

COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
REGULAR BOARD MEETING

Patrick Barrie Room

705 N. Zeeb Rd, Ann Arbor, MI

Wednesday, May 9, 2018

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 4-11-18 Regular Meeting and Waive the Reading Thereof (Board Action) {Attachment #1}	2 min
V. Audience Participation (5 minutes per participant)	
VI. Old Business	15 min
a. May Finance Report {Attachment #2}	
VII. New Business	30 min
a. Board Action Request {Attachment #3}	
Consideration to approve the vendor contracts as presented	
b. Board Action Request {Attachment #4, 4a}	
Consideration to approve the new SUD Grant Coordinator position	
VIII. PIHP CEO Report to the Board	15 min
a. Report from the SUD Oversight Policy Board (OPB)	
IX. Adjournment	

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
REGULAR BOARD MEETING MINUTES
April 11, 2018**



Members Present: Judy Ackley, Greg Adams, Martha Bloom, Barb Cox, Charles Coleman, Susan Fortney, Roxanne Garber, Sandra Libstorff, Charles Londo, Kent Martinez-Kratz, Sharon Slaton, Ralph Tillotson

Members Absent: Charles Coleman, Caroline Richardson

Staff Present: Connie Conklin, Jane Terwilliger, Stephannie Weary, Lisa Jennings, Suzanne Stolz, Marci Scalera

Others Present: Laurie Lutomski

I. Call to Order
Meeting called to order at 6:03 p.m. by Board Chair R. Tillotson.

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

III. Consideration to Adopt the Agenda as Presented

**Motion by S. Fortney, supported by S. Libstorff, to approve the agenda
Motion carried**

IV. Consideration to Approve the Minutes of the March 14, 2018 Regular Meeting and Waive the Reading Thereof

**Motion by S. Fortney, supported by M. Bloom, to approve the minutes of March 14, 2018 Regular Meeting and waive the reading thereof
Motion carried**

V. Audience Participation

VI. Roslund Prestage & Company (RPC) Audited Financial Statements Presentation
J Derek Miller of RPC presented the highlights of the FY17 CMHPSM Financial Statements report.

**Motion by B. Cox, supported by K. Martinez-Kratz, to accept to the FY17 CMHPSM Financial Statements report
Motion carried**

VII. Old Business
a. April Finance Report
J S. Stolz presented. Discussion followed.

VIII. New Business
a. Board Action Request

Consideration to approve the amendments as presented in the board meeting packet

) J. Terwilliger presented 2 SUD contract amendments.

Motion by M. Bloom, supported by J. Ackley, to approve the amendments as presented in the board meeting packet

Motion carried

IX. PIHP CEO Report to the Board

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

) OPB reviewed its dashboard and discussed the STR grants at its most recent meeting.

b. PAC Update

) J. Terwilliger shared an update on CMH-PAC, the CMH Political Action Committee.

c. Board Governance Manual

) Board members should review the manual and provide any comments to M. Scalera.

d. Other

) J. Terwilliger provided an update on:

) CRCT, the new electronic health record that went live on April 1

) 298, including the state's selection of 3 CMH pilot sites

) Lakeshore Regional Entity, which will be going into the State Risk Corridor

) DABs funding

) Criminal Justice SUD project through MCHE

X. Adjournment

Motion by J. Ackley, supported by R. Garber, to adjourn the meeting

Motion carried

) Meeting adjourned at 7:19 p.m.

