



Meeting Agenda
CMHOC Board of Directors
Board Room – 12220 Fillmore Street, West Olive, MI
Friday, February 23, 2024 9:00 AM

[Join Zoom Meeting](#)

Dial: 1 (646) 876-9923

Meeting ID: 876 9491 2747

Passcode: 007978

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

6. Old Business

7. New Business

February 2024 Service Contracts (Attachment A) – Bill Phelps

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

FY2024 January Financial Statement (Attachment B) – Amy Bodbyl-Mast

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

Millage Fund Savings

Suggested Motion: To authorize the Executive Director to issue a Request for Proposal for utilization of \$1 million of Millage Savings to fund one-year projects starting on or before June 1, 2024.

Revised 2024 CMHOC Board Meeting Schedule (Attachment C)

Suggested Motion: To approve the revised 2024 CMHOC Board Meeting Schedule as presented.

8. Executive Director's Report

9. General Information, Comments and Meetings Attended

10. Public Comment

11. Adjournment

**COMMUNITY MENTAL HEALTH OF OTTAWA COUNTY
BOARD OF DIRECTORS
2024 MEETING SCHEDULE (Revised 2/23/2024)**

Unless otherwise noted () meetings are held on the fourth Friday of each Month in the Board Room, 12220 Fillmore Street, West Olive, MI*

DATE	MEETING	START TIME	COMMENTS
*January 22, 2024	Board of Directors	2:00 PM	<i>Monday</i>
February 23, 2024	Board of Directors	9:00 AM	
March 22, 2024	Recipient Rights Advisory	9:00 AM	
	Board of Directors	Immediately Following RRAC	
April 26, 2024	Board of Directors	9:00 AM	<i>Organizational Meeting</i>
May 24, 2024	Board of Directors	9:00 AM	
June 28, 2024	Board of Directors	9:00 AM	Annual Public Hearing
July 26, 2024	Recipient Rights Advisory	9:00 AM	
	Board of Directors	Immediately Following RRAC	
August 23, 2024	Board of Directors	9:00 AM	
September 27, 2024	Recipient Rights Advisory	9:00 AM	
	Board of Directors	Immediately Following RRAC	
October 25, 2024	Board of Directors	9:00 AM	
November 22, 2024	Board of Directors	9:00 AM	
December 27, 2024	Recipient Rights Advisory	9:00 AM	
	Board of Directors	Immediately Following RRAC	

Meeting Minutes (proposed)

CMHOC Board of Directors

Board Room – 12220 Fillmore Street, West Olive, MI

Monday, January 22, 2024 1:00 PM

In attendance: Donna Bunce, Terry Goldberg, Christian Kleinjans, David Parnin, Sylvia Rhodea, Stephen Rockman, Steven Savage, Vonnie VanderZwaag, Kendra Wenzel, Gretchen Cosby (1:40 PM)

Absent: Lucy Ebel

CALL TO ORDER

Vonnie VanderZwaag, CMHOC Board Vice-Chair, called the January 22, 2024, CMHOC Board meeting to order at 1:01 p.m.

INVOCATION

Ms. VanderZwaag provided the invocation.

CMHOC MISSION AND VISION STATEMENTS

Ms. VanderZwaag noted the CMHOC Mission and Vision Statements

PUBLIC COMMENT

Sheila Dettloff, Holland Township

CONSENT ITEMS

CMH 24-001 Motion: To approve by consent the following items:

- a. Agenda for the January 22, 2024, CMHOC Board of Directors Meeting
- b. Minutes for the December 18, 2023, CMHOC Board of Directors Meeting

Moved by: Parnin

Support: Bunce

MOTION CARRIED

OLD BUSINESS

No Old Business

NEW BUSINESS

January 2024 Service Contracts – Bill Phelps

Mr. Phelps reviewed January 2024 service contracts. 25 contracts were presented to the Board for approval.

Mr. Rockman noted that he would require additional information related to the CCBHC and ABA contracts prior to supporting approval. Ms. Doyle indicated that a presentation from Autism staff could be provided at the Board's request.

CMH 24-002 Motion: To approve the January 2024 service contracts as presented.

