



## OVERSIGHT POLICY BOARD

Teleconference Meeting

Thursday, March 25, 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 January 28, 2020 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) – 15 minutes
  - c. Bylaws Update {Att.#3} **(Board Action)** – 20 minutes
  - d. Open Meetings Act (Discussion) – 10 minutes
6. New Business
  - a. Strategic Initiatives Report (Discussion) – 15 minutes
7. Report from Regional Board {Att. #4} (Discussion) – 10 minutes
8. SUD Director Updates (Discussion) – 10 minutes
  - a. Gambling Disorders Media Campaign RFQ
  - b. Stacked Deck Training and Mini Grants
  - c. Back to Office Plans
9. Adjournment **(Board Action)**

**\*Next meeting: Thursday, April 22, 2020**

**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  
January 28, 2021  
Meeting held electronically via Zoom Software**

**Members Present:** Mark Cochran (Monroe, MI), Kim Comerzan (Monroe, MI), Amy Fullerton (physical location) (Lenawee County, MI), Ricky Jefferson (Ypsilanti Township, MI), John Lapham (Lenawee County, MI), Susan Longworth (Genoa Township, MI), Molly Welch Marahar (Ann Arbor, MI), Frank Nagle (Lenawee County, MI), David Oblak (Ann Arbor, MI), Dave O'Dell (Monroe, MI), Ralph Tillotson (Lenawee County, MI), Monique Uzelac (Ann Arbor, MI), Tom Waldecker (Ann Arbor, MI)

**Members Absent:** Dianne McCormick

**Guests:** Madeline DeMarco

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

Board Chair M. Cochran called the meeting to order at 9:45 a.m.

1. Introductions
2. Approval of the Agenda  
**Motion by M. Welch Marahar, supported by M. Uzelac, to approve the agenda**  
**Motion carried**  
Voice vote, no nays.
3. Approval of the December 3, 2020 Oversight Policy Board minutes  
**Motion by T. Waldecker, supported by M. Welch Marahar, to approve the December 3, 2020 OPB minutes**  
**Motion carried**  
Voice vote, no nays.
4. Audience Participation  
J None
5. Old Business
  - a. Finance Report  
J PA2 revenue notification for the first quarter should be available by the next OPB meeting.
  - b. FY21 PA2/Block Grant/SOR Update  
J M. Berg provided an overview of PA2 funding over time.  
J Staff will communicate with providers to ensure consideration of what additional cuts would look like for them if required during this fiscal year.  
J Providers have been advised that FY22 funding will also likely be reduced.  
J .
  - c. FY21 PA2 Program Funding Request

**Motion by K. Comerzan, supported by R. Jefferson, to approve the attached FY21 expenditures for PA2 funds by county**  
**Motion carried**

Vote

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

No:

Absent: McCormick, Uzelac\*

\*not presented in the meeting for this vote

- d. Bylaws Update
  - ) N. Adelman will send the updated draft to OPB 2 weeks before February OPB meeting, for OPB's review and approval.
  
6. New Business
  - a. Regional Program Overview
    - ) N. Adelman provided an overview of all the SUD programs. Each OPB upcoming meeting will see a presentation from different programs within the SUD Team.
  - b. Prevention Programs Presentation
    - ) J. Goerge and M. Buckhannon presented on Prevention programming.
  
7. Report from Regional Board
  - ) J. Colaianne provided highlights from the most recent Regional Board meeting.
  
8. SUD Director Updates
  - a. ASAM Continuum Assessment Tool
    - ) ASAM Continuum Tool will be used, instead of the GAIN tool.
    - ) Oct. 1, 2021 implementation for all SUD providers across the state.
  - b. Strategic Plan - Community Survey
    - ) Community survey was done last year, will continue to be done annually, which Michaela will oversee.
  - c. Employee Engagement Survey
    - ) CMHPSM did an employee survey, which indicated significant improvement over the last one that was done 18 months ago.
  - d. COVID Office Status
    - ) Currently all staff are working from home. People go into the office as needed, but on a very limited basis.
  - e. PPE Distributed to Providers
    - ) CMHPSM has been providing PPE to providers.
  - f. Recovery Self Assessment
    - ) Consumer and staff survey related to recovery/treatment experiences; compiled into a report by county and region.
  
9. Adjournment
  - ) Today's meeting was ended by a technical difficulty at 10:59 a.m., just as the OPB was preparing to adjourn.

