

COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
REGULAR BOARD MEETING
Patrick Barrie Room
705 N. Zeeb Rd, Ann Arbor, MI
Wednesday, June 12, 2019
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 5-8-19 Regular Meeting and Waive the Reading Thereof {Att. #1}	2 min
V. Audience Participation (5 minutes per participant)	
VI. Old Business	30 min
a. June Finance Report {Att. #2}	
b. CEO Search Committee Update	
VII. New Business	20 min
a. Veterans Navigator Update {Att. #3}	
b. Regional Communication to Legislators	
c. Financial Audit Update	
VIII. Reports to the CMHPSM Board	30 min
a. CEO Report to the Board {Att. #4}	
b. Employee Engagement Survey {Att. #5}	
c. Report from the SUD Oversight Policy Board (OPB) {Att. #6}	
d. CMHPSM Office Relocation Plan {Att. #7}	
e. Administrative Hearing Update (Closed Session)	
IX. Adjournment	

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
REGULAR BOARD MEETING MINUTES
May 8, 2019**



Members Present: Judy Ackley, Greg Adams, Charles Coleman, Susan Fortney, Roxanne Garber, Bob King, Sandra Libstorff, Charles Londo, Sharon Slaton, Caroline Richardson, Katie Scott, Ralph Tillotson

Members Absent:

Staff Present: Kathryn Szewczuk, Stephannie Weary, Lisa Jennings, James Colaianne, Suzanne Stolz, Trish Cortes, Connie Conklin, Marci Scalera

Others Present: Lori Lutomski

I. Call to Order
Meeting called to order at 6:02 p.m. by Board Chair C. Londo.

II. Roll Call
J A quorum of members present was confirmed.

III. Consideration to Adopt the Agenda as Presented

**Motion by R. Tillotson, supported by S. Slaton, to approve the agenda as amended
Motion carried**

Addition to New Business on the agenda:
J Roll of the Board Chair, as requested by G. Adams

IV. Consideration to Approve the Minutes of the March 13, 2019 Regular Meeting and Waive the Reading Thereof

**Motion by S. Slaton, supported by R. Garber, to approve the minutes of March 13, 2019 Regular Meeting and waive the reading thereof
Motion carried**

V. Audience Participation
None

VI. Old Business
a. May Finance Report
S. Stolz presented. Discussion followed.
b. Board Action
Consideration to authorize Board Chair to execute the Employment Separation Agreement for former CEO Jane Terwilliger

**Motion by R. Garber, supported by C. Coleman, to authorize Board Chair to execute the Employment Separation Agreement for former CEO Jane Terwilliger
Motion carried**

Ackley	Yes	Londo	Yes
Adams	Yes	McIntosh	Yes
Coleman	Yes	Richardson	Yes
Fortney	Yes	Scott	Yes
Garber	Yes	Slaton	Yes
King	Yes	Tillotson	Yes
Libstorff	Yes		

c. Board Action

Consideration to Approve the agreement with James and authorize Board Chair to execute Interim CEO Contract

Motion by R. Tillotson, supported by R. Garber, to approve the agreement with James and authorize Board Chair to execute Interim CEO Contract

Motion carried

Ackley	Yes	Londo	Yes
Adams	Yes	McIntosh	Yes
Coleman	Yes	Richardson	Yes
Fortney	Yes	Scott	Yes
Garber	Yes	Slaton	Yes
King	Yes	Tillotson	Yes
Libstorff	Yes		

d. Role of the Regional Board Chair

-) The board discussed the role of the board chair, and the role of the board as whole.
-) The board will consider standing subcommittees to monitor areas including finance, annual employee engagement, and the annual CEO evaluation.

VII. New Business

a. CEO Search Committee

-) Members:
 - o S. Fortney
 - o B. King
 - o G. Adams
 - o R. Garber
 - o The 4 CMH directors
-) C. Londo will serve as an ex officio member of the committee.

Motion by K. Scott, supported by C. Coleman, to appoint the CEO Search Committee as listed above

Motion carried

Ackley	Yes	Londo	Yes
Adams	Yes	McIntosh	Abstained
Coleman	Yes	Richardson	Yes
Fortney	Yes	Scott	Yes
Garber	Yes	Slaton	No
King	Yes	Tillotson	Yes
Libstorff	Yes		

b. Board Action

Consideration to approve the Home of New Vision contract amendment as presented

Motion by C. Coleman, supported by J. Ackley, to approve the Home of New Vision contract amendment as presented

Motion carried

Ackley	Yes	Londo	Yes
Adams	Yes	McIntosh	Yes
Coleman	Yes	Richardson	Yes
Fortney	Yes	Scott	Yes
Garber	Yes	Slaton	Yes
King	Yes	Tillotson	Yes
Libstorff	Yes		

c. MPDS Survey Reimbursements – for information only

) J. Colaianne presented for board review.

VIII. PIHP CEO Report to the Board

CEO Report to the Board

) J. Colaianne submitted a written report to the board.

Report from the SUD Oversight Policy Board (OPB)

) OPB minutes were included in the meeting packet for board information.

