

Meeting Agenda
CMHOC Board of Directors
Board Room – 12220 Fillmore Street, West Olive, MI
Friday, April 26, 2024 9:00 am

[Join Zoom Meeting](#)

Dial: 1 (646) 876-9923

Meeting ID: 876 9491 2747

Passcode: 007978

ANNUAL ORGANIZATIONAL MEETING

1. Call to Order – Donna Bunce, Nominating Committee Chair
2. Nomination and Election of Officers – Donna Bunce, Committee Chair
Suggestion Motion: To elect the CMHOC Board Chair as recommended by the Nominating Committee

Suggestion Motion: To elect the CMHOC Board Vice-Chair as recommended by the Nominating Committee

Suggestion Motion: To elect the CMHOC Board Secretary as recommended by the Nominating Committee
3. Adjournment –Chair

REGULAR MONTHLY MEETING

1. Call to Order – Chair
2. Invocation
3. CMHOC Mission and Vision Statements
Mission Statement: *Community Mental Health of Ottawa County partners with people with mental illness, intellectual/developmental disabilities and substance use disorders and the broader community to improve lives and be a premier mental health agency in Michigan.*

Vision: *Community Mental Health of Ottawa County strives to enhance quality-of-life for all residents.*
4. Public Comment
5. Consent Items
Suggested Motion: To approve by consent the following items:
 - a. Agenda for the April 26, 2024, CMHOC Board of Directors Meeting
 - b. Minutes for the March 22, 2024, CMHOC Board of Directors Meeting

6. Old Business

7. New Business

April 2024 Service Contracts (*Attachment A*) – Bill Phelps

Suggested Motion: To approve the April 2024 service contracts as presented.

FY2024 March Financial Statement (*Attachment b*) – Amy Bodbyl-Mast

Suggested Motion: To approve the FY2024 March Financial Statement as presented.

8. Executive (Deputy) Director's Report

9. General Information, Comments and Meetings Attended

10. Public Comment

11. Adjourn

Meeting Minutes (proposed)

CMHOC Board of Directors

Board Room – 12220 Fillmore Street, West Olive, MI

Friday, March 22, 2024

Immediately following Recipient Rights Advisory Committee

In attendance: Donna Bunce, Gretchen Cosby (10:02 am), Christian Kleinjans, Lucy Ebel, David Parnin, Sylvia Rhodea, Stephen Rockman, Terry Goldberg, Vonnie VanderZwaag, Kendra Wenzel

Absent: Steven Savage

CALL TO ORDER

Vonnice VanderZwaag, CMHOC Board Vice-Chair, called the March 22, 2024, CMHOC Board meeting to order at 10:42 a.m.

INVOCATION

Ms. Cosby provided the invocation.

CMHOC MISSION AND VISION STATEMENTS

Ms. VanderZwaag noted the CMHOC Mission and Vision Statements

PUBLIC COMMENT

Rosalie Austin – Holland City

Denise Newhouse

Barbara Lee VanHorssen – Grand Haven City

CONSENT ITEMS

CMH 24-017 Motion: To approve by consent the following items:

- a. Agenda for the March 22, 2024, CMHOC Board of Directors Meeting
- b. Minutes for the February 23, 2024, CMHOC Board of Directors Meeting

Moved by: Cosby

Support: Rhodea

MOTION CARRIED

PRESENTATION

Stakeholder Survey Results – Anna Bednarek

The survey, required by MDHHS every two years to assess mental health needs in the community, was completed in early February. MDHHS determines which stakeholders receive the survey. A total of 105 surveys were submitted, with 85 surveys being completed. Based on responses received, CMHOC is required to identify five priority areas. Access to Services was the highest priority gap identified in survey responses followed by housing, mental health, community resources, and staffing. A response will be submitted to the state identifying the top five priorities and planned actions to address these gaps.

OLD BUSINESS

No Old Business

NEW BUSINESS

March 2024 Service Contracts– Bill Phelps

Mr. Phelps reviewed details of the March contracts presented for Board approval.

CMH 24-0 Motion: To approve the March 2024 service contracts in groups, considering ABA contracts together, grant-funded contracts together, Flatrock Manor individually, and the remaining contracts together.

