

COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
 REGULAR BOARD MEETING
 705 N. Zeeb Rd, Ann Arbor, MI
 Wednesday, January 11, 2017
 6:00 PM



Agenda

	<u>Guide</u>
I. Call to Order	1 min
II. Roll Call	2 min
III. Consideration to Adopt the Agenda as Presented	2 min
IV. Consideration to Approve the Minutes of the 12-14-16 Regular Meeting and Waive the Reading Thereof (Board Action) {Attachment #1}	2 min
V. Audience Participation (5 minutes per participant)	
VI. Presentation	15 min
a. SUD Funding Overview	
VII. Old Business	20 min
a. January Finance Report {Attachment #2}	
b. Annual CEO Performance Review Update	
VIII. New Business	15 min
a. Board Action Request {Attachment #3}	
i. Consideration to approve the amendment to the Lenawee CMH – ROSC Core Provider Contract for SUD Services	
ii. Consideration to approve the new contract for American Association on Intellectual and Developmental Disabilities (AAIDD)	
IX. PIHP CEO Report to the Board	15 min
a. Report from the SUD Oversight Policy Board (OPB)	
X. Adjournment	

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
REGULAR BOARD MEETING MINUTES
December 14, 2016**



Members Present: Greg Lane, Charles Coleman, Charles Londo, Judy Ackley, Ralph Tillotson, Martha Bloom, Sharon Slaton, Kent Martinez-Kratz, Lisa Berry-Bobovski, Barb Cox, Sandra Libstorff

Members Absent: Bob Wilson

Staff Present: Connie Conklin, Jane Terwilliger, Katherine Szewczuk, Stephannie Weary, Marci Scalera, Trish Cortes, Lisa Jennings, Suzanne Stolz, James Colaianne, Kristen Ora, Matt McDaniels

Others Present: Lori Lutomski

- I. Call to Order
Meeting called to order at 6:00 p.m. by Board Chair R. Tillotson
- II. Roll Call
A quorum of members present was confirmed.
- III. Consideration to Adopt the Agenda as Presented

**Motion by G. Lane, supported by S. Slaton, to approve the agenda as amended
Motion carried**

) Electronic Health Record update added to Section IX PIHP CEO Report to the Board

- IV. Consideration to Approve the Minutes of the October 12, 2016 Regular Meeting and Waive the Reading Thereof

**Motion by G. Lane, supported by L. Berry-Bobovski, to approve the minutes of October 12, 2016 Regular Meeting and waive the reading thereof
Motion carried**

- V. Consideration to Approve the Minutes of the November 9, 2016 All Board Meeting and Waive the Reading Thereof

**Motion by G. Lane, supported by K. Martinez-Kratz, to approve the minutes of November 9, 2016 All Board Meeting and waive the reading thereof
Motion carried**

- VI. Audience Participation
None

- VII. Old Business
 - a. December Finance Report
) S. Stolz presented the report. Discussion followed.
 - b. Board Action Request

Consideration to accept the revised Michigan Consortium for Healthcare Excellence (MCHE) Articles of Incorporation as prepared by MCHE Counsel

Motion by L. Berry-Bobovski, supported by C. Coleman, to accept the revised Michigan Consortium for Healthcare Excellence (MCHE) Articles of Incorporation as prepared by MCHE Counsel
Motion carried

VIII. New Business

a. Board Action Request

Consideration to allow CMHPSM full time employees to rollover up to 16 hours of Paid Time Off (PTO) leave time from one benefit year to the next

Motion by S. Libstorff, supported by M. Bloom, to allow CMHPSM full time employees to rollover up to 16 hours of Paid Time Off (PTO) leave time from one benefit year to the next
Motion carried

b. Board Action Request

Consideration to approve the 2017 Employee Handbook

) The board determined that board approval is not needed for the Employee Handbook.

c. Board Action Request

Consideration to approve the job description and posting for the Information Management Coordinator position as recommended by the CEO\CIO

Motion by J. Ackley, supported by L. Berry-Bobovski, to approve the job description and posting for the Information Management Coordinator position as recommended by the CEO\CIO
Motion carried