Roxanne Garber, CMHPSM Board Secretary



Financial Highlights For the Period Ending March 31, 2018

CMHPSM Strategies:

1. CMHPSM will continue to coordinate with CMHSP's to review current year budgets and actual expenditures.
2. A shared decision model will be utilized to monitor and stabilize budgets and services while projected usage of risk reserves in the current year and subsequent years.
3. CMHPSM will trend traditional Medicaid Eligibles and HMP Enrollees from the most current listing to apply the rates and monitor incoming revenues.
4. CMHPSM is monitoring the potential overages and is working with the CMHSP's to minimize costs yet providing medically necessary services.
5. **ASSURANCE OF FINANCIAL RISK PROTECTION-INTERNAL SERVICE FUNDS** - The CMHPSM has established a Medicaid Internal Services Fund (ISF) for purposes of risk protection. This fund was examined by the actuary to establish the appropriate level of funding for this risk pool. In accordance with the MDHHS/PIHP contract, the ISF may be funded up to 7.5% of Medicaid revenues for the close of FY2017. The Medicaid ISF is a separate interest-bearing account and is not co-mingled with any other funding. In cases where Medicaid liability is 100% to 105% of Medicaid revenue and the amount available in the ISF is sufficient, the ISF will be used to cover that deficit. If the ISF is not sufficient, each CMHSP will provide local funding in proportion to their share of the deficit. For cases where the deficit is over 105%, each CMHSP will cover their share of the deficit with their local funds up to the capped risk corridor of 110%. (Total risk obligation for the region is 7.5%). In summary, the PIHP has funded its Medicaid ISF to meet the risk corridor.

**Community Mental Health Partnership of Southeast Michigan
Preliminary Statement of Revenues and Expenditures
For the Period Ending March 31, 2018**

	FY18 Amended Budget	YTD Actual	YTD Budget	YTD Actual O/(U) Budget	Percent Variance Actual to Budget
Operating Revenue					
Medicaid Capitation	\$127,180,895	\$62,257,384	\$63,590,447	(\$1,333,063)	-2.10%
Medicaid SUD Capitation	2,206,898	1,145,543	1,103,449	42,095	3.81%
Healthy Michigan Plan	8,877,703	4,507,396	4,438,852	68,545	1.54%
Healthy Michigan Plan SUD	4,243,420	2,103,312	2,121,710	(18,398)	-0.87%
Autism	6,864,108	3,467,803	3,432,054	35,750	1.04%
SUD Community Block Grant	6,094,398	2,996,132	3,047,199	(51,067)	-1.68%
Block Grants	386,626	193,313	193,313	-	0.00%
SUD PA2 - Cobo Tax Revenue	1,826,092	913,046	913,046	-	0.00%
SUD PA2 - Cobo Tax Use of Reserve	1,598,399	799,200	799,200	-	0.00%
Local Match	1,577,780	788,890	788,890	-	0.00%
Other Revenue	327,921	156,628	163,961	(7,332)	-4.47%
Use of Risk Reserve	5,741,041	2,870,521	2,870,521	-	0.00%
Total Revenue	\$166,925,280	\$82,199,168	\$83,462,640	\$(1,263,472)	
Funding For CMHSP Partners					
Lenawee CMHSP	17,661,576	8,830,788	8,830,788	-	0.00%
Livingston CMHSP	26,501,323	13,250,662	13,250,662	-	0.00%
Monroe CMHSP	28,565,189	14,282,595	14,282,595	-	0.00%
Washtenaw CMHSP	70,738,924	35,369,462	35,369,462	-	0.00%
Total Funding For CMHSP Partners	\$ 143,467,012	\$ 71,733,506	\$71,733,506	\$ -	
Funding For SUD Services					
Lenawee County	2,029,879	994,467	\$1,014,940	(20,472)	-2.02% a
Livingston County	2,754,448	1,327,039	1,377,224	(50,185)	-3.64% a
Monroe County	2,529,806	1,120,932	1,264,903	(143,971)	-11.38% a
Washtenaw County	7,546,966	2,987,972	3,773,483	(785,511)	-20.82% a
Total Funding For SUD Services	\$ 14,861,099	\$ 6,430,410	\$7,430,550	\$(1,000,139)	
Other Contractual Obligations					
Hospital Rate Adjuster	2,207,816	1,084,846	\$1,103,908	(19,062)	-1.73%
USE and HICA Tax	1,059,026	529,513	529,513	-	0.00%
Local Match	1,577,780	788,890	788,890	-	0.00%
Total Other Costs	\$4,844,622	\$2,403,249	\$2,422,311	\$(19,061)	
CMHPSM Administrative Costs					
Salary & Fringe	2,137,588	1,021,028	1,068,794	(47,766)	-4.47%
Administrative Contracts	1,398,669	677,503	699,335	(21,832)	-3.12%
Board Expense	4,400	770	2,200	(1,430)	-65.02% b
All Other Costs	211,890	41,583	105,945	(64,362)	-60.75% c
Total Administrative Expense	\$3,752,547	\$1,740,883	\$1,876,274	\$(135,390)	
Carry Forward	\$0		\$0	\$0	
Total Expense	\$166,925,280	\$82,308,049	\$83,462,640	\$(1,154,590)	
Revenues over (under) Expenditures	\$0	\$(108,881)	\$0	\$(108,881)	