IX. Adjournment

Motion by K. Scott, supported by R. Garber, to adjourn the meeting

Motion carried

-) Meeting adjourned at 8:00 p.m.
-) Veteran’s Navigator update at June board meeting.

Judy Ackley, CMHPSM Board Secretary

DRAFT



Financial Highlights
Fiscal Year 2019
For the Period Ending April 30, 2019

Summary of Revenues & Expenses by Fund Source:

1. Cost projections to date by the Affiliate Partners indicate there will not be enough Medicaid Funding to cover FY2019 needs.
2. Cost projections to date by Affiliate Partners indicate there will not be enough Healthy Michigan Plan funding for FY2019.
3. The SUD projections for Medicaid, Healthy Michigan Plan, Block Grant, PA2 funding and projected utilization of PA2 reserves indicates funding will be sufficient to cover FY2019 needs and is consistent with projections and delayed initiatives.

CMHPSM Strategies:

1. CMHPSM will continue to coordinate with the CMHSP's to review current year budgets and actual expenditures.
2. CMHPSM and the CMHSP's will continue revenue advocacy in relation to the FY19 rates and the FY20 rate setting with MDHHS.
3. CMHPSM in collaboration with the Regional Operations Committee is utilizing a shared decision model to monitor and balance FY19 expenditures to revenues including the shared risk corridor.
4. CMHPSM is monitoring the CMHSP expenditure overages. CMHPSM is working with the CMHSP's to ensure medically necessary care is being provided through appropriate utilization of resources in a cost effective and timely manner.
5. CMHPSM will utilize the most current payment data to monitor incoming revenues and to project revenues by trending traditional Medicaid Eligibles and HMP Enrollees.

**Community Mental Health Partnership of Southeast Michigan
Preliminary Statement of Revenues and Expenditures
For the Period Ending April 30, 2019**

	2nd Amend FY19 Budget	Budget to date	YTD Actual	YTD Actual O/(U) Budget	Percent Variance Actual to Budget	Projected YTD	Projected O/(U) Budget
Operating Revenue							
Medicaid Capitation SP/B3	87,280,931	50,913,876	51,425,463	511,586	0.99%	88,157,936	877,005
Medicaid Capitation HSW	43,998,199	25,665,616	25,281,838	(383,778)	-1.52%	43,340,294	(657,905)
Performance Based Incentive Pool	1,499,519	874,719	874,719	-	0.00%	1,499,519	-
Medicaid SUD Capitation	2,427,015	1,415,759	1,408,983	(6,776)	-0.48%	2,415,399	(11,616)
Healthy Michigan Plan	10,204,910	5,952,864	5,963,305	10,441	0.18%	10,222,809	17,899
Healthy Michigan Plan SUD	4,427,786	2,582,875	2,583,980	1,104	0.04%	4,429,679	1,893
Autism	9,480,753	5,530,439	5,532,783	2,343	0.04%	9,484,770	4,017
SUD Community Block Grant	6,860,943	4,002,217	4,002,217	-	0.00%	6,860,943	-
Block Grants	350,000	204,167	169,063	(35,104)	-20.76%	289,823	(60,177)
SUD PA2 - Cobo Tax Revenue	1,860,059	1,085,034	1,085,034	-	0.00%	1,860,059	-
SUD PA2 - Cobo Tax Use of Reserv	1,564,432	912,585	912,585	-	0.00%	1,564,432	-
Local Match	1,577,780	920,372	920,372	-	0.00%	1,577,780	-
Other Revenue	331,920	193,620	153,715	(39,905)	-25.96%	263,511	(68,409)
Anticipated Medicaid Revenue	13,868,008	8,089,671	-	(8,089,671)	-3	13,868,008	-
Total Revenue	\$ 185,732,255	\$ 108,343,815	\$ 100,314,056	\$ (8,029,759)	-8.00%	\$ 185,834,962	\$ 102,707
Funding For CMHSP Partners							
Lenawee CMHSP	18,400,108	10,733,396	10,956,272	222,876	2.03%	18,400,108	382,073
Livingston CMHSP	29,238,050	17,055,529	16,541,151	(514,379)	-3.11%	29,238,050	(881,792)
Monroe CMHSP	31,881,500	18,597,542	16,919,579	(1,677,963)	-9.92%	31,881,500	(2,876,508)
Washtenaw CMHSP	78,723,853	45,922,248	40,599,286	(5,322,962)	-13.11%	78,723,853	(9,125,077)
Total Funding For CMHSP Partners	\$ 158,243,511	\$ 92,308,715	\$ 85,016,287	\$ (7,292,427)	-8.58%	\$ 158,243,511	\$ (12,501,304)
Funding For SUD Services							
Lenawee County	2,368,015	1,381,342	1,234,654	(146,688)	-11.88%	2,368,015	-
Livingston County	2,870,825	1,674,648	1,172,084	(502,563)	-42.88%	2,870,825	-
Monroe County	2,669,660	1,557,302	1,189,729	(367,573)	-30.90%	2,669,660	-
Washtenaw County	7,738,563	4,514,162	3,539,736	(974,426)	-27.53%	7,738,563	-
Total Funding For SUD Services	\$ 15,647,063	\$ 9,127,453	\$ 7,136,203	\$ (1,991,250)	-27.90%	\$ 15,647,063	\$ -
Other Contractual Obligations							
Hospital Rate Adjuster	2,943,755	1,717,190	2,072,224	355,034	17.13%	2,943,755	-
Insurance Provider Assessment Tax	1,456,827	849,816	895,630	45,814	5.12%	1,535,365	78,538
Local Match	1,577,780	920,372	920,372	-	0.00%	1,577,780	-
Total Other Costs	\$ 5,978,362	\$ 3,487,378	\$ 3,888,225	\$ 400,847	10.31%	\$ 6,056,900	\$ 78,538
CMHPSM Administrative Costs							
Salary & Fringe	2,383,701	1,390,492	1,168,965	(221,528)	-18.95%	2,383,701	-
Administrative Contracts	1,714,002	999,835	406,252	(593,582)	-146.11%	1,714,002	-
Board Expense	2,750	1,604	1,486	(118)	-7.94%	2,750	-
All Other Costs	263,347	153,619	148,300	(5,319)	-3.59%	263,347	-
Total Administrative Expense	\$ 4,363,800	\$ 2,545,550	\$ 1,725,003	\$ (820,547)	-47.57%	\$ 4,363,800	\$ -
Risk Reserve Provision	\$ 1,499,519	\$ 874,719	\$ 874,719	-	-	\$ 1,499,519	\$ -
Total Expense	\$ 185,732,255	\$ 108,343,815	\$ 98,640,438	\$ (9,703,377)	-9.84%	\$ 185,810,793	\$ (12,422,766)
Revenues over (under) Expenditures	\$ -	\$ -	\$ 1,673,618	\$ 1,673,618		\$ 24,169	\$ 12,525,473

