



Community

MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, June 9th, 2021

5:30 p.m.

Zoom Meeting

Committee Members Present:

Kay Randolph-Back - Eaton Township, Eaton County, MI
Emily Stivers – Meridian Township, Ingham County, MI
Dwight Washington – Mackinac City, Emmett County, MI
Dianne Holman – East Lansing, Ingham County, MI
Tim Hanna – Watertown Township, Clinton County, MI

Committee Members Absent:

Raul Gonzales

Staff Present:

Darby Vermeulen, Sara Lurie, Pam Flory, Sharon Blizzard, Gwenda Summers, Shana Badgley, Joanne Holland, Brian Filipiak, Amy Rottman, KC Brown, Joyce Tunnard

Public Present:

Naudia Fisher

Other Board Members Present:

Joe Brehler

Call to Order:

The meeting was called to order by Chairperson Emily Stivers at 5:31 p.m.

Previous Meeting Minutes:

MOVED by Kay Randolph-Back and SUPPORTED by Tim Hanna to approve the meeting minutes of May 12th, 2021.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Adoption of Agenda:

MOVED by Tim Hanna and SUPPORTED by Kay Randolph-Back to adopt the revised agenda of June 9th, 2021.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS:

New Expense Contract: Moss Telecommunications

Joanne Holland presented this item for updating equipment in the Atrium in order to continue public meetings.

ACTION:

MOVED by Tim Hanna and SUPPORTED by Dianne Holman that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract with Moss Telecommunications for upgrades to the Atrium and pay \$28,999.00 for purchase, configuration, and installation.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Expense Contract Renewal: Insight

Joanne Holland said a vendor just emailed her letting her know the total has been reduced to \$9,334/yr. Her manager negotiated the new price.

ACTION:

MOVED by Kay Randolph-Back, and SUPPORTED by Tim Hanna that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract with Insight for BitDefender licenses and maintenance through June 29th, 2024 and pay the amended amount of \$28,002.00 for that maintenance.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Expense Contract Renewal: Independent Facilitation

Joyce Tunnard presented this renewal for a contract with a Disability Network Capital Area. This service is not used often, but Joyce hopes it will be utilized more.

ACTION:

MOVED by Kay Randolph-Back and SUPPORTED by Tim Hanna that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract renewal to purchase Independent Facilitation from Disability Network Capital Area and pay the rates listed below for the period of October 1, 2021 through September 30, 2022.

Rate Schedule

Service Description	Code	Unit	Rate
Independent Facilitation	H0032	Encounter	\$125* Up to two units of service (or \$250) per PCP. One unit for Pre-Planning, prior to the date of the PCP.

			One unit for the Person Centered Planning Meeting.
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*This rate is inclusive of all activities related to the PCP process; Pre-planning, telephone calls, travel, attendance at the Person Centered Planning Meeting, documentation provided to the Case Manager, and any other follow-up meetings deemed necessary. As demonstrated, two encounters can be billed per PCP for Pre-Planning needs as well as for the PCP meeting itself and be paid accordingly. The maximum is 2 encounters per PCP.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Revenue Contract Renewal: Clinton County Jail Behavioral Health Screening
KC Brown presented this renewal for emergency screening services at CC Jail.

ACTION:

MOVED by Tim Hanna and SUPPORTED by Dwight Washington that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract renewal with Clinton County for emergency behavioral health screening services within the Clinton County Jail for the period of October 1, 2021 through September 30, 2022 and receive \$78,903 per year for those services / goods.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Revenue Contract Renewal: 65 B District Regional Mental Health Court
Shana Badgley presented this item for renewal. This will be the fourth year of this contract.

ACTION:

MOVED by Tim Hanna and SUPPORTED by Dwight Washington that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to renew a

contract with the 65 B Regional Mental Health Court to provide a .5 MHT for the continuation of a Mental Health Court in Clinton County for the period of October 1, 2021 through September 30, 2022 for the amount of \$44,117.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Revenue Contract Renewal: City of Lansing

Shana Badgley presented this renewal for consumers at Bridges that do not have Medicaid. Kay asked what the situation would be for someone that was commercially insured? Shana said many times, commercial insurances do not authorize these kinds of services. It has happened where a commercial insurance carrier will approve a crisis residential stay. The primary population CEI serves is those on Medicaid or the indigent, as represented in this item. There is no Crisis Residential Unit for those with commercial insurance of which Shana is aware.