Moved by: Rhodea Support: Cosby

MOTION CARRIED

CMH 24-0 Motion: To approve the contracts with Arts in Motion, MOKA and Robynn Gobbel

Moved by: Rhodea Support: Cosby

MOTION CARRIED

CMH 24-0 Motion: To approve the amended contract with Flatrock manor adding the Flint Township South home for a 90-day probationary period.

Moved by: Rhodea Support: Goldberg

MOTION CARRIED

CMH 24-0 Motion: To approve the contracts with Professional Rehabilitation Services, Inc DBA Rebound Home and Community Therapy; Hope Discovery ABA Services, LLC; Therapy Research Autism Center (TRAC), Inc.; and Positive Behavior Supports Corporation

Moved by: Cosby Support: Goldberg

MOTION CARRIED

CMH 24-0 Motion: To approve the contracts with Gabriela Croese, Preferred Employment and Living Supports, Bethesda Farms, Home Safe Home, Protocall, and Streamline Verify

Moved by: Rhodea Support: Goldberg

MOTION CARRIED

FY2024 February Financial Statement – Amy Bodbyl-Mast

MH/SUD Fund continue to be in a healthy position. That state will adjust rates in April and the budget will be adjusted accordingly. No concerns with millage and grant funds were noted.

CMH 24-0 Motion: To approve the FY2024 February Financial Statement as presented.

Moved by: Rockman Support: Goldberg

MOTION CARRIED

FY2024 CMHOC Recipient Rights Operating Budget

CMH 24-0 Motion: To approve the FY24 CMHOC Recipient Rights budget as presented to assure sufficient funding, and to assure the Recipient Rights Office does not have pressures which could interfere with the impartial, even-handed, and thorough performance of its duties.

Moved by: Parnin Support: Goldberg

MOTION CARRIED

EXECUTIVE (DEPUTY) DIRECTOR'S REPORT

MDHHS - Electronic Visit Verification (EVV) implementation for mental health services goes live September 1. Information ensures consumers are receiving care as expected. Training will be provided.

Lakeshore Regional Entity – Current Medicaid rates are under review due to a higher-than-expected number of individuals being disenrolled as a result of the Public Health Emergency Unwind.

CMHOC

- Partners Advancing Self Determination Group presented at a recent conference in Baltimore. The presenters included 3 parents of adults with Intellectual/Developmental Disabilities who receive CMH services and the CMH Self-Determination, Respite Coordinator, the Arc and Developmental Disabilities Institute.
- Working with Human Resources to bring a CMH IT Business Analyst position to the Board of Commissioners for approval.
- The Millage Steering Committee continues to meet regularly. Current members of the Committee consist of CMH Staff, Board members, and community stakeholders.

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Appointment of Nominating Committee – Vonnie VanderZwaag

Ms. VanderZwaag appointed Donna Bunce and Chris Kleinjans to serve as the Nominating Committee, with Ms. Bunce serving as Chair of that Committee.

PUBLIC COMMENT

Rosalie Austin – City of Holland

ADJOURN

CMH 24-0 Motion: To adjourn the March 22, 2024, CMHOC Board of Directors meeting.

Moved by: Goldberg

Support: Parnin

MOTION CARRIED

Ms. VanderZwaag adjourned the March 22, 2024, CMHOC Board of Directors meeting at 12:48 p.m.

Board Chair

Secretary



**Community Mental Health of Ottawa County
Board Summary
April 26, 2024**

Count	Contract Agency	Contract Type	Service	Purpose	Contract Period Start	Contract Period End	Financial Category	Primary Funding Source	Contract Amount Included in Budget
1	Grayson Enterprise, LLC	Amendment	Community Living Supports and Personal Care	Provision of an enhanced rate for one consumer placed in the home.	4/15/2024	9/30/2025	\$50,001 - \$250,000	LRE (Medicaid)	Yes
2	Georgetown Harmony Homes, Inc. DBA Harmony Communities	New	Health and Wellness Opportunities for I/DD adults	Increase health and wellness opportunities for adults with I/DD such as exercise classes at Holland Aquatic Center, Art Classes and Music Therapy	5/1/2024	9/30/2024	\$3,200.00	Grant: Michigan Health Endowment Fund	Yes
3	Brightside Living	New	Community Living Supports and Personal Care	Personal Care/Community Living Supports (PC/CLS) licensed provider of 2 homes within Kent County. Provider serves adults with Intellectual/Developmental Disability and Mental Illness.	5/1/2024	9/30/2025	\$50,000 - \$250,000	LRE (Medicaid)	Yes
4	The Arc Muskegon	Renewal	Independent Facilitation	Contract renewal with ARC Muskegon to provide Independent Facilitation Services when requested	4/1/2024	12/31/2024	\$0 - \$50,000	LRE (Medicaid)	Yes
5	Big Heart 2 AFC	New	Community Living Supports and Personal Care	Personal Care/Community Living Supports (PC/CLS) licensed provider of a home within Ingham County. Provider serves adults with Intellectual/Developmental Disability and Mental Illness.	4/22/2024	9/30/2025	\$0 - 50,000	LRE (Medicaid)	Yes