**Community Mental Health Partnership of Southeast Michigan
Preliminary Statement of Revenues and Expenditures Notes
For the Period Ending April 30, 2019**

- 1 PMTO and Club House block grant funding is a pass through to CMHSP's. Revenue under budget correlates with administrative contract expenditures under budget.
- 2 Other revenue under budget due to vacant SIS assessor position and contracted assessments. Revenue is based on billings of SIS assessor expenditures. The revenue under budget correlates with administrative contract and administrative wages under budget.
- 3 Anticipated Medicaid Revenue was amended to reflect the funding projected to provide sufficient support to provide all medically necessary services for those Medicaid entitled beneficiaries. Receipt of funding is not known.
- 4 See attached for narratives required by the Financial Stability & Risk Reserve Management Policy of a 5% variance. Actual to date for the CMHSP's is distribution of available funding to date. Please see Distribution Analysis attached.
- 5 SUD Block grant programs and PA2 initiatives are not fully implemented, most specifically State Opioid Response, State Targeted Response, Innovative Strategies and Gambling Prevention.
- 6 Hospital Rate Adjuster (HRA) is over budget due to increase of expenditures based on current data. The HRA is a pass through from MDHHS to the hospitals. This overage correlates with the Medicaid Revenue overage. An amendment to revenues and expenditures will be presented in the next budget amend.
- 7 The Insurance Provider Assessment (IPA) has been invoiced based on fiscal year 2017 enrollments for the 1st quarter of FY2019. Adjustments are anticipated due to higher than expected eligibles. The revenue budgets were increased to reflect these increased eligibles. The IPA expenditure budget will be adjusted as well to reflect the increased eligibles in the next amendment
- 8 Salary and wages under budget due to a vacant positions.
- 9 Administrative contracts under budget due to timing, primarily contract expenditures in relation to the Block Grant Other, SIS assessment, and Gambling Prevention contracts.
- 10 Regional Board under expense due to low cost of meetings.



**CMHSP Financial Narratives
Fiscal Year 2019
For the Period Ending April 30, 2019**

Monroe

Monroe CMHA is projected to have \$30,019,807 in Medicaid and Healthy Michigan expenses for FY2019. This is over the revised allocation of \$26,813,843 by \$3,205,964. For Autism, we are projected to have \$1,861,669 in expenses which is over \$186,179 from the revised allocation of \$1,675,490. These projections are based on the past two years actual expenses for contracted services for consumers which were roughly the same amount. Autism is based on the increase of autism consumers and services provided to them.

Monroe is aggressively looking at ways to reduce these costs where necessary. Also, the projection includes a possible increase of new consumers.

Washtenaw

Washtenaw is projecting a \$10 million shortfall in Medicaid and Healthy Michigan Plan revenue for fiscal year 2019. Continued pressure points are inpatient hospitalizations, as well as community living supports provided in licensed and un-licensed settings. Capacity constraints within our local community group homes have resulted in out of county high cost placements. Lack of available inpatient beds in our local hospitals has also resulted in out of county inpatient stays which tend to be more costly stays on average. Washtenaw continues to have a robust utilization review process for both inpatient and contracted services. At the request of the Washtenaw County CMH Board, a local taskforce group has been meeting for several months working to address the budgetary challenges and find ways of reducing the deficit without impacting consumer health and safety.

