



# Community

MENTAL HEALTH  
CLINTON • EATON • INGHAM

## BOARD OF DIRECTORS MEETING MINUTES

November 29, 2018

6:00 p.m., G11C

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

### Staff Present:

Shana Badgley, Sharon Blizzard, Stacia Chick, Aleshia Echols, Joanne Holland, Chris McCaslin, Joyce Tunnard, Gwen Williams, Ericanne Spence, Gwenda Summers

### Public Present

Daniel Arnold

### Call to Order

The meeting was called to order by Chairperson Dianne Holman at 6:00 p.m.

### Roll Call

Joe Brehler, Dianne Holman, Paul Palmer, Al Platt, Kay Randolph-Back, Chris Swope, Kay Pray, Raul Gonzales

### Excused

Dale Copedge

Jim Rundborg

Kam Washburn

### Previous Meeting Minutes:

#### ACTION:

MOVED by Raul Gonzales and SUPPORTED by Paul Palmer to approve the meeting minutes of October 18, 2018, as written.

**MOTION CARRIED unanimously.**

**Adoption of Agenda:**

**MOVED by Al Platt and SUPPORTED by Paul Palmer to approve the Revised November 29, 2018 meeting agenda with the following Amendments:**

**Item #10:**

**1<sup>st</sup> Amend Program Proposals to Balance FY 2019 Budget**

**Item #11:**

**Michigan Department of Treasury Form 5598: Protecting Local Government Retirement and Benefits Acct, Corrective Action Plan: Defined Benefit Pension Retirement Systems**

**Item #12:**

**Revised Deficit Elimination Plan Fiscal Year Ending 2017 – Supportive Housing Fund**

**Item #13:**

**JP Morgan Chase Tax Exempt Borrowing and tax qualifications for Renewal of 4233 Appletree Lane Home Loan**

**MOTION CARRIED unanimously.**

**Public Comment on Agenda Items:**

**None.**

**Mid State Health Network Update**

**Joe Brehler reported that MSHN Board met in November 6. No substantial information to report.**

**CEO Report**

**Shana Badgley, Director Adult Mental Health Services introduced Gwen Williams, Supervisor. Ms. Williams has been employed with CMHA-CEI for 27 years, last 2.5 years as a supervisor in the Bridges program and brings a wealth of knowledge, and Chris McCaslin, Coordinator also has extensive ACT and Crisis Services management knowledge.**

**Crisis Services presentation by Gwen Williams and Chris McCaslin, PowerPoint attached.**

**Highlights included:**

- **Background Data**
- **# of Prescreens**
- **Historical Data – Hospitalizations**
- **Calendar Year – 2018 Apps/Certs**

- Total Client with Substance Use Dx
- McLaren Initiative
- UCCS Implementation
- New Oakland Contract – PHP
- Sparrow – PHP
- Future
- Same day Assessment – covered under Urgent Care
- McLaren Collaboration Launch
- Urgent Care Crisis Launch
- Urgent Care Group

Discussion ensued surrounding the initiatives that are being taken to decrease the number of hospitalizations and the number of additional staff that would be needed to reach 24/7 goal.

Sara Lurie, CEO commented that both Chris and Gwen entered into their positions during the time the volume increased. They have done a tremendous, amazing job creating well trained and adequate staffing. In addition to the increase in volume, the program was displaced from their offices during construction. In addition, Ms. Lurie stated that CEI is fortunate and well positioned for the future 24- hour medical coverage at the Recovery Center.

Raul Gonzales commented that these ladies do not appear to be intimidated by the work and actually appear to welcome the challenges. Both ladies agreed and proudly shared that one of the other CMHs has visited the CEI Crisis Residential and Bridges programs as a best practice system, which is quite a compliment! On behalf of the board, Kay Randolph-Back congratulated the Crisis Services team on their many accomplishments over the past year.

#### Things to Consider:

- Potential Increase in volume with the addition of 2,100 CCBHC new clients under CCBHC grant.
- Strategic plan implementation

#### CEO Report continued

Sara Lurie reported that there are (4) PIHP in our state who have entered the “risk corridor.” Several CMHs are overspending in the areas of Health MI Plan, autism; due to the demands without adequate funding and the increasing hospitalizations. GF funds are also being depleted.

#### MSHN Overview – PowerPoint attached

Sara Lurie provided an overview of the MSHN Organizational Chart for the core councils and asked that each program Directors provide the purposes, and frequency for all of the additional workgroups and committees (see MSHN PowerPoint for additional committees and workgroups.) A copy of the CMHAM, A Vision for a World-Class Public Mental Health System in Michigan was distributed for review and information. Discussion ensued.

