

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
REGULAR BOARD MEETING MINUTES
October 14, 2015**



Members Present: Greg Lane, Jan Plas, Sandra Libstorff, Judy Ackley, Bob Wilson, Lisa Berry-Bobovski, Barb Cox, Charles Coleman

Members Absent: Ralph Tillotson, Charles Londo

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

Others Present: Kent Martinez-Kratz, Patricia Spriggle, Lori Lutomski

- I. Call to Order
Meeting called to order at 6:00 p.m. by Board Chair G. Lane.
- II. Roll Call
 - Washtenaw County Community Mental Health (WCCMH) board members who will join the Regional Board introduced themselves.

III. Consideration to Adopt the Agenda as Presented

**Motion by J. Plas, supported by B. Wilson, to approve the agenda
Motion carried**

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

**Motion by J. Ackley, supported by J. Plas, to approve the minutes of September 9, 2015 Regular Meeting and waive the reading thereof
Motion carried**

V. Audience Participation

VI. Communication to the Regional Board

- a. WCHO withdrawal of membership in the CMHPSM
 - WCHO will be removed from the partnership, as they are no longer a CMHSP.

**Motion by J. Plas, supported by B. Wilson, to remove the WCHO from the CMHPSM
Motion carried**

Ackley	Y	Libstorff	Y
Berry-Bobovski	Y	Londo	Absent
Coleman	Not present for this vote	Plas	Y

Cox	Y	Tillotson	Absent
Lane	Y	Wilson	Y

- b. Washtenaw County CMH membership in the CMHPSM
 - The CMHPSM has received a request from the WCCMH to join the CMHPSM partnership.
 - The PIHP will prepare a resolution for consideration at individual boards. At the November Regional Board meeting board members will report back with any responses from their boards.

VII. PIHP Managing Director Report to the Board

a. August Finance Report

- S. Holda presented the August finance report.
- There was nothing out of the ordinary in report; all the information is consistent with previous reports.
- S. Holda shared the Funding to Affiliates Compared with Affiliate Expenditures.
- Washtenaw experienced some higher numbers in the report because a few big providers hadn't submitted all of their claims. The Finance team is working with providers to reinforce the accuracy of reporting.
- S. Holda provided a Medicaid Revenue Comparisons schedule in response to board member questions at the September meeting. The report contains traditional Medicaid only, because it's the only fund that can be compared "apples to apples."

b. Financial Strategy Update

i. Communications sent to the WC BOC

- The PIHP sent 2 letters to the Washtenaw BOC providing information to assist them in making their decisions for community mental health services. One of the letters indicated the next steps for the PIHP including a plan if the WCCMH was unable to adhere to the contractual responsibilities of the CMHSP.
- If Washtenaw CMH doesn't fulfill the terms of its contract at the 3 month mark, the PIHP has the contractual responsibility to ensure services to the Medicaid eligible individuals in the region including seeking alternative ways for consumers to be served.

ii. Procedures manual for delegated functions and services

- G. Lane and M. O'Hare have been discussing a procedures manual, also referred to as a crisis book. This book will serve as a procedures manual for situations in which the CMHPSM needs to fulfill any delegated services that are not being provided as contracted by a provider within the CMHPSM provider network.
- The entire PIHP staff will work on this project. M. O'Hare would like the manual to be completed by the time her retirement begins.

c. MACMHB Fees for FY 2015

- As a member, the CMHPSM paid its fees based on the usage of MACMHB resources. The CMHPSM's fees were just under \$2,500 for 2015.

d. MACMHB Executive and Steering Committee Nomination Submitted

- G. Lane was selected as a member of the Steering Committee. He will be representing all 10 PIHP boards, not just the CMHPSM.

VIII. Old Business

a. CEO Contract

- G. Lane presented the negotiated contract.

Motion by B. Wilson, supported by C. Coleman, to approve the contract for Chief Executive Officer between the CMHPSM and Jane Terwilliger with the associated total compensation and contract elements

Motion carried

Ackley	Y	Libstorff	Y
Berry-Bobovski	Y	Londo	Absent
Coleman	Y	Plas	Y
Cox	Y	Tillotson	Absent
Lane	Y	Wilson	Y

IX. New Business

a. Regional Board By-laws Discussion

- The board reviewed an updated draft of the board's bylaws.
- Board members should take the bylaws back to their local boards for comments. Any comments should be forwarded to the PIHP by November 10, 2015, via S. Weary
- The Bylaws and comments will come back to the Regional Board for final discussion at the November 11, 2015, board meeting.
- The goal is to have the updated bylaws approved by the CMH boards at their November meetings.
- The CMH boards approve the bylaws, and the Regional Board accepts them.

b. PIHP Voting Delegates at MACMHB Fall Conference

- The CMHPSM has up to 3 votes: 1 for the executive director and 2 for board members. If a board member is already voting for his or her CMH, that board member cannot vote as a delegate for the PIHP.
- B. Wilson will attend the conference and vote as a delegate for the PIHP. M. O'Hare will also be in attendance and will vote as Executive Director on behalf of the PIHP.

c. Regional Board Officer Elections

- Nominating Committee chair J. Plas conducted the elections. All board members were contacted prior to the election to gather their interest in serving as an officer.

Board Chair

- There were no nominations from the floor.

Motion B. Wilson, supported by S. Libstorff, to unanimously accept G. Lane as Chair

Motion carried

Board Vice-Chair

- J. Ackley nominated Lisa Berry-Bobovski from the floor.
- L. Berry-Bobovski was elected as Vice-Chair.

Secretary

- There were no nominations from the floor.

Motion by S. Libstorff, supported by J. Ackley, to unanimously accept B. Wilson as Secretary

Motion carried

X. Adjournment

Motion by C. Coleman, supported by S. Libstorff, to adjourn the meeting

Motion carried

Meeting adjourned at 7:43 p.m.

Handwritten signature in blue ink that reads "Bob Wilson Csw".

Bob Wilson, CMHPSM Board Secretary