**Community Mental Health Partnership of Southeast Michigan
Received and Distributed by Fund Source
FY 18/19**

	October	November	December	January	February	March	April	May	June	July	August	September	YTD
State Plan/B3 Receipts	\$ 7,275,309	\$ 7,262,790	\$ 7,209,779	\$ 7,468,416	\$ 8,264,493	\$ 7,183,395	\$ 6,761,281	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,425,463 *
Distributions													
Lenawee CMHSP	930,624	950,544	943,154	976,938	986,204	1,069,039	998,962						\$ 6,855,465
Livingston CMHSP	1,255,074	1,281,938	1,271,972	1,317,534	1,330,031	1,441,746	1,345,143						\$ 9,243,439
Monroe CMHSP	1,405,282	1,435,362	1,424,203	1,475,218	1,489,211	1,614,295	1,508,098						\$ 10,351,669
Washtenaw CMHSP	3,084,945	3,150,977	3,126,480	3,238,472	3,269,189	3,543,781	3,280,604						\$ 22,694,448
	\$ 6,675,926	\$ 6,818,821	\$ 6,765,808	\$ 7,008,162	\$ 7,074,635	\$ 7,668,861	\$ 7,132,807	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,145,020
HSW Receipts	\$ 3,389,214	\$ 3,943,530	\$ 3,662,898	\$ 3,478,019	\$ 3,719,221	\$ 3,508,057	\$ 3,580,899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,281,838
Distributions													
Lenawee CMHSP	372,809	381,538	418,047	415,530	398,072	395,729	396,899						\$ 2,778,623
Livingston CMHSP	588,074	622,174	589,533	627,496	638,929	598,384	612,209						\$ 4,276,798
Monroe CMHSP	587,361	590,851	665,760	642,598	656,963	597,014	605,069						\$ 4,345,616
Washtenaw CMHSP	1,787,760	1,965,023	1,943,069	1,998,151	1,966,866	1,858,414	1,964,596						\$ 13,483,879
	\$ 3,336,003	\$ 3,559,586	\$ 3,616,409	\$ 3,683,775	\$ 3,660,830	\$ 3,449,540	\$ 3,578,773	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,884,916
Autism Receipts	\$ 785,998	\$ 794,195	\$ 789,286	\$ 784,892	\$ 807,013	\$ 788,161	\$ 783,239	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,532,783
Distributions													
Lenawee CMHSP	76,646	77,207	76,852	76,430	78,587	76,748	88,256						\$ 550,726
Livingston CMHSP	281,758	283,821	282,514	280,963	288,893	282,134	280,369						\$ 1,980,450
Monroe CMHSP	150,276	151,376	150,679	149,852	154,081	150,477	149,535						\$ 1,056,277
Washtenaw CMHSP	264,742	266,681	265,453	263,995	271,447	265,096	263,438						\$ 1,860,851
	\$ 773,422	\$ 779,085	\$ 775,498	\$ 771,240	\$ 793,008	\$ 774,455	\$ 781,598	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,448,305
HMP Receipts	\$ 855,219	\$ 847,573	\$ 848,057	\$ 861,374	\$ 859,377	\$ 851,849	\$ 839,858	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,963,305
Distributions													
Lenawee CMHSP	105,108	110,600	110,477	112,396	112,115	111,147	109,614						\$ 771,458
Livingston CMHSP	141,753	149,160	148,994	151,582	151,203	149,942	147,830						\$ 1,040,463
Monroe CMHSP	158,718	167,011	166,826	169,723	169,299	168,919	165,523						\$ 1,166,018
Washtenaw CMHSP	348,425	366,631	366,224	372,585	371,653	371,227	363,363						\$ 2,560,108
	\$ 754,004	\$ 793,403	\$ 792,521	\$ 806,286	\$ 804,269	\$ 801,235	\$ 786,330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,538,047
Total Receipts	\$12,305,739	\$12,848,088	\$12,510,019	\$12,784,701	\$13,650,105	\$12,331,461	\$11,965,276	\$ -	\$ -	\$ -	\$ -	\$ -	\$88,203,388
Total Distributions	\$11,539,355	\$11,950,895	\$11,950,235	\$12,269,463	\$12,332,742	\$12,694,090	\$12,279,509	\$ -	\$ -	\$ -	\$ -	\$ -	\$85,016,287

Note: Distributions are based on amounts actually received less HRA, taxes and Administration of 1.57%.

* February receipts are higher than normal due to the Hospital Rate Adjustor (HRA). HRA was not included in the rates and is being paid in separate lump sum payments. The amounts withheld from partners October through January were disbursed in March.