Ackley	Y	Libstorff	Y
Berry-Bobovski	Y	Londo	N
Bloom	Y	Martinez-Kratz	Absent
Coleman	Y	Slaton	N
Cox	Y	Tillotson	Y
Lane	N	Wilson	Absent

d. Board Action Request

Consideration to approve the creation of a part-time Finance Assistant position

Motion by L. Ackley, supported by J. Ackley, to approve the creation of a part-time Finance Assistant position
Motion carried

Ackley	Y	Libstorff	Y
Berry-Bobovski	Y	Londo	N
Bloom	Y	Martinez-Kratz	Absent
Coleman	Y	Slaton	N
Cox	N	Tillotson	Y
Lane	Y	Wilson	Absent

e. Annual CEO Performance Review

-) Board Chair R. Tillotson requested the establishment of a committee to develop an evaluation of CEO J. Terwilliger.
-) Committee members: C. Londo, C. Coleman, L. Berry-Bobovski, M. Bloom, S. Slaton
-) L. Berry-Bobovski will chair the committee.

IX. PIHP CEO Report to the Board

a. Report from the SUD Oversight Policy Board (OPB)

-) OPB did not meet in November.

b. CEO Performance Fourth Quarter Metrics Report

-) J. Terwilliger provided performance metrics for July 2016-September 2016.
-) J. Terwilliger provided an update of activities at the state, including the release of the 298 report.

c. Electronic Health Record (EHR) Update

-) M. McDaniels provided an update on the EHR procurement process. The region is proceeding with PCE after an evaluation of the 3 finalists.

X. Adjournment

Motion by G. Lane, supported by S. Slaton, to adjourn the meeting
Motion carried

Meeting adjourned at 7:30 p.m.

Barbara Cox, CMHPSM Board Secretary



Statement Of Revenue and Expenses:

1. Revenue

-) Medicaid Carryforward and Healthy Michigan Plan Carryforward are under budget due to recognition at year end for the closing process for financial reporting status. Fiscal Year 2016 is being finalized, preliminary Carryforward numbers will be presented at the February Board Meeting.
-) Autism Medicaid is under budget due to timing. Autism is payment delayed. Payments are five months in arrears.
-) SUD Block Grant and PA2 revenues are under and over budget respectively due to timing of payments. Expenditures are under due to delayed implementation of programs and over budget do to fall prevention programming. Expenditures correlate with revenues.

2. Expenditures

-) SUD Expenditures are under budget and correlate with revenues.
-) Administrative costs are under budget due vacant positions.

CMHPSM Strategies:

1. Preliminary financial statements for fiscal year end 2015/2016 will be presented and will include a balance sheet representative of the financial status of the organization's assets in February 2017.
2. CMHPSM will coordinate with CMHSP's to review current year budgets and actual expenditures, making amendments as needed.
3. A shared decision model will be utilized to monitor and update the fiscal year 2017 budget to be presented to the board for approval in the 2nd Quarter.
4. CMHPSM will trend traditional Medicaid Eligibles and HMP Enrollees from the most current listing to apply the rates and monitor incoming revenues.

**Community Mental Health Partnership of Southeast Michigan
Statement of Revenues and Expenditures
For the Period Ending November 30, 2016**

