

COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN  
REGULAR BOARD MEETING  
Patrick Barrie Room  
705 N. Zeeb Rd, Ann Arbor, MI  
Wednesday, March 13, 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 2-13-19 Regular Meeting and Waive the Reading Thereof {Att. #1}	2 min
V. Audience Participation (5 minutes per participant)	
VI. Old Business	45 min
a. March Finance Report {Att. #2}	
b. Performance Bonus Incentive Plan for FY18 {Att. #3}	
c. Presentation of Evaluation Results and Recommendations	
VII. New Business	0 min
VIII. PIHP CEO Report to the Board	15 min
a. Report from the SUD Oversight Policy Board (OPB) {Att. #4}	
IX. Adjournment	

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN  
REGULAR BOARD MEETING MINUTES  
February 13, 2019**



**Members Present:** Judy Ackley, Greg Adams, Charles Coleman, Susan Fortney, Roxanne Garber, Sandra Libstorff, Charles Londo, Sharon Slaton, Ralph Tillotson

**Members Absent:** Martha Bloom, Gary McIntosh, Caroline Richardson

**Staff Present:** Connie Conklin (phone), Jane Terwilliger, Kathryn Szewczuk, Stephanie Weary, Lisa Jennings (phone), James Colaianne, Suzanne Stolz, Marci Scalera, Kristen Ora

**Others Present:** Laurie Lutomski, Maureen Stapleton

I. Call to Order  
Meeting called to order at 6:00 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. Coleman, to approve the agenda  
Motion carried**

IV. Consideration to Approve the Minutes of the January 9, 2019 Regular Meeting and Waive the Reading Thereof

**Motion by R. Tillotson, supported by S. Fortney, to approve the minutes of January 9, 2019 Regular Meeting and waive the reading thereof  
Motion carried**

V. Audience Participation  
None

VI. Old Business

a. February Finance Report

J S. Stolz presented. Discussion followed.

b. CEO Performance Review Committee Report

J The committee met with Maureen Stapleton today. M. Stapleton is President of Community Enterprises LLC and will be administering the CEO 360-degree evaluation.

J M. Stapleton anticipates the survey being completed by 3/1/2019.

J Board Chair C. Londo submitted the following recommendation, as read aloud in its entirety by S. Weary:

“In accordance with the Board Action dated December 12, 2018, approving an appropriation of an amount not to exceed \$5,000. The Performance Evaluation Committee has retained the services of Maureen Stapleton, Community Enterprises LLC, to assist in conducting a 360-degree

performance evaluation of Executive Director Jane Terwilliger. The Committee has met and reviewed the documents that will be used in the performance of this evaluation and has provided them to the Board for input and review.

Per the employment contract between the Board of Directors of the CMHPSM and the Executive Director Jane Terwilliger, “the employer may complete a performance evaluation of the employee at the end of her first six (6) months of employment and annually thereafter” {section IV (A)(1)}.

The Committee agrees that the 360-degree evaluation documents meet the objective of the employment contract Section IV (A)(1) and recommends that Community Enterprises LLC be authorized to begin the evaluation process.”

**Motion by R. Garber, supported by C. Coleman, to retain the services of Maureen Stapleton, Community Enterprises LLC, to assist in conducting a 360-degree performance evaluation of Executive Director Jane Terwilliger**  
**Motion carried**

VII. New Business

a. Board Action Requests

Consideration to approve the Monroe CMH vendor contract as presented

**Motion by R. Tillotson, supported by J. Ackley, to approve the Monroe CMH vendor contract as presented**  
**Motion carried**

Ackley	Y	Libstorff	Y
Adams	Y	Londo	Y
Bloom	Absent	McIntosh	Absent
Coleman	Y	Richardson	Absent
Fortney	Y	Slaton	Y
Garber	Y	Tillotson	Y

Consideration to approve the use of Block Grant funding where allowable and appropriate for Monroe CMH Access Services and Marie’s House of Serenity

**Motion by R. Tillotson, supported by R. Garber, to approve the use of Block Grant funding where allowable and appropriate for Monroe CMH Access Services and Marie’s House of Serenity**  
**Motion carried**

Ackley	Y	Libstorff	Y
Adams	Y	Londo	Y
Bloom	Absent	McIntosh	Absent
Coleman	Y	Richardson	Absent
Fortney	Y	Slaton	Y
Garber	Y	Tillotson	Y

b. Board Action Request

Consideration to approve the Annual Summary and Evaluation of the Quality Assessment and Performance Improvement Program (QAPIP) for FY18

) K. Ora presented.

