

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

**April 8, 2020**



**Members Present:** Judy Ackley, Greg Adams, Roxanne Garber, Bob King, Sandra Libstorff, Charles Londo, Caroline Richardson, Sharon Slaton, Ralph Tillotson

**Members Absent:** Susan Fortney, Gary McIntosh, Katie Scott

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

**Others Present:** Laurie Lutomski

- I. Call to Order  
Meeting called to order at 6:02 p.m. by Board Chair S. Slaton.  
Meeting held remotely via Zoom conference line and software.

- II. Roll Call
- An electronic 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**

**Motion carried**

- Agenda addition: Board Action Request for emergency funding

- IV. Consideration to Approve the Minutes of the March 11, 2020 Regular Meeting and Waive the Reading Thereof

**Motion by J. Ackley, supported by R. Garber, to approve the minutes of the March 11, 2020 regular meeting and waive the reading thereof**

**Motion carried**

- V. Audience Participation  
None

- VI. Old Business
- a. April Finance Report – FY20 as of February 29<sup>th</sup>
- M. Berg presented. Discussion followed.
  - Staff provided details about the PIHP and region's COVID-19.
  - The Board reviewed the allocations proposed in the presented Board Action Request to approve the recommended funding to be allocated to the CMHSPs to assist the regional provider network in delivering critical essential face-to-face services.

**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.***

**Motion by C. Richardson, supported by B. King, to approve the recommended funding to be allocated to the CMHSPs to assist the regional provider network in delivering essential face-to-face services**  
**Motion carried**

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

- b. CMHPSM Board Bylaws
  - No changes were suggested by staff.

**Motion by G. Adams, supported by R. Garber, to approve the CMHPSM Board Bylaws as presented**  
**Motion carried**

- c. CEO Authority Control – Employee Position Control and Compensation Policy
  - Informational presentation of the finalized policy. No action was needed.
- d. CEO Evaluation Committee Update
  - C. Richardson reported that the evaluation survey was sent electronically to those who were identified at last month’s board meeting. The due date for the survey is 4/10/20.
  - The results will come back to the board next month.

VII. New Business

- a. Preliminary FY20 Budget Amendment Discussion
  - M. Berg provided an overview of the changes to the budget that will likely be proposed at next month’s board meeting.
- b. Board Action Request  
 Consideration to approve the CEO to execute the presented contracts/amendments
  - C. Witherow presented the requested contracts/amendments.

**Motion by J. Ackley, supported by B. King, to approve the presented contracts/amendments**  
**Motion carried**

- c. Board Action Request  
 Consideration to approve the FY19 QAPIP Evaluation
  - For future reports, the Board requested indicators noting what is going well and what needs more focus.

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- Regarding corrective action plans for providers, the Board requested to see details rather than just “yes” or “no” results.
- The Board requested to see the denominators for the data presented.
- C. Witherow proposed bringing the data to the board on a quarterly basis, with context, rather than holding it all for the 1-time annual review by the Board.

**Motion by R. Garber, supported by J. Ackley, to approve the FY19 QAPIP Evaluation**  
**Motion carried**

- d. Board Action Request  
 Consideration to approve the FY20 QAPIP Plan

**Motion by B. King, supported by G. Adams, to move the FY20 QAPIP Plan agenda item to the May Board meeting**  
**Motion carried**

- e. Board Action Request  
 Consideration to approve the proposed revisions to the CMHPSM Board Governance Manual

**Motion by C. Londo, supported by B. King, to move the CMHPSM Board Governance Manual agenda item to the May Board meeting**  
**Motion carried**

- f. Board Action Requests  
 Consideration to approve the 4 Board Governance Policies as presented

- |                                  |   |
|----------------------------------|---|
| • CEO General Scope of Authority | • Investing                                       |
| • Procurement                    | • Financial Stability and Risk Reserve Management |

**Motion by C. Londo, supported by R. Garber, to move the Board Governance Policies agenda items to the May Board meeting**  
**Motion carried**

VIII. Reports to the CMHPSM Board

- a. Report from the SUD Oversight Policy Board (OPB)
- OPB cancelled its March and April meetings.
- b. CEO Report to the Board
- The state’s PIHPs and CMHs meet with the department twice a week. The ROC meets after those meetings.
  - CMH directors reported that service isn’t being adversely affected by COVID-19.
  - C. Richard noted that there are a lot of homegrown efforts going on re: personal protection equipment (PPE), and expressed concern that there’s not an awareness of the CMHs’ needs.
  - The Board requested to be kept apprised of the needs of the CMHs, updated as often as possible, in order to advocate on behalf of the CMHs.

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IX. Adjournment

**Motion by C. Richardson, supported by B. King, to adjourn the meeting  
Motion carried**

- Meeting adjourned at 8:06 p.m.

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Judy Ackley, CMHPSM Board Secretary

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