SERVICE CONTRACTS FOR BOARD APPROVAL

Contractor Name: Grayson Enterprise, LLC

**Board Summary
Reference Number:** 1

Contract Type: Amendment

Contract Dates: 4/15/2024 – 9/30/2025

Purpose of Contract: To amend an existing contract with Grayson Enterprise, LLC to provide an enhanced rate for Community Living Supports and Personal Care services for consumers with intellectual/developmental disabilities (I/DD) and mental illness needs in a Specialized Residential Services setting at this Adult Foster Care home.

Agency Overview: Grayson Enterprise, LLC is a contractual agency currently in good standing with CMHOC. Grayson Enterprise, LLC provides services to consumers with I/DD and mental health needs in a Specialized Residential setting at 1 licensed Adult Foster Care home.

LARA website link: [Statewide Search For Adult Foster Care / Homes for the Aged Facilities](#)

Location of Home: Zeeland, MI

Agency Website: N/A

Program Description: Specialized Residential placements are reimbursed through a combination of two Medicaid-billable services – Personal Care and Community Living Supports. Placement in specialized residential settings are based on the Person-Centered Planning process and the consumer's individual needs.

Reimbursement Process: Specialized Residential placements are reimbursed at a per diem (daily) rate for Personal Care and Community Living Supports services.

Financial Category: \$50,001 - \$250,000

Funding Source(s): Lakeshore Regional Entity (Medicaid)

Contract Boilerplate: Common Contract FY24

SERVICE CONTRACTS FOR BOARD APPROVAL

Contractor Name: Georgetown Harmony Homes, Inc. DBA Harmony Communities

Board Summary Reference Number: 2

Contract Type: New

Contract Dates: 5/1/2024 – 9/30/2024

Purpose of Contract: Addition of a new program to Harmony Communities service array for programming to provide additional opportunities for health and wellness activities for consumers with Intellectual/Developmental Disabilities (I/DD).

Agency Overview: Harmony Communities is a contractual agency currently in good standing with CMHOC. Harmony Communities provides housing opportunities for adults with special needs. The provider has 1 residential home located in Jenison, MI and 3 residential homes located in Hudsonville, MI.

Agency Website: <https://harmonycommunities.org>

Program Description: Through this contract, Harmony Communities will obtain memberships to the Visser Family YMCA located in Grandville, MI. Memberships and staff coordination will allow for participation in activities and classes offered at this YMCA location.

Reimbursement Process: Lump sum payment with monthly reporting requirements for services provided.

Financial Category: \$0 - \$50,000

Funding Source(s): Michigan Health Endowment Fund Grant

Contract Boilerplate: Service Agreement (non-Medicaid)

SERVICE CONTRACTS FOR BOARD APPROVAL

Contractor Name: Brightside Living

**Board Summary
Reference Number:** 3

Contract Type: New

Contract Dates: 5/1/2024 – 9/30/2025

Purpose of Contract: Enter contract with Brightside Living to have ability to utilize two homes within the organization.

Agency Overview: Brightside Living is a former contract agency with CMHOC. Contract was ended in October 2023 due to no CMHOC consumers residing in the homes and no forecasted plans to utilize the homes. Brightside Living provides services to consumers with intellectual/developmental disabilities (I/DD) and mental health needs in a Specialized Residential Services setting at both of these Adult Foster Care homes.

