

**Board Meeting Minutes
November 10, 2017
9:30 am-11:00 am
5250 Lovers Lane, Portage, MI 49002**

Members Present: Tom Schmelzer, Ed Meny, Moses Walker, Susan Barnes, Robert Nelson, Anthony Heiser, Robert Wagel

Members Absent: Kathy-Sue Vette.

Guests: Bradley Casemore, Executive Officer-SWMBH; Tracy Dawson, Chief Financial Officer-SWMBH; Mila Todd, Chief Compliance Officer-SWMBH; Robert Moerland—Chief Information Officer-SWMBH; Sarah Hirsch, Chief Clinical Officer – SWMBH; Jonathan Gardner, Director of QAPI—SWMBH; Petra Morey, Compliance Specialist III—SWMBH; Mary Ann Bush, Senior Operations Specialist-SWMBH; Tim Dubois, IT Project Manager-SWMBH; Moira Kean, Director of Provider Network Management and Clinical Improvement-SWMBH; Jon Houtz—Alternate/Branch County; Susan Germann-Pines Behavioral Health; Deb Hess—Van Buren Community Mental Health Authority; Richard Thiemkey—Barry County CMH; Mike Reed, CFO—Riverwood; Brad Sysol—Summit Pointe; Jeannie Goodrich—Summit Pointe; Pat Guenther—Kalamazoo CMHSP; Kathy Sheffield—Woodlands; Mike Kenny—NAMI of Kalamazoo.

Welcome Guests

Tom Schmelzer called the meeting to order at 9:30 AM and welcomed the group. Introductions were completed. Tom noted that we may have Board Member, Kathy-Sue Vette, attending by phone, however, unless otherwise requested there would not be a roll call vote for every action.

Public Comment

None

Agenda Review and Adoption

Motion Robert Wagel moved to approve the Agenda.

Second Ed Meny

Motion Carried

Consent Agenda

Motion Moses Walker moved to approve the complete Consent Agenda.

Second Robert Wagel

Motion Carried

Operations Committee

Nothing to report.

Ends Metrics

Regional Habilitation Supports Waiver Slots Approval

Jonathan Gardner reported as documented. SWMBH was the only PIHP in Michigan to have filled all of the allocated slots.

Motion Robert Nelson moved that the data was relevant and compelling, the Executive Officer is in compliance and the Ends does not need revision.

Second Moses Walker

Motion Carried

9:40 am – Richard Thiemkey joined the conference.

Substance Use Disorder Initial Assessments and Follow-up Approval

Jonathan Gardner reported as documented

Motion Robert Wagel moved that the data was relevant and compelling, the Executive Officer is in compliance and the Ends does not need revision.

Second Susan Barnes

Motion Carried

Improved Population Health Efforts Approval

Jonathan Gardner reported as documented explaining the website and the variety of ways in which to find out about Population Health Efforts.

Motion Ed Meny moved that the data was relevant and compelling, the Executive Officer is in compliance and the Ends does not need revision.

Second Moses Walker

Motion Carried

Board Actions to be Considered

2018-2019 Ends Metrics Draft

Jonathan Gardner reported, reviewing the additions to the 2018-2019 Ends Metrics and then asked for feedback. The final version will be provided for Board approval at the December 8, 2017 SWMBH Board meeting. Operations Committee final review is 11/29/17.

Boards Policy Review

BG-003 Unity of Control

Tom Schmelzer reviewed the policy describing the components.

Motion Ed Meny moved that the Board is in compliance and the policy revisions submitted are acceptable.

Second Moses Walker

Motion Carried

Executive Limitations Review

EO-002 Monitoring Executive Performance

Tom Schmelzer reported that the Executive Committee was charged with monitoring the Executive Officer's performance for the fiscal year October 1, 2016 through September 30, 2017. Upon review of policy EO-002 Monitoring Executive Officer performance, the Executive Committee finds that the Executive Officer has achieved the Ends Metrics for 2016-2017 and was compliant with the Executive Limitations and commend Brad for a job well done. With faith in Brad as an Executive Officer the Executive Committee wishes to retain Brad's services in the capacity of Executive Officer and compliment him for a job well done.

Motion Robert Nelson moved that the Executive Officer is in compliance with this policy and the policy revisions submitted are acceptable.

Second Robert Wagel

Motion Carried

EO-003 Emergency Executive Officer Succession

Brad reported as documented noting that Tracy Dawson, Chief Financial Officer, and Kim Rychener, Director of Utilization Management and Member Services, are identified as being sufficiently familiar with Board and Executive Officer issues and process to enable either to take over with reasonable proficiency as an interim Executive Officer if called upon by the Board to do so.

Discussion involved who would fill the position of CFO should Tracy be called upon to fill the EO position. Tracy noted that a professional organization would provide that individual which would allow for the continuation of the daily activities.

Motion Robert Wagel moved that the Executive Officer was in compliance with this policy and the policy revisions submitted are acceptable.

Second Ed Meny

Motion Carried

Board Education

Health Services Advisory Group Improvement Project Validation

Moirra Kean reported as documented noting that SWMBH has 100% compliance for 2016. Brad added that these reports are regional efforts and are not able to be accomplished without the Community Mental Health agencies' involvement.

Annual Contract Vendor Summary 10/1/2016-9/30/2017

Brad reported as documented. The projected budget for 2018 is reduced approximately 20%.

Communication and Counsel to the Board

Consolidated Fiscal Year 2017 Year to Date Financial Statements 9/30/17

Tracy reported as documented.

Monthly Board Metrics -- Medical Loss Ratio and Administrative Cost Ratio

Tracy Dawson reported as documented.

Fiscal Year 2018 Budget Revised

Tracy Dawson reported as documented.

Information Systems-Information Technology

Rob Moerland reported as documented, including a report on Managed Care Information System. He also noted that he is reviewing the components of the contract with ITP which has an expiration date of 9/30/18.

SWMBH Website Presentation

Tim Dubois provided a presentation of the new SWMBH website and the features that are informational, leading edge, and user friendly.

2017 SWMBH Successes and Achievements

Brad reported as documented again noting the joint role and efforts between SWMBH and the Community Mental Health entities to accomplishment these goals and projects.

CMH Accomplishment Letters

Brad congratulated Van Buren Community Mental Health, St. Joseph Community Mental Health, and Pines Behavioral Health on their excellence in meeting standards of Michigan's Mission-Based Performance Indicator System (MMBPIS) over the course of this fiscal year.

Miscellaneous

Brad reported as follows:

An accounting firm has been hired to complete an analysis of billing of DAB vs. TANF of Healthy Michigan. The findings will be presented at the December SWMBH Board meeting.

SWMBH is currently meeting with other PIHPs and the state of Michigan regarding the Michigan Department of Corrections Community Based Substance Use Disorder services.

Tom Schmelzer made the following recognitions:

Wishing veterans a Happy Veteran's Day.

Congratulations to Moses Walker on the dedication of the renamed Family Health Center building to the Moses Walker Building.

Ed Meny reminded everyone to contact their politicians regarding the proposed legislation regarding mental health.

Public Comment

Mike Kenny wanted to express his appreciation for the openness of the Board to hear comments from the public and noted that the success of the SWMBH Board is remarkable.

Adjournment

Motion Robert Wagel moved to adjourn at 11:15 AM

Second Robert Nelson

Motion Carried