**Observations included:**

- Originally MSHN started out with 5 employees; rapid growth to approximately 32, SUD side seems to have really grown as well
- Lots of skillful staff recruited from other CMHs which has hurt the smaller CMHs
- Less inclusive of the CMHs
- Lack of advocates at the table
- Election of a single PIHP for unenrolled by the state
- Board may be asked to vote on upcoming bylaw changes to allow PIHP to function in a capacity other than what they were originally developed and the importance of having some foundational information

**Program & Planning Committee**

**Revenue Contract: Capital Area Housing Partnership (CAHP) – Walnut Street Apartments, 517 N. Walnut, Lansing, MI 48933**

**ACTION:**

MOVED by Raul Gonzales and SUPPORTED by Al Platt that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract with the Capital Area Housing Partnership to provide supportive peer support services to the residents of Walnut Street Apartments and receive up to \$20,800 annually for those services, prorated for the period of November 1, 2018 to June 30, 2019.

**MOTION CARRIED unanimously.**

**New Expense Contract: Residential Options, Inc. – Springfield Home**

**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 Residential Options, Inc. for specialized residential services located at the Springfield Home in Ingham County for the retroactive period of October 1, 2018 to September 30, 2019, pending the approval of the HCBS survey. The home is reimbursed on a per diem basis, and the current rate is \$179.20.

**MOTION CARRIED unanimously.**

**Consumer Advisory Council: Recommended Appointees**

**ACTION:**

**MOVED by Raul Gonzales and SUPPORTED by Paul Palmer that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors recommends the appointments of following individuals named to serve as members of the Consumer Advisory Council:**

**Kathryn Weller-2-year term to expire on 9/30/2020**

**Lori Gorbis-2-year term to expire on 9/30/2020**

**MOTION CARRIED unanimously.**

**New Expense Contract: iEval**

**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 iEval to provide external evaluation support to the implementation of the Certified Community Behavioral Health Clinic Grant for the retroactive grant period of September 30, 2018 – September 29, 2019 and not to exceed \$120,000.**

**MOTION CARRIED unanimously.**

**Finance Committee**

**Revenue Contract Renewal – Amended Funding: Wayne State University (funded by MDHHS)**

**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 enter into a contract with Wayne State University to provide TFCO for the period of October 1, 2018 through September 30, 2019 and receive \$378,995 for those services provided.**

**MOTION CARRIED unanimously.**

**Veterans Navigator Grant Renewal: Michigan Department of Health and Human Services**

**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 authorize**

CMHA-CEI to enter into a contract renewal with the Michigan Department of Health and Human Services to provide clinical group therapy and peer support services to Veterans under the Veterans Navigator Grant to MDHHS for the period of October 1, 2018 through September 30, 2019 and receive \$142,426 for FY 2019.

MOTION CARRIED unanimously.

**Revenue Contract Renewal: McLaren-Lansing**

**ACTION:**

MOVED by Joe Brehler and SUPPORTED by Chris Swope that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to renew the contract with McLaren-Lansing to provide Mental Health Therapist Staffing in the Emergency Department for the contract term January 1, 2019 through September 30, 2020 and receive \$623,977 for the initial 1 year and 9 months. Following that, CMHA-CEI will then receive \$356,558 annually beginning in October 1, 2020.

MOTION CARRIED unanimously.

**Expense Contract Amendment: Lansing-Mercy Ambulance Services**

MOVED by Joe Brehler and SUPPORTED by Al Platt that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to amend the current contract with Lansing-Mercy Ambulance to add code A0420 at \$30 per unit based on wait time, retroactive to October 1, 2017 through September 30, 2020.

MOTION CARRIED unanimously.

**Expense Contract Renewal: Ultimate Healthlink**

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 renew the contract with Ultimate Healthlink to purchase CLS and Respite Services for the retroactive period of October 1, 2018 through September 30, 2019 and pay per the rate schedule below.

**Rates:**

Service	Code & Modifier	15 Min. Unit Rate**	15 min. Unit Holiday Rate**
**CLS/Respite Level 1	H2015 T1005	\$3.96	\$5.85

	TT		
<b>**CLS/Respite Level 2</b>	H2015 T1005 TT	\$4.49	\$6.68
<b>CLS/Respite Sleeper</b>	H2015 T1005 TT	\$2.79	

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

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: People Working**

**ACTION:**

- authorize CMHA-CEI to renew the contract with People Working to purchase CLS and Respite Services, listed below, for the retroactive period of October 1, 2018 through September 30, 2019.