Moved by: Parnin

Support: Kleinjans

MOTION CARRIED (Abstain: Rockman)

Ms. Cosby arrived at 1:40 PM

FY2024 December Financial Statement – Amy Bodbyl-Mast

Ms. Bodbyl-Mast reviewed FY24 – Quarter 1 financial reports. All funding lines remain in a healthy position. Revenues and expenses are under budget due to timing of payments. The FY23 Audit process underway.

Mr. Rockman requested additional detail be provided, specifically related to contractual services and grants. Ms. Doyle will provide a draft document to Board members for review prior to the February meeting.

CMH 24-003 Motion: To approve the FY2024 December Financial Statement as presented.

Moved by: Goldberg

Support: Kleinjans

MOTION CARRIED

FY2023 November LRE Combined Monthly FSR – Information Only

Ms. Bodbyl-Mast reviewed the report with Board members and answered questions.

EXECUTIVE DIRECTOR'S REPORT

MDHHS –

- A new standardized assessment for Children (MichiCANS) will replace the CAFAS. Information gathered from the assessment helps to inform the process of person-centered planning. Rollout is October 2024. Staff will be trained in tool administration.

Lakeshore Regional Entity (LRE)

- LRE has been informed that an addition 30 HSW slots will be transferred to the region.
- LRE's annual site review of CMHOC is scheduled February 5-9. Proof documents are being gathered in preparation.

CMHOC

- Vacant positions continue to be an area of concern.
- The Children's Mobile Crisis Unit is now functional and available to families who live in Ottawa County. The service is for youth age 0 – 20 who may be experiencing a Mental Health Crisis and is available Monday through Friday from 5 PM to 12:00 AM. Services are available in person or over the phone. Additional information is available on the CMHOC social media platforms.
- Substance Use Disorder services promotional videos are available on social media.
- The second cohort of the GRCC Direct Care Worker certification program has begun.
- The Millage Steering Committee continues to work on final recommendations for social recreation programming. The Committee has been reviewing financial information and is developing a process for identifying metrics. The will also review other millage-funded programs and new requests for millage dollars.
- Board informational sessions will be scheduled outside of the Board meetings. Will develop training workgroups separate from the Board meetings so Board members can

ask questions. A Doodle poll will be distributed to identify potential dates/times for these presentations

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Donna Bunce commented on her appreciation of participating in the Millage Steering Committee.

PUBLIC COMMENT

Lori Grassman, Robinson Township
Rosalie Austin, Holland Township

ADJOURNMENT

CMH 24-004 Motion: To adjourn the January 22, 2024, CMHOC Board of Directors meeting.

Moved by: Parnin Support: Goldberg

MOTION CARRIED

Ms. VanderZwaag adjourned January 22, 2024, CMHOC Board of Directors meeting at 2:19 p.m.

Vonnie VanderZwaag, Board Vice-Chair

Terry Goldberg, Secretary



**Community Mental Health of Ottawa County
Board Summary
February 23, 2024**

Count	Contract Agency	Contract Type	Service	Purpose	Contract Start	Contract Period End	Financial Category	Primary Funding Source	Contract Amount Included in Budget
1	D.A. Blodgett - St. John's	Amendment	Psychiatric Services, Home-Based, Respite	To include the rate increase for the services listed on the left to continue to provide quality mental health services to CMHOC consumers.	1/1/2024	9/30/2025	\$0 - \$50,000	Medicaid	Yes
2	Dignified Care, LLC	Amendment	Personal Care and Community Living Supports	Adding Walker home to current contract and providing a rate increase for Community Living Supports and Personal Care services for 44th St, Chalet, Cummings, Ascension I, Ascension II, and Ascension III homes.	1/1/2024	9/30/2025	\$50,001 - \$250,000	Medicaid	Yes
3	Pine Rest Christian Homes	Amendment	Personal Care and Community Living Supports in a Residential setting; Crisis Residential	To include the rate increase for the services listed on the left to continue to provide quality mental health services to CMHOC consumers.	10/1/2023	9/30/2025	\$500,001 - \$750,000	Medicaid	Yes
4	Dale Bird-Cortes	New	Health and Wellness Opportunities for I/DD adults	To provide nutritional education and support to group homes on topics including: healthy eating, chewing and swallowing concerns, food safety, and other issues based upon the consumers served	4/1/2024	9/30/2024	\$0 - \$50,000	Grant	Yes
5	Organic Care, LLC	New	Community Living Support and Personal Care	Contract with Organic Care, LLC to place on consumer in the Organic Care, LLC home.	2/19/2024	9/30/2025	\$50,001 - \$250,000	Medicaid	Yes

