

COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
REGULAR BOARD MEETING
LRC Building, Michigan Room
4135 Washtenaw Avenue, Ann Arbor, MI
Wednesday, October 9, 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 9-11-19 Regular Meeting and Waive the Reading Thereof {Att. #1}	2 min
V. Consideration to Approve the Minutes of the 9-25-19 Special Meeting and Waive the Reading Thereof {Att. #2}	2 min
VI. Audience Participation (5 minutes per participant)	
VII. Election of Regional Board Officers {Att. #3}	20 min
VIII. Old Business	20 min
a. October Finance Report {Att. #4}	
b. Board Action Request {Att. #5}	
Consideration to authorize the Board Chair to sign the negotiated contract between the CMHPSM and CEO James Colaianne	
IX. New Business	
X. Reports to the CMHPSM Board	30 min
a. Report from the SUD Oversight Policy Board (OPB) {Att. #6}	
b. CEO Report to the Board {Att. #7}	
c. Move Update {Att. #8}	
XI. Closed Session	
a. Lawsuit	
XII. Adjournment	

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
REGULAR BOARD MEETING MINUTES
September 11, 2019**



Members Present: Judy Ackley, Greg Adams, Susan Fortney, Roxanne Garber, Gary McIntosh, Caroline Richardson, Katie Scott, Sharon Slaton, Ralph Tillotson

Members Absent: Charles Coleman, Bob King, Sandra Libstorff, Charles Londo

Staff Present: Kathryn Szewczuk, Stephannie Weary, Lisa Jennings, James Colaianne, Suzanne Stolz, Trish Cortes, Connie Conklin, Dana Darrow, Christina Biddle, Jeff Koras

Others Present: Lori Lutomski, Amanda Horgan

- I. Call to Order
J Meeting called to order at 6:00 p.m. by Board Vice-Chair S. Slaton.
- 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 R. Garber, to approve the agenda
Motion carried**

IV. Consideration to Approve the Minutes of the August 14, 2019 Regular Meeting and Waive the Reading Thereof

**Motion by S. Fortney, supported by G. Adams, to approve the minutes of August 14, 2019 Regular Meeting and waive the reading thereof
Motion carried**

V. Audience Participation
None

- VI. Old Business
- a. September Finance Report
S. Stolz presented. Discussion followed.
 - b. CEO Search Committee Update Committee

**Motion by G. Adams, supported by R. Garber, to move forward with candidates James Colaianne and Amanda Horgan to the 2nd round of CEO interviews
Motion carried**

- VII. New Business
- a. Board Action Request
Consideration to approve the amendment to the FY2019 Catholic Charities of SE Michigan's Engagement Center in Monroe County

**Motion by G. Adams, supported by J. Ackley, to approve the amendment to the FY2019 Catholic Charities of SE Michigan’s Engagement Center in Monroe County
Motion carried**

Ackley	Yes	Londo	Absent
Adams	Yes	McIntosh	Yes
Coleman	Absent	Richardson	Yes
Fortney	Yes	Scott	Not present for this vote
Garber	Yes	Slaton	Yes
King	Absent	Tillotson	Yes
Libstorff	Absent		

- b. Board Action Request
Consideration to approve the proposed FY2020 budget and allocations as presented

**Motion by G. Adams, supported by R. Garber, to approve the proposed FY2020 budget and allocations as presented
Motion carried**

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

- c. Board Action Request
Consideration to approve the authorization of the Interim Chief Executive Officer to sign the attached FY2020 contracts

**Motion by R. Garber, supported by G. McIntosh, to approve the authorization of the Interim Chief Executive Officer to sign the presented FY2020 contracts
Motion carried**

- d. Regional Board Officers Nominating Committee Chair
 -) R. Garber volunteered to serve as the Nominating Committee Chair for the officer elections, which will take place next month.

- VIII. Reports to the CMHPSM Board
- a. Report from the SUD Oversight Policy Board
 -) J. Colaianne provided an overview of activities of the OPB.
 - b. Interim CEO Report to the Board
 -) J. Colaianne reviewed some of the details in the written report of PIHP, Regional, and State updates.
 -) K. Scott noted Salvation Army's history of discrimination against LGBTQ individuals and requested that no discrimination be allowed for any contracts held with them by the PIHP.
 - c. CMHPSM Office Relocation Plan
 -) A final location has been identified. Lease negotiations will begin shortly. 2 backup options will remain in place until lease negotiations with the first choice are finalized.