LARA website link: Cedar Springs Home: [Statewide Search For Adult Foster Care / Homes for the Aged Facilities](#)
Whispering Oaks Home: [Statewide Search For Adult Foster Care / Homes for the Aged Facilities](#)

Location of Homes: Cedar Springs Home: Cedar Springs, MI
Whispering Oaks Home: Caledonia, MI

Agency Website: <https://brightside-living.com>

Program Description: Specialized Residential placements are reimbursed through a combination of two Medicaid-billable services – Personal Care and Community Living Supports. Placement in specialized residential settings are based on the Person-Centered Planning process and the consumer's individual needs.

Reimbursement Process: Specialized Residential placements are reimbursed at a per diem (daily) rate for Personal Care and Community Living Supports services.

Financial Category: \$50,000.00 - \$250,000.00

Funding Source(s): Lakeshore Regional Entity (Medicaid)
Contract Boilerplate: Common Contract FY24

SERVICE CONTRACTS FOR BOARD APPROVAL

Contractor Name: The Arc Muskegon

Board Summary Reference Number: 4

Contract Type: Renewal

Contract Dates: 4/1/2024 – 12/31/2024

Purpose of Contract: Renewal Contract with ARC Muskegon to provide Independent Facilitation services to consumers and families when requested to assist with the Person-Centered Planning process.

Agency Overview: The Arc Muskegon provides advocacy, education and support services to people with intellectual and developmental disabilities (I/DD).

Agency Website: <https://arcmuskegon.org>

Program Description: Independent Facilitation was added to the Mental Health Code in 1995 and established the rights for all individuals receiving services to have their Individual Plan of Service (IPOS) developed using the Person-Centered Planning (PCP) process, including the use of Independent Facilitators when requested. Independent Facilitators help individuals and families by providing assistance in coordinating pre-planning and PCP meetings, acting as a facilitator and advocate in PCP meetings and conducting post interviews with families to determine level of satisfaction and to see if additional supports are needed.

Reimbursement Process: Independent Facilitation services are reimbursed by invoice submitted to CMHOC.

Financial Category: \$0.00 - \$50,000.00

Funding Source(s): Lakeshore Regional Entity (Medicaid)

Contract Boilerplate: Service Agreement Contract

SERVICE CONTRACTS FOR BOARD APPROVAL

Contractor Name: Big Heart 2

**Board Summary
Reference Number:** 5

Contract Type: New

Contract Dates: 4/22/2024 – 9/30/2025

**Purpose of
Contract:** Enter contract with Big Heart 2 AFC and place one consumer in this home.

Agency Overview: Big Heart 2 AFC home is a newly licensed home located in East Lansing. Big Heart 2 provides services to consumers with intellectual/developmental disabilities (I/DD) and mental health needs in a Specialized Residential Services setting at this Adult Foster Care home.

LARA website link: [Statewide Search For Adult Foster Care / Homes for the Aged Facilities](#)

Location of Homes: East Lansing, MI

Agency Website: none

**Program
Description:** Specialized Residential placements are reimbursed through a combination of two Medicaid-billable services – Personal Care and Community Living Supports. Placement in specialized residential settings are based on the Person-Centered Planning process and the consumer's individual needs.

**Reimbursement
Process:** Specialized Residential placements are reimbursed at a per diem (daily) rate for Personal Care and Community Living Supports services.

Financial Category: \$0.00 - \$50,000.00

Funding Source(s): Lakeshore Regional Entity (Medicaid)