**Motion by S. Fortney, supported by J. Ackley, to approve the Annual Summary and Evaluation of the Quality Assessment and Performance Improvement Program (QAPIP) for FY18**

**Motion carried**

c. Board Action Request

Consideration to approve the annual plan for the Quality Assessment and Improvement Program (QAPIP) for FY19

) K. Ora presented.

**Motion by C. Coleman, supported by G. Adams, to approve the annual plan for the Quality Assessment and Improvement Program (QAPIP) for FY19**

**Motion carried**

VIII. PIHP CEO Report to the Board

) Oversight Policy Board minutes were included in the Regional Board meeting packet.

) J. Terwilliger’s reported included updates on rate setting, MDHHS’s new plan for monitoring PIHPs and CMHs, progress in hiring a CIO, and CMHPSM staff retirements.

IX. Adjournment

**Motion by C. Coleman, supported by R. Tillotson, to adjourn the meeting**

**Motion carried**

Meeting adjourned at 6:58 p.m.

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Judy Ackley, CMHPSM Board Secretary



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

Summary of Revenues & Expenses by Fund Source:

1. Preliminary cost projections by the Affiliate Partners indicate there will not be enough Medicaid Funding to cover FY2019 needs.
2. Preliminary cost projections by Affiliate Partners indicate there will not be enough 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 indicates funding will be sufficient to cover FY2019 needs and is consistent with projections and delayed initiatives.

CMHPSM Strategies:

1. CMHPSM will continue coordinate with CMHSP's to review current year budgets and actual expenditures.
2. A shared decision model is being utilized to monitor and balance FY19 expenditures to revenues including the shared risk corridor.
3. CMHPSM is monitoring the overages and is working with the CMHSP's to minimize costs yet providing medically necessary services.
4. CMHPSM will trend traditional Medicaid Eligibles and HMP Enrollees from the most current listing to apply the rates and monitor incoming revenues.