IX. Adjournment

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

Meeting adjourned at 7:14 p.m.

Judy Ackley, CMHPSM Board Secretary

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
SPECIAL BOARD MEETING MINUTES
September 25, 2019**



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

Members Absent: Gary McIntosh

Staff Present: Kathryn Szewczuk, Stephannie Weary, Lisa Jennings, James Colaianne, Suzanne Stolz, Trish Cortes, Connie Conklin, Dana Darrow, Christina Biddle, Teresa Sharp

Others Present: Lori Lutomski, Steve Holda, Amanda Horgan

- I. Call to Order
Meeting called to order at 6:05 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 C. Richardson, to approve the agenda as amended
Motion carried**

J Add to New Business: Board action request for the lease agreement for the new office location.

- IV. New Business

**Motion by R. Garber, supported by C. Coleman, to approve the lease agreement for the new office space as presented, to be executed by the CMHPSM Interim CEO
Motion carried**

Ackley	Yes	Libstorff	Yes
Adams	Yes	Londo	Yes
Coleman	Yes	McIntosh	Absent
Fortney	Yes	Richardson	Yes
Garber	Yes	Scott	Not present for this vote
King	Not present for this vote	Slaton	Yes
		Tillotson	Yes

V. Audience Participation
None

VI. New Business

a. CEO Candidate Interviews

- i. Amanda Horgan
- ii. James Colaianne

) Board members interviewed the final 2 candidates for the Chief Executive Officer position. Deliberation and straw poll followed.

Motion by G. Adams, supported by K. Scott, to appoint James Colaianne as permanent CEO, and to authorize the Board Chair to negotiate the CEO contract
Motion carried

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

VII. Adjournment

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

Meeting adjourned at 9:40 p.m.

Judy Ackley, CMHPSM Board Secretary

Regional Board Officers List

*Regional Board officer elections take place in October

FY 2019		
Chair	C. Londo	Monroe
Vice-Chair	Sharon Slaton	Livingston
Secretary	J. Ackley	Lenawee
FY 2018		
Chair	R. Tillotson	Lenawee
Vice-Chair	C. Londo	Monroe
Secretary	R. Garber	Livingston
FY 2017		
Chair	R. Tillotson	Lenawee
Vice-Chair	C. Londo	Monroe
Secretary	B. Cox	Livingston
FY 2016		
Chair	G. Lane	Monroe
Vice-Chair	L. Berry-Bobovski	Livingston
Secretary	B. Wilson	Lenawee
FY 2015		
Chair	G. Lane	Monroe
Vice-Chair	P. Ball	Washtenaw
Secretary	L. Berry Bobovski	Livingston
FY 2014		
Chair	G. Lane	Monroe
Vice-Chair	J. Plas	Livingston
Secretary	B. Wilson	Lenawee

Lenawee
Livingston
Monroe
Washtenaw



**Financial Highlights
Fiscal Year 2019
For the Period Ending August 31, 2019**

Summary of Revenues & Expenses by Fund Source:

1. Cost projections to date by the Affiliate Partners indicate a shortfall in Medicaid funding for FY2019.
2. Cost projections to date by Affiliate Partners indicate a shortfall in 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 indicate sufficient funding in FY2019 and are consistent with projections and delayed initiatives.

CMHPSM Strategies:

1. CMHPSM will continue to coordinate with the CMHSPs to review current year budgets and actual expenditures.
2. CMHPSM and the CMHSPs 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 CMHSPs 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 August 31, 2019

