



OVERSIGHT POLICY BOARD

Teleconference Meeting

Thursday, April 22, 2021

9:30 a.m. – 11:30 a.m.

Join by Phone:

1-312-626-6799; 1-646-876-9923; or

1-346-248-7799

Meeting ID: 133 461 219

Join by Computer:

<https://us02web.zoom.us/j/133461219>

Passcode: 513544

Agenda

1. Introductions & Welcome Board Members– 5 minutes
2. Approval of Agenda (**Board Action**) – 2 minutes
3. Approval of March 25, 2021 OPB Minutes {Att. #1} (**Board Action**) – 5 minutes
4. Audience Participation – 3 minutes per person
5. Old Business
 - a. Finance Report {Att. #2} (Discussion) – 10 minutes
 - b. FY21 PA2/Block Grant/SOR Update (Discussion) – 30 minutes
 - c. Bylaws Update {Att.#3} (Discussion) – 5 minutes
 - d. Open Meetings Act (Discussion) – 5 minutes
6. New Business
 - a. State Opioid Response (SOR) Report (Discussion) – 20 minutes
7. Report from Regional Board (Discussion) – 10 minutes
8. SUD Director Updates (Discussion) – 10 minutes
 - a. Veterans Navigator program update
 - b. ASAM Continuum Tool update
 - c. Direct Care Worker trainings
 - d. Website updates
 - e. Back to office plans
9. Adjournment (**Board Action**)

***Next meeting: Thursday, May 27, 2021**

Location TBD: Zoom or 3005 Boardwalk, Suite 200; Patrick Barrie Room

VISION

"We envision that our communities have both an awareness of the impact of substance abuse and use, and the ability to embrace wellness, recovery and strive for a greater quality of life."

**Lenawee-Livingston-Monroe-Washtenaw
Oversight Policy Board Minutes
March 25, 2021
Meeting held electronically via Zoom software**

Members Present: Mark Cochran (Monroe, MI), Kim Comerzan (Monroe, MI), Ricky Jefferson (Ypsilanti Township, MI), Susan Longworth (Genoa Township, MI), Molly Welch Marahar (Ann Arbor, MI), Dianne McCormick (Howell, MI), Frank Nagle (Lenawee County, MI), Dave Oblak (Ann Arbor, MI), Dave O'Dell (Monroe, MI), Monique Uzelac (Ann Arbor, MI), Tom Waldecker (Ann Arbor, MI)
(physical location)

Members Absent: Amy Fullerton, John Lapham, Carol Reader, Ralph Tillotson

Guests:

Staff Present: Stephannie Weary, James Colaianne, Nicole Adelman, Matt Berg, CJ Witherow, Jane Goerge, Alyssa Tumolo, Rebecca DuBois, Michaela Buckhannon, Jackie Bradley (Lenawee)

Board Chair M. Cochran called the meeting to order at 9:34 a.m.

1. Introductions
2. Approval of the Agenda
Motion by T. Waldecker, supported by D. O'Dell, to approve the agenda
Motion carried
Voice vote, no nays
3. Approval of the January 28, 2021 Oversight Policy Board minutes
Motion by T. Waldecker, supported by F. Nagle, to approve the January 28, 2021 OPB minutes
Motion carried
Voice vote, no nay
4. Audience Participation
J None
5. Old Business
 - a. Finance Report
J M. Berg presented.
 - b. FY21 PA2/Block Grant/SOR Update (Discussion) – 15 minutes
J A COVID-specific block grant is on the way. The State has solicited feedback from the regions on ideas for using the funds. The grant will be for approximately \$52 million. The grant language states funds will go to “public entities” and “1 state entity.” It’s not guaranteed that PIHPs will be included, but the State is advocating for that.
J Another pot of supplemental funding is supposedly on the horizon and is supposed to go through 2025. The timing and amount of the grant are unknown right now.
 - c. Bylaws Update
J N. Adelman presented the proposed changes.
J Staff is working on getting more clarification around virtual meetings/Open Meetings Act going forward.

