

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN  
REGULAR BOARD MEETING MINUTES**

**January 13, 2016**



**Members Present:** Greg Lane, Jan Plas, Sandra Libstorff, Lisa Berry-Bobovski, Patricia Spriggel, Charles Coleman, Robin Damschroder, Ralph Tillotson, Kent Martinez-Kratz, Charles Londo, Bob Wilson, Judy Ackley

**Members Absent:** Barb Cox

**Staff Present:** Connie Conklin, Sandy Keener, Stephannie Weary, Marci Scalera, Marie Irwin, James Colaianne, Trish Cortes, Geralyn Harris, Mike Harding, Suzanne Stolz

**Others Present:** Lori Lutomski

- I. Call to Order  
Meeting called to order at 6:00 p.m. by Board Chair G. Lane
- II. Roll Call
- III. Consideration to Adopt the Agenda as Presented

**Motion by R. Tillotson, supported by C. Coleman, to approve the agenda as amended  
Motion carried**

Additions to New Business:

- Board Representation at the Winter Conference
- MACMHB Communication

- IV. Consideration to Approve the Minutes of the December 9, 2015 Regular Meeting and Waive the Reading Thereof

**Motion by J. Plas, supported by L. Berry-Bobovski, to approve the minutes of December 9, 2015 Regular Meeting and waive the reading thereof  
Motion carried**

- V. Audience Participation
- VI. Communication to the Regional Board
- VII. PIHP CEO Report to the Board
  - a. PIHP CFO – welcome to Suzanne Stolz
    - J. Terwilliger introduced new CFO Suzanne Stolz.
    - S. Stolz was an accounting manager, and then finance manager, at CEI.
    - M. Irwin is planning to retire in March.
    - J. Terwilliger, S. Stolz and M. Irwin are working on a transition plan for CMHPSM's financial operations.
  - b. FY 15 Year End Medicaid Snapshot by CMHSP
    - S. Stolz presented a report of the projected summary by funding source for FY 14/15.

Attachment #1 – February 2015

- Washtenaw's deficit decreased significantly, indicating the work that staff has done to achieve reductions.
- c. December Finance Report
  - Medicaid Revenue for November is over budget and includes an adjustment for the October payment.
  - Healthy Michigan revenue is under budget.
  - Autism funding is received on a five month lag.
  - SUD expenses are under budget – new programs for FY2016 have not been fully implemented yet.
  - CMHPSM Administrative expenses are running under budget. We currently have three vacant positions that will be filled in January
  - S. Stolz will bring a final amended budget for FY 2015 to the board for approval once the final numbers are in.
- d. WCCMH Update – FY 16 Progress Report
  - T. Cortes presented the 2015 Budget and Vocational Program Significant Events, a timeline of the steps that have been taken for Washtenaw's CMH transition.
  - The final report from HMA came in today, and contributes to Washtenaw CMH's decision-making.
  - J. Terwilliger met with Washtenaw's CMH board chair, County Executive Verna McDaniel, T. Cortes and labor partners recently and had a very good dialogue.
- e. PIHP Strategic Planning Process
  - The first 2 years off this organization have been focused on start-up and set-up. The next step is strategic planning for the next 2-3 years.
  - Strategic planning is starting now at the PIHP, and recommendations will be coming to the board for input.
- f. National Council Annual Conference
  - J. Terwilliger said that she and M. Scalera attend the national conference from March 6-9 in Las Vegas, NV.
  - The current budget line for training is small. With administrative costs running \$97,000 below budget, there is room to increase the training budget. S. Stolz will amend the training budget line when the amended budget is presented to the board.
  - J. Plas would like to address attendance for state conferences for board members.
- g. Status of PIHP Bylaws Approval
  - The bylaws are going to the WCCMH board for approval this Friday, January 15, 2016.
- h. PIHP Crisis Manual Update
  - M. O'Hare took on the crisis manual as one of her final projects. It has almost finished making the rounds of PIHP staff, and should be ready for board review within the next month.

VIII. Old Business

- a. Governance Policies Drafts
  - The board reviewed 2 proposed governance policies, Bylaws and Policy Review and Amendment, and Monitoring CEO Performance. The policies will be presented for final review and approval at the February board meeting.
  - J. Terwilliger requested feedback from the board on the 2 presented policies by January 27, 2016.
- b. CEO Performance Measures Update
  - C. Londo suggested that the CEO create a detailed work plan.
  - There was board discussion on whether a detailed CEO work plan is needed.



- Some board members recommended that the mention of a CEO work plan be removed from the Monitoring CEO Performance Policy if a detailed CEO work plan is not going to be required.
- Board chair G. Lane polled the board members on the question of the CEO having a work plan. The board consensus was that no detailed CEO work plan will be needed.
- R. Damschroder suggested adding a 5<sup>th</sup> goal to the CEO Performance Review Indicators: timeframe for strategic planning process.

**Motion by C. Coleman, supported by K. Martinez-Kratz, to approve the CEO Performance Review Indicators as presented, with the addition of a 5<sup>th</sup> goal that incorporates strategic plan development**

**Motion carried, C. Londo opposed**

IX. New Business

a. Revised Job Description and Organizational Chart

**Motion by J. Plas, supported by J. Ackley, to approve Updated CMHPSM Organizational Chart**

**Motion carried**

- Currently waiver coordinator functions are happening at Washtenaw and Livingston CMHs. The Regional Operations Committee made the decision to move those functions to the PIHP.
- The Quality and Compliance Director has taken on a broader range of scope. J. Terwilliger provided an overview of the additional responsibilities, which includes the direct supervision of the Waiver Coordinator, and oversight of the 3 SIS Assessors.

b. Recommendation for Salary Increase

**Motion by L. Berry-Bobovski, supported by B. Wilson, to approve the salary increase for the Director of Quality and Compliance from \$84,150 to \$87,516**

**Motion carried**

- J. Terwilliger reviewed the waiver structure, and the responsibilities of the Director of Quality and Compliance related to the waivers.

Ackley	Y	Londo	N
Berry-Bobovski	Y	Martinez-Kratz	Y
Coleman	Y	Plas	Y
Cox	Absent	Spriggel	Y
Damschroder	Y	Tillotson	Y
Lane	Y	Wilson	Y
Libstorff	Y		

- c. Board Representation at the Winter Conference
  - J. Plas will attend the conference representing the Livingston board.
  - The conference is Feb. 2-3 in Kalamazoo.
  - No other regional board members are planning to attend.
- d. MACMHB Communication
  - J. Plas shared a communication from the MACMHB that expresses concern about the future of the mental health system. The MACMHB may make a request for a special assessment or dues increase in order to hire some advocate against privatization.
  - Any comments regarding the MACMHB should be forwarded to board chair G. Lane.
  - J. Plas will bring back updates from the winter conference.
  - C. Londo referred back to discussion about the possible elimination of PIHPs that took place at last month's board meeting. He had requested the related white papers that were written.
  - J. Terwilliger will send the white paper that she currently has.

X. Adjournment

**Motion by R. Tillotson, supported by C. Coleman, to adjourn the meeting.**

**Motion carried**

Meeting adjourned at 7:17 p.m.

 (sw)

Bob Wilson, CMHPSM Board Secretary