	3rd 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	90,118,463	82,608,591	81,480,250	(1,128,341)	-1.38%	88,887,545	(1,230,918)
Medicaid Capitation HSW	43,998,199	40,331,682	40,413,237	81,555	0.20%	44,087,168	88,969
Performance Based Incentive Pool	1,499,519	1,374,559	1,374,559	-	0.00%	1,499,519	-
Medicaid SUD Capitation	2,427,015	2,224,764	2,201,799	(22,965)	-1.04%	2,401,963	(25,052)
Healthy Michigan Plan	12,566,962	11,519,715	11,272,555	(247,160)	-2.19%	12,297,333	(269,629)
Healthy Michigan Plan SUD	4,427,786	4,058,804	3,997,607	(61,197)	-1.53%	4,361,026	(66,760)
Autism	9,480,753	8,690,690	8,671,912	(18,779)	-0.22%	9,460,267	(20,486)
SUD Community Block Grant	8,762,796	8,032,563	8,032,563	-	0.00%	8,762,796	-
Block Grants	430,000	394,167	321,249	(72,917)	-22.70%	350,454	(79,546)
SUD PA2 - Cobo Tax Revenue	1,860,059	1,705,054	1,705,054	-	0.00%	1,860,059	-
SUD PA2 - Cobo Tax Use of Reserv	1,564,432	1,434,063	1,434,063	-	0.00%	1,564,432	-
Local Match	1,577,780	1,446,298	1,446,298	-	0.00%	1,577,780	-
Other Revenue	331,920	304,260	278,674	(25,586)	-9.18%	304,008	(27,912)
Anticipated Medicaid Revenue	10,295,312	9,437,369	-	(9,437,369)	0.00%	-	(10,295,312)
Shared Risk Corridor MDHHS share	2,144,353	1,965,657	-	(1,965,657)	0.00%	-	(\$2,144,353)
Total Revenue	\$ 191,485,349	\$ 175,528,237	\$ 162,629,821	\$ (12,898,415)	-7.93%	\$ 177,414,350	\$ (14,070,999)
Funding For CMHSP Partners							
Lenawee CMHSP	17,142,675	15,714,119	17,286,305	1,572,187	9.09%	18,400,108	457,680
Livingston CMHSP	30,018,142	27,516,630	26,131,963	(1,384,667)	-5.30%	29,238,050	(730,454)
Monroe CMHSP	33,151,499	30,388,874	26,689,259	(3,699,616)	-13.86%	31,881,500	(2,765,945)
Washtenaw CMHSP	80,056,896	73,385,488	64,361,788	(9,023,700)	-14.02%	78,723,853	(8,510,994)
Total Funding For CMHSP Partners	\$ 160,369,212	\$ 147,005,111	\$ 134,469,314	\$ (12,535,797)	-9.32%	\$ 158,243,511	\$ (11,549,713)
Funding For SUD Services							
Lenawee County	2,170,015	1,989,180	1,985,761	(3,419)	-0.17%	2,166,285	(3,730)
Livingston County	2,050,825	1,879,923	1,888,316	8,393	0.44%	2,059,981	9,156
Monroe County	2,208,660	2,024,605	2,012,500	(12,105)	-0.60%	2,195,455	(13,205)
Washtenaw County	7,747,563	7,101,933	7,039,258	(62,674)	-0.89%	7,679,191	(68,372)
State Targeted Response	1,767,719	1,620,409	535,569	(1,084,840)	-202.56%	584,257	(1,183,462)
State Opioid Response	1,676,550	1,536,837	351,249	(1,185,588)	-337.53%	383,181	(1,293,369)
Total Funding For SUD Services	\$ 17,621,332	\$ 16,152,887	\$ 13,812,654	\$ (2,340,233)	-16.94%	\$ 14,100,912	\$ (3,520,419)
Other Contractual Obligations							
Hospital Rate Adjuster	4,819,584	4,417,952	4,356,076	(61,876)	-1.42%	4,752,083	(67,501)
Insurance Provider Assessment Tax	1,685,151	1,544,722	1,525,107	(19,615)	-1.29%	1,663,753	(21,398)
Local Match	1,577,780	1,446,298	1,446,298	-	0.00%	1,577,780	-
Total Other Costs	\$ 8,082,515	\$ 7,408,972	\$ 7,327,481	\$ (81,491)	-1.11%	\$ 7,993,616	\$ (88,899)
CMHPSM Administrative Costs							
Salaries & Fringes	2,473,693	2,267,551	1,857,461	(410,090)	-22.08%	2,026,321	(447,371)
Administrative Contracts	1,154,507	1,058,298	713,623	(344,675)	-48.30%	778,498	(376,009)
Board Expense	2,750	2,521	2,480	(41)	-1.67%	2,705	(45)
All Other Costs	281,822	258,337	192,973	(65,363)	-33.87%	210,516	(71,306)
Total Administrative Expense	\$ 3,912,772	\$ 3,586,707	\$ 2,766,537	\$ (820,170)	-29.65%	\$ 3,018,041	\$ (894,731)
Risk Reserve Provision	\$ 1,499,519	\$ 1,374,559	\$ 1,374,559	-	-	\$ 1,499,519	\$ -
Total Expense	\$ 191,485,349	\$ 175,528,237	\$ 159,750,546	\$ (15,777,690)	-9.88%	\$ 184,855,599	\$ (16,053,763)
Revenues over (under) Expenditures	\$ -	\$ 0	\$ 2,879,275	\$ 2,879,275		\$ (7,441,248)	\$ 1,982,764