a - SUD programs are under budget due to the Innovative Strategies and STR grants not fully implemented.

b - Board expense under budget due to cancelled meetings.

c - Other costs under budget due to staff trainings.

COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
Projected Summary by Funding Source
FY 2017/2018

		FY18 Current Budget	FY18 Projected Use of Funding Source	Over (Under) Final Budget to Actual	% Variance
M E D I C A I D	Lenawee	15,625,756	15,209,064	(416,692)	-2.67%
	Livingston	23,755,074	21,624,755	(2,130,319)	-8.97%
	Monroe	25,471,622	27,501,016	2,029,394	7.97%
	Washtenaw	63,977,427	66,182,275	2,204,848	3.45%
	Medicaid Total	128,829,879	130,517,110	1,687,231	1.31%
	Autism	Lenawee	830,553	617,502	(213,051)
Livingston		1,120,385	2,416,356	1,295,971	115.67%
Monroe		1,262,088	1,432,688	170,600	13.52%
Washtenaw		2,758,484	2,330,769	(427,715)	-15.51%
Autism Total		5,971,510	6,797,315	825,805	13.83%
H M P		Lenawee	1,205,267	1,830,382	625,115
	Livingston	1,625,862	3,079,192	1,453,330	89.39%
	Monroe	1,831,483	2,131,486	300,003	16.38%
	Washtenaw	4,003,011	6,890,198	2,887,187	72.13%
	HMP Total	8,665,623	13,931,258	5,265,635	60.76%
	TOTAL MCAID/HMP		143,467,012	151,245,683	7,778,671



CMHSP's Budget Narratives For the Period Ending March 31, 2018

LENAWEE

Lenawee has experienced increased utilization of Autism services when compared to FY17 however not to the extent that would utilize the full budget allocation from the CMHPSM. Both Medicaid and HMP expenditures are projected to increase for FY18 when compared to FY17. The current budget will meet the demand for Medicaid expenditures however Lenawee will be overspent for HMP from the budgeted amount by 34%. Lenawee is projected to close out the fiscal year on budget in total with the only variance reflected between funding sources.

LIVINGSTON

Livingston is experiencing an 87% increase in Autism expenditures compared to FY17. Comparing the number of consumers served through November, in FY17 Livingston's contractors provided service to 28 consumers, in November FY18 that number rose to 69. At the end of FY17 the consumer count was 77. There appears to be a continued shift from Medicaid to HMP. Medicaid expenditures have decrease by 2.4%, but HMP has increased by 51% compared to FY17. Medicaid decrease is offset by the increase in HMP, leaving the major increase in expenditure due to the increase in Autism services.

MONROE

Original Medicaid request from Monroe was \$26,141,507 which \$24,878,394 was granted and approved. The revised budget of \$25,501,016 still left a shortfall of \$640,491, which was based on FY2017 trends and increased to services and costs. The additional increase is due to hospitalization and consumer contracted services, primarily community living support services over budget. Original Healthy Michigan plan request was \$2m based on consumer needs in FY17. Monroe is trending over budget in Healthy Michigan for the same reasons as Medicaid. Autism revenue was based on the trending in 2017 and with 54 consumers. As of March, Monre had 66 consumers in Autism, trending to be 80 by the end of FY18.