VETERANS NAVIGATOR

ERIKA BEHM, LLMSW

MARCI SCALERA, ACSW, LMSW, CAADC



ROLES AND RESPONSIBILITIES

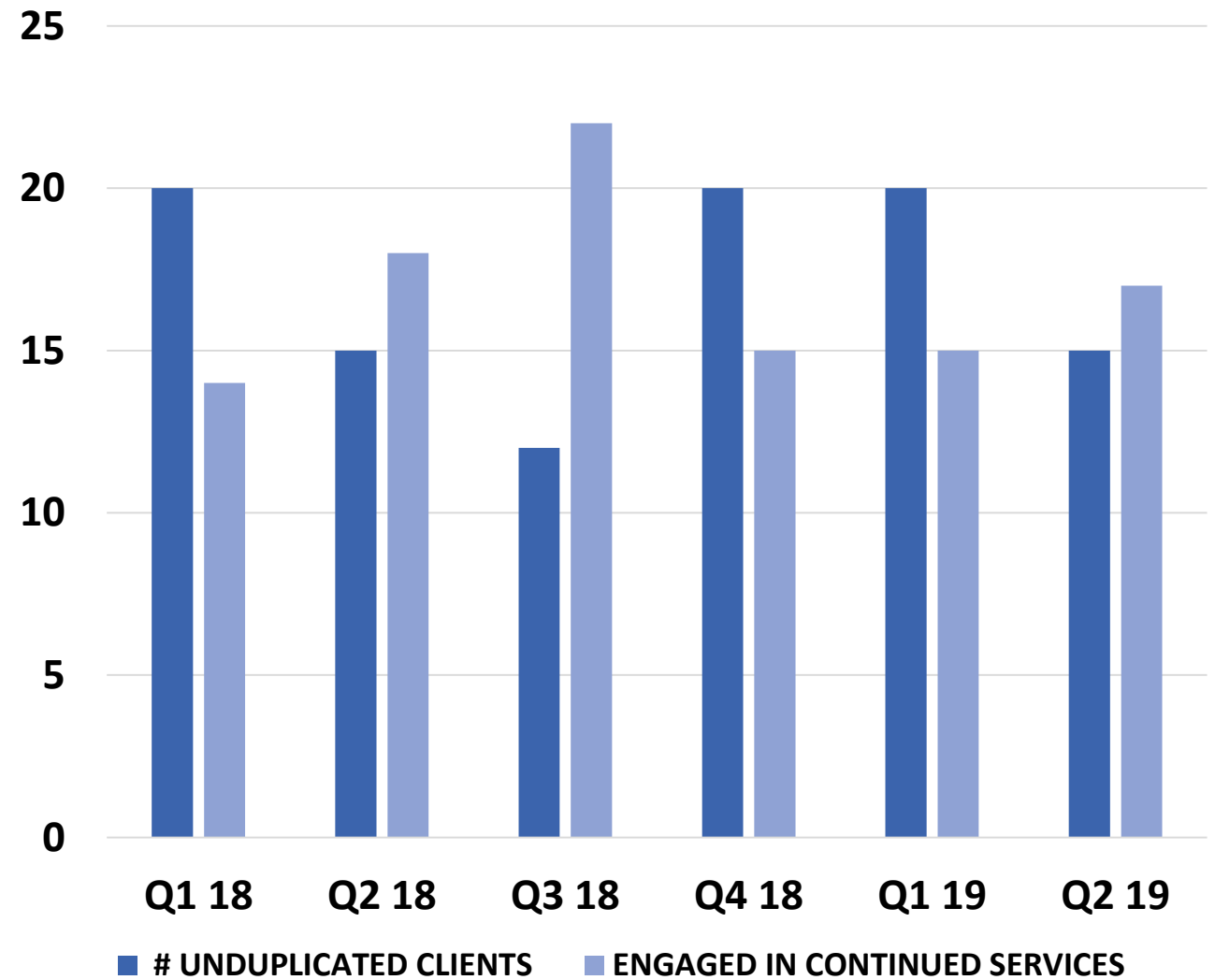
- Identify resources and make linkages in the PIHP region appropriate for Veteran and Military Families (V/MFs),
- Needs assessments and referrals.
- Coordinate provision of services for V/MFs.
- Be available to work remotely/on call when necessary to care for and coordinate services with volunteers and any/all other agencies to V/MFs.
- Work with other local and regional agencies such as Military And Veteran Affairs Administration (MVAA) Regional Coordinators, Veterans Health Administration (VHA), Veterans Benefits Administration (VBA) and local County Veterans Affairs (VA) Directors and counselors to coordinate the delivery of services to V/MFs, Federal and State resources, such as MDOC, Veterans Courts and Department of Defense.

ADVOCACY ROLE

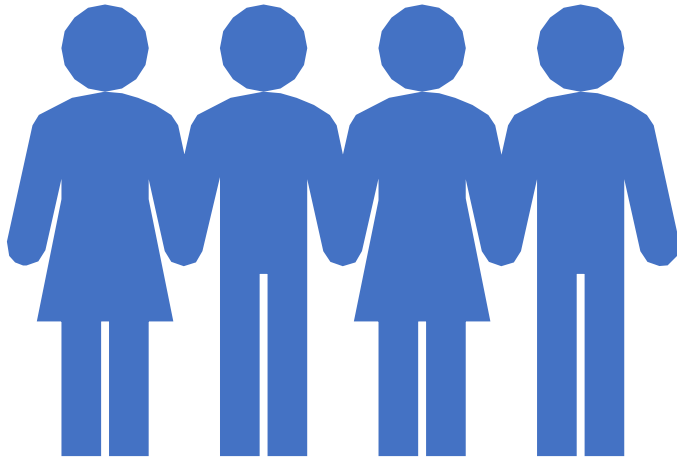
- Coordinate with Congressional offices, policy leaders in VA system & MDOC on implementation of the Veterans Navigator System of Care both statewide and nationwide.
- Work to provide better access to care through the VA health systems and support coordination across systems.
- Work with SAMHSA on further development of Veterans Navigator program nationally... specifically in coordination on suicide prevention in V/MFs.

