

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN  
REGULAR BOARD MEETING MINUTES  
June 10, 2015**



**Members Present:** Barb Spalding, Ralph Tillotson, Greg Lane (phone), Peg Ball, Lisa Berry-Bobovski, Charles Londo, Dave Neal, Jan Plas, Charles Coleman, Sandra Libstorff, Tom Biggs, Judy Ackley, Bob Wilson

**Members Absent:**

**Staff Present:** Jane Terwilliger, Connie Conklin, Sandy Keener, Stephannie Weary, Marci Scalera, Marie Irwin, James Colaianne, Shane Ray, Nicole Phelps, Steve Holda, Sally Amos O'Neal

**Others Present:** Jim Spalding, Verna McDaniel, Diane Heidt, Nancy Heine, Jackie Sproat, Brandie Gillette, David Oblak, Cheryl Jones

- I. Call to Order  
Meeting called to order at 6:00 p.m. by Board Vice-Chair P. Ball.
- II. Roll Call
- III. Consideration to Adopt the Agenda as Presented

**Motion by R. Tillotson, supported by T. Biggs, to approve the agenda  
Motion carried**

- IV. Consideration to Approve the Minutes of the May 13, 2015 Regular Meeting and Waive the Reading Thereof

**Motion by J. Plas, supported by C. Coleman, to approve the minutes of May 13, 2015 Regular Meeting and waive the reading thereof  
Motion carried**

- V. Audience Participation
- VI. Communication to the Regional Board
- VII. PIHP Report to the Board
  - a. April Finance Report
    - S. Holda presented the financial report.
    - Medicaid revenue was a little higher than expected.
    - CMHPSM administrative costs are running under-budget
    - 100% FDIC-insured certificates of deposit have been purchased in order to provide the highest investment return with maximum security for the Internal Service Fund (ISF) Reserves and PA2 SUD Reserves.
  - b. Financial Strategic Plan Update
    - S. Holda provided a strategic plan update.
    - Board members advised that the 2<sup>nd</sup> bullet on page 2 can be misinterpreted as CMHSPs having the option to return the funds or not. S. Holda will update the language.

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- Rosland Prestage will conduct an onsite review of the WCHO on June 30. The auditor will review the consistency of the cost allocation methodology used throughout the current fiscal year.
- c. PIHP Staff Development: A.L.I.C.E. training
  - J. Colaianne provided an overview of the recent A.L.I.C.E. training, which included a 1-hour informational session and 3 live active scenarios.
- d. Space Relocation Timeline
  - The new projected date for moving into the WATS space is the end of July.

## VIII. Old Business

- a. Update on WCHO Budget
  - WCHO's progress is on track as projected.
- b. Update on Washtenaw CMHSP Transition
  - V. McDaniel and D. Heidt provided a Washtenaw CMHSP transition update.
  - Taskforce 2.0. has 4 subcommittees for the following areas:
    1. Search for the new CMHSP director
    2. Board development
    3. Development of affiliation and programmatic agreements among the health systems in Washtenaw
    4. Formal service delivery evaluation process.
  - The director position was posted on April for 1 month. 15 applications were received. Interviews will take place in 2 weeks, on 6/23. Representatives from U of M, St. Joseph Mercy, the WCHO board, WCHO staff, and county administration will interview the top candidates. It will be an open process that anyone can attend. The goal is to have a hire around the first of July.
  - D. Heidt has been working with the teams from WCHO and CSTS on the budget. The goal is to have a balanced budget for FY 15/16.
  - Overarching goal is to have as much work done for the Oct. 1 fiscal year start. There may be overlap between the WCHO and the new board.
  - Updates are also being posted on [www.ewashtenaw.org](http://www.ewashtenaw.org).
- c. CEO Search Committee Report
  - G. Lane provided a search committee update.
  - 8 applications were received. The search committee will do the first round of interviews, narrowing the candidate pool. The full board will do the second round of interviews.
  - The search committee includes:
    - J. Plas (Livingston)
    - C. Londo (Monroe)
    - P. Bail (Washtenaw)
    - R. Tillotson (Lenawee)
    - C. Conklin (Livingston CMH director)
    - G. Lane (non-voting) will manage the process
    - M. O'Hare (non-voting) will consult
  - The first round of interviews will take place in July.
  - The search committee will forward a minimum of 2 candidates to the full board for the second round of interviews, which will be done at the August 12 regional board meeting.
  - The final candidates will also meet with the staff on Aug. 12.
- d. All Board Meeting (July 29) tentatively Monroe CMHA
  - A formal communication will go out to all boards once details are confirmed.
  - All boards of the region (the 4 CMH boards and Oversight Policy Board) will be invited to the meeting.

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- If new Washtenaw board members have been identified but not appointed yet, due to the timeline, the regional board agreed that they should be invited to the all board meeting.
- All board meeting agenda items:
  - i. Short-term and long-term goals
  - ii. CMHPSM partnership and agreements
  - iii. Data analytics demonstration

IX. New Business

a. Finance Policy Overview

- S. Holda presented the policy was presented for review and discussion. It will come back to the board for approval in July.
- The finance officers from all 4 counties have reviewed the policy.
- S. Holda will re-send the policy electronically. Board members should forward any feedback to S. Holda by Friday, 6/19/15.

b. Board volunteers for Operating Agreement changes

- Board members requested that staff send out a draft version of the operating agreement with tracked changes for feedback from board members.
- J. Colaianne will send out an updated draft of the agreement. Comments from the board will be due back by June 30.

c. MACMHB PIHP Representation

- J. Plas provided an overview of the membership makeup of the MACMHB executive board and committees.
- The CEO and 2 board members can represent the PIHP at MACMHB conferences. There are 3 conferences a year: spring, fall and winter.
- A total 4 PIHP members, representing all 10 PIHPs, may serve on the MACMHB executive board.
- For the July meeting, J. Plas will provide a written summary of the MACMHB committee and board meeting commitments, which will help regional board members determine what they may be available to attend.
- G. Lane noted that the board will need to make a commitment for the PIHP to cover the costs associated with board member attendance at the various conferences and meetings.
- The FY 2016 budget will need to include an allocation for board member conferences and meetings. The written summary of MACMHB meetings will inform the budget.

What went well with the meeting?

- Discussions stayed on track, there was good discussion, a good financial report, good participation, and 100% board member attendance.

What could be improved?

- Complex information should be presented in print, rather than verbally.

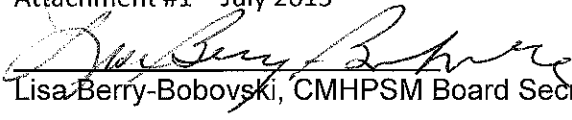
X. Adjournment

**Motion by t. Biggs, supported by D. Neal, to adjourn the meeting**

**Motion carried**

Meeting adjourned at 7:30 p.m.

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Lisa Berry-Bobovski, CMHPSM Board Secretary