WASHTENAW

For fiscal year 2018, Washtenaw CMH is continuing to experience an increased utilization of medically necessary services for our Medicaid and Healthy Michigan Plan eligible consumers. The budget over-runs continue to occur in three primary services areas, Community Living Supports, Specialized Residential Services and Inpatient Hospitalizations. The use of Healthy Michigan funds has increased dramatically over the last year and a half due to eligibility concerns that have been raised with the PIHP, MDHHS and State Legislation. WCCMH continues to work hand and hand with our local MDHHS office to identify individuals who may be misclassified and entitled to another Medicaid benefit.

COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
Projected Summary by Funding Source
FY 2017/2018

	1st Amend Budget	Use of Risk Reserve	Total FY18 Revenues	Admin & Operations	Projected YTD use by affiliates	Projected YTD Expenditures	Projected Revenues over (under) Expenditures
MEDICAID/AUTISM	134,045,002	5,741,041	139,786,043	4,963,644	137,314,425	142,278,069	(2,492,026)
HMP	8,877,703		8,877,703	233,091	13,931,258	14,164,349	(5,286,646)
TOTALS	142,922,706	5,741,041	148,663,747	5,196,735	151,245,683	156,442,418	(7,778,671)

	<u>ISF Available</u>
Beginning FY18 Medicaid ISF	7,135,209
Budgeted Use of ISF	<u>(5,741,041)</u>
Available ISF	1,394,168
FY2017/2018 Projected Deficit	<u><u>(6,384,503)</u></u>

CMHPSM's Risk Management Strategy states if the ISF is not sufficient, each CMHSP will provide local funding in proportion to their share of the deficit. For cases where the deficit is over 105%, each CMHSP will cover their share of the deficit with their local funds up to the capped risk corridor of 110%.



Regional Board Action Request – Vendor Contracts

Board Meeting Date: May 9, 2018

Action(s) Requested: Approval of the vendor purchases listed below.

Organization - Background	Term	Funding Amount	Funding Source	Agreement Type
PrintTech - Printing, binding and sorting of 12,000 copies of CMHPSM Personal Power pamphlet (50 pages) and 12,000 copies of CMHPSM Guide to Services (12 pages)	One Time Purchase	\$30,812.00	Administrative	Vendor Purchase
PrintTech – Printing, binding and sorting of 500 copies of Spanish language CMHPSM Personal Power pamphlet (50 pages) and 500 copies of Spanish language CMHPSM Guide to Services (12 pages)	One Time Purchase	\$6,520.22	Administrative	Vendor Purchase
Babel Linguistics – Translation of Personal Power Pamphlet (50 pages) and Guide to Services (12 pages) from English to Spanish	One Time Purchase	\$2,965	Administrative	Vendor Purchase
Michigan Braille Transcribing Fund – Transcription and printing of Personal Power Pamphlet and Guide to Services into Braille versions (5 copies of each version).	One Time Purchase	\$1,790.00	Administrative	Vendor Purchase

Recommend: Approval



Regional Board Action Request

Board Meeting Date: May 9, 2018
Action Requested: Approve SUD Grant Coordinator Position

Background:

The State Targeted Response (STR) to Opioid Crisis grants are entering year two. The State has recommended that the PIHP utilize grant funding to support a SUD Grant Coordinator position to assist with coordinating implementation of the grants in year two. This position will assist the PIHP Clinical and SUD Director in overseeing grant funded projects within the region, serving as liaison to the providers and state grant managers; assisting with training coordination; ensuring accurate data collection, and timely report compilation and submission, as well as assisting with grant evaluation components and tracking of outcomes. The SUD Grant Coordinator will work with providers in the community to ensure client services are obtained in a seamless and efficient manner. This position is requested to be placed within the CMHPSM Tier II which has a salary range of \$49,667 - \$70,667.

Continuation of the SUD Grant Coordinator position will be reviewed prior to May 2019. The funding of this position is fully grant supported.

