



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

PROGRAM AND PLANNING COMMITTEE

Meeting Minutes

Monday, September 14th, 2020 5:30 p.m.

Zoom Meeting: <https://zoom.us/j/92167312807> Meeting ID: 921 6731 2807

US Toll-free 877-853-5257

Committee Members Present:

Raul Gonzales, Al Platt, Kay Randolph-Back, Emily Stivers, Joe Brehler

Committee Members Excused:

Jim Rundborg

Staff Present

**Darby Vermeulen, Ericanne Spence, Sara Lurie, Gwenda Summers, Joyce Tunnard,
Dr. Jennifer Stanley, Shana Badgley**

Other Board Members Present:

Paul Palmer

Public Present:

None

Others Present

None

Call to Order:

The meeting was called to order by Chairperson Raul Gonzales at 5:30 p.m.

Previous Meeting Minutes:

MOVED by Emily Stivers and SUPPORTED by Al Platt to approve the meeting minutes of August 10th, 2020.

MOTION PASSED with 5 votes in favor.

Members Present: Joe Brehler, Al Platt, Raul Gonzales, Kay Randolph-Back, Emily Stivers

Jim Rundborg excused

Adoption of Agenda:

MOVED by Joe Brehler and SUPPORTED by Al Platt to adopt the revised agenda of September 14th, 2020.

MOTION PASSED with 5 votes in favor.

Members Present: Joe Brehler, Al Platt, Raul Gonzales, Kay Randolph-Back, Emily Stivers

Jim Rundborg excused

Public Comment on Agenda Items:

None.

BUSINESS ITEMS:

New Expense Contract: Family & Children Services, Inc.

Gwenda Summers presented this item for crisis respite and crisis overflow. Al asked if Gwenda anticipates using this house moving forward? Gwenda said no, as our crisis residential will be up and running by October 1.

ACTION:

MOVED by Joe Brehler and SUPPORTED by Al Platt that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into a new contract with Family & Children Services, Inc. – Glen’s House to purchase Respite Services for the retroactive period of June 26, 2020 through September 30, 2020 and pay per the rate schedule below.

Rate Schedule:

| Service Description | Code | Rate | Unit |
|---------------------|-------|----------|----------|
| Respite Care | H0045 | \$275.00 | Per Diem |

MOTION PASSED with 5 votes in favor.

Members Present: Joe Brehler, Al Platt, Raul Gonzales, Kay Randolph-Back, Emily Stivers

Jim Rundborg excused

New Expense Contracts: Therapeutic Foster Care

Gwenda Summers presented this new contract for several new TFCO providers. There have been no changes to programming or requirements since we started adding TFCO providers. Kay asked where Gwenda stands as far as a target number of providers? Gwenda said she would like ten homes up and running at any given time; as of this November, we will be up to seven homes.

ACTION:

MOVED by Joe Brehler and SUPPORTED by Al Platt that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to enter into new contracts with the list of providers below to purchase therapeutic foster care services and pay the rates listed below for any youth placed in their home for the period of October 1, 2020 through September 30, 2021.

| Providers | Service Description | Code | Unit | Rate |
|---|----------------------------|-------|----------|---------|
| Lyssa McMillen & Abigail Banister | Therapeutic Foster Care | S5145 | Per diem | \$75.00 |
| Rachel Foreman Tracy & Mark Davis Jennifer & William Haviland-King AND Pamela & William | Residential Room and Board | S9976 | Per diem | \$17.24 |

| | | | | |
|-----------------------------------|--|--|--|--|
| Haviland (4 adults on 1 contract) | | | | |
|-----------------------------------|--|--|--|--|

MOTION PASSED with 5 votes in favor.

Members Present: Joe Brehler, Al Platt, Raul Gonzales, Kay Randolph-Back, Emily Stivers

Jim Rundborg excused

Additional Funding: Ingham County Sheriff’s Office, Bureau of Justice Grant for a Peer Recovery Coach

Ericanne Spence said she previously brought the same proposal to committee for Eaton County. She said this is funding through the Bureau of Justice. Ericanne shared that because of COVID-19, the folks who have had this funding have had a difficult time receiving the money. She went on to say that Ingham County would be willing to help fund this position going forward once the grant ends.

Ericanne said we currently have 1.0 FTE Recovery Coach at Ingham County, and the need is there for another. She sees an additional need for Peer Recovery Coaches; the House of Commons added one last year, and The Recovery Center has added two. They are needed in many ways by those in recovery. Kay asked if there are also workforce supply issues across the health sector; she wondered if there were Peer Support Specialists who are looking for jobs, or if there are not enough to go around? Ericanne said there were eight applicants for this most recent posting. She said we have not seen any issue with a lack of candidates. CEI has better pay and benefits than other agencies, which is likely why we have an abundance of applicants.

ACTION:

MOVED by Joe Brehler and SUPPORTED by Al Platt that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to receive \$70,000, for a 1.0 FTE Peer Recovery Coach from Ingham County Sherriff’s Office. The funding will be for the retroactive period of March 1, 2020 – through August, 31, 2021. The grant funds have been extended through August 2021 due to the pandemic.

MOTION PASSED with 5 votes in favor.