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

	2nd Amend FY19 Budget	Budget to date	YTD Actual	YTD Actual O/(U) Budget	Percent Variance Actual to Budget	Projected YTD	Projected O/(U) Budget	Percent Variance Annualized
<b>Operating Revenue</b>								
Medicaid Capitation SP/B3	87,280,931	29,093,644	29,216,294	122,650	0.42%	87,648,881	367,950	0.42%
Medicaid Capitation HSW	43,998,199	14,666,066	14,665,661	(405)	0.00%	43,996,983	(1,216)	0.00%
Performance Based Incentive Pool	1,499,519	499,840	499,840	-	0.00%	1,499,519	-	0.00%
Medicaid SUD Capitation	2,427,015	809,005	807,120	(1,885)	-0.23%	2,421,359	(5,656)	-0.23%
Healthy Michigan Plan	10,204,910	3,401,637	3,412,222	10,585	0.31%	10,236,666	31,756	0.31%
Healthy Michigan Plan SUD	4,427,786	1,475,929	1,479,849	3,920	0.26%	4,439,546	11,760	0.26%
Autism	9,480,753	3,160,251	3,154,370	(5,881)	-0.19%	9,463,110	(17,643)	-0.19%
SUD Community Block Grant	6,860,943	2,286,981	2,286,981	-	0.00%	6,860,943	-	0.00%
Block Grants	350,000	116,667	100,768	(15,899)	-15.78%	302,304	(47,696)	-15.78%
SUD PA2 - Cobo Tax Revenue	1,860,059	620,020	620,020	-	0.00%	1,860,059	-	0.00%
SUD PA2 - Cobo Tax Use of Reserv	1,564,432	521,477	521,477	-	0.00%	1,564,432	-	0.00%
Local Match	1,577,780	525,927	525,927	-	0.00%	1,577,780	-	0.00%
Other Revenue	331,920	110,640	76,061	(34,579)	-45.46%	228,183	(103,737)	-45.46%
Anticipated Medicaid Revenue	13,868,008	4,622,669	-	(4,622,669)	-3	-	(13,868,008)	-
<b>Total Revenue</b>	<b>\$ 185,732,255</b>	<b>\$ 61,910,752</b>	<b>\$ 57,366,588</b>	<b>\$ (4,544,163)</b>	<b>-7.92%</b>	<b>\$ 172,099,765</b>	<b>\$ (13,632,490)</b>	<b>-7.92%</b>
<b>Funding For CMHSP Partners</b>								
Lenawee CMHSP	18,400,108	6,133,369	6,134,900	1,531	0.02%	18,400,108	-	0.00%
Livingston CMHSP	29,238,050	9,746,017	9,125,537	(620,480)	-6.80%	29,238,050	-	0.00%
Monroe CMHSP	31,881,500	10,627,167	9,639,897	(987,270)	-10.24%	31,881,500	-	0.00%
Washtenaw CMHSP	78,723,853	26,241,284	22,809,613	(3,431,671)	-15.04%	78,723,853	-	0.00%
<b>Total Funding For CMHSP Partner</b>	<b>\$ 158,243,511</b>	<b>\$ 52,747,837</b>	<b>\$ 47,709,947</b>	<b>\$ (5,037,890)</b>	<b>-10.56%</b>	<b>\$ 158,243,511</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Funding For SUD Services</b>								
Lenawee County	2,368,015	789,338	683,179	(106,160)	-15.54%	2,049,536	(318,479)	-15.54%
Livingston County	2,870,825	956,942	762,757	(194,184)	-25.46%	2,288,272	(582,553)	-25.46%
Monroe County	2,669,660	889,887	713,175	(176,711)	-24.78%	2,139,526	(530,134)	-24.78%
Washtenaw County	7,738,563	2,579,521	1,935,934	(643,587)	-33.24%	5,807,802	(1,930,761)	-33.24%
<b>Total Funding For SUD Services</b>	<b>\$ 15,647,063</b>	<b>\$ 5,215,688</b>	<b>\$ 4,095,046</b>	<b>\$ (1,120,642)</b>	<b>-27.37%</b>	<b>\$ 12,285,137</b>	<b>\$ (3,361,926)</b>	<b>-27.37%</b>
<b>Other Contractual Obligations</b>								
Hospital Rate Adjuster	2,943,755	981,252	981,252	-	0.00%	2,943,755	-	0.00%
Insurance Provider Assessment Tax	1,456,827	364,207	467,408	103,202	22.08%	1,402,225	(54,602)	-3.89%
Local Match	1,577,780	525,927	525,927	-	0.00%	1,577,780	-	0.00%
<b>Total Other Costs</b>	<b>\$ 5,978,362</b>	<b>\$ 1,871,385</b>	<b>\$ 1,974,587</b>	<b>\$ 103,202</b>	<b>5.23%</b>	<b>\$ 5,923,760</b>	<b>\$ (54,602)</b>	<b>-0.92%</b>
<b>CMHPSM Administrative Costs</b>								
Salary & Fringe	2,383,701	794,567	663,774	(130,793)	-19.70%	2,383,701	-	0.00%
Administrative Contracts	1,714,002	571,334	292,703	(278,631)	-95.19%	1,714,002	-	0.00%
Board Expense	2,750	917	650	(267)	-41.03%	2,750	-	0.00%
All Other Costs	263,347	87,782	104,073	16,291	15.65%	263,347	-	0.00%
<b>Total Administrative Expense</b>	<b>\$ 4,363,800</b>	<b>\$ 1,454,600</b>	<b>\$ 1,061,200</b>	<b>\$ (393,400)</b>	<b>-37.07%</b>	<b>\$ 4,363,800</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Risk Reserve Provision</b>	<b>\$ 1,499,519</b>	<b>\$ 499,840</b>	<b>\$ 499,840</b>	<b>-</b>	<b>-</b>	<b>\$ 1,499,519</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Total Expense</b>	<b>\$ 185,732,255</b>	<b>\$ 61,789,349</b>	<b>\$ 55,340,619</b>	<b>\$ (6,448,730)</b>	<b>-11.65%</b>	<b>\$ 182,315,727</b>	<b>\$ (3,416,528)</b>	<b>-1.87%</b>
<b>Revenues over (under) Expenditure:</b>	<b>\$ -</b>	<b>\$ 121,402</b>	<b>\$ 2,025,969</b>	<b>\$ 1,904,567</b>		<b>\$ (10,215,962)</b>	<b>\$ (10,215,962)</b>	