Community Mental Health Partnership of Southeast Michigan
Preliminary Statement of Revenues and Expenditures Notes
For the Period Ending August 31, 2019

- 1 PMTO and Clubhouse block grant funding is a pass through to CMHSPs. Gambling Prevention was implemented late in the year. Revenue under budget correlates with administrative contract expenditures under budget. Budgets will be amended to reflect finalized grant funding.
- 2 Other Revenue is under budget due to declining SIS assessments performed by an external vendor. Revenue correlates with expenditures.
- 3 Anticipated Medicaid Revenue has been 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 The CMHSP Partner actual funding is cash distributions made to date. The year to date budget is the projected expenditures of each CMHSP as of the preliminary financial status report submitted. The variance represents the amount each respective CMHSP is over(under) funded from PIHP actual distributions. Please see Distribution Analysis attached for fund source details. The CMHSPs that are under funded are projected to be made whole from the anticipated Medicaid when received.
- 5 The State Targeted Response and the State Opioid Response grants are under budget due to the implementation of the initiatives. The variance is being requested as carryforward to FY2020.
- 6 Salaries and fringes are under budget due to vacant positions.
- 7 Administrative contracts are under budget due to timing, primarily contract expenditures in relation to the PMTO, Clubhouse, Gambling Prevention and SIS assessment contracts.
- 8 Administrative other is under budget due to delayed staff trainings and operating supply purchases.