ACTION:

MOVED by Dianne Holman and SUPPORTED by Tim Hanna that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a renewal contract with the City of Lansing for the period of July 1, 2021 through June 30, 2022 and receive \$50,000 to help cover General Fund costs of Bridges Crisis Unit.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Revenue Contract Renewal: Professional Consulting Services

Shana Badgley presented this item for a renewal contract with PRS.

ACTION:

MOVED by Kay Randolph-Back and SUPPORTED by Tim Hanna that the

Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract renewal with Professional Consulting Services to provide a full array of adult mental health services to adults with serious and persistent mental illness in support of the Michigan Prisoner Re-Entry Initiative (MPRI), Michigan Department of Corrections (MDOC)/Re-Entry Project for Offenders with Special Needs for the period of October 1, 2021 to September 30, 2022 and receive reimbursement for services, per the DOC schedule of fees for those services.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

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

Shana Badgley presented this item with Ionia County CMH. They do not have a Crisis Residential Unit, so they contract with us for this. Their need is small, but when they do have a need, they use Bridges.

Kay wondered about the availability of Crisis Residential Units (CRUs) around the state. She wondered if MSHN or another PIHP do any reports regarding Crisis Unit availability. Sara said MSHN is required to do a Network Adequacy survey yearly, where they have to address this. There is a gap in the more Northern, smaller counties, but most don't have the resources to support a CRU. MSHN will be completing a CRU RFP that will be utilized by CMHs in the region. CEI is not planning on responding to the RFP, but we will be able to use it if we are in need of additional capacity.

ACTION:

MOVED by Kay Randolph-Back and SUPPORTED by Dwight Washington that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract renewal with The Right Door of Hope, Recovery and Wellness to provide Crisis Stabilization Services to the consumers of The Right Door of Hope, Recovery and Wellness for the period of October 1, 2021 through September 30, 2022 and receive a per diem rate for the codes and rates below, not to exceed \$20,000.00/year for those services/goods.

Service Description	Code	Rate (per diem)
Residential Room and Board	S9976	\$25.00
Crisis Residential Services	H0018	\$429.56 (Total of \$454.56/day)

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Revenue Contract Renewal: Veterans System of Care Grant – Michigan Department of Health and Human Services

Shana Badgley presented this item for the fifth year of the Veteran grant with MDHHS. Shana said we have done some great things with the veteran program serving our community.

ACTION:

MOVED by Tim Hanna and SUPPORTED by Dianne Holman that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a renewal contract with the Michigan Department of Health and Human Services to provide clinical group therapy, peer support services and client service specialist services to Veterans under the Veterans System of Care Grant to MDHHS for the period of October 1, 2021 through September 30, 2022 and receive \$200,000.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Expense Contract Renewal: Regents of The University of Michigan Telepsychiatry (University of Michigan Child Collaborative Care)

Gwenda Summers presented this item for the expense portion of this grant. Dwight asked how the effectiveness of this grant is measured? Gwenda said they complete consumer satisfaction surveys as well as follow up with clients after they have

completed services.

ACTION:

MOVED by Tim Hanna and **SUPPORTED** by Dwight Washington that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a renewal contract with the Regents of the University of Michigan to purchase tele-psychiatry services: psychiatric assessments (\$275.00 per event) and consultation/medication reviews (\$127.00 per event) and be reimbursed for those services for the period of October 1, 2021 through September 30, 2022.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Expense Contract Renewal: Beacon Specialized Living Services, Inc.

Gwenda Summers presented this item for Crisis Residential for children. This was created with Beacon last year.