DATA

NEW AND CONTINUING CLIENTS



REFERRAL SOURCES



- County Veterans Service offices
 - VFW, American Legions, AM Vets, etc.
- County Veteran Affairs offices
- Local CMHSPs
- Emergency Rooms
 - ProMedica, VHA's – Ann Arbor and Battle Creek
- Regional SUD providers
 - Salvation Army Harbor Light, Home of New Vision
- Shelters
- Faith Based Community
- Self referrals or family/friends, community members

STATE FUTURE EXPECTATIONS

- Military Cultural Competency Trainings
 - Plans to have Veteran Navigator provide specific training across the region.
- Faith based
 - Identify resources in this community to provide additional support for V/MFs in their congregations.
- VNs to become trainers in Mental Health First Aid For V/MFs.
- Expand work with MDOC on Veterans Courts and re-entry programs.



CEO's Report

Community Mental Health Partnership of Southeast Michigan

Submitted to the CMHPSM Board of Directors
June 12, 2019

**CMHPSM CEO'S REPORT TO
COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
BOARD OF DIRECTORS**

June 12, 2019

CMHPSM Staffing Update

- J The CMHPSM has recently filled three open positions.
 - o We have hired Michelle Sucharski as our Chief Information Officer. Michelle started with us on June 3, 2019. I'm excited to have someone of her experience and skill set to join us in this important leadership role. Michelle is becoming familiar with our departments and will make appointments with the CMHSP partners and SUD core providers to further her understanding of our region.
 - o The CMHPSM has also hired a Regional Administrative Assistant, Christina Biddle. Christina started on May 13 and has immediately jumped into multiple projects and functions with great initial success.
 - o The CMHPSM has also hired Denise Chevalier as a 0.50 FTE Financial Assistant. Denise started on April 29th. Denise is fully trained in her day to day duties and is taking on additional projects vital to finance operations.
- J The CMHPSM has also filled an impending vacancy related to the imminent retirement of Marci Scalera on June 28, 2019. Nicole Adelman, currently our SUD Grants Manager, has accepted the position after an interview process that included CMHPSM staff and regional CMHSP Executive Director input and participation. We are beginning the transition, planning to allow Nicole to hit the ground running on June 28, 2019. I personally appreciate Marci's decades of contributions to the Public Mental Health and Substance Use Disorder Service System. Nicole has some large shoes to fill, but we're excited for her to begin in this role.

Statewide Update

- J The 298 pilot initiative is expected to be delayed and will not begin on October 1, 2019. A CMHSP Board pulled out of the pilot due to financial concerns. An official announcement from MDHHS is anticipated in the very near future.
- J We have received information from our May PIHP Rate Setting Meeting that there is the potential for FY2020 draft rates to be distributed by the end of June 2019. Initial FY2020 rate setting information has been promising and looks to include new variables that would seem to more closely align with our service costs. The rate calculation methodology currently looks like it will include more transparency, more variables and less reliance on measures that seemed to negatively impact our Region in the last iteration of Medicaid capitation rates.

CMHPSM Update

- J The CMHPSM responded to the MDHHS request for a revision to our Risk Management Strategy by the May 15, 2019 deadline. The CMHPSM has received notification that MDHHS has received the submission.
- J CMHPSM staff have been provided with an updated employee handbook. The CMHPSM Board was electronically provided with the staff meeting materials for our May 20, 2019 all staff meeting, including our revised employee handbook and organizational chart. The next CMHPSM all staff meeting is scheduled for June 17, 2019.
- J I have sent out an initial May 13, 2019 Interim CEO Update to all CMHPSM staff. The CMHPSM Board was provided with a copy of this communication after it was sent out. Feedback has been positive. The second version of the Interim CEO Update is scheduled to be sent out on Friday June 7, 2019.
- J The CMHPSM received notice that FY16 Contract Reconciliation and Cash Settlement has been completed by MDHHS.
- J The CMHPSM has received notice that our Network Adequacy Strategy Submission has been accepted by MDHHS.

Regional Update

- J CMHPSM staff (our CFO Suzanne Stolz and myself) attended Milliman's fee screen development visit to Washtenaw CMH. We believe that Milliman staff persons learned a great deal from Washtenaw CMH leadership staff, and CMHPSM staff during these visits which occurred on May 13 and May 14.

Respectfully Submitted,



James Colaianne, MPA

2019 Employee Engagement Survey

Summary

The CMHPSM issued an employee engagement survey on June 3, 2019 to all current staff persons. There is no additional cost to issue, compile, analyze or report on the results of the survey. The survey is included with our HR services package with ADP. ADP recommends that we conduct this survey annually, so that staff have an opportunity to continually and consistently provide feedback on their workplace engagement.

