



**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN  
REGULAR BOARD MEETING MINUTES  
November 11, 2015**

**Members Present:** Greg Lane, Jan Plas, Sandra Libstorff, Lisa Berry-Bobovski, Patricia Spriggle, Charles Coleman, Robin Damschroder, Ralph Tillotson

**Members Absent:** Charles Londo, Bob Wilson, Barb Cox, Judy Ackley, Kent Martinez-Kratz

**Staff Present:** Connie Conklin, Sandy Keener, Stephannie Weary, Marci Scalera, Marie Irwin, Nicole Phelps, James Colaianne, Trish Cortes

**Others Present:** Lori Lutomski (Synod), John Martin (Washtenaw CMH Board Chair)

I. Call to Order

Meeting called to order at 6:00 p.m. by Board Chair G. Lane

II. Roll Call

- G. Lane welcomed P. Spriggle and R. Damschroder, new Regional Board members from Washtenaw.
- G. Lane noted that, upon further review of the bylaws, the Washtenaw members should have been able to vote at last month's Regional Board meeting. He apologized for the oversight. No action was needed from the Regional Board to accept Washtenaw into the partnership, as the state has already designated Washtenaw in our Region 6.
- M. O'Hare noted that the vote that happened last month to remove WCHO from the Region 6 was required to document removal of a partner due to CMHSP designation removal.

III. Consideration to Adopt the Agenda as Presented

**Motion by R. Tillotson, supported by J. Plas, to approve the agenda  
Motion carried**

IV. Consideration to Approve the Minutes of the October 14, 2015 Regular Meeting and Waive the Reading Thereof

**Motion by L. Berry-Bobovski, supported by S. Libstorff, to approve the minutes of  
October 14, 2015 Regular Meeting and waive the reading thereof  
Motion carried**

V. Audience Participation

VI. Communication to the Regional Board  
None

VII. PIHP Managing Director Report to the Board

a. September Finance Report

- The September report covers a 12-month period, but is not a final year-end 2015 report.
- The region is ending the fiscal year in decent shape.

- Medicaid revenue is down by \$967,121 for the year.
  - Healthy Michigan continues to trend over budget.
  - Administrative costs came in under budget for the year.
  - The SUD Other surplus is consistent with the Budget which projected that there would be excess PA2 funding in FY 2015. SUD block grant expenses are running significantly under budget and we anticipate having to lapse funds.
- b. PIHP CFO Replacement Process
- S. Holda has resigned and is now working at Starfish Family Services.
  - The search has started for a replacement CFO. 6 applications have been received, 2-3 of which are viable candidates. The posting closes 11/13/15, and then interviews will be scheduled.
  - C. Coleman expressed concern that the departure of S. Holda leaves a big hole, especially in conjunction with the change of CEO.
  - R. Tillotson noted that S. Holda did an outstanding job. He requested that the board send a letter of recognition and thanks.
- c. CEO Transition Plan
- M. O'Hare presented the transition plan for the CEO position.
  - M. O'Hare will continue with the PIHP until the end of her contract, 1/31/16, allowing for a 2-month overlap.
- d. Annual Board Satisfaction Survey in December
- With the survey the board will be able to share information with staff such as the quality and timeliness of the information received, and more.

VIII. Old Business

a. Regional Board Bylaws Review

- The amended Bylaws with some suggested changes were presented to the Regional Board for discussion.
- J. Plas reminded that when board members are serving as Regional Board members, they are representing the Regional Board, not their home board.
- J. Plas advised that the Regional Operations Committee (ROC) is advisory to the Regional Board, at minimum, and should not report to and through the CEO.
- The Regional Board recommended the submission of the draft bylaws, updated as discussed and agreed upon, and with a resolution, to the 4 CMH boards for approval. The Regional Board updates and recommends the bylaws, the CMH boards approve them as the founding partners of the region.

b. Performance Criteria and Appraisal Format

- G. Lane, L. Berry-Bobovski, and R. Wilson will develop performance criteria and the appraisal format for the CEO, which will be presented to the board in January.

IX. New Business

a. Financial Risk Management Strategy

**Motion by R. Tillotson, supported by C. Coleman, to approve adoption of the FY16 Risk Management Strategy for financial risk associated with the MDHHS FY16 Medicaid Managed Specialty Supports and Services Concurrent 1915(b)/(c) Waiver Programs, the Healthy Michigan Program and Substance Use Disorder Community Grant Programs Contract**

**Motion carried**

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

b. Afia Contract

**Motion by L. Berry-Bobovski, supported by S. Libstorff, to approve contract with Afia, Inc. as a consultant for a proposed FY16 EHR (Electronic Health Record) procurement process. Afia would be used in a consultative manner on an hourly basis within an annual amount not to exceed \$50,000.00. The cost for this agreement would be managed within the approved FY16 CMHPSM administrative budget**

**Motion carried**

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

c. Livingston SUD Contract Amendment

**Motion by L. Berry-Bobovski, supported by C. Coleman, to approve increased not-to-exceed funding amount from \$746,900 to \$786,900 of Recovery Oriented System of Care (ROSC) service contract with Livingston CMH**

**Motion carried**

Ackley	Absent	Londo	Absent
Berry-Bobovski	Y	Martinez-Kratz	Absent
Coleman	Y	Plas	Y

Cox	Absent	Spriggle	Y
Damschroder	Y	Tillotson	Y
Lane	Y	Wilson	Absent
Libstorff	y		

X. Adjournment

Board members thanked M. O'Hare and acknowledged M. O'Hare's wonderful job as Director, and her service to them in an advisory capacity prior to that.

Meeting adjourned at 7:25 p.m.



Bob Wilson, CMHPSM Board Secretary