**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	\$ 8,744,605	\$ 7,095,232	\$ 8,096,609	\$ 6,118,341	\$ -	\$ 81,480,250 *
Distributions													
Lenawee CMHSP	930,624	950,544	943,154	976,938	986,204	1,069,039	998,962	990,570	989,349	992,669	992,196		\$ 10,820,249
Livingston CMHSP	1,255,074	1,281,938	1,271,972	1,317,534	1,330,031	1,441,746	1,345,143	1,335,919	1,334,272	1,348,833	1,341,866		\$ 14,604,330
Monroe CMHSP	1,405,282	1,435,362	1,424,203	1,475,218	1,489,211	1,614,295	1,508,098	1,495,800	1,493,959	1,506,094	1,500,542		\$ 16,348,064
Washtenaw CMHSP	3,084,945	3,150,977	3,126,480	3,238,472	3,269,189	3,543,781	3,280,604	3,283,662	3,279,613	3,282,944	3,283,323		\$ 35,823,990
	\$ 6,675,926	\$ 6,818,821	\$ 6,765,808	\$ 7,008,162	\$ 7,074,635	\$ 7,668,861	\$ 7,132,807	\$ 7,105,952	\$ 7,097,194	\$ 7,130,541	\$ 7,117,927	\$ -	\$ 77,596,634
HSW Receipts	\$ 3,389,214	\$ 3,943,530	\$ 3,662,898	\$ 3,478,019	\$ 3,719,221	\$ 3,508,057	\$ 3,580,899	\$ 3,427,795	\$ 4,181,323	\$ 3,376,782	\$ 4,145,500	\$ -	\$ 40,413,237
Distributions													
Lenawee CMHSP	372,809	381,538	418,047	415,530	398,072	395,729	396,899	386,189	438,951	380,347	438,469		\$ 4,422,579
Livingston CMHSP	588,074	622,174	589,533	627,496	638,929	598,384	612,209	568,234	728,590	553,763	678,926		\$ 6,806,311
Monroe CMHSP	587,361	590,851	665,760	642,598	656,963	597,014	605,069	577,433	677,634	568,729	704,458		\$ 6,873,870
Washtenaw CMHSP	1,787,760	1,965,023	1,943,069	1,998,151	1,966,866	1,858,414	1,964,596	1,809,657	2,270,502	1,820,929	2,258,564		\$ 21,643,530
	\$ 3,336,003	\$ 3,559,586	\$ 3,616,409	\$ 3,683,775	\$ 3,660,830	\$ 3,449,540	\$ 3,578,773	\$ 3,341,512	\$ 4,115,678	\$ 3,323,767	\$ 4,080,416	\$ -	\$ 39,746,289
Autism Receipts	\$ 785,998	\$ 794,195	\$ 789,286	\$ 784,892	\$ 807,013	\$ 788,161	\$ 783,239	\$ 785,774	\$ 787,157	\$ 779,749	\$ 786,449	\$ -	\$ 8,671,912
Distributions													
Lenawee CMHSP	76,646	77,207	76,852	76,430	78,587	76,748	88,256	64,531	76,651	75,933	76,588		\$ 844,430
Livingston CMHSP	281,758	283,821	282,514	280,963	288,893	282,134	280,369	281,288	281,777	279,136	281,545		\$ 3,104,196
Monroe CMHSP	150,276	151,376	150,679	149,852	154,081	150,477	149,535	150,025	150,286	148,878	150,162		\$ 1,655,628
Washtenaw CMHSP	264,742	266,681	265,453	263,995	271,447	265,096	263,438	264,301	264,760	262,279	264,542		\$ 2,916,734
	\$ 773,422	\$ 779,085	\$ 775,498	\$ 771,240	\$ 793,008	\$ 774,455	\$ 781,598	\$ 760,144	\$ 773,475	\$ 766,227	\$ 772,837	\$ -	\$ 8,520,988
HMP Receipts	\$ 855,219	\$ 847,573	\$ 848,057	\$ 861,374	\$ 859,377	\$ 851,849	\$ 839,858	\$ 831,354	\$ 2,402,570	\$ 1,429,371	\$ 645,955	\$ -	\$ 11,272,555
Distributions													
Lenawee CMHSP	105,108	110,600	110,477	112,396	112,115	111,147	109,614	108,480	107,895	105,562	105,652		\$ 1,199,048
Livingston CMHSP	141,753	149,160	148,994	151,582	151,203	149,942	147,830	146,301	145,512	142,365	142,486		\$ 1,617,126
Monroe CMHSP	158,718	167,011	166,826	169,723	169,299	168,919	165,523	163,810	162,927	159,403	159,539		\$ 1,811,697
Washtenaw CMHSP	348,425	366,631	366,224	372,585	371,653	371,227	363,363	359,604	357,665	349,929	350,227		\$ 3,977,533
	\$ 754,004	\$ 793,403	\$ 792,521	\$ 806,286	\$ 804,269	\$ 801,235	\$ 786,330	\$ 778,196	\$ 773,998	\$ 757,259	\$ 757,903	\$ -	\$ 8,605,403
Total Receipts	<u>\$ 12,305,739</u>	<u>\$ 12,848,088</u>	<u>\$ 12,510,019</u>	<u>\$ 12,784,701</u>	<u>\$ 13,650,105</u>	<u>\$ 12,331,461</u>	<u>\$ 11,965,276</u>	<u>\$ 13,789,527</u>	<u>\$ 14,466,282</u>	<u>\$ 13,682,511</u>	<u>\$ 11,696,245</u>	<u>\$ -</u>	<u>\$ 141,837,954</u>
Total Distributions	<u>\$ 11,539,355</u>	<u>\$ 11,950,895</u>	<u>\$ 11,950,235</u>	<u>\$ 12,269,463</u>	<u>\$ 12,332,742</u>	<u>\$ 12,694,090</u>	<u>\$ 12,279,509</u>	<u>\$ 11,985,804</u>	<u>\$ 12,760,345</u>	<u>\$ 11,977,794</u>	<u>\$ 12,729,084</u>	<u>\$ -</u>	<u>\$ 134,469,314</u>

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.

June HMP receipts are higher than normal due to the HRA being recognized as traditional Medicaid and HMP. Adjustment was made in the ledger to recognize the change. The receipt correlates with the HRA expenditures made YTD.

July HMP receipts are higher than normal due to the HRA 3rd quarter received and paid in July.



Regional Board Action Request

Board Meeting Date: October 9, 2019

Action Requested: Authorization of CMHPSM Board Chair to execute the negotiated three-year agreement with the newly appointed CMHPSM Chief Executive Officer James Colaianne. The contract was distributed to the Board of Directors prior to the meeting for review.

Background: CMHPSM CEO Agreement is based upon the draft contract template developed by the CMHPSM's law firm Cohl, Stoker and Toskey. The CMHPSM Board Chair and James Colaianne negotiated contract parameters and terms.