SERVICE CONTRACTS FOR BOARD APPROVAL

Contractor Name: D.A. Blodgett – St. John’s

Board Summary Reference Number: 1

Contract Type: Amendment

Contract Dates: 1/1/2024 – 9/30/2025

Purpose of Contract: To amend an existing contract with D.A. Blodgett – St. John’s to incorporate new rates effective 1/1/2024. This does not result in a change in the overall financial category.

Agency Overview: D.A. Blodgett – St. John’s is a contractual agency currently in good standing with CMHOC. D.A. Blodgett – St. John’s provides psychiatric, home-based, and respite services for children. Services are provided on site in Grand Rapids, MI

Program Description: D.A. Blodgett – St. John’s provides Medicaid reimbursable services such as Psychiatric Evaluation, Individual and Group Therapy, Developmental Testing, Physical Therapy (PT) Evaluation, Family Training, Respite Care, and Targeted Case Management.

Reimbursement Process: Services are reimbursed on a fee-for service basis on the applicable service code.

Financial Category: The financial category range for this agency is \$0 - \$50,000.

Funding Source(s): LRE (Medicaid)

SERVICE CONTRACTS FOR BOARD APPROVAL

Contractor Name:	Dignified Care, LLC
Board Summary Reference Number:	2
Contract Type:	Amendment
Contract Dates:	1/1/2024 – 9/30/2025
Purpose of Contract:	To amend an existing contract with Dignified Care, LLC to incorporate new rates effective 1/1/2024 and to add the Walker home. This does not result in a change in the overall financial category.
Agency Overview:	Dignified Care, LLC is a contractual agency currently in good standing with CMHOC. Dignified Care, LLC provides services to consumers with intellectual/developmental disabilities and mental health needs in a Specialized Residential Services setting at nine Adult Foster Care homes. All nine homes are located in Kent County.
Location of Homes:	44 th Street Home: Kenwood, MI Chalet Home: Wyoming, MI Cummings Home: Grand Rapids, MI Ascension Health I: Grand Rapids, MI Ascension Health II: Grand Rapids, MI Ascension Health III: Grand Rapids, MI Amelia Home: Wyoming, MI Grace Home: Wyoming, MI Walker Home: Grand Rapids, MI
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:	\$50,001.00 - 250,000.00
Funding Source(s):	LRE Medicaid

SERVICE CONTRACTS FOR BOARD APPROVAL

Contractor Name: Pine Rest Christian Mental Health Services

**Board Summary
Reference Number:** 3

Contract Type: Amendment

Contract Dates: 10/1/2023 – 9/30/2025

**Purpose of
Contract:** To amend an existing contract with Pine Rest Christian Mental Health Services to incorporate new Direct Care Wage (DCW) rates for residential and crisis residential services effective 10/1/2023 and to add the Sequoia Home to the contract effective 1/1/2024. This does not result in a change in the overall financial category.

Agency Overview: Pine Rest Christian Mental Health Services is a contractual agency currently in good standing with CMHOC. For the purpose of this contract, Pine Rest Christian Mental Health Services provides residential and crisis residential services for adults diagnosed with mental illness at seven current locations.

Location of Home: Adrian AFC: Grand Rapids, MI
Eastwood Cottage: Grand Rapids, MI
Freedom House: Grand Rapids, MI
Interactions House: Grand Rapids, MI
Sequoia House: Grand Rapids, MI
Centerpointe Recovery Center I: Kalamazoo, MI
Centerpointe Recovery Center II: Kalamazoo, MI
Beechwood Crisis Residential: Grand Rapids, MI

**Program
Description:** Pine Rest Christian Mental Health Services provides Residential and Crisis Residential services at 7 current locations with CMHOC. These homes are located throughout the Grand Rapids, MI area. Ancillary services, including individual therapy, group therapy, evaluation, nursing assessment, and treatment planning are provided in the residential setting.

