

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN  
REGULAR BOARD MEETING MINUTES  
February 13, 2019**



**Members Present:** Judy Ackley, Greg Adams, Charles Coleman, Susan Fortney, Roxanne Garber, Sandra Libstorff, Charles Londo, Sharon Slaton, Ralph Tillotson

**Members Absent:** Martha Bloom, Gary McIntosh, Caroline Richardson

**Staff Present:** Connie Conklin (phone), Jane Terwilliger, Kathryn Szewczuk, Stephannie Weary, Lisa Jennings (phone), James Colaianne, Suzanne Stolz, Marci Scalera, Kristen Ora

**Others Present:** Laurie Lutomski, Maureen Stapleton

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

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

- IV. Consideration to Approve the Minutes of the January 9, 2019 Regular Meeting and Waive the Reading Thereof

**Motion by R. Tillotson, supported by S. Fortney, to approve the minutes of January 9, 2019 Regular Meeting and waive the reading thereof  
Motion carried**

- V. Audience Participation  
None

- VI. Old Business
  - a. February Finance Report
    - S. Stolz presented. Discussion followed.
  - b. CEO Performance Review Committee Report
    - The committee met with Maureen Stapleton today. M. Stapleton is President of Community Enterprises LLC and will be administering the CEO 360-degree evaluation.
    - M. Stapleton anticipates the survey being completed by 3/1/2019.
    - Board Chair C. Londo submitted the following recommendation, as read aloud in its entirety by S. Weary:

"In accordance with the Board Action dated December 12, 2018, approving an appropriation of an amount not to exceed \$5,000. The Performance Evaluation Committee has retained the services of Maureen Stapleton, Community Enterprises LLC, to assist in conducting a 360-degree

performance evaluation of Executive Director Jane Terwilliger. The Committee has met and reviewed the documents that will be used in the performance of this evaluation and has provided them to the Board for input and review.

Per the employment contract between the Board of Directors of the CMHPSM and the Executive Director Jane Terwilliger, “the employer may complete a performance evaluation of the employee at the end of her first six (6) months of employment and annually thereafter” {section IV (A)(1)}.

The Committee agrees that the 360-degree evaluation documents meet the objective of the employment contract Section IV (A)(1) and recommends that Community Enterprises LLC be authorized to begin the evaluation process.”

**Motion by R. Garber, supported by C. Coleman, to retain the services of Maureen Stapleton, Community Enterprises LLC, to assist in conducting a 360-degree performance evaluation of Executive Director Jane Terwilliger**  
**Motion carried**

VII. New Business

a. Board Action Requests

Consideration to approve the Monroe CMH vendor contract as presented

**Motion by R. Tillotson, supported by J. Ackley, to approve the Monroe CMH vendor contract as presented**  
**Motion carried**

Ackley	Y	Libstorff	Y
Adams	Y	Londo	Y
Bloom	Absent	McIntosh	Absent
Coleman	Y	Richardson	Absent
Fortney	Y	Slaton	Y
Garber	Y	Tillotson	Y

Consideration to approve the use of Block Grant funding where allowable and appropriate for Monroe CMH Access Services and Marie’s House of Serenity

**Motion by R. Tillotson, supported by R. Garber, to approve the use of Block Grant funding where allowable and appropriate for Monroe CMH Access Services and Marie’s House of Serenity**  
**Motion carried**

Ackley	Y	Libstorff	Y
Adams	Y	Londo	Y
Bloom	Absent	McIntosh	Absent
Coleman	Y	Richardson	Absent
Fortney	Y	Slaton	Y
Garber	Y	Tillotson	Y

b. Board Action Request

Consideration to approve the Annual Summary and Evaluation of the Quality Assessment and Performance Improvement Program (QAPIP) for FY18

- K. Ora presented.

**Motion by S. Fortney, supported by J. Ackley, to approve the Annual Summary and Evaluation of the Quality Assessment and Performance Improvement Program (QAPIP) for FY18**

**Motion carried**

c. Board Action Request

Consideration to approve the annual plan for the Quality Assessment and Improvement Program (QAPIP) for FY19

- K. Ora presented.

**Motion by C. Coleman, supported by G. Adams, to approve the annual plan for the Quality Assessment and Improvement Program (QAPIP) for FY19**

**Motion carried**

VIII. PIHP CEO Report to the Board

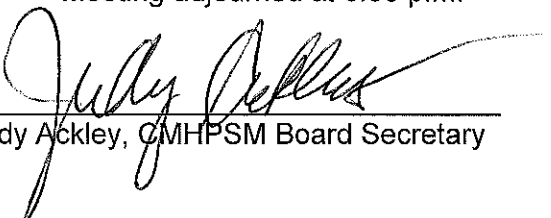
- Oversight Policy Board minutes were included in the Regional Board meeting packet.
- J. Terwilliger's reported included updates on rate setting, MDHHS's new plan for monitoring PIHPs and CMHs, progress in hiring a CIO, and CMHPSM staff retirements.

IX. Adjournment

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

**Motion carried**

Meeting adjourned at 6:58 p.m.

  
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Judy Ackley, CMHPSM Board Secretary