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

- 1 PMTO and Club House block grant funding is a pass through to CMHSP's. Revenue under budget correlates with administrative contract expenditures under budget.
- 2 Other revenue under budget due to vacant SIS assessor position and contracted assessments. Revenue is based on billings of SIS assessor expenditures. The revenue under budget correlates with administrative contract and administrative wages under budget.
- 3 Anticipated Medicaid Revenue was 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 See attached for narratives required by the Financial Stability & Risk Reserve Management Policy of a 5% variance. Actual to date for the CMHSP's is distribution of available funding to date. Please see Distribution Analysis attached.
- 5 SUD Block grant programs and PA2 initiatives are not fully implemented, most specifically State Opioid Response, State Targeted Response, Innovative Strategies and Gambling Prevention.
- 6 The Insurance Provider Assessment (IPA) has been invoiced based on fiscal year 2017 enrollments for the 1st quarter of FY2019. Adjustments are anticipated due to higher than expected eligibles. The revenue budgets were increased to reflect these increased eligibles. The IPA expenditure budget will be adjusted as well to reflect the increased eligibles in the next amendment
- 7 Salary and wages under budget due to a vacant positions.
- 8 Administrative contracts under budget due to timing, primarily contract expenditures in relation to the Block Grant Other, SIS assessment, and Gambling Prevention contracts.
- 9 Regional Board under expense due to low cost of meetings.
- 10 Other expenditures under budgeted due to timing of trainings/conferences/travel.



**CMHSP Financial Narratives**  
**Fiscal Year 2019**  
**For the Period Ending January 31, 2019**

**Livingston**

Livingston CMHA continues to see an increase in expenditures in our Autism program. Our projected costs in Autism for FY19 are \$4,468,736 which is over our allocation of \$3,141,435 by \$1,327,301. This projection is based on the upward trend we have seen in Autism just for Livingston over the past several years. In FY16 we had 28 consumers and by the end of FY18 we had 119 consumers in our Autism program, which is a 400% increase in just 2 years. This projection includes the cost increase to serve more consumers in FY19.

**Monroe**

Monroe CMHA is projected to have \$30,019,807 in Medicaid and Healthy Michigan expenses for FY2019. This is over the revised allocation of \$26,813,843 by \$3,205,964. For Autism, we are projected to have \$1,861,669 in in expenses which is over \$186,179 from the revised allocation of \$1,675,490. These projections are based on the past two years actual expenses for contracted services for consumers which were roughly the same amount. Autism is based on the increase of autism consumers and services provided to them.

Monroe is aggressively looking at ways to reduce these costs where necessary. Also, the projection includes a possible increase of new consumers.

**Washtenaw**

For fiscal year 2019, Washtenaw CMH is currently projecting an overall deficit of \$10 million. The main areas of underfunding are for service provision to the Healthy Michigan Plan population as well as the traditional Medicaid population. For FY19, WCCMH is continuing to experience the same increased cost and utilization of medically necessary services as identified in the later part of FY16, and all of FY17 and FY18. The budget pressures continue to occur in three primary services areas, Community Living Supports, Specialized Residential Services and Inpatient Hospitalizations. Due to group home capacity challenges, individuals requiring a specialized residential placement are having to be placed out-of-county at a higher cost of service. WCCMH has engaged with its provider network to seek opportunities to open new group homes and available placements within their respective locations. For the past several years, individuals are being discharged from the state hospitals with very high acuity and require a level care that is not currently available due to capacity constraints within our CMH. Community Living Supports (CLS) services continue to be an area of concern and WCCMH continues its focus on utilization review. The CLS rate increases that were implemented as a region were necessary and still insufficient for the provider network to continue to meet the mandated and medically necessary CLS services in Washtenaw. WCCMH is monitoring the benefit eligibility for each of its 5000 consumers and is in constant contact with MDHHS to correct benefit misclassifications. Individuals inaccurately classified as Healthy Michigan Plan continue to be a challenge and WCCMH is only able to impact eligibility for those served, not the remaining eligible individuals who do not participate in CMH services. There is an ongoing concern that these inaccuracies are affecting capitation rates for our region. Washtenaw made drastic positions cuts in FY15 and reduced an entire layer of administration. At this point, any additional positions cut would completely hinder our ability to meet the mandates for service provision.



CMHPSM – RE: FY 18 PBIP Received by the CMHPSM 2-22-19

This communication serves as the final notice to your PIHP regarding the FY2018 performance bonus, contract section 8.4.2.1 as amended June 2018.

Revised final Follow-up after Hospitalization for Mental Illness within 30 Days (FUH) measure rates for the 7/1/17-6/30/18 measurement period were posted in CC360 on February 22, 2019. Rates previously posted were revised to correct a minor Medicaid Health Plan attribution issue. These results are represented below in dollar amounts for the 7/1/17-6/30/18 measurement period.

Scoring on the qualitative narrative for FY18 is detailed under “Narrative Score” below.

Total performance bonus earnings are shown at the bottom in the “FY18 Total” section with yellow highlight.