**Contract
Boilerplate:** Common Contract FY24



**Community Mental Health of Ottawa County
Fiscal Year 2024 Statement of Activities
For Period Ending March 31 2024**

ATTACHMENT B

222 Mental Health and SUD Fund

	Annual Budget	YTD Budget	YTD Actual	Over/ (Under) Budget
Revenues				
Medicaid	41,031,649.00	20,515,824.50	20,970,879.88	455,055.38
Healthy Michigan	3,810,226.00	1,905,113.00	1,608,474.74	(296,638.26)
Autism	6,000,000.00	3,000,000.00	3,335,699.29	335,699.29
General Fund	3,874,164.00	1,937,082.00	2,160,158.00	223,076.00
COFR	317,300.00	158,650.00	51,745.11	(106,904.89)
Grants	174,337.00	87,168.50	58,439.07	(28,729.43)
Transfers	118,904.00	59,452.00	-	(59,452.00)
Local Funds	462,167.00	231,083.50	231,083.50	-
Other - Revenue	439,697.00	219,848.50	68,953.74	(150,894.76)
Sub-Total	56,228,444.00	28,114,222.00	28,485,433.33	371,211.33
SUD Medicaid	1,000,000.00	500,000.00	576,967.28	76,967.28
SUD Healthy Michigan	3,000,000.00	1,500,000.00	1,084,823.02	(415,176.98)
SUD Grants	1,692,766.00	846,383.00	594,095.89	(252,287.11)
SUD Other - Revenue	293,378.00	146,689.00	104,208.67	(42,480.33)
SUD Sub-Total	5,986,144.00	2,993,072.00	2,360,094.86	(632,977.14)
Total Revenue	62,214,588.00	31,107,294.00	30,845,528.19	(261,765.81)
Expenses				
Salaries & Benefits	15,896,688.00	7,948,344.00	6,802,757.89	(1,145,586.11)
General Client Care	31,118,143.00	15,559,071.50	14,504,654.75	(1,054,416.75)
Psychiatrist	641,507.00	320,753.50	435,443.56	114,690.06
Respite	325,000.00	162,500.00	149,384.51	(13,115.49)
Personal Care	4,896,650.00	2,448,325.00	2,793,921.24	345,596.24
Transportation	12,900.00	6,450.00	5,106.60	(1,343.40)
Contractual Services	255,703.00	127,851.50	95,088.91	(32,762.59)
Supplies	239,015.00	119,507.50	76,527.17	(42,980.33)
Other	1,432,320.00	716,160.00	609,307.08	(106,852.92)
Administration	1,282,460.00	641,230.00	641,229.12	(0.88)
Sub-Total	56,100,386.00	28,050,193.00	26,113,420.83	(1,936,772.17)
SUD Salaries & Benefits	1,100,264.00	550,132.00	360,999.51	(189,132.49)
General Client Care	4,446,933.00	2,223,466.50	2,010,927.88	(212,538.62)
Room & Board	101,000.00	50,500.00	21,052.17	(29,447.83)
Transportation	10,000.00	5,000.00	1,039.80	(3,960.20)
SUD Supplies	31,205.00	15,602.50	4,620.31	(10,982.19)
SUD Other	14,521.00	7,260.50	4,049.80	(3,210.70)
SUD Admin	178,524.00	89,262.00	89,261.88	(0.12)
SUD Sub-Total	5,882,447.00	2,941,223.50	2,491,951.35	(449,272.15)
Total Expenses	61,982,833.00	30,991,416.50	28,605,372.18	(2,386,044.32)
Increase (decrease) in net position	231,755.00	115,877.50	2,240,156.01	2,124,278.51