**Next meeting: February 25, 2021**

**Location TBD**

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

Summary Of Revenue & Expense	Funding Source						Total Funding Sources	FY20 YTD
	Medicaid	Healthy Michigan	SUD - CBG/WSS	SUD - SOR/SORS	Gambling Prev	SUD-PA2		
<b>Revenues</b>								
Funding From MDHHS	1,100,502	2,873,405	1,496,364	502,162	8,638		\$ 5,981,071	\$ 5,544,199
PA2/COBO Tax Funding Current Year		-	-	-	-	276,615	\$ 276,615	\$ 614,700
PA2/COBO Reserve Utilization	-	-	-	-	-	412,173	\$ 412,173	
Other	-	-	-	-	-	-	\$ -	
Total Revenues	\$ 1,100,502	\$ 2,873,405	\$ 1,496,364	\$ 502,162	\$ 8,638	\$ 688,788	\$ 6,669,859	\$ 6,158,900
<b>Expenses</b>								
<b>Funding for County SUD Programs</b>								
CMHPSM				502,162	7,475		509,637	349,807
Lenawee	152,160	293,448	213,473			41,182	700,263	721,137
Livingston	100,296	185,164	230,783			168,177	684,420	564,991
Monroe	143,937	273,155	380,772			136,179	934,043	797,903
Washtenaw	339,492	941,059	445,701			343,249	2,069,501	1,880,356
Total SUD Expenses	\$ 735,885	\$ 1,692,826	\$ 1,270,729	\$ 502,162	\$ 7,475	\$ 688,788	\$ 4,897,864	\$ 4,314,193
Administrative Cost Allocation	93,476	212,607	148,908		1,163	-	\$ 456,154	\$ 392,331
Total Expenses	\$ 829,361	\$ 1,905,433	\$ 1,419,637	\$ 502,162	\$ 8,638	\$ 688,788	\$ 5,354,018	\$ 4,706,524
Revenues Over/(Under) Expenses	\$ 271,141	\$ 967,973	\$ 76,727	\$ (0)	\$ (0)	\$ 0	\$ 1,315,841	\$ 1,452,376

Current fiscal year utilization of PA2			Revenues Over/(Under) Expenses	FY 19 Over/(Under) Expenses
PA2 by County	Revenues	Expenditures		
Lenawee	22,241	41,182	(18,941)	9,957
Livingston	69,305	168,177	(98,872)	240,343
Monroe	49,371	136,179	(86,808)	196,035
Washtenaw	135,698	343,249	(207,551)	409,845
Totals	\$ 276,615	\$ 688,788	\$ (412,173)	\$ 856,180

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

**BY-LAWS**

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

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN  
(CMHPSM)**

**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 ~~c~~Counties. This BOARD shall be named the REGION 6 SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD hereafter ~~called~~ 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 ~~at~~ of any local funds for treatment or prevention of substance use disorders within department designated community mental health entity CMHPSM budgets. ~~containing local funds for treatment or prevention of substance use disorders.~~
- ~~F.~~ Advising ~~ee~~ and making recommendations ~~tions~~ regarding department designated community mental health entities CMHPSM budgets for substance use disorder treatment or prevention using other nonlocal funding sources.
- ~~D.G.~~ Advising ~~ee~~ and making recommendations regarding CMHPSM contracts with substance use disorder treatment or prevention providers.

~~E.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) ~~members~~representatives, four (4) appointed from each member ~~C~~county.

~~1. Two (2) representatives from Lenawee each cCounty; shall be appointed by their respective by the Lenawee County Board of Commissioners, two (2) representatives from Livingston County, appointed by the Livingston County Board of Commissioners, two (2) representatives from Monroe County, appointed by the Monroe County Board of Commissioners and two (2) representatives from Washtenaw County, appointed by the Washtenaw County Board of Commissioners.~~

~~1.2.~~ The remaining ~~two (2) representatives~~members from each county ~~shall~~will 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.

~~2.4.~~ Employees of agencies contracted to the CMHPSM shall not be members of the OPB.

~~3.5.~~ Appointed members / cCommunity representatives shall reside within the county represented.

~~B. 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.~~

B. —Length of Full Term:

1. Oversight Policy Board member terms~~All representatives shall last for~~serve three years when serving a full term~~terms, starting October 1, of the year appointed.~~

2. Full Initial~~t~~terms shall be staggered to ensure that no more than one-third of OPB members turn over each year.

~~3. Appointments shall be effective upon approval of the respective appointing body.~~

3.4. All reappointments to full terms shall be made by the respective appointing body~~shall last for three years.~~

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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.

~~C.D.~~ Attendance:

1. Meeting attendance may be face to face or through electronic participation via phone or video conference ~~when available~~ 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.
- 2-4. 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.

