dropped, if it dropped, that would mean that there is a leak. The pressure did not drop and our system passed this test.

As part of the shutdown of the mechanical equipment we also requested that Anderson Cooling and Heating conduct a thorough inspection of all mechanical items following the completion of Consumers Energy testing. This inspection resulted in the replacement of a flame sensor and valve in one of our rooftop units which was unrelated to the odor and not a safety concern. Everything mechanical, heating and cooling, roof top units, including water heaters all checked out to be in proper working order with no issues. Upon restarting the rooftop equipment, it was noticed that one rooftop unit was worn and replacement was recommended. This unit was shut down, replaced and is now back in service.

We are relieved that no serious problems were found and are thankful to staff involved for taking quick action and precautions to assure the safety of all! We apologize for any inconvenience caused to you as we closed the site on Thursday for the testing.

**ACTION:** No further action required at this point. Facilities Maintenance is waiting on a quote to replace. Otherwise, all other matters have been resolved. Due to the safety concerns of staff working in building, Human Resources provided follow up and support to staff. Additionally, Sara Lurie, CEO advised the board that she will continue to send

out notifications to board members on any new developments; keeping the board updated regarding this matter.

**Program & Planning Committee**

**New Expense Contract: Valerie Alford-Burnett**

**ACTION:**

MOVED by Raul Gonzales and SUPPORTED by Paul Palmer that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract with Valerie Alford-Burnett to purchase Therapeutic foster care services for the period of March 1, 2019 through September 30, 2019 and pay \$92.24 per day for any placed youth.

MOTION CARRIED unanimously.

**New Expense Contract: Larry T. Schaffer, Inc., - Environmental Modification,**

**Habilitation Supports Waiver**

**ACTION:**

MOVED by Raul Gonzales and SUPPORTED by Paul Palmer that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a new contract with Larry T. Schaffer, Inc. at the total cost identified below for Environmental Modifications for the period of February 25, 2019 to September 30, 2019.

**RATE SCHEDULE**

| Service  | Company                 | Code & Modifier | Rate        | Unit        |
|--|-------------------------|-----------------|-------------|-------------|
| Environmental Modification<br><br>(Habilitation Supports Waiver Service) | Larry T. Schaffer, Inc. | S5165 HK        | \$21,558.00 | Per Service |

MOTION CARRIED unanimously.

**Finance Committee**

**Revenue Contract Amendment: Michigan Department of Corrections**

**ACTION:**

MOVED by Joe Brehler and SUPPORTED by Kay Randolph-Back that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham

Counties authorize CMHA-CEI to accept the extended contract for the Michigan Department of Corrections. This contract covers the period of March 31, 2019 through September 30, 2019 and increases the current contract value by \$170,000 for a total estimated aggregate value of \$3,315,568.

MOTION CARRIED unanimously.

**Expense Contract Amendment: Clinical Services – Community Living Services of 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 authorize CMHA-CEI to amend the contract with Community Living Services of Oakland County and purchase Clinical Services for the retroactive period of October 1, 2018 through September 30, 2019 and pay per the rate schedule below.

**Rate Schedule**

| Service                        | Code  | Unit Rate           | Rate         |
|--------------------------------|-------|---------------------|--------------|
| Community Living Supports      | H0043 | Per Diem Encounter  | \$120-\$290* |
| Psychiatric Evaluation         | 90792 | Encounter – Session | \$240        |
| Psychological Evaluation       | 96110 | Encounter – Session | \$342        |
| Behavioral Supports            | H0032 | Encounter – Session | \$240        |
| Medication Review              | 992** | Encounter – Session | \$135        |
| Other Assessment (Intake, SIS) | H0031 | Encounter – Session | \$279        |
| Supports Coordination          | T1016 | 15 Minutes          | \$68         |
| Fiscal Intermediary            | T2025 | Encounter           | \$75         |

\*CLS Per Diem rate based on Level of Care, service hours needed, and exceptions if there is not a housemate to share staffing supports with prior approval for an increase in the rate.

MOTION CARRIED unanimously.

**Revenue Contract Amendment: Wayne State University (funded by MDHHS) ACTION:**

MOVED by Joe Brehler and SUPPORTED by David Pohl that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize

CMHA-CEI to enter into the contract amendment with Wayne State University to provide TFCO for the period of January 1, 2017 to September 30, 2018 and receive \$100,000 for those services provided.

MOTION CARRIED unanimously.

Revenue Contract Renewal: Ingham County Health Services Millage

ACTION:

MOVED by Joe Brehler and SUPPORTED by Paul Palmer that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties 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 \$1,331,769 per year for the retroactive period of October 1, 2018 through September 30, 2019.

MOTION CARRIED unanimously.

Consumer Advisory Council

Raul Gonzales reported that the committee continued discussion regarding the CMHA-CEI, CAC bylaws. Additionally, they have added a compliance officer. As an ex-officio member assigned by the Executive Committee, Mr. Gonzales stated that he continues to look at ways to allow CAC members more opportunities to vocalize their concerns and use this venue to utilize their voice and be heard as the consumer voice. This being said, a suggestion was made that anyone attending this meeting that is not officially on the CAC is being asked to abstain from engaging in dialogue giving the CAC members a sense of autonomy.

Mr. Gonzales gave kudos to Sara Lurie, Joyce Tunnard and Rebecca West for their continued support of this committee since its inception.

Old Business

Bylaws Ad Hoc Committee Update

Kay Randolph-Back reported that she has begun working on the bylaws and is planning to present to the board for review and approval within the next two months.

New Business

None.

Public Comment

Board Member, Kay Pray shared that she recently was in the community and was

approached by a private therapist who shared with her about a conversation he had with a CMHA-CEI employee regarding a consumer rights issue in which a CMHA-CEI employee assisted and handled it professionally and was able to provide accurate and helpful information and resources. Ms. Pray commended Stefanie Zin, QCSRR employee on providing exceptional customer service.

**Adjournment**

The meeting was adjourned at 6:48 p.m. The next meeting is scheduled for Thursday, March 21, 2019, 812 E. Jolly Road, G11-C, Lansing, MI beginning at 6:00 p.m.

**Minutes Submitted by:**

**Aleshia Echols  
Executive Administrative Assistant**