Total Medicaid Funding



Medicaid Revenues Budget to Actual 155,907

Actual % 46%
Target % 50%

Date Prepared: 4/18/2024



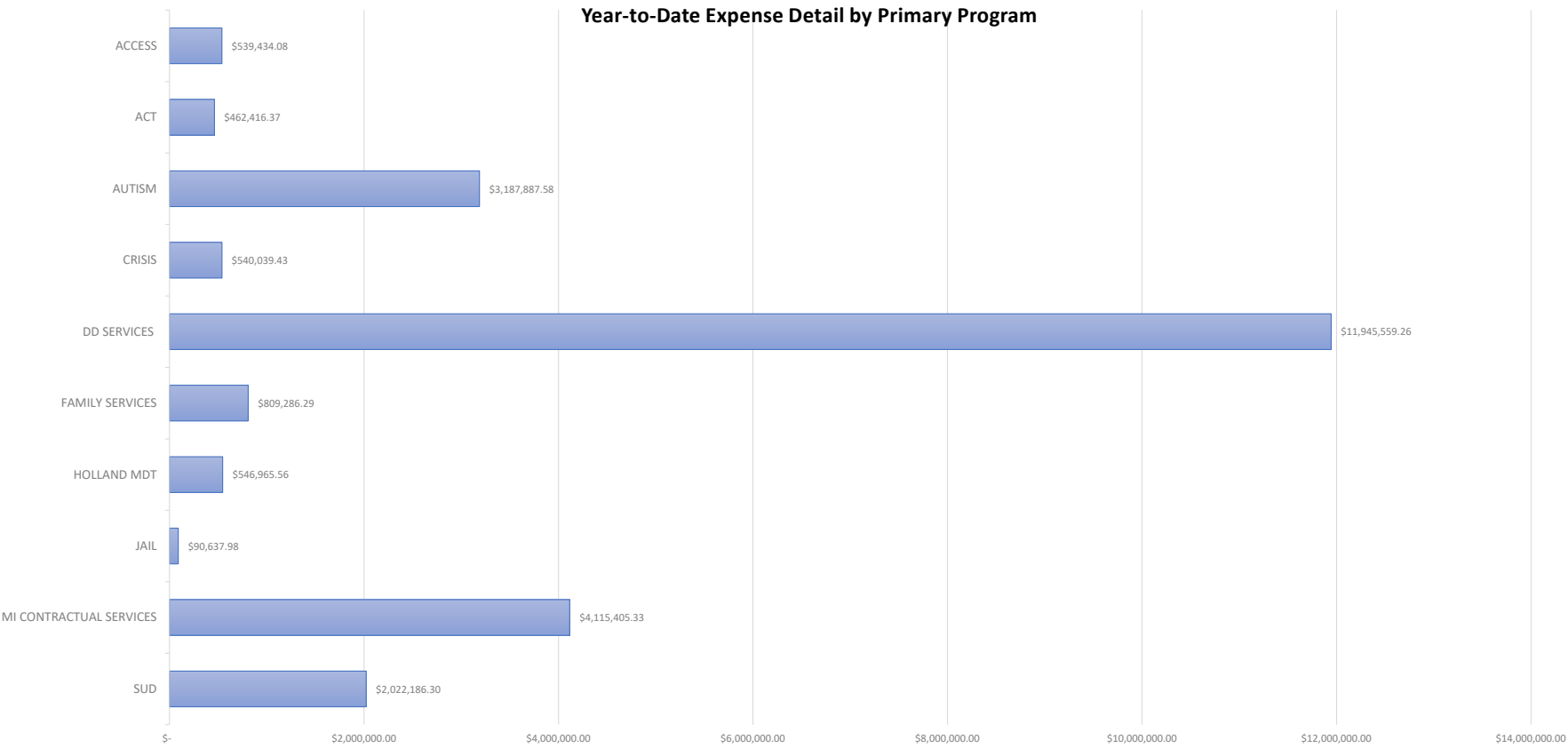
Community Mental Health of Ottawa County
Fiscal Year 2024 Statement of Activities
For Period Ending March 31 2024

223 Millage and Grants Fund

	Annual Budget	YTD Budget	YTD Actual	Over/ (Under)
Revenues				
Property Taxes	\$ 4,416,017	\$ 2,208,009	\$ 4,091,571	\$ 1,883,563
Grants	\$ 3,392,038	\$ 1,696,019	\$ 949,268	(746,751)
Transfers	\$ 368,904	\$ 184,452	\$ 250,000	65,548
Other - Revenue	\$ 587,448	\$ 293,724	\$ 1,161	(292,563)
Total Revenue	8,764,407	4,382,204	5,292,000	909,796
 Millage Expenses				
Autism Services	\$ 98,133	\$ 49,067	\$ 46,323	(2,743)
MI Adult Treatment Services	\$ 141,838	\$ 70,919	\$ 77,811	6,892
DD Treatment Services	\$ 2,720,219	\$ 1,360,110	\$ 2,146,482	786,373
Family Services	\$ 172,000	\$ 86,000	\$ 77,265	(8,735)
Community Services	\$ 678,534	\$ 339,267	\$ 159,683	(179,584)
Sub-Total	3,810,724	1,905,362	2,507,565	602,203
 Grant Expenses				
Salaries & Benefits	\$ 1,958,499	\$ 979,250	\$ 893,678	(85,571)
Contractual Services	\$ 1,972,603	\$ 986,302	\$ 568,167	(418,134)
Supplies	\$ 127,273	\$ 63,637	\$ 18,818	(44,818)
Other	\$ 259,931	\$ 129,966	\$ 36,753	(93,213)
Sub-Total	4,318,306	2,159,153	1,517,416	(641,737)
Total Expenses	8,129,030	4,064,515	4,024,982	(39,533)
Increase (decrease) in net position	\$ 635,377	\$ 317,689	\$ 1,267,018	\$ 949,330