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

SERVICE CONTRACTS FOR BOARD APPROVAL

Financial Category: \$500,001.00 - 750,000.00

Funding Source(s): LRE Medicaid

SERVICE CONTRACTS FOR BOARD APPROVAL

Contractor Name: Dale Bird-Cortes

**Board Summary
Reference Number:** 4

Contract Type: New

Contract Dates: 4/1/2024 – 9/30/2024

**Purpose of
Contract:** Addition of a new program to Dale Bird-Cortes's service array for programming to provide additional opportunities for nutritional health and wellness activities for people with Intellectual/Developmental Disabilities (I/DD).

Agency Overview: Dale Bird-Cortes is a contracted provider currently in good standing with CMHOC. Dale Bird-Cortes provides nutritional education and support for adults with I/DD living in adult foster care homes.

**Program
Description:** Through this contract, Dale Bird-Cortes will provide personalized nutritional support and guidance to adult foster care homes on topics such as: healthy eating, healthy menu preparation, controlling food costs, preparing texture modified foods, providing nutrition for individuals with physical health concerns, food safety, swallowing difficulties, and other concerns based upon each homes' concerns.

**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

SERVICE CONTRACTS FOR BOARD APPROVAL

Contractor Name: Organic Care, LLC

Board Summary Reference Number: 5

Contract Type: New

Contract Dates: 2/19/2024 – 9/30/2025

Purpose of Contract: To enter into a contract with Organic Care, LLC, an Adult Foster Care (AFC) home, to provide Personal Care and Community Living Supports services. CMHOC will be placing one consumer in the Organic Care AFC home.

Agency Overview: Organic Care, LLC provides services to individuals with intellectual/developmental disabilities and mental health needs. CMHOC will be contracting with Organic Care, LLC to provide Specialized Residential services, Community Living Supports, and Personal Care.

Location of Home: Muskegon, MI

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 is based on the Person-Centered Planning process and the consumer’s individual needs.

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

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

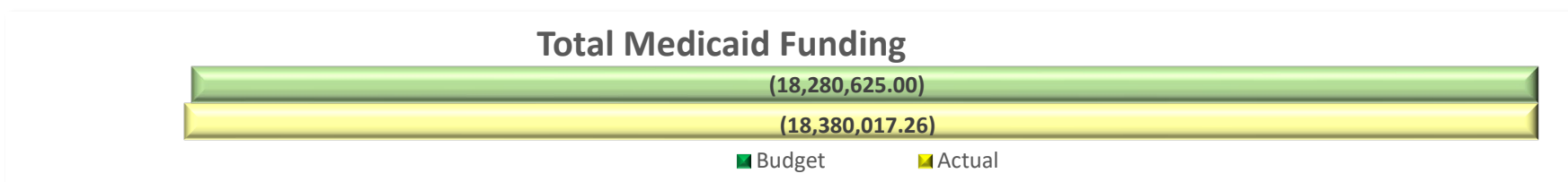
Funding Source(s): LRE (Medicaid)