	FY17 Original Budget	YTD Actual	YTD Budget	YTD Actual O/(U) Budget
Operating Revenue				
Medicaid Capitation	\$129,070,670	\$21,547,829	\$21,511,778	\$36,050
Medicaid Carryforward	7,763,318	-	1,293,886	(1,293,886) a
Healthy Michigan Plan	12,668,071	2,081,628	2,111,345	(29,717)
Healthy Michigan Carryforward	2,414,927	-	402,488	(402,488) a
Autism	1,661,715	-	276,953	(276,953) b
SUD Community Grant	3,767,460	625,451	627,910	(2,459)
SUD PA2 - Cobo Tax Revenue	1,806,604	451,651	301,101	150,550 c
Local Match	1,577,780	262,963	262,963	-
Other Revenue	253,225	36,454	42,204	(5,750)
Total Revenue	\$160,983,770	\$25,005,976	\$26,830,628	\$(1,824,652)
Funding For CMHSP Partners				
Lenawee CMHSP	17,898,153	3,009,879	3,009,879	- d
Livingston CMHSP	24,926,088	4,150,162	4,150,162	- d
Monroe CMHSP	26,589,319	4,437,384	4,437,384	- d
Washtenaw CMHSP	67,904,980	11,464,431	11,464,431	- d
Total Funding For CMHSP Partners	\$ 137,318,540	\$ 23,061,857	\$23,061,857	\$ -
Funding For SUD Services				
Lenawee County	1,278,823	180,716	\$213,137	(32,421) e
Livingston County	1,614,420	260,895	269,070	(8,175) e
Monroe County	1,506,177	265,033	251,030	14,004
Washtenaw County	4,026,893	686,246	671,149	15,098
Total Funding For SUD Services	\$ 8,426,313	\$ 1,392,891	\$1,404,386	\$(11,495)
Other Contractual Obligations				
Hospital Rate Adjuster	2,207,816	353,765	\$367,969	(14,204)
USE and HICA Tax	4,949,850	1,374,753	824,975	549,778 f
Local Match	1,577,780	262,963	262,963	-
10% Health Home Match Washtenaw	-	(640)	-	(639)
Total Other Costs	\$8,735,446	\$1,990,842	\$1,455,908	\$534,935
CMHPSM Administrative Costs				
Salary & Fringe	2,002,998	295,342	\$333,833	(38,491) g
Administrative Contracts	1,143,352	205,005	190,559	14,447
Board Expense	14,260	2,504	2,377	127
All Other Costs	203,135	23,379	33,856	(10,477)
Total Administrative Expense	\$3,363,745	\$526,231	\$560,624	\$(34,394)
Risk Reserve Provision	\$0		-	-
Contribution to Fund Balance/Carry Forward	\$3,139,726		523,288	(523,288)
Total Expense	\$160,983,770	\$26,971,820	\$27,006,062	\$(34,241)
Revenues over (under) Expenditures	\$ (0)	\$(1,965,844)		

a - Timing difference, recognition will occur at year end corresponding to expenditures and close out with MDHHS.

b - Timing difference, Autism benefit receipts delayed.

c - Timing difference, PA2 is paid quarterly.

d - Funding of partners is on a cash basis, these amounts do not reflect the partners' projected use of fund sources.

e - SUD expenses are under budget, Projects awarded for engagement centers have not been fully implemented.

f - Timing difference, the State of Michigan use tax will conclude in December of 2016.

g - Administrative expenses under budget due to vacant positions throughout the year.

COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
Projected Summary by Funding Source
FY 2016/2017

		Current Budget	Projected Use of Funding Source	Over (Under) Final Budget to Actual
M E D I C A I D	Lenawee	16,253,000	16,253,000	-
	Livingston	22,547,500	22,547,500	-
	Monroe	24,332,600	24,332,600	-
	Washtenaw	59,950,000	59,950,000	-
	Medicaid Total	123,083,100	123,083,100	-
	H M P	Lenawee	1,500,000	1,500,000
Livingston		1,800,000	1,800,000	-
Monroe		2,000,000	2,000,000	-
Washtenaw		5,200,000	5,200,000	-
HMP Total		10,500,000	10,500,000	-



Regional Board Action Request – Contracts

Board Meeting Date: January 11, 2017

Action(s) Requested: Approval of the contracts, agreements and/or amendments listed below.

Organization - Background	Term	Funding Amount	Funding Source	Agreement Type
Lenawee CMH – ROSC Core Provider Contract for SUD Services within Lenawee County. The amendment reflects an increase in service needs within Lenawee and aligns the contract with projected service costs in FY17.	10/1/2016 – 9/30/2017	\$1,025,728	<i>Medicaid, HMP, SUD Block Grant</i>	<i>Amendment (Increase of \$135,359 from \$890,369.)</i>
American Association on Intellectual and Developmental Disabilities (AAIDD) – The AAIDD provides the statewide system through which the required SIS assessments are documented electronically. This one time agreement allows for the integration of AAIDD’s system into our electronic health record throughout the region. MDHHS will continue to pay the ongoing license cost of the AAIDD statewide SIS system.	1/1/2017 – 9/30/2017	\$2,353	<i>Medicaid</i>	<i>New Contract</i>

Recommend: Approval