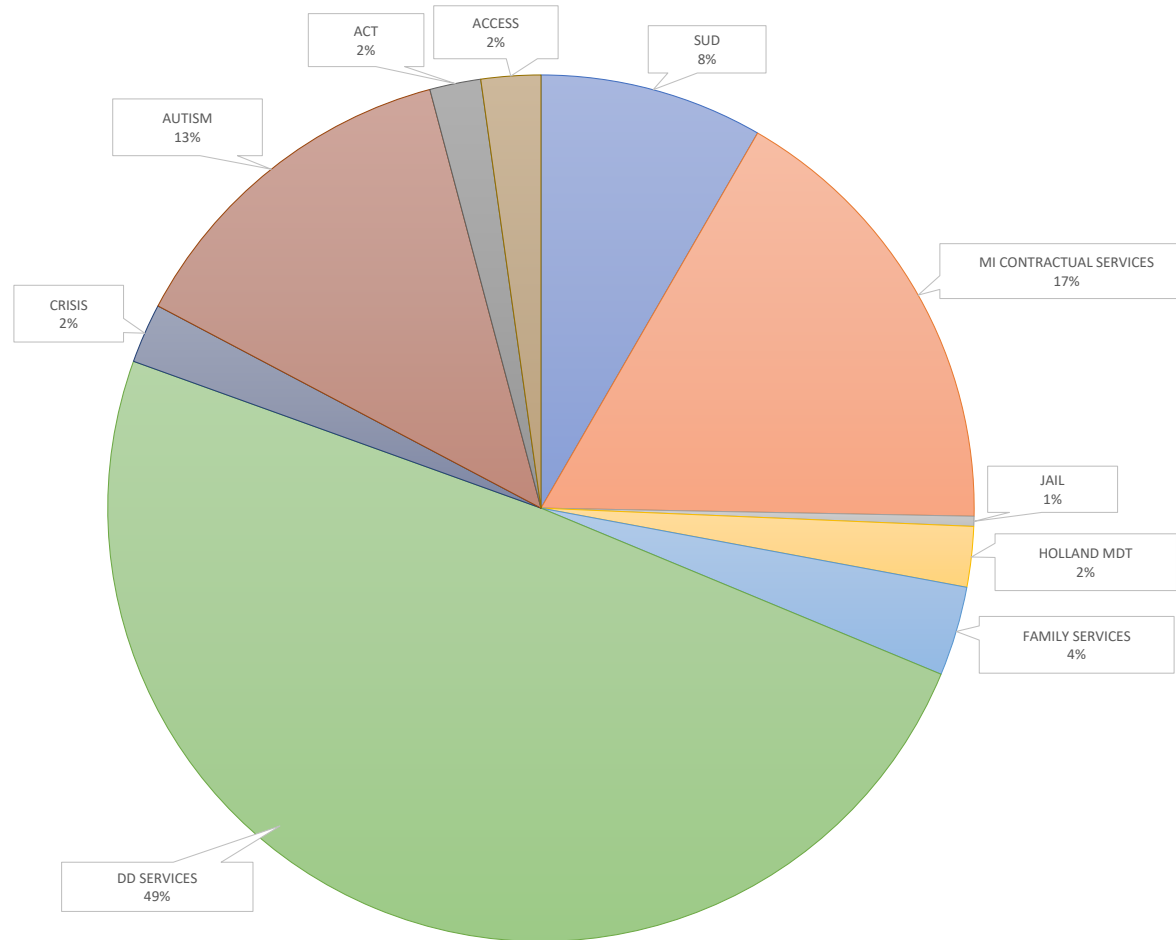
Actual % 50%
Target % 50%
Date Prepared: 4/18/2024

Community Mental Health of Ottawa County
Additional FY24 Budget Detail
Reporting October 1 2024 through March 31 2024