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

222 Mental Health and SUD Fund

	Annual Budget	YTD Budget	YTD Actual	Over/ (Under) Budget
Revenues				
Medicaid	39,841,875.00	13,280,625.00	13,914,095.30	633,470.30
Healthy Michigan	5,000,000.00	1,666,666.67	1,100,950.76	(565,715.91)
Autism	6,000,000.00	2,000,000.00	2,236,056.02	236,056.02
General Fund	3,874,164.00	1,291,388.00	968,541.00	(322,847.00)
COFR	317,300.00	105,766.67	19,710.73	(86,055.94)
Grants	174,337.00	58,112.33	20,438.95	(37,673.38)
Transfers	118,904.00	39,634.67	-	(39,634.67)
Local Funds	462,167.00	154,055.67	115,541.75	(38,513.92)
Other - Revenue	439,697.00	146,565.67	32,320.51	(114,245.16)
Sub-Total	56,228,444.00	18,742,814.67	18,407,655.02	(335,159.65)
SUD Medicaid	1,000,000.00	333,333.33	392,018.43	58,685.10
SUD Healthy Michigan	3,000,000.00	1,000,000.00	736,896.75	(263,103.25)
SUD Grants	1,692,766.00	564,255.33	73,408.10	(490,847.23)
SUD Other - Revenue	293,378.00	97,792.67	19,476.81	(78,315.86)
SUD Sub-Total	5,986,144.00	1,995,381.33	1,221,800.09	(773,581.24)
Total Revenue	62,214,588.00	20,738,196.00	19,629,455.11	(1,108,740.89)
Expenses				
Salaries & Benefits	15,908,495.00	5,302,831.67	4,642,199.95	(660,631.72)
General Client Care	31,321,906.00	10,440,635.33	8,473,533.15	(1,967,102.18)
Psychiatrist	491,507.00	163,835.67	313,413.06	149,577.39
Respite	325,000.00	108,333.33	94,193.04	(14,140.29)
Personal Care	4,896,650.00	1,632,216.67	1,679,745.07	47,528.40
Transportation	15,000.00	5,000.00	4,042.60	(957.40)
Contractual Services	255,762.00	85,254.00	61,532.02	(23,721.98)
Supplies	195,841.00	65,280.33	53,375.66	(11,904.67)
Other	1,427,568.00	475,856.00	407,394.31	(68,461.69)
Administration	1,282,460.00	427,486.67	427,486.08	(0.59)
Sub-Total	56,120,189.00	18,706,729.67	16,156,914.94	(2,549,814.73)
SUD Salaries & Benefits	1,087,989.00	362,663.00	249,805.46	(112,857.54)
General Client Care	4,441,671.00	1,480,557.00	1,067,207.45	(413,349.55)
Room & Board	101,000.00	33,666.67	15,851.70	(17,814.97)
Transportation	10,000.00	3,333.33	1,039.80	(2,293.53)
SUD Supplies	29,610.00	9,870.00	1,927.02	(7,942.98)
SUD Other	13,852.00	4,617.33	1,762.79	(2,854.54)
SUD Admin	178,524.00	59,508.00	59,507.92	(0.08)
SUD Sub-Total	5,862,646.00	1,954,215.33	1,397,102.14	(557,113.19)
Total Expenses	61,982,835.00	20,660,945.00	17,554,017.08	(3,106,927.92)
Increase (decrease) in net position	231,753.00	77,251.00	2,075,438.03	1,998,187.03