~~D.E.~~ Removal and Resignation:

1. A member must resign in writing to the appointing body and to the CMHPSM Board.
2. An OPB member may be removed for lack of attendance. 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. In the absence of a written resignation, three (3) consecutive absences from regularly scheduled meetings or three (3) absences within a twelve (12) month period would require a review by the OPB. The review may result in a recommendation for appointment of a new member by the respective appointing board.
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 and reappointment.
- 2-4. After an OPB member is removed, an appointment of a new member may 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~~least~~ once each quarter every year. All meetings will be held at CMHPSM offices unless otherwise notified in compliance with the Open Meetings Act, with each county being the site for at least one meeting during the calendar year.
- 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, of the OPB shall constitute a quorum, with representation from each county—with at minimum one (1) representative from each county.

E.1. In the case of a less than full membership, 50% of the active members present at a meeting, with plus one (1) with representative~~on from~~ from each county will constitute a quorum.

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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 as follows: Electronic, and Telephone votes will only be counted if there is a quorum present at the meeting.

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1. Before January 1, 2021 and retroactive to March 18, 2020 for any circumstances including but not limited to accommodation of absent members of the public body due to military duty; a medical condition; or a statewide or local state of emergency or state of disaster declared by the governor, a local official, or a local governing body that would put the personal health and/or safety of the public body or members of the public at risk if held in person.

2. On or after January 1, 2021 through December 31, 2021 for reasons limited to accommodation of absent members of the public body due to military duty; a medical condition; or a statewide or local state of emergency or state of disaster declared by the governor, a local official, or a local governing body that would put the personal health and/or safety of the public body or members of the public at risk if held in person. However, electronic meetings due to a local state of emergency or state of disaster may only be held if a member resides in the affected area or the public body at large holds its meetings in the affected area.

2. 3. After December 31, 2021 only when a member is absent due to military duty.



- ~~F. Consider allowing for a Board vote without a meeting.~~
- ~~G. 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. No member shall abstain from voting unless he or she has received the unanimous permission of the Board members in attendance.~~
- F. \_\_\_\_\_

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- H.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.H. All regular and special meetings are open to the public, pursuant to the Open Meetings Act. Minutes will be made available.

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

- A. The OBP shall ~~adopt and~~ adhere to thea CMHPSM conflict of interest policy which shall require, among other things, the disclosure to the ~~Board Chairperson~~ full board any actual or ~~possible~~ potential conflicts of interest by any board members. ~~This includes any OPB members who are current employees of licensed providers.~~ All board members will annually disclose any conflicts of interest while serving on the board per the CMHPSM policy.
- B. Employees of ~~contracted~~ agencies contracted to the CMHPSM should all not be members of the OPB.
- ~~A.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:

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- a) Assure that minutes are kept and distributed
- b) Keep attendance of members at meetings.
- ~~e) Assume the responsibilities and duties of the Chairperson in the absences of the Chairperson and Vice-Chairperson~~
- ~~c) 4. The Officers shall serve one year terms, and may be renewed for a maximum of three consecutive years.~~

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Each officer shall be from a different county.

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. ~~6.~~ In the event of the death, resignation, ~~removal~~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.

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#### 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-amendments shall be sent to the appointing Board of Commissioners in each partner county.

#### ARTICLE VIII – COMMITTEES

- A. ~~Ad Hoc Committees may be formed by the OPB at any time and shall act only on the direction of the OPB. Alternative language:~~ 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.

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~~B.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. language

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 and execute contracts for amounts up to \$2,000 prior to OPB approval.

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**ARTICLE IX**

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

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**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.

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**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

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN  
REGULAR BOARD MEETING MINUTES**

**March 10, 2021**

**\*Meeting held electronically via Zoom**



**Members Present:** Judy Ackley (Ann Arbor, MI), Greg Adams (Adrian, MI), Susan Fortney (Petersburg, MI), Bob King (Ann Arbor, MI), Sandra Libstorff (Monroe, MI), Molly Welch Marahar (Ann Arbor, MI), Caroline Richardson (Ann Arbor, MI), Sharon Slaton (Brighton Township, MI)  
(physical location)

**Members Absent:** Roxanne Garber, Charles Londo, Gary McIntosh, Katie Scott, Ralph Tillotson

**Staff Present:** Kathryn Szewczuk, Stephannie Weary, James Colaianne, CJ Witherow, Matt Berg, Nicole Adelman, Lisa Jennings, Connie Conklin, Dana Darrow

**Others Present:** Laurie Lutomski, Kathy Homan, Mary Serio

I. Call to Order  
Meeting called to order at 6:05 p.m. by Board Chair S. Slaton.

II. Roll Call  
J An electronic quorum of members present was confirmed.

III. Consideration to Adopt the Agenda as Presented

**Motion by B. King, supported by S. Fortney, to approve the agenda**

**Motion carried**

Voice vote, no nays

IV. Consideration to Approve the Minutes of the February 10, 2021 Regular Meeting and Waive the Reading Thereof

**Motion by B. King, supported by J. Ackley, to approve the minutes of the February 10, 2021 regular meeting and waive the reading thereof**

**Motion carried**

Voice vote, no nays

V. Audience Participation  
None

VI. Old Business

a. March Finance Report – FY21 as of January 31<sup>st</sup>

J M. Berg presented.