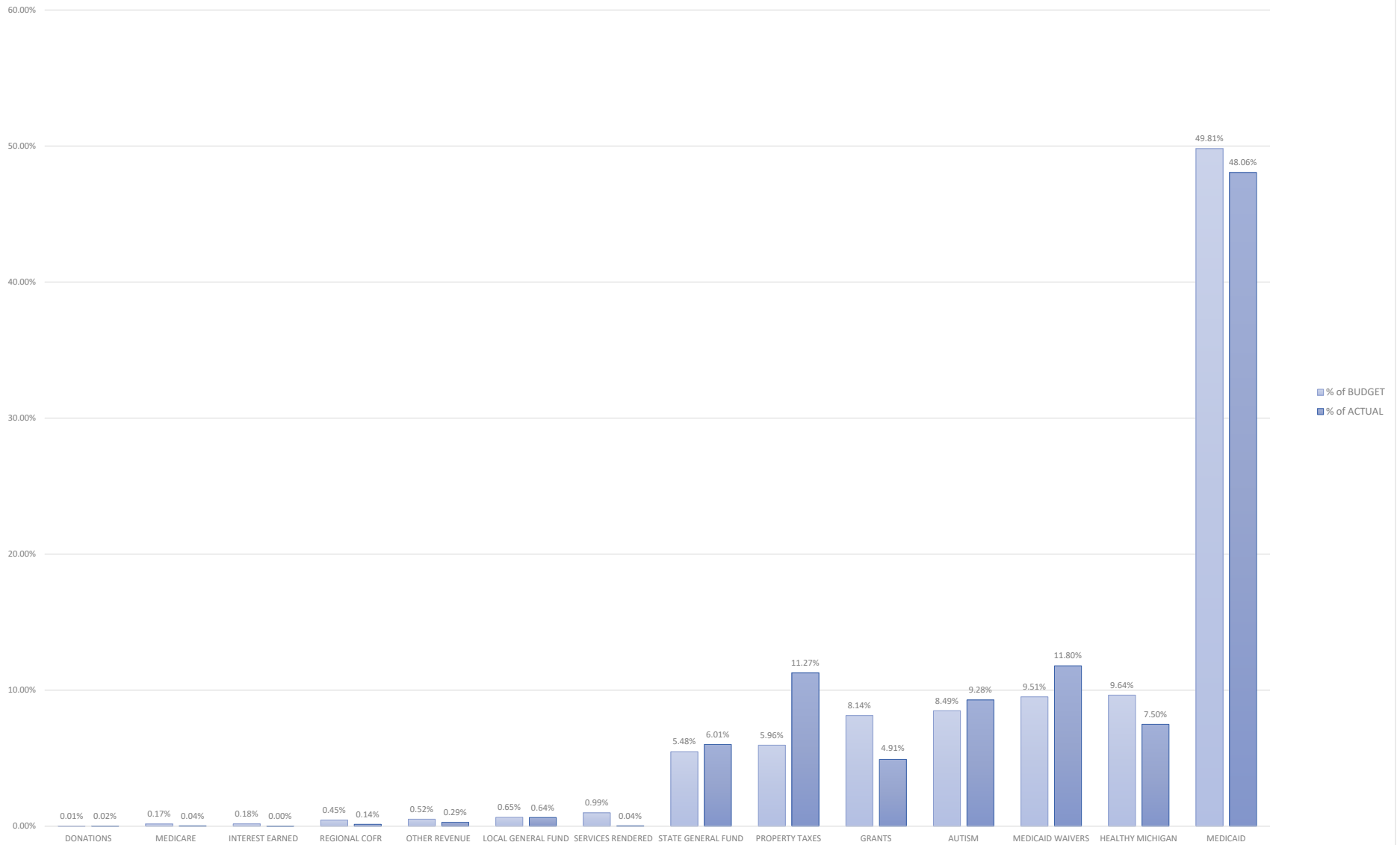
**Community Mental Health of Ottawa County
Additional FY24 Budget Detail
Reporting October 1 2023 through March 31 2024**

YEAR-TO-DATE EXPENSE SUMMARY BY PRIMARY PROGRAM TYPE



**Community Mental Health of Ottawa County
Additional FY24 Budget Detail
Reporting October 1 2023 through March 31 2024**

YEAR-TO-DATE REVENUES BY FUNDING TYPE



Community Mental Health of Ottawa County
Additional FY24 Budget Detail
Reporting October 1 2023 through March 31 2024