Medicaid Revenues Budget to Actual **99,392**

Actual % **28%**

Target % **33%**

Date Prepared: 2/20/2024



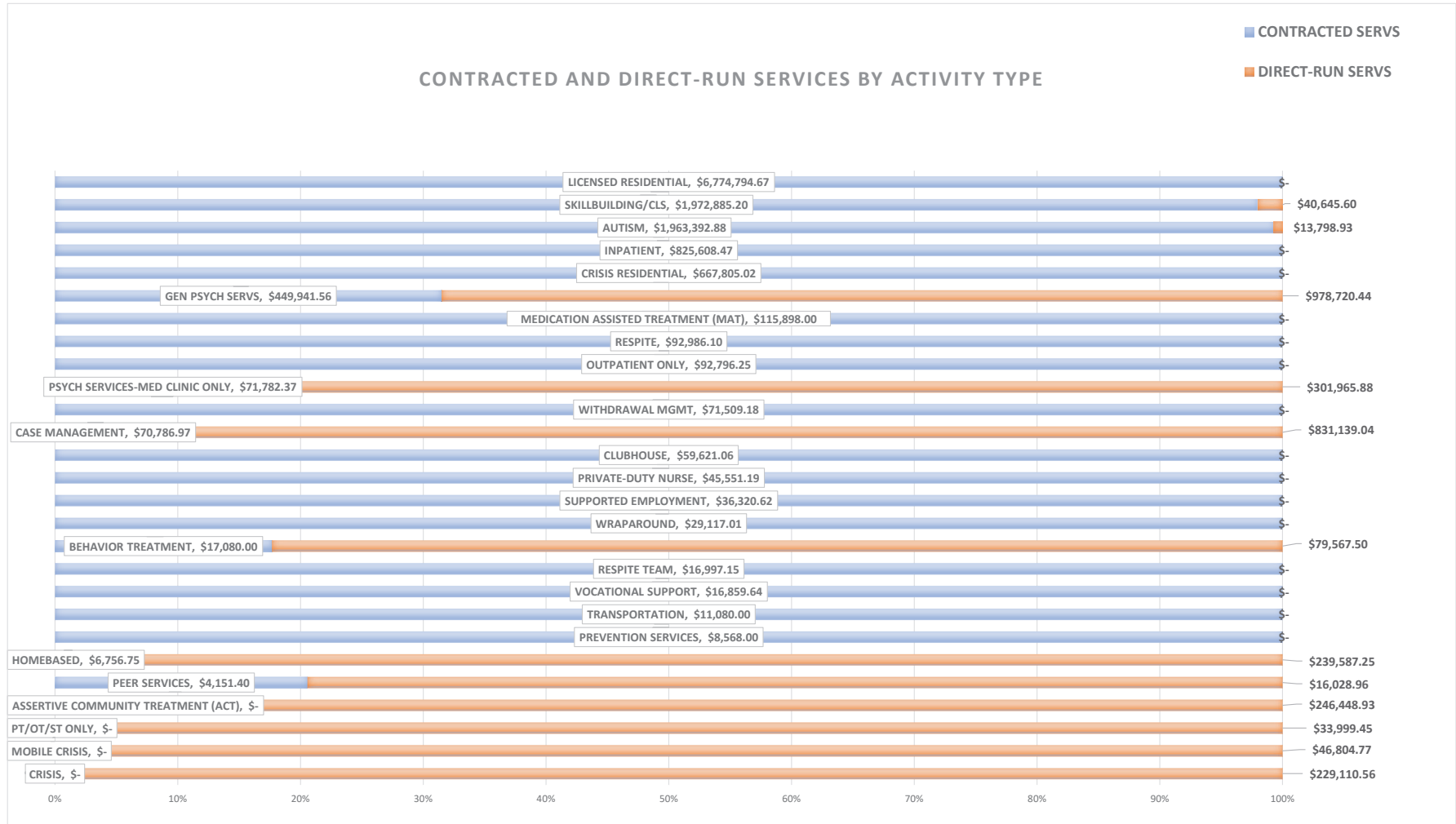
**Community Mental Health of Ottawa County
Fiscal Year 2024 Statement of Activities
For Period Ending January 31, 2024**