Connection to PIHP/MDHHS Contract, Regional Strategic Plan or Shared Governance Model:

Grant funded position meets service needs for addressing the Opiate Crisis.

Recommend: Approval

Community Mental Health Partnership of Southeast Michigan Job Description

Job Title: SUD Grant Coordinator **Location:** 705 N. Zeeb Rd.

Supervision Received: PIHP Clinical and SUD Services Director

Position ID: XXXXXXXXXXXX **Pay Grade:** \$49,667 – 70,667

FLSA Exempt Status: Exempt **Position Status:** Full time

Last Review/Approval: The position will be reviewed prior to May 2019.

Job Summary

The SUD Grant Coordinator, under the direction of the Clinical and SUD Services Director, will provide oversight of grant implementation, budgets, goals, objectives and activities, and serve as a liaison to funded program personnel as well as the MDHHS grant management staff. The position will assist in grant data collection and will submit monthly, quarterly and annual reports as directed. The position's work will involve participation in staff meetings, identifying gaps in services for target populations and assisting in activities designed to fill those gaps. The position is responsible for conducting community presentations on grant goals, objectives, activities, and program eligibility information.

Essential Duties and Responsibilities

-) Evaluates the work of program providers to ensure for the effective use of program resources and that quality of services delivered are appropriate.
-) Directs activities of program providers/implementers as necessary.
-) Assists in evaluating program providers.
-) Facilitates access to necessary training programs for providers.
-) Establishes and oversees administrative procedures to meet grant objectives.
-) Oversees program policies regarding participant eligibility, program requirements, and program benefits.
-) Prepares and maintains records and reports, such as budgets, personnel records and grant targets.
-) Assists in researching and analyzing participant and community needs to determine program direction and goals.
-) Prepare and submit reports to the State of Michigan, verifying accuracy and completeness and ensuring deadlines are met
-) Attend and participate in various state, regional and local workgroup, county collaborative group and other meetings to promote grant implementation as needed

Supervisory Responsibilities

-) N/A

Education and Experience Requirements

-) Minimum of bachelor's degree in field related to the job responsibilities is required
-) One - two years of related experience including program implementation, management, reporting, evaluation is preferred.
-) Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities

Competencies Required

-) Knowledge of grant coordination procedures preferred.
-) Awareness of co-occurring populations (Mental Health, Substance Use Disorders) preferred.
-) Must be able to effectively communicate, written, oral and electronic skills, with various populations, program participants and professional colleagues required.
-) Ability to organize, prioritize and document in a timely manner required.
-) Ability to troubleshoot and identify resources required.
-) Public speaking skills required.
-) Must maintain confidentiality.
-) Knowledge of applicable laws, regulations, policies and procedures and ability to interpret and disseminate information
-) Ability to set expectations, provide guidance and monitor progress toward goals
-) Skill in evaluating information to determine compliance with standards
-) Ability to maintain composure and display tact and professionalism in all interactions
-) Skill in resolving conflict and negotiating
-) Ability to keep commitments and take responsibility for own actions
-) Knowledge of instructional design and presentation methods
-) Knowledge of media production, communication and dissemination techniques and methods; including alternative ways to inform via written, oral and visual media
-) Skill in meeting quality standards and identifying ways to improve services
-) Ability to translate concepts and information into easily understandable reports or materials
-) Ability to organize, prioritize and plan work activities and projects to meet deadlines
-) Ability to make timely decisions using sound and accurate judgment within specified constraints
-) Ability to express ideas effectively and adapt message to audience orally and in writing
-) Ability to identify and find solutions to complex problems
-) Ability to effectively work on multiple projects at one time and adapt quickly to changing demands
-) Ability to work independently with minimal supervision and maintain working relationship to collaborate as part of a team
-) Attention to detail and quality
-) Ability to behave ethically, honestly and with integrity

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.

Special Position Requirements

This position requires travel within the CMHPSM region and to meetings outside of the region when requested.

Attachment #4a – May 2018

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

This job description has been approved by:

Chief Executive Officer _____

Date _____

Position authorized by CMHPSM Regional Board

Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____