Questions may be directed to: [sproatj@michigan.gov](mailto:sproatj@michigan.gov)

<b>FUH Joint Metric Score (100 points)</b>				
	<b>Score</b>	<b>Score Converted to Percentage</b>	<b>Joint Metric Total \$ Available</b>	<b>Joint Metric Earned</b>
CMHPSM	93	93%	\$224,813.66	\$208,755.54

<b>Narrative Score (100 points)</b>						
	<b>Patient Centered Medical Home Participation Yes = 50, No = 0</b>	<b>Veterans' Needs and Services Yes = 50, No = 0</b>	<b>Score</b>	<b>Score Converted to Percentage</b>	<b>Total Narrative \$ Available</b>	<b>Narrative \$ Earned</b>
CMHPSM	50	50	100.00	100%	\$899,254.62	\$899,254.62

<b>FY18 Total .75 Performance Bonus Incentive Earnings</b>				
	<b>Total \$ Available (.75 withhold)</b>	<b>Total Withhold Unearned</b>	<b>Additional Performance Bonus Earned</b>	<b>Grand Total Earned</b>
CMHPSM	\$ 1,124,068.28	\$ 16,058.12	\$ -	\$ 1,108,010.16

*Teri Baker*

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 Behavioral Health and Developmental Disabilities Adm.  
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**LENAWEE-LIVINGSTON-MONROE-WASHTENAW  
OVERSIGHT POLICY BOARD  
January 24, 2019 meeting  
705 N. Zeeb Road  
Ann Arbor, MI 48103**

Members Present: Amy Fullerton (phone), David Oblak, William Green, Tom Waldecker, Kim Comerzan, Mark Cochran, Blake LaFuente, John Lapham, Ralph Tillotson, Charles Coleman, Dave O'Dell

Members Absent: Dianne McCormick, Monique Uzelac

Guests:

Staff Present: Stephannie Weary, Marci Scalera, Suzanne Stolz, Amy Johnston (phone), Katie Postmus, Nicole Adelman, James Colaianne, Jackie Bradley

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

1. Introductions
2. Approval of the agenda

**Motion by R. Tillotson, supported by W. Green, to approve the agenda  
Motion carried**

3. Approval of the January 24, 2019 OPB Minutes

**Motion by K. Comerzan, supported by M. Cochran, to approve the January 24, 2019  
OPB Minutes  
Motion carried**

4. Audience Participation  
    ) None

5. Old Business
  - a. Finance Report  
    ) S. Stolz presented. Discussion followed.  
    ) S. Stolz, J. Colaianne and M. Scalera will be doing a deep analysis of SUD funding.

**Motion by R. Tillotson, supported by C. Coleman, to accept the finance report  
Motion carried**

6. New Business
  - a. CCAR Training  
    ) OPB approved funding for a CCAR training last year. It will happen at the end of March.
  - b. Able Change Process

- ) M. Scalera provided an overview of the recent Able Change summit, and the process that's taking place in Washtenaw.
- ) Is this something OPB would like to engage the region in?
- ) D. Oblak would like to see a regional initiative involving all 4 counties together.
- ) C. Coleman would like to give the Washtenaw effort time to show results, to learn from the experience and implement the successful elements.
- ) M. Scalera suggested possibly reviewing each county separately, and then bringing the 4 counties together for discussion.
- ) A survey will also be considered, which will contribute to a town hall.
- c. Data Review
  - 1. Treatment Trends
    - ) OPB would like an asterisk (delineation) indicating what "Total admissions in xx county" means: residency, service took place in, etc.
  - 2. Narcan Saves report
    - ) OPB reviewed saves statistics for Narcan across the region.
- 7. Report from Regional Board
  - ) There was discussion of the 360-degree review of the CEO. The results should be ready by the middle of March.
  - ) There was also discussion of the regional finances.
- 8. SUD Director Updates
  - a. Grants and program implementation
    - ) SOR grants are up and running.
    - ) C. Coleman would like to do what we can to retain the grant coordinator positions, if the grant funding does end in the future. He'd like the PIHP to think outside of the box re: staffing.
    - ) The PIHP Leadership team is reviewing staffing, including the SUD and Clinical Director position, to determine staffing needs.
  - b. MDOC services status
    - ) It's not clear what's going to happen, but it seems that everyone will be required to manage the MDOC clients.
    - ) MIRep in Monroe: The state has put the money into the EGrAMS system.
    - ) K. Postmus reported on the Prevention team's plan to do another continuation year for the funding cycle. Initial cycle was FY18-19, would like to extend it through FY20. Prevention is also getting some funding requests to expand some programs that have been very successful.
- 9. Adjourn

**Motion by T. Waldecker, supported by C. Coleman, to adjourn the meeting  
Motion carried**

- ) Meeting adjourned at 11:17 a.m.