ACTION:

MOVED by Kay Randolph-Back and **SUPPORTED** by Tim Hanna that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract with Beacon Specialized Living Services, Inc. to purchase crisis residential services and pay the rate(s) listed below. The contract period will have an effective date of October 1, 2021 through September 30, 2022.

Service	Billing Code	Unit	Rate
Crisis Residential Services	H0018	Per Diem	\$530.00*

*If the overall occupancy of the facility is 83.4% or over on any given day, CMHA-CEI's per diem rate will be \$500.00.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Expense Contract Renewals: Respite Camps

Gwenda Summers presented this item for two respite camps that we are contractually obligated to authorize and pay for if a child is on the SED waiver.

ACTION:

MOVED by Kay Randolph-Back and SUPPORTED by Dwight Washington that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into contract renewals with the providers listed below to purchase Therapeutic Overnight Camp at the rates below for the period of October 1, 2021 through September 30, 2022.

Provider	Address	Service Description	Code	Unit	Rate
YMCA Mystic Lake Camp	9505 W. Ludington Dr. Lake, MI 48632	Therapeutic Camping Overnight	T2036	Per session	Up to \$1400.00
Eagle Village	5044 175th Ave. Hersey, MI 49639	Therapeutic Camping Overnight	T2036	Per session	Up to \$1400.00

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Expense Contract Renewal: Safehaus

Gwenda Summers presented this item for an additional Crisis Residential. This is usually used when Beacon is full.

ACTION:

MOVED by Tim Hanna and SUPPORTED by Dianne Holman that the Finance Committee recommends that the Community Mental Health Authority of

Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract renewal with Safehaus to purchase Crisis Residential Services for the period of October 1, 2021 through September 30, 2022 and pay \$460.00-\$495.00 per diem for any placed youth.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Expense Contract Renewal: Training and Coaching in Trauma Focused Cognitive Behavioral Therapy

Gwenda Summers presented this item for the national trainers CEI uses.

ACTION:

MOVED by Kay Randolph-Back and SUPPORTED by Tim Hanna that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into contract renewal with the list of training consultants below to provide training and coaching in Trauma Focused-Cognitive Behavioral Therapy to CMHSP's and pay up to the amounts listed below for those services for the period of October 1, 2021 through September 30, 2022.

Provider	Maximum Annual Cost
Kelly Wilson, LMSW	\$51,000
Jennifer Wilgocki, MA	\$26,600

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Expense Contract Renewals: Therapeutic Foster Care

Gwenda Summers presented this renewal for TFCO families. Kay wondered how full our TFCO roster is at this point? Gwenda said we have four more homes being enrolled this summer. The demand is there for the service, but is extremely difficult to

recruit, which is a national problem. We continue to have young people who benefit from the service, and Gwenda would like to see CEI adding more homes. Kay wondered if there was a way the Board could help to bring the need for this service to the attention of the community? Gwenda said her team could send the Board the recruitment materials to pass on as they see fit.

ACTION:

MOVED by Kay Randolph-Back and **SUPPORTED** by Dwight Washington that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract renewal 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, 2021 through September 30, 2022.

Providers	Service Description	Code	Unit	Rate
Evonna Smith Karen and Kent Strachan Latasha Michelle Davis	Therapeutic Foster Care	S5145	Per diem	\$75.00
Miranda and Kyle Cromer	Residential Room and Board	S9976	Per diem	\$17.24

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Revenue Contract Renewal: Clinton County RESA

Gwenda Summers presented this renewal item with CCRESA. We are moving from one FTE with CCRESA to two FTE.

Emily asked if this could happen in Ingham County schools? Gwenda said we have significant partnership venues with Ingham County through Lifesavers and other juvenile justice initiatives to have kids screened.

ACTION:

MOVED by Tim Hanna and SUPPORTED by Dianne Holman that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to renew the contract with Clinton County RESA to provide a Mental Health Therapist to provide mental health therapy services for the period of October 1, 2021 to September 30, 2022 and receive \$136,108.00 for those services.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Revenue Contract Renewal: Sparrow Family Practice – Residency Program
Gwenda Summers presented this contract renewal for employing behavioral health consultants in two clinics where they provide BHC services.