Attachment #1 – April 2021

Motion by K. Comerzan, supported by M Welch Marahar, to recommend the revised to the Regional Board for approval

Motion carried

Vote

Yes: Cochran, Comerzan, Jefferson, Longworth, Welch Marahar, Nagle, Oblak, O'Dell, Uzelac, Waldecker

No:

Absent: Fullerton, Lapham, McCormick*, Reader, Tillotson

*not presented in the meeting for this vote

d. Open Meetings Act

-) Staff has reached out to the attorneys to determine regarding in-person vs. virtual meetings going forward and should know more before the April OPB meeting.
-) M. Cochran noted his preference to maintain virtual meetings for now, if allowed, as a safety measure.
-) M. Welch Marahar expressed a preference to continue meeting virtually post-pandemic as well, as virtual meetings would allow for better participation, especially based on the membership span across 4 counties.
-) M. Uzelac advised that closed captioning and live transcript options are needed for virtual meetings to ensure accessibility.
-) J. Colaianne has submitted relevant questions to the organization's attorneys for clarification.

6. New Business

a. Strategic Initiatives Report

-) M. Buckhannon presented.

7. Report from Regional Board

-) J. Colaianne provided a summary of the most recent regional board meeting.

8. SUD Director Updates

a. Gambling Disorders Media Campaign RFQ

-) Received 9 responses that were submitted from different media companies.
-) MILO Detroit was chosen after going through procurement process.

b. Stacked Deck Training and Mini Grants

-) Stacked Deck is the only EBP gambling curriculum. The region will be holding a training. Mini grants are also available to implement the curriculum.

c. Back to Office Plans

-) The CMHPSM office is currently closed except for essential functions. Leadership will reassess at the beginning of May to determine to either start bringing staff back into the office or extend current phase.

9. Adjournment

Motion by M. Welch Marahar, supported by D. McCormick, to adjourn the meeting

Motion carried

Voice vote, no nays

-) Meeting adjourned at 10:33 a.m.

Next meeting: April 22, 2021

Location TBD

Community Mental Health Partnership Of Southeast Michigan
SUD SUMMARY OF REVENUE AND EXPENSE BY FUND
 February 2021 Preliminary FYTD

Summary Of Revenue & Expense	Funding Source							Total Funding Sources	FY 20 YTD
	Medicaid	Healthy Michigan	CBG/WSS/Admin	SOR NCE/SOR II	Veterans	Gambling Prev	SUD-PA2		
Revenues									
Funding From MDHHS	1,388,172	3,662,408	1,735,587	634,036	35,521	13,463		\$ 7,469,188	\$ 5,821,076
PA2/COBO Tax Funding Current Year		-	-	-	-	-	553,230	\$ 553,230	\$ 768,376
PA2/COBO Reserve Utilization	-	-	-	-	-	-	304,899	\$ 304,899	\$ (149,787)
Other	-	-	-	-	-	-	-	\$ -	\$ -
Total Revenues	\$ 1,388,172	\$ 3,662,408	\$ 1,735,587	\$ 634,036	\$ 35,521	\$ 13,463	\$ 858,129	\$ 8,327,317	\$ 6,439,665
Expenses									
<u>Funding for County SUD Programs</u>									
CMHPSM				646,811	35,521	13,463		695,796	760,945
Lenawee	190,200	366,810	265,981				92,537	915,528	935,699
Livingston	125,370	231,455	294,860				212,073	863,758	717,146
Monroe	179,053	387,487	436,997				198,230	1,201,767	1,055,832
Washtenaw	428,678	1,145,058	643,927				355,290	2,572,952	2,537,140
Total SUD Expenses	\$ 923,301	\$ 2,130,810	\$ 1,641,765	\$ 646,811	\$ 35,521	\$ 13,463	\$ 858,129	\$ 6,249,801	\$ 6,006,762
Administrative Cost Allocation	88,380	204,003	200,855				-	\$ 493,238	\$ 192,751
Total Expenses	\$ 1,011,681	\$ 2,334,813	\$ 1,842,620	\$ 646,811	\$ 35,521	\$ 13,463	\$ 858,129	\$ 6,743,039	\$ 6,199,513
Revenues Over/(Under) Expenses	\$ 376,491	\$ 1,327,595	\$ (107,033)	\$ (12,775)	\$ -	\$ -	\$ -	\$ 1,584,278	\$ 240,152

Current fiscal year utilization of PA2				FY 20 Over/(Under) Expenses
PA2 by County	Revenues (Estimate)	Expenditures	Revenues Over/(Under) Expenses	
Lenawee	44,482	92,537	(48,055)	(83,048)
Livingston	138,610	212,073	(73,463)	137,723
Monroe	98,743	198,230	(99,487)	42,394
Washtenaw	271,396	355,290	(83,894)	52,718
Totals	\$ 553,230	\$ 858,129	\$ (304,899)	\$ 149,787