**Rates:**

Service	Code & Modifier	15 Min. Unit Rate**	15 min. Unit Holiday Rate**
<b>**CLS/Respite Level 1</b>	H2015 T1005 TT	\$3.96	\$5.85
<b>**CLS/Respite Level 2</b>	H2015 T1005 TT	\$4.49	\$6.68
<b>CLS/Respite Sleeper</b>	H2015 T1005 TT	\$2.79	

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

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.

**MOTION CARRIED unanimously.**

**New Expense Contract: Dell Computer**

**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 purchase laptop computers from Dell Computer and pay \$116,991.77.**

**MOTION CARRIED unanimously.**

**Expense Contract: CG Financial Services – Fiduciary Services**

**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 authorize CMHA-CEI to enter into a new contract with CG Financial Services and pay \$43,841 to purchase fiduciary services to advise and assist the Deferred Compensation Committee with oversight and management of the 457(b) and Roth IRA Contribution accounts from CG Financial Services for \$43,841 for the period of January 1, 2019 through December 31, 2019.**

**MOTION CARRIED unanimously.**

**New Expense Contract: Rehmann Robson Consultation Services for Finance Department Structural Development**

**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 enter into a new contract with Rehmann Robson to purchase consultation services for the Finance Department from Rehmann Robson and pay up to \$150,000 for up to 400 hours of services plus actual out of pocket expenses for those services.**

**MOTION CARRIED unanimously.**

**1<sup>st</sup> Amend Program Proposals to Balance FY 2019 Budget**

**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 the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors approve the CMHA-CEI 1<sup>st</sup> Amend Program Proposals to Balance FY 2019 Budget in the amount of \$8,093,292.**

**MOTION CARRIED unanimously.**

**Michigan Department of Treasury Form 5598: Protecting Local Government Retirement and Benefits Act, Corrective Action Plan: Defined Benefit Pension Retirement Systems**  
**MOVED** by Joe Brehler and **SUPPORTED** by Raul Gonzales that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham approve CMHA-CEI to submit the Michigan Department of Treasury Form 5598 as provided, that this governing body is aware of CMHA-CEI's late submittal of the Michigan Department of Treasury Form 5572, and that this Board of Directors will continue to monitor the local unit for compliance per PA202 of 2017 and the implementation of the corrective action plan.

**MOTION CARRIED** unanimously.

**Revised Deficit Elimination Plan Fiscal Year Ending 2017- Supportive Housing Fund**  
**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 authorize the following resolution:

**WHEREAS** Community Mental Health Authority of Clinton, Eaton, Ingham Counties' Supportive Housing Fund has a \$451,545 deficit fund balance on September 30, 2017; and

**WHEREAS**, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

**NOW THEREFORE, IT IS RESOLVED** that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties' Board of Directors adopts the following as the Community Mental Health Authority of Clinton, Eaton, Ingham Counties' Supportive Housing Fund Revised Deficit Elimination Plan:

	2018	2019
<b>Unrestricted Net Position (Deficit) Oct. 1</b>	<b>(451,545)</b>	<b>(199,982)</b>
<b>Revenue</b>		
<b>Rent Revenue</b>	<b>115,111</b>	<b>103,714</b>
<b>Proceeds from Sale of Assets</b>	<b>136,191</b>	<b>-</b>
<b>Local Revenue</b>	<b>225,500</b>	<b>225,500</b>

<b>Total Revenue</b>	<b>476,802</b>	<b>329,214</b>
<b>Expenditures</b>		
<b>Depreciation</b>	<b>32,064</b>	<b>28,720</b>
<b>Housing</b>	<b>216,095</b>	<b>116,426</b>
<b>Interest Expense</b>	<b>9,144</b>	<b>8,520</b>
<b>Total Expenditures</b>	<b>257,303</b>	<b>153,666</b>
<b>Add Back Depreciation (Net Investment in Capital Assets Net Position)</b>	<b>32,064</b>	<b>28,720</b>
<b>Unrestricted Net Position (Deficit) Sep. 30</b>	<b>(199,982)</b>	<b>4,286</b>

	<b>2018</b>	<b>2019</b>
<b>Current Assets - Current Liabilities (Deficit) Oct. 1</b>	<b>(455,393)</b>	<b>(203,830)</b>
<b>Revenues</b>	<b>476,802</b>	<b>329,214</b>
<b>Expenditures</b>	<b>(257,303)</b>	<b>(153,666)</b>
<b>Add Back Depreciation</b>	<b>32,064</b>	<b>28,720</b>
<b>Current Assets - Current Liabilities (Deficit) Sep. 30</b>	<b>(203,830)</b>	<b>438</b>