Connection to PIHP/MDHHS Contract, Regional Strategic Plan or Shared Governance Model: The CMHPSM CEO ensures that the CMHPSM meets all requirements of the PIHP/MDHHS contract, the regional strategic plan and operates within the Shared Governance Model.

Recommend: Approval

**LENAWEE-LIVINGSTON-MONROE-WASHTENAW
OVERSIGHT POLICY BOARD
September 26, 2019 meeting
705 N. Zeeb Road
Ann Arbor, MI 48103**

Members Present: Kim Comerzan, William Green, Ricky Jefferson, Dianne McCormick, David Oblak, Dave O'Dell, Ralph Tillotson, Tom Waldecker

Members Absent: Mark Cochran, Charles Coleman, Amy Fullerton, John Lapham, Monique Uzelac

Guests: Molly Smith (Director of Services at Avalon), Chelsea Brodfuehrer, Susan Longworth

Staff Present: Stephannie Weary, Suzanne Stolz, Nicole Adelman, Michelle Sucharski, Dana Darrow

D. Oblak called the meeting to order at 9:33 a.m.

1. Introductions

2. Approval of the agenda

**Motion by K. Comerzan, supported by D. McCormick, to approve the agenda
Motion carried**

3. Approval of the August 22, 2019 Oversight Policy Board minutes

**Motion by W. Green, supported by D. O'Dell, to approve the August 22, 2019
Oversight Policy Board minutes
Motion carried**

4. Audience Participation

) None

5. Old Business

a. Finance Report

) D. Darrow presented. Discussion followed.

) S. Stolz submitted her resignation, effective 10/7/2019.

6. New Business

a. Presentation by Avalon Housing

) Molly Smith provided an overview of Avalon Housing's services

) N. Adelman noted that Avalon has been a great partner over the years in providing services for the community.

b. Parenting Awareness Michigan Mini-Grant

) N. Adelman reported on the PAM Mini-Grant that she recently approved. The grant funds will go toward the sponsorship for the PAM Conference.

c. FY20 Approved Contracts

-) The Regional Board approved the contracts that were submitted for approval by OPB last month.
- d. Revised Contract for Catholic Charities of Southeast Michigan
 -) Catholic Charities of Southeast Michigan has asked to have their contract expanded by approximately \$82,000. The Regional Board approved it as Block Grant funds, as it was thought that PA2 dollars weren't needed.
 -) D. Darrow reviewed the administrative portion of the request dollars and determined that \$29,709 must come from PA2 dollars because block grant funds don't cover administrative costs.

Motion by T. Waldecker, supported by K. Comerzan, to approve the use of \$29,709 of PA2 dollars to cover the administrative costs of the above contract expansion
Motion carried

- e. Request for PA2 Funds for Touchstone Recovery

Motion by K. Comerzan, supported by W. Green, to expand the current FY19 contract for Touchstone Recovery to cover additional costs of OUD Recovery Housing not to exceed \$8,451 using PA2 funds
Motion carried

- f. Request for PA2 Funds for Peer Services at MAT Clinics

Motion by T. Waldecker, supported by D. McCormick, to approve the funding opportunity for peer services at contracted Methadone provider agencies
Motion carried

7. Report from Regional Board

-) R. Tillotson noted that at last night's special board meeting the Regional Board selected the new CEO, James Colaianne.

8. SUD Director Updates

-) Alyssa Tumolo is the new Grants Coordinator.
-) There was a 2-day train-the-trainer for gambling disorder training called Stacked Deck. 30 people from across the state were trained.
-) The WHI Opioid Summit is Tuesday, October 1, from 9:00-3:30.
-) The lease for the new office space for CMHPSM was approved last night. The address is 3005 Boardwalk, Ann Arbor, MI.
-) OPB will combine its November and December meetings to Thursday, December 5. The meeting should be held at the new office location.

9. Adjournment

Motion by T. Waldecker, supported by R. Tillotson, to adjourn the meeting
Motion carried

-) Meeting adjourned at 11:10 a.m.