Unallocated PA2	FY 21 Estimated Beginning Balance	FY21 Projected Revenue	FY21 Projected Utilization	FY21 Projected Ending Balance
Lenawee	723,718	133,445	(623,388)	233,775
Livingston	3,647,264	415,830	(907,161)	3,155,933
Monroe	428,945	296,228	(613,502)	111,672
Washtenaw	2,039,452	814,188	(2,046,357)	807,283
Total	\$ 6,839,379	\$ 1,659,691	\$ (4,190,408)	\$ 4,308,663

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
(CMHPSM) REGION 6
SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD
BY-LAWS**

ARTICLE I – Name

Pursuant to Section 287 (5) of Public Act 500 of 2012 states, “A department-designated community mental health entity [PIHP/Regional Entity] shall establish a substance use disorder oversight policy board for Lenawee, Livingston, Monroe and Washtenaw counties. This **BOARD** shall be named the **REGION 6 SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD** hereafter referenced as the **OVERSIGHT POLICY BOARD (OPB)**).

ARTICLE II – Objectives of the OPB

To assist the CMHPSM Regional Board by:

- A. Providing an opportunity for individuals within the applicant’s service delivery area to comment upon the issuance of a substance use disorders services license.
- B. Assisting in the development of a comprehensive substance use disorders service delivery plan.
- C. Providing review and recommendations to the CMHPSM Regional Board of the progress and effectiveness of services delivered in accordance with the plan.
- D. Assuring that a mechanism exists for community input on substance use disorders needs and services throughout the region.
- E. Approving of any local funds for treatment or prevention of substance use disorders within CMHPSM budgets.
- F. Advising and making recommendations regarding CMHPSM budgets for substance use disorder treatment or prevention using other nonlocal funding sources.
- G. Advising and making recommendations regarding CMHPSM contracts with substance use disorder treatment or prevention providers.
- H. Providing such other assistance to the CMHPSM as necessary.

ARTICLE III – Membership of the OPB

- A. The OPB shall be made up of a maximum of SIXTEEN (16) representatives, four (4) appointed from each member county.
1. Two (2) representatives from each county shall be appointed by their respective County Board of Commissioners.
 2. Two (2) representatives from each county shall be appointed by the CMHPSM Regional Board with recommendations from each respective Community Mental Health Board.
 3. Each county must have at least one member representing the recovery community, or a person with lived experience.
 4. Employees of agencies contracted to the CMHPSM shall not be members of the OPB.
 5. Appointed members / community representatives shall reside within the county represented.
- B. Length of Full Term:
1. Oversight Policy Board member terms shall last for three years when serving a full term.
 2. Full terms shall be staggered to ensure that no more than one-third of OPB members turn over each year.
 3. All reappointments to full terms shall last for three years.
- C. Vacancies during Term of Office:
1. All vacancies shall be filled by the respective appointing bodies.
 2. All vacancies shall be filled only until expiration of the term.
- D. Attendance:
1. Meeting attendance may be face to face or through electronic participation via phone or video conference as provided in Article IV(F).
 2. Conference call participation must be arranged prior to the meeting.
 3. An OPB member may be removed for lack of attendance. It is expected that members miss no more than three meetings per year in a twelve-month period, and no more than three consecutive meetings.

4. In the absence of a written resignation, three (3) consecutive absences from regularly scheduled meetings or four (4) absences within a twelve (12) month period would require a removal review by the OPB.

E. Removal and Resignation:

1. A member must resign in writing to the appointing body and to the CMHPSM Board.
2. Removal reviews related to attendance, conduct or any other matters would be initiated and facilitated by the Chairperson and would be conducted at an OPB meeting.
3. A vote of three-fourths (3/4) of the OPB in attendance at the meeting during the removal review is required for recommendation of removal to the respective appointing board of that member.
4. After an OPB member is removed, an appointment of a new member shall be made by the respective appointing board.