Members Present: Joe Brehler, Al Platt, Raul Gonzales, Kay Randolph-Back, Emily Stivers

Jim Rundborg excused

Fingerprinting, Photographing, Audiotaping, Videotaping, and Use of One-Way Glass Policy 3.6.8

Joyce Tunnard said based on a memo from MDHHS, any use of video recording is prohibited. She said there have been times and circumstances when this has been allowed, but it will be no longer.

ACTION:

MOVED by Al Platt and SUPPORTED by Joe Brehler that the Program and Planning Committee of the CMHA-CEI Board of Directors approve the changes of the Fingerprinting, Photographing, Audiotaping, Videotaping, and Use of One-Way Glass Policy 3.6.8.

MOTION PASSED with 5 votes in favor.

Members Present: Joe Brehler, Al Platt, Raul Gonzales, Kay Randolph-Back, Emily Stivers

Jim Rundborg excused

2020 Mid-State Health Network Quality Assessment and Performance Improvement Program and the 2019 Annual Effectiveness and Evaluation Report
2020 CMHA-CEI Quality Improvement Program Plan and the 2019 Quality Improvement Program Plan Effectiveness Report

Joyce said the QAPIP report is an overview of the quality initiatives within the PIHP. It's a summary of the work of the CMHs in response to the PIHP. Joyce said this year, for the first time, her department created an effectiveness plan specifically for CEI, which describes the work of the agency and the performance improvement projects of the agency.

Kay said she would like to abstain from voting because she did not have time read the reports in their entirety, and does not feel informed enough to vote.

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Al Platt that the Program and Planning Committee of the CMHA-CEI Board of Directors approve the adoption of the 2020 Quality Improvement Program Plan and the 2020 Quality Assessment and Performance Improvement Program as CMHA-CEI's Quality Plans.

Additionally, Staff recommend that the Program and Planning Committee of the CMHA-CEI Board of Directors approve the adoption 2019 Annual Effectiveness and Evaluation Report, and the 2019 Quality Improvement Program Plan Effectiveness Report as CMHA-CEI's annual effectiveness review of the Quality Plans

MOTION PASSED with 4 votes in favor; Joe Brehler, Al Platt, Raul Gonzales, Emily Stivers

Kay Randolph-Back abstained from voting.

Jim Rundborg excused

Unfinished Business

a. HCBS Update

Sara would like to request that this item be removed from the agenda. We are in the cycle of surveying, and there isn't much to report. If there is something urgent to report in the future, she will bring that information back to the committee.

The present committee members all agreed to drop this item from the agenda.

New Business:

Opt-out Tax Deferral Recommendation

Sara Lurie said there was a presidential memorandum to defer payroll tax withholding. The memo stated it could be deferred from September 30, 2020 through December 31, 2020, to be repaid in the first months of 2021. Sara said the current finance software is not equipped to do this process, and it would take a lot of extra manual work to manage the deferral. She said even more important, she worries about an employee leaving during the deferral and not paying back the taxes, as well as the hardship it may create when employees have to pay the taxes back.

ACTION:

MOVED by Joe Brehler and **SUPPORTED** by Al Platt that the Program and Planning Committee of the CMHA-CEI Board of Directors authorize CMHA-CEI to not defer withholding of employee taxes.

MOTION PASSED with 5 votes in favor.

Members Present: Joe Brehler, Al Platt, Raul Gonzales, Kay Randolph-Back, Emily Stivers

Jim Rundborg excused

CSDD and AMHS Combined Med Clinic

Sara said there was a meeting with staff recently about combining the two med clinics for adults at CEI. Dr. Stanley said for many years, psychiatrists were embedded into case management teams. This has become less efficient in recent times, with increased financial pressures as well as case load increases. There have been coordination issues with psychiatrists over intakes. Dr. Stanley noted there have also been issues with clients who fall in the middle of CSDD and AMHS, who weren't receiving the coordinated care they should. This idea was pre-COVID, and now some of the preexisting issues within the med clinics became more obvious with COVID. The main AMHS Med Clinic, Short Term Case Management, and the CSDD Med Clinic will be combined for more consistency with intake and timing, coordination, etc. Children's services will not be added to this new clinic. Additionally, Clinton County, Mason Rural Outreach, Outreach Case Management, ACT, and Eaton County will all remain separate. Shana said this idea has been brought up a few times over the years, and she thinks this will be a great collaborative effort. Dr. Stanley said they are pulling a workgroup together to hammer out details on day-to-day operations that will be critical to the success of the clinic. She went on to say Program and Planning needs to be aware of these large changes, and wanted to discuss it in this arena before bringing it to the full Board. Raul said "This is a great idea! I love it!"

Kay asked if there are future possibilities to look at related matters in Families Forward? She recalled that, in the past, it was several months for psychiatrists to see children in the FF program. Dr. Stanley said things have changed for the better in Families Forward. She said we have brought on additional contract psychiatry from MSU, and we have hired a full-time chief psychiatrist for FF. Dr. Stanley said this

new psychiatrist has a few ideas on restructure in FF, although this won't be as large a shift as AMHS and CSDD.

Public Comment:

None

Adjournment:

The meeting was adjourned at 6:36 p.m. The next regularly scheduled Program and Planning Committee meeting is Monday, October 12th, 2020, 5:30 p.m., via Zoom.

Minutes Submitted by:

Darby Vermeulen

Finance Administrative Assistant