ACTION:

MOVED by Dwight Washington and SUPPORTED by Kay Randolph-Back that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to renew the contract with Sparrow Family Medicine – Residency Program to provide 2.0 FTE to support the ongoing provision of behavioral health services embedded within two clinics for the period of October 1, 2021 through September 30, 2022 and receive \$80,000 for those services.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Acceptance of Steady State Budget Assumptions and Budget Development Calendar for Fiscal Year 2021/2022 (CMHA-CEI)

Sara noted that the Budget Principles have not changed from years past.

Amy Rottman from Rehmann Robson presented the 2022 budget calendar. She noted that Director's Group and BDAG met yesterday to review the information that the

Finance Committee is reviewing tonight. This info will then go to the full Board on June 17. The preliminary Steady State budget and budget allocations will be distributed to Directors, and then brought again to BDAG and back to the Finance Committee. This pattern repeats for July and August until the final budget is proposed in September to the Finance Committee for final approval, and then on to the Board of Directors for approval.

Amy then reviewed the FY22 Budget Assumptions. These will be revised multiple times to become more accurate over the budgeting period. She noted that healthcare costs, (although capped by statute), will increase by about 12% this year.

It was determined that the increase in MERS required is 12-20%. Amy also said that staff wages will be budgeted based on known step increases.

Amy said in 2015, the Finance Committee approved a 7-year fund balance restoration plan. Based on that plan, \$510,000 will be budgeted in accordance with that requirement.

Amy then reviewed revenue assumptions. She said these will become more clear later in the summer. We do know that over the past year, revenue has increased steadily because enrollment has increased steadily. Medicaid enrollment is expected to decrease in FY22, as well as a 2% capitation decrease per prior experience.

County funding was recently discussed with Clinton, Eaton and Ingham Counties; a 3% increase was requested, but we are budgeting at a 0% increase because final budget numbers are not known at this time.

Dianne wondered how much input the Finance Committee and Board will have on these budget numbers? Sara noted the Finance Committee will have more opportunities to make budget decisions, and these are just preliminary assumptions. Joe said the committee has had input on all of the budget items, and this is a continuing document revisited over and over again by the committee. In terms of the plan put together in 2015, that was a discussion and decision by the Board back then. Sara also pointed out that in the back of the annual report, expenses are broken down by each population we serve, and the revenues by the sources of funds. Amy reiterated that the assumptions are very abstract at this point but will become more concrete the budgeting process continues.

ACTION:

MOVED by Tim Hanna and **SUPPORTED** by Dwight Washington that the

Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors accepts the Preliminary Steady State Budget Projections for Fiscal Year 2021/20212.

MOTION PASSED with 5 votes in favor.

Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Tim Hanna

Raul Gonzales excused.

Medicaid Revenue Update

Amy reviewed the Medicaid revenue update through May. She reiterated that Medicaid enrollment is much higher this year than it has been in the past several, which is reflected in this update. The important part to remember is that this surplus is not expected to continue indefinitely. We will have to be mindful about the use of these dollars so we don't overcommit for the future.

Unfinished Business:

None

New Business:

*a. OPEIU Local 459 and Local 512 Union Negotiations (Closed Session)

MOVED by Dianne Holman and SUPPORTED by Dwight Washington to move into closed session to discuss union negotiations.

A roll-call vote was taken on the motion to move into closed session.

Yes: Stivers, Randolph-Back, Washington, Holman, Hanna

MOTION CARRIED unanimously

A roll-call vote was taken on the motion to return to open session

Yes: Stivers, Randolph-Back, Washington, Holman, Hanna

The Finance Committee returned to open session at 8:01 p.m.

Public Comment:

Naudia Fisher has no comment at this time.

Adjournment:

The meeting was adjourned at 8:02 p.m. The next regularly scheduled Finance Committee meeting is July 14th, 2021 at 5:30 p.m., via Zoom.

Minutes Submitted by:

Darby Vermeulen

Finance Administrative Assistant