The survey is 34 standard questions. All responses are completely confidential, only summarized data will be provided to the CMHPSM from ADP. Due to our small size we didn't subdivide staff into departments or levels in this initial survey. In the future, additional customized questions or department segregation could potentially occur. We will now have a baseline point to monitor any annual changes to employee engagement and morale at the CMHPSM.

Timeline for Project

-) June 4, 2019 - Survey Response Period Starts
-) June 10, 2019 - Survey Reminder Sent To Staff That Haven't Responded
-) June 14, 2019 - Initial Survey Response Deadline
-) June 17, 2019 – Follow Up Response Reminder if Necessary
 - o Hoping for 100% response rate but participation not mandated.
-) End of July / Beginning of August – ADP Completes Analysis and Develops Report
-) August or September CMHPSM Board Meeting - Present Summary of Engagement Survey Results to CMHPSM Board and potential organizational responses to Engagement Survey.
-) Annually in June – Conduct Annual Employee Engagement Survey

Example Survey Analysis Response from ADP

21. I feel safe in my work space/facility.
(Work Environment)



17. My colleagues are committed to doing quality work
(Teamwork and Colleague Motivation)



34 Standard ADP Engagement Survey Questions

Vision, Mission, and Goals:

1. I understand how I contribute to the organization's mission and vision for the future.

2. Goals and objectives within the organization are clearly defined.

Management and Leadership Support:

3. I have confidence in this organization's leadership.

4. My manager clearly communicates his/her expectations of me.

5. My manager supports and encourages me.

Performance Management:

6. Performance standards are clearly defined.

7. I receive frequent feedback on my performance and the quality of my work.

Job Satisfaction:

8. I have the resources I need to do high quality work.

9. Each day, I have the opportunity to demonstrate what I do best.

Rewards and Recognition:

10. Recently, I have been recognized for doing good work.

Training and Development:

11. The training I receive has given me the skills I need to do my job.

12. I am encouraged to learn and develop new skills.

Communication:

13. Communication is open and honest in this organization.

14. I receive news and information in a timely fashion.

15. I receive the information I need to do my job effectively.

Teamwork and Colleague Interaction:

16. Teamwork is encouraged and supported in my organization

17. My colleagues are committed to doing quality work

18. There is effective communication and cooperation between departments and work groups.

Innovation:

19. My manager values my ideas, suggestions, and opinions.

20. I am encouraged to find better ways to do my job.

Work Environment:

21. I feel safe in my work space/facility.

Service Quality:

22. This organization produces high quality products and services.

23. This organization makes customer satisfaction its top priority.

Comp and Benefits:

24. I am compensated fairly for the work I do.

25. My salary is competitive with similar jobs I might find elsewhere.

26. My benefits are comparable to those offered by other organizations.

27. I understand my benefit plan and where to find information about my benefits.

28. I am satisfied with my benefit package.

29. I am satisfied with my paid time off.

Company Pride:

30. I am proud to work for this organization.

Summary Questions:

31. What do you like most about working at this company?

32. What do you like least about working at this company?

33. How could this company help you do your job more effectively?

34. What other comments would you like to add?

**LENAWEE-LIVINGSTON-MONROE-WASHTENAW
OVERSIGHT POLICY BOARD
May 23, 2019 meeting
705 N. Zeeb Road
Ann Arbor, MI 48103**

Members Present: Mark Cochran, Kim Comerzan, William Green, John Lapham, David Oblak, Dave O'Dell, Tom Waldecker, Monique Uzelac

Members Absent: Charles Coleman, Amy Fullerton, Dianne McCormick, Ralph Tillotson

Guests:

Staff Present: Stephannie Weary, Marci Scalera, Suzanne Stolz, Nicole Adelman, Amy Johnston, Dana Darrow, Jane Goerge, Katie Postmus

D. Oblak called the meeting to order at 9:35 a.m.

1. Introductions
2. Approval of the agenda

Motion by T. Waldecker, supported by M. Cochran, to approve the agenda
Motion carried

3. Approval of April 25, 2019 Oversight Policy Board minutes

Motion by W. Green, supported by T. Waldecker, to approve the April 25, 2019 Oversight Policy Board minutes
Motion carried

4. Audience Participation
) None

5. Old Business
 - a. Finance Report
) S. Stolz presented. Discussion followed.

6. New Business
 - a. Prevention RFQ and updates
Monroe County – Request for Quotes
 -) CMHPSM is requesting quotes from bidders for sustaining the Monroe County Substance Abuse Coalition (MCSAC) to ultimately reduce substance abuse and the associated consequences in Monroe County.
 -) OPB reviewed timeline of the RFQ process.
 -) Previous funding has termed out.
 -) The RFQ will come to OPB next month for review.
 -) K. Comerzan requested that the RFQ be sent to OPB for review at least 1 week before the meeting.

Lenawee County – Prevention Changes

-) Lenawee CMHA will let the SUD prevention service contract expire at the end of this fiscal year. CMHPSM will consult with other potential Lenawee providers regarding the ability to continue with prevention programming efforts.