Attachment #7 – October 2019



CEO Report

Community Mental Health Partnership of Southeast Michigan

Submitted to the CMHPSM Board of Directors
October 3, 2019 for October 9, 2019 Meeting

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

October 9, 2019

CMHPSM Update

- J A CMHPSM all staff meeting was held on September 16, 2019. Materials were shared with the Board of Directors. Our next scheduled all staff meeting is Monday October 14, 2019.
- J The CMHPSM Leadership team is set to meet on Monday October 7, 2019 and Monday October 21, 2019 during the month of October.
- J The CMHPSM Board approved a five-year lease at 3005 Boardwalk for our new office space. We are attempting to set up a half hour appointment to allow staff to have the opportunity to visit the space at the end of an upcoming workday. It is anticipated that the landlord will start work on the limited renovations, a demising wall and a small kitchen. We are still targeting a December 1, 2019 lease commencement date.
- J The CMHPSM released an RFQ related to a gambling prevention initiative. Interested providers should visit: www.cmhpsm.org/procurement

CMHPSM Staffing Update

- J The top three and bottom three employee engagement survey question scores will be utilized by the leadership team and staff to begin to focus on areas of improvement for the organization. Discussion is planned for the October all staff meeting, staff suggestions and potentially an employee engagement committee, will begin the process of identifying potential action steps that can be analyzed further.
- J The CMHPSM has posted the position of Chief Financial Officer on September 26, 2019. We hope to have a highly qualified individual in the position as soon as possible. We will attempt to manage the role through internal and regional resources in the interim, there is potential we could look into temporary finance staff if necessary.
- J The CMHPSM Leadership team will begin reviewing the Chief Operating Officer job description against the needs of the organization to determine what changes may be needed within the role.
- J The CMHPSM continues to pursue staff for our Utilization and Treatment Specialist opening which was created when Joelen Kersten was promoted. The position is still currently posted.
- J Anyone interested in obtaining additional information about open CMHPSM positions should visit our website at: <https://www.cmhpsm.org/interested-in-employment>

Regional Update

- J) CMHPSM and regional CMHSP finance staff met to analyze all available information and developed a fair revenue projection for FY20. A new revenue calculator has been built and data was presented to regional finance staff. Due to all of the changes to this year's capitation payment structure, the group is more comfortable waiting on a couple months of actual payment data prior to changing our revenue projection for FY20.

Statewide Update

- J) The approved FY2020 MDHHS budget ended up seeing a considerable number of line item vetoes from Governor Whitmer. It seems a considerable level of political back and forth is impending around a FY2020 supplemental budget that could restore funding for programs that was vetoed.
- J) A FY2019 supplemental funding initiative continues to be stalled in the FY2020 state legislative budgeting process and now appears to be a longshot.
- J) Behavioral Health Hearings with the Michigan House Appropriations Subcommittee are scheduled for the next month for those that can attend in person or viewed online: <http://house.michigan.gov/htv.asp>
- October 2: History and Overview of Public Behavioral Health Financing in Michigan
 - October 16: CMHAM and House Fiscal Agency
 - October 23: Behavioral Health Integration from Arizona
 - October 30: Public Input
 - November 6: Public Input
- J) The CMHPSM received final FY2020 rate information on September 27, 2019. Regional revenue projections have been developed utilizing the new rate structure.
- J) The PIHP Contract Negotiations are under way for the second amendment to the PIHP/MDHHS master Medicaid contract. The first amendment has been sent to the PIHPs for signature and included the finalized rates.
- J) All 298 meetings have been cancelled at this point due to Governor Whitmer's line item veto of that boilerplate section, including language that would've allowed the Medicaid Health Plans to not contract with area CMHSPs.

Respectfully Submitted,



James Colaianne, MPA



CMHPSM OFFICE RELOCATION PROJECT PLAN

Version: 10/3/2019

◆ Current Week
 Scheduled
 Re-Scheduled
 X Completed on time or early
 X Completed late

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																												
Develop Project Plan Prior to June 3, 2019	X																											
CMHPSM Needs Assessment																												
Inventory all office furniture and equipment																												
Determine Space Needs		X	X																									
Market Research																												
Contact/Assess Commercial Realtors		X																										
Select Commercial Realtor			X																									
Narrow Down General Location (Washtenaw)			X																									
Assess Market & Timing and Availability			X	X																								
CMHPSM Needs vs Market Availability																												
Assess Budget for Lease, Build Out, Service Costs				X	X																							
Review Available Options				X	X																							
Narrow Down Location					X																							
Identify Final Options						X																						
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 Project Plan								X																				
CMHPSM Consolidation of Offices by County Request																												
Patrick Barrie Room Turned Over to County by Request																												
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 WAS DECEMBER 6, 2019 (DUE TO OUR CONSOLIDATION OF CONF ROOM SPACE EXIT DATE NOW EXTENDED)