J G. Adams requested a breakout of eligibles per county. M. Berg agreed to bring this information to the next Regional Board meeting.

b. Board Action – FY20 QAPIP Evaluation

**CMHPSM Mission Statement**

*Through effective partnerships, the CMHPSM shall ensure and support the provision of quality integrated care that focuses on improving the health and wellness of people living in our region.*

) CJ Witherow presented an executive summary.

**Motion by B. King, supported by G. Adams, to approve the Annual Summary and Evaluation of the Quality Assessment and Performance Improvement Program (QAPIP) for FY20**

**Motion carried**

Vote

Yes: Ackley, Adams, Fortney, King, Libstorff, Welch Marahar, Richardson, Slaton

No:

Absent: Garber, Londo, McIntosh, Scott, Tillotson

c. Board Action – Conflict of Interest Waiver Review

) J. Colaianne presented.

) 12 of the 13 board members have an arrangement that should be noted (serving as both a regional board member and a CMHSP board member).

) M. Welch Marahar has a separate form indicating her employment with the MDHHS department.

) M. Cochran is the OPB chair and is also the chair of the Monroe County SUD Coalition. He always abstains from any vote related to funding for the Coalition.

**Motion by B. King, supported by M Welch Marahar, to approve a resolution acknowledging and/or waiving potential conflicts of interest as disclosed by CMHPSM Regional Board members, Oversight Policy Board members and CMHPSM employees that were required to attest to any such arrangements**

**Motion carried**

Vote

Yes: Ackley, Adams, Fortney, King, Libstorff, Welch Marahar, Richardson, Slaton

No:

Absent: Garber, Londo, McIntosh, Scott, Tillotson

d. CEO Evaluation Committee Update

) S. Weary will send a reminder to those board members who haven't responded yet.

) J. Colaianne will meet with the committee later this month to review responses.

VII. New Business

a. Board Action – Contracts Approval

**Motion by J. Ackley, supported by C. Richardson, to approve the CEO to execute the contracts/amendments as presented**

**Motion carried**

Vote

Yes: Ackley, Adams, Fortney, King, Libstorff, Welch Marahar, Richardson, Slaton

No:

Absent: Garber, Londo, McIntosh, Scott, Tillotson

b. Board Action – Provider Premium Pay Regional Extension

) This action no longer needed because state has approved the \$2.25/hr provider premium pay.

**Motion by S. Libstorff, supported by M. Welch Marahar, to ignore this proposal and move on to the next proposal**

**Motion carried**

Vote

**CMHPSM Mission Statement**

*Through effective partnerships, the CMHPSM shall ensure and support the provision of quality integrated care that focuses on improving the health and wellness of people living in our region.*

Yes: Ackley, Adams, Fortney, King, Libstorff, Welch Marahar, Richardson, Slaton  
No:  
Absent: Garber, Londo, McIntosh, Scott, Tillotson

- c. Board Action – Provider Premium Pay Pass Through  
**Motion by B. King, supported by J. Ackley, to approve the proposal to increase CMHSP funding allocations to include a \$2.25/hour premium pay plus employer expenses funding for premium pay eligible services delivered from March 1, 2021 through September 30, 2021 if legislation funding this provider premium pay pass through becomes law**

**Motion carried**

Vote

Yes: Ackley, Adams, Fortney, King, Libstorff, Welch Marahar, Richardson, Slaton  
No:  
Absent: Garber, Londo, McIntosh, Scott, Tillotson

VIII. Reports to the CMHPSM Board

- a. Report from the SUD Oversight Policy Board (OPB)  
    ) No update, OPB didn't meet in February.
- b. CEO Report to the Board  
    ) The CMHPSM office is still in limited capacity status, estimated to last until April 30. May-July 50% capacity is estimated.  
    ) Applications for the open SIS Assessor position are currently being accepted.

IX. Adjournment

**Motion by S. Fortney, supported by M. Welch Marahar, to adjourn the meeting**  
**Motion carried**

Meeting adjourned at 7:04 p.m.

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Judy Ackley, CMHPSM Board Secretary