ARTICLE IV – Meetings

- A. Regular meetings shall be scheduled at least six times per year, and meet at minimum once each quarter every year. All meetings will be held at CMHPSM offices unless otherwise notified in compliance with the Open Meetings Act.
- B. Written and/or electronic notification and agenda shall be made at least one week in advance of all regularly scheduled meetings.
- C. Special meetings may be called by the Chairperson or Acting Chairperson of the OPB or by four (4) members of the OPB.
- D. OPB members must receive prior notification, in writing and/or electronically, of special meetings, pursuant to the Open Meetings Act.
- E. When the OPB has full membership, a quorum is achieved when eight (8) active members are present at a meeting, with at minimum one (1) representative from each county.
 1. In the case of a less than full membership, 50% of the active members present at a meeting, with one (1) representative from each county will constitute a quorum.

2. Pursuant to Public Act 228 of 2020, the OPB may hold wholly or partially electronic meetings by telephonic or video conferencing while in compliance with the requirements stated within the Open Meetings Act.
- F. OPB members shall be entitled to one vote each. If a member abstains, a reason shall be stated to be reflected in the meeting minutes.
- G. Motions shall be passed by a majority vote of those present in person AND via Electronic methods/Telephone when allowable per the Open Meetings Act.
- H. All regular and special meetings are open to the public, pursuant to the Open Meetings Act. Minutes will be made available.

ARTICLE V - Conflict Of Interest Policy. And Compliance with Laws

- A. The OBP shall adhere to the CMHPSM conflict of interest policy which shall require, among other things, the disclosure to the full board any actual or potential conflicts of interest by any board members. All board members will annually disclose any conflicts of interest while serving on the board per the CMHPSM policy.
- B. Employees of agencies contracted to the CMHPSM shall not be members of the OPB.
- C. OPB members shall fully comply with all applicable laws, regulations and rules applicable to its operation.

ARTICLE VI – Officers

- A. The Chairperson, Vice-Chairperson, and Secretary shall be elected by the OPB. Elections shall be held annually in October. The CMHPSM CFO will act as Treasurer for the OPB if needed.
- B. Duties and Responsibilities:
 1. The Chairperson shall:
 - a. Call meetings.
 - b. Preside over meetings.
 - c. Appoint special committees as deemed necessary.
 - d. Serve ex-officio on all committees with the right to vote.
 - e. Make appointments as necessary.
 - f. Ensure compliance to the by-laws
 2. The Vice-Chairperson shall, in the absence of the Chairperson, assume the duties of the Chairperson.
 3. The Secretary shall:
 - a) Assure that minutes are kept and distributed
 - b) Keep attendance of members at meetings.

- c) Assume the responsibilities and duties of the Chairperson in the absences of the Chairperson and Vice-Chairperson
1. Only one individual appointed by each county may serve as an officer. The OPB officers shall serve one-year terms or serve until such time as their successors are duly elected. Officers shall not serve more than 3 consecutive terms. To ensure that the Chairpersonship rotates, upon the completion of a third term serving as Chairperson, a new Chairperson shall be an individual affiliated with another county.
2. In the event of the death, resignation, removal, or other inability to serve of any officer, the Board shall elect a successor who shall serve until the expiration of the normal term of such officer or until his or her successor has been elected.

ARTICLE VII – Amendments

- A. The By-laws changes may be proposed by a majority vote of the total membership of the OPB with a quorum present which includes at least one (1) member from each county, provided that such notice of proposed amendments is made available in writing and/or electronically to members at least two weeks in advance.
- B. Amendments shall not become effective until they have been reviewed and approved by the governing board of the Community Mental Health Partnership of Southeast Michigan.
- C. Notification of By-law amendments shall be sent to the Board of Commissioners in each county.

ARTICLE VIII – COMMITTEES

- A. The Board may establish and define the responsibilities of such committees from time to time as it shall deem appropriate to fulfill the purposes set forth in Article II. The Chairperson shall, in consultation with the Board, select the membership of any committee formed.
- B. Committee membership may include individuals other than OPB Members, but each Committee must have a least one OPB member appointed to it.
- C. When a committee meeting meets the standards of an “open meeting” as prescribed within Michigan’s Open Meetings Act, all Open Meetings Act requirements must be followed.

ARTICLE IX – FINANCIAL POLICIES

- A. The Substance Use Services Director shall be authorized, along with approval from the CEO, to approve expenditures of PA2 funds for amounts up to \$2,000 prior to OPB approval.

ARTICLE X

- A. For all items not otherwise covered in the By-Laws, Roberts Rules of Order shall apply.

REVISED AND RE-ADOPTED BY THE CMHPSM BOARD ON: TBD
ORIGINALLY ADOPTED BY THE CMHPSM ON: September 14, 2016