**Explanation: Proceeds from Sale of Assets in 2018 due to sale of two properties in 2018; addition of Local Revenue in 2018 and 2019 due to the Board's approval of this plan to utilize existing local funding sources for Supportive Housing; decrease in Rent Revenue in 2018 due to sale of property in 2017 and 2018; decrease of Rent Revenue and Housing Expenditures in 2019 due to closure of one property as a Supportive Housing Unit.**

BE IT FURTHER RESOLVED that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties' Chief Financial Officer submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

IN WITNESS WHEREOF, we have hereunto set our hands and the Authority's seal effective the 29th day of November 2018.

The undersigned, Secretary of the Board of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties, certifies that the foregoing is a true, correct and complete transcript of resolutions and the preamble thereto duly adopted on November 29, 2018 by the Board members at a duly convened meeting of the Board at which a quorum was present and voting, and the same have never been rescinded or modified and are in full force and effect at the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the Board's seal effective November 29, 2018.

(Seal)

\_\_\_\_\_  
Paul Palmer, Secretary

MOTION CARRIED unanimously.

JP Morgan Chase Tax Exempt Borrowing and tax qualifications for Renewal of 4233 Appletree Lane Home Loan

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 to adopt the JP Morgan Chase Bank certified resolution regarding borrowing and tax qualifications for the renewal of the 4233 Appletree Lane Home loan.

MOTION CARRIED unanimously.

Access Ad Hoc Committee

Paul Palmer reported that the Monday, November 26<sup>th</sup> meeting was cancelled due to the weather. The meeting has been rescheduled for Monday, December 3, 2018 at 5:00 p.m. At that time, we will be looking at the Strategic Plan Action Plan.

Consumer Advisory Council Update

Raul Gonzales provided the following updates:

### Community Connect Expo, Lansing Center from 3 – 7

CAC had an exhibit table at today's Community Connect Expo, Lansing Center. Kay Randolph-Back reported that she had an opportunity to man the table along with Jerri Nicole Wright and staff person, Rebecca West and found it to be very productive time as we were able to engage in conversations and learn of individual life experiences and circumstances. The face-to-face dialogue presented an opportunity to hear consumer stories which provided a segway for volunteers to solicit new members and share with them that they too have a lot to share that could be beneficial on such a committee and distribute applications. Other updates included:

### This is my BRAVE

This is my BRAVE performances took place on Sunday, November 11, 2018. Jerri Nicole performed at this event. Several CAC and Charter House members also were able to attend. CMHA-CEI assisted with ticket purchases.

### Membership

Kathryn Weller and Lori Gorbis will join the CAC for a 2-year term to expire 9/30/20.

### Building and Sites Ad Hoc Committee

#### ACTION:

MOVED by Dianne Holman 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 increase the amount of space leased from Ingham County from 15,000 square feet to 22,300 square feet, and the new lease would include the cost of renovating the existing 15,000 square feet and the additional 7,300 square feet.

MOTION CARRIED unanimously.

### Old Business

#### Phase II Update

Stacia Chick, CFO reported that the Building Authority approved the use of the Building Maintenance Funds for the renovation of the existing building, 812 E. Jolly Road, Lansing, MI.

### New Business

#### Tobacco Smoke Free Campus

Sara Lurie, CEO shared that she has attended two exploratory meetings which included department heads from the Juvenile Detention Center, CMH, Human Services Building, and Ingham County Health Department with a timeline of about one year which includes

a 6-month education and building capacity. CMHA-CEI will continue to work with the union to discuss this concept. Board approval will be required for such a policy change.

Paul Palmer expressed concern regarding consumer's education, etc. Sara Lurie commented that there will be lots of education that will need to take place between now and when this is actually implemented. However, she wanted to give the board a heads up that the discussions are taking place now.

#### Public Comment

Daniel Arnold provided public comment and expressed concerns regarding the lack of Recipient Rights in universal health care (ambulances and general hospitals.) based on some recent experiences.

#### Adjournment

The meeting was adjourned at 7:46 p.m. The next meeting is scheduled for Thursday, December 20, 2018, 812 E. Jolly Road, G11-C, Lansing, MI beginning at 6:00 p.m.

Minutes Submitted by:

Aleshia Echols  
Executive Administrative Assistant