Regional – Prevention Services for Emerging Needs

-) CMHPSM is considering putting together a mini grant for a speakers' bureau. If approved by OPB, staff will develop a specific mini-grant application that will include presentation criteria requirements and acceptable reimbursement rate for applicants.
 -) K. Postmus proposed coming up with a form and rate structure. OPB agreed. Form and rate structure will come back to OPB for review and approval.
- b. Mini Grant Request and Running Total
-) Washtenaw Recovery Advocacy Project and Home of New Vision has requested \$1,000 for the Annual Recovery Walk for Awareness, which takes place on June 8, 2019. Approved under the SUD Director's authority.
 -) There is also a Recovery Walk in Monroe on June 15, 2019, from 12-4.

Update from state:

-) Innovative Strategies: the 4 programs will end this year. M. Scalera will do an assessment of the costs to determine if those services should be rolled into our service array and funding, or if the services should be discontinued. M. Scalera will then bring a proposed plan to OPB for review.
 -) The state did say they may offer another RFI that may help allow continued funding.
- c. GAIN Incentive Reimbursement Proposal
-) The state has mandated the use of the GAIN tool.
 -) M. Scalera proposed funding to reimburse trainers and clinicians at regional providers. Without this reimbursement, there will be a loss of revenue for providers.
 -) T. Waldecker noted that if providers get CEUs from training they should be required to pay for part of it. Shared costing would be more reasonable.
 -) OPB requested that M. Scalera come back with a shared cost model for this proposal.
 -) M. Scalera will also bring Mid State's policy on this reimbursement for review and comparison.
- d. Billing Form from Region 5 for GAIN Reimbursement
-) M. Scalera included Region 5's GAIN Reimbursement form in the OPB packet for OPB's review.

7. Report from Regional Board

-) S. Stolz advised that audited financials were submitted late because of the pending administrative hearing.
-) The region is facing a \$10 million-dollar deficit. 2 regions are currently in this position, 2 potentially next year.
-) The Regional Board appointed a CEO search committee.
-) The PIHP has hired a CIO, Regional Administrative Assistant and Finance Assistant.
-) The only position left to fill is the Clinical and SUD Services Director. Interviews have begun, with 4 candidates.

8. SUD Director Updates

SOR supplement grant approved – Total of \$588,240

-) The supplemental grant will be for expansion of existing SOR programs, plus some funding to do a media campaign, which will be done in conjunction with public health departments.

9. Adjourn

Motion by T. Waldecker, supported by J. Lapham, to adjourn the meeting
Motion carried

) Meeting adjourned at 10:50 a.m.



CMHPSM OFFICE RELOCATION PROJECT PLAN

Version: 6/5/2019

Current Week																												
Week Start		3-Jun	10-Jun	17-Jun	24-Jun	1-Jul	8-Jul	15-Jul	22-Jul	29-Jul	5-Aug	12-Aug	19-Aug	26-Aug	2-Sep	9-Sep	16-Sep	23-Sep	30-Sep	7-Oct	14-Oct	21-Oct	28-Oct	4-Nov	11-Nov	18-Nov	25-Nov	
Week End		7-Jun	14-Jun	21-Jun	28-Jun	5-Jul	12-Jul	19-Jul	26-Jul	2-Aug	9-Aug	16-Aug	23-Aug	30-Aug	6-Sep	13-Sep	20-Sep	27-Sep	4-Oct	11-Oct	18-Oct	25-Oct	1-Nov	8-Nov	15-Nov	22-Nov	29-Nov	
	PREPLAN	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	
Develop Project Plan Prior to June 3, 2019	X																											
Staff Review Draft Project Plan	X																											
CMHPSM Needs Assessment																												
Inventory all office furniture and equipment																												
Determine Space Needs																												
Market Research																												
Contact/Assess Commercial Realtors		X																										
Select Commercial Realtor																												
Narrow Down General Location (Washtenaw)																												
Assess Market & Timing and Availability																												
CMHPSM Needs vs Market Availability																												
Assess Budget for Lease, Build Out, Service Costs																												
Review Available Options																												
Narrow Down Location																												
Identify Final Options																												
Revise Project Plan Based Upon Options																												
CMHPSM New Office Space Selection																												
New Office Space Selection																												
Revise Project Plan Based on Proposed New Office Space																												
CMHPSM Board Review of Lease and Move Expenses																												
Project Full Budget Cost (Including Moving Costs)																												
Negotiate Lease Language																												
Lease Execution																												
Complete Necessary Build Out (Space, IT, Other)																												
Revise Project Plan Based on Build Out Status																												
Move Schedule																												
Identify Move Manager																												
Develop IT Move Plan																												
Develop Detailed Move Schedule																												
Move Week																												
Move all office furniture, supplies, storage																												
Exit Washtenaw Space																												
Clean Out Old Office Space																												
Turnover space to Washtenaw County																												
Administrative																												
Notify stakeholders of Move																												
Change Business & Mailing Address																												
Project Complete																												

WASHTENAW COUNTY LEASE TERMINATION DEADLINE DECEMBER 6, 2019