223 Millage and Grants Fund

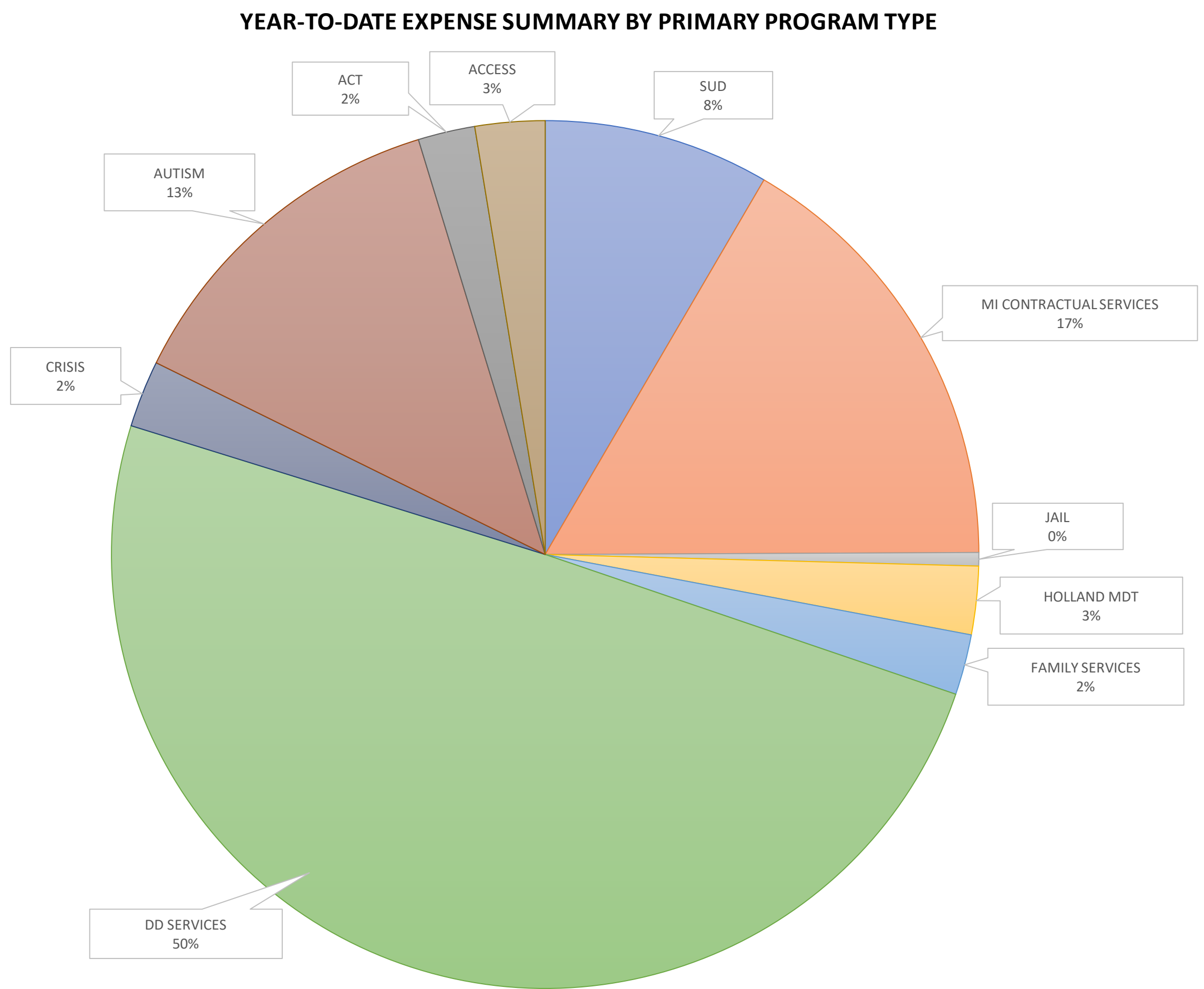
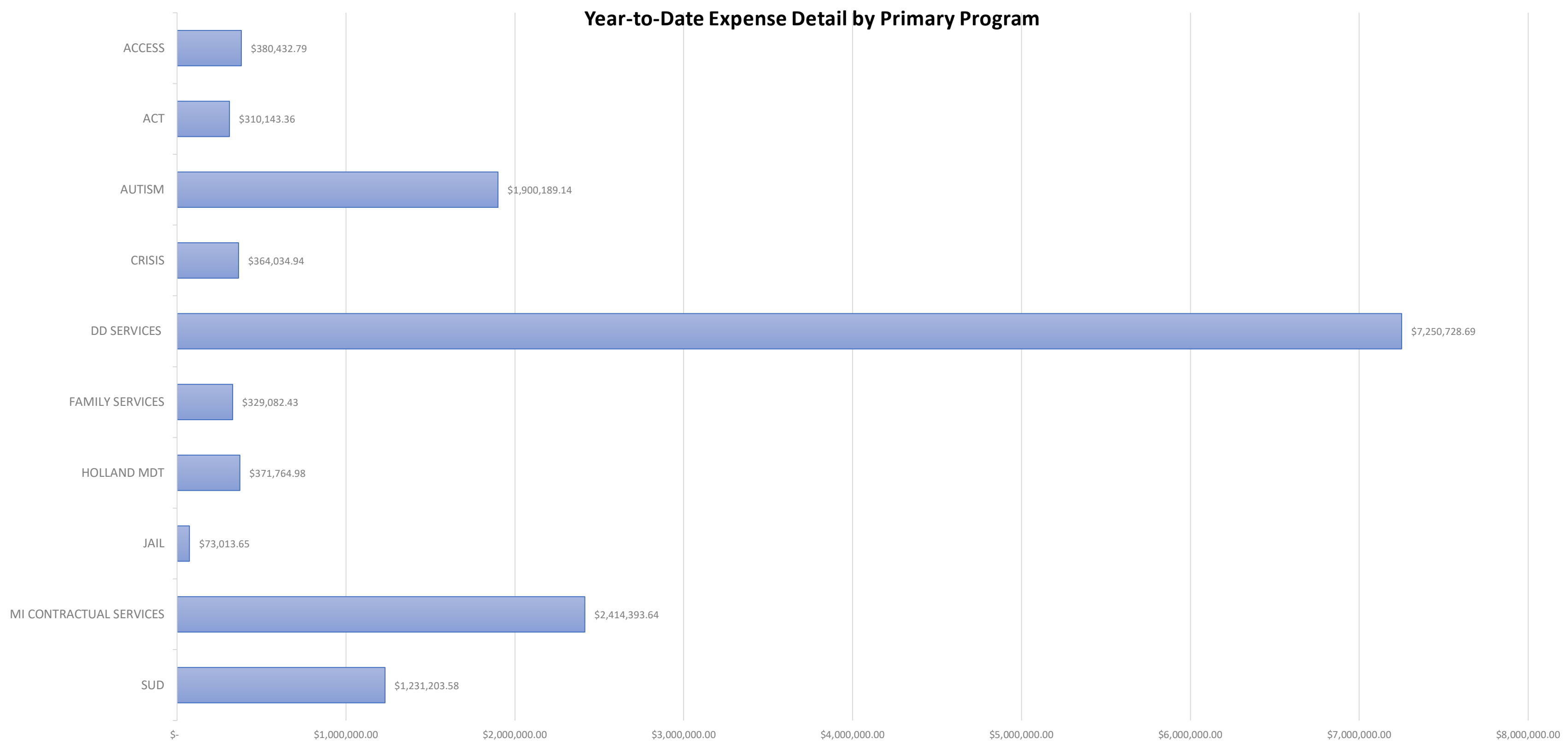
	Annual Budget	YTD Budget	YTD Actual	Over/ (Under)
Revenues				
Property Taxes	\$ 4,416,017	\$ 1,472,006	\$ 2,259,413	\$ 787,408
Grants	\$ 3,392,038	\$ 1,130,679	\$ 351,365	(779,315)
Fund Balance	\$ 3,781,891	\$ -	\$ 5,714,826	1,932,935
Transfers	\$ 368,904	\$ 122,968	\$ 250,000	127,032
Other - Revenue	\$ 587,448	\$ 195,816	\$ 250	(195,566)
Total Revenue	12,546,298	2,921,469	8,575,854	1,872,495
Millage Expenses				
Autism Services	\$ 98,133	\$ 32,711	\$ 32,191	(520)
MI Adult Treatment Services	\$ 141,838	\$ 47,279	\$ 54,103	6,824
DD Treatment Services	\$ 2,720,219	\$ 906,740	\$ 1,905,542	998,802
Family Services	\$ 172,000	\$ 57,333	\$ 1,490	(55,843)
Community Services	\$ 678,534	\$ 226,178	\$ 117,722	(108,456)
Sub-Total	3,810,724	1,270,241	2,111,048	840,806
Grant Expenses				
Salaries & Benefits	\$ 1,889,021	\$ 629,674	\$ 630,816	1,143
Contractual Services	\$ 1,977,440	\$ 659,147	\$ 329,745	(329,402)
Supplies	\$ 112,864	\$ 37,621	\$ 11,781	(25,840)
Other	\$ 338,982	\$ 112,994	\$ 17,882	(95,112)
Sub-Total	4,318,307	1,439,436	990,224	(449,212)
Total Expenses	8,129,031	2,709,677	3,101,272	391,595
Increase (decrease) in net position	\$ 4,417,267	\$ 211,792	\$ 5,474,583	\$ 1,480,900

Actual % 38%
Target % 33%
Date Prepared: 2/20/2024

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



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



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

