

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN  
REGULAR BOARD MEETING MINUTES  
December 14, 2016**



**Members Present:** Greg Lane, Charles Coleman, Charles Londo, Judy Ackley, Ralph Tillotson, Martha Bloom, Sharon Slaton, Kent Martinez-Kratz, Lisa Berry-Bobovski, Barb Cox, Sandra Libstorff

**Members Absent:** Bob Wilson

**Staff Present:** Connie Conklin, Jane Terwilliger, Katherine Szewczuk, Stephannie Weary, Marci Scalera, Trish Cortes, Lisa Jennings, Suzanne Stolz, James Colaianne, Kristen Ora, Matt McDaniels

**Others Present:** Lori Lutomski

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

**Motion by G. Lane, supported by S. Slaton, to approve the agenda as amended  
Motion carried**

- Electronic Health Record update added to Section IX PIHP CEO Report to the Board

- IV. Consideration to Approve the Minutes of the October 12, 2016 Regular Meeting and Waive the Reading Thereof

**Motion by G. Lane, supported by L. Berry-Bobovski, to approve the minutes of October 12, 2016 Regular Meeting and waive the reading thereof  
Motion carried**

- V. Consideration to Approve the Minutes of the November 9, 2016 All Board Meeting and Waive the Reading Thereof

**Motion by G. Lane, supported by K. Martinez-Kratz, to approve the minutes of November 9, 2016 All Board Meeting and waive the reading thereof  
Motion carried**

- VI. Audience Participation  
None

- VII. Old Business
  - a. December Finance Report
    - S. Stolz presented the report. Discussion followed.
  - b. Board Action Request

Consideration to accept the revised Michigan Consortium for Healthcare Excellence (MCHE) Articles of Incorporation as prepared by MCHE Counsel

**Motion by L. Berry-Bobovski, supported by C. Coleman, to accept the revised Michigan Consortium for Healthcare Excellence (MCHE) Articles of Incorporation as prepared by MCHE Counsel**  
**Motion carried**

VIII. New Business

a. Board Action Request

Consideration to allow CMHPSM full time employees to rollover up to 16 hours of Paid Time Off (PTO) leave time from one benefit year to the next

**Motion by S. Libstorff, supported by M. Bloom, to allow CMHPSM full time employees to rollover up to 16 hours of Paid Time Off (PTO) leave time from one benefit year to the next**  
**Motion carried**

b. Board Action Request

Consideration to approve the 2017 Employee Handbook

- The board determined that board approval is not needed for the Employee Handbook.

c. Board Action Request

Consideration to approve the job description and posting for the Information Management Coordinator position as recommended by the CEO\CIO

**Motion by J. Ackley, supported by L. Berry-Bobovski, to approve the job description and posting for the Information Management Coordinator position as recommended by the CEO\CIO**  
**Motion carried**

Ackley	Y	Libstorff	Y
Berry-Bobovski	Y	Londo	N
Bloom	Y	Martinez-Kratz	Absent
Coleman	Y	Slaton	N
Cox	Y	Tillotson	Y
Lane	N	Wilson	Absent

d. Board Action Request

Consideration to approve the creation of a part-time Finance Assistant position

**Motion by L. Ackley, supported by J. Ackley, to approve the creation of a part-time Finance Assistant position**  
**Motion carried**

Ackley	Y	Libstorff	Y
Berry-Bobovski	Y	Londo	N
Bloom	Y	Martinez-Kratz	Absent
Coleman	Y	Slaton	N
Cox	N	Tillotson	Y
Lane	Y	Wilson	Absent

e. Annual CEO Performance Review

- Board Chair R. Tillotson requested the establishment of a committee to develop an evaluation of CEO J. Terwilliger.
- Committee members: C. Londo, C. Coleman, L. Berry-Bobovski, M. Bloom, S. Slaton
- L. Berry-Bobovski will chair the committee.

IX. PIHP CEO Report to the Board

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

- OPB did not meet in November.

b. CEO Performance Fourth Quarter Metrics Report

- J. Terwilliger provided performance metrics for July 2016-September 2016.
- J. Terwilliger provided an update of activities at the state, including the release of the 298 report.

c. Electronic Health Record (EHR) Update

- M. McDaniels provided an update on the EHR procurement process. The region is proceeding with PCE after an evaluation of the 3 finalists.

X. Adjournment

**Motion by G. Lane, supported by S. Slaton, to adjourn the meeting**

**Motion carried**

Meeting adjourned at 7:30 p.m.

  
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Barbara Cox, CMHPSM Board Secretary

