

**Board Meeting Minutes**  
**March 9, 2018**  
**9:30 am-11:00 am**  
**5250 Lovers Lane, Portage, MI 49002**

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**Members Present:** Susan Barnes, Robert Becker, Anthony Heiser, Mary Myers, Moses Walker, Chief James Blocker, Edward Meny, Tom Schmelzer

**Guests:** Bradley Casemore, Executive Officer-SWMBH; Tracy Dawson, Chief Financial Officer-SWMBH; Sarah Hirsch, Chief Clinical Officer – SWMBH; Jonathan Gardner, Director of QAPI—SWMBH; Mila Todd, Chief Compliance and Privacy Officer—SWMBH; Robert Moerland, Chief Information Officer—SWMBH; Moira Kean, Director of Provider Network Management and Clinical Improvement—SWMBH; Rhea Freitag, Behavioral Health Waiver & Clinical Quality Manager—SWMBH; Petra Morey, Compliance Specialist III—SWMBH; Mary Ann Bush, Senior Operations Specialist--SWMBH; Nancy Johnson—Riverwood Alternate; Jon Houtz—Pines Behavioral Health Alternate; Susan Germann--Pines Behavioral Health; Kathy Sheffield—Woodlands Behavioral Healthcare Network; Deb Hess—Van Buren Community Mental Health Authority; Ric Compton--Riverwood; Jeannie Goodrich—Summit Pointe; Brad Sysol – Summit Pointe; Jeff Patton—Kalamazoo CMHSP

**Welcome Guests**

Tom Schmelzer called the meeting to order at 9:30 AM and welcomed the group. Self-introductions were completed.

**Public Comment**

None

**Agenda Review and Adoption**

Motion Sue Barnes moved to accept the agenda.  
Second Chief James Blocker  
Motion Carried

**Financial Interest Disclosure—Conflict of Interest Handling**

Mila Todd presented the Conflict of Interest and the Financial Interest Disclosures for Kris Kirsch, CMHSAS St. Joseph EO, disclosing her as a Member of the SWMBH Operations Committee, while at the same time serving as the Executive Director of Community Mental Health and Substance Abuse Services of St. Joseph County (CMHSAS St. Joseph)

Motion Chief James Blocker moved that a conflict exists and that:  
1) The Board is not able to obtain a more advantageous arrangement with someone other than Kris Kirsch;

- 2) The Financial Interest disclosed by Kris Kirsch is not so substantial as to be likely to effect the integrity of the services that SWMBH may expect to receive; and
- 3) A Conflict of Interest Waiver should be granted.

Second Moses Walker

Discussion Kris Kirsch was not at the meeting and did not have to be asked to leave for the vote. No discussion.

Motion Carried

Mila Todd presented the Conflict of Interest and the Financial Interest Disclosures for Sue Germann, Pines Behavioral Health CEO, disclosing her as a Member of the SWMBH Operations Committee, while at the same time serving as the Chief Executive Officer for Branch County Community Mental Health Authority d/b/a Pines Behavioral Health. In accordance with the Pines Behavioral Health contracts with Braintrust Behavioral Health to provide ABA services to beneficiaries. Ms. Germann's daughter is employed as a Behavioral Technician at Braintrust. On 3/9/18 the Pines

Motion Moses Walker moved that a conflict exists and that:

- 1) The Board is not able to obtain a more advantageous arrangement with someone other than Sue Germann;
- 2) The Financial Interest disclosed by Sue Germann is not so substantial as to be likely to effect the integrity of the services that SWMBH may expect to receive; and
- 3) A Conflict of Interest Waiver should be granted with the following scope of waiver and restriction: This Conflict of Interest Waiver does not operate to waive Sue Germann's inherent Conflict of Interest arising from her position as CEO for Pines while also serving as a SWMBH Operations Committee member when a dispute arises between SWMBH and Pines. In such circumstances, Sue Germann shall recuse herself from, and shall not be present during any discussions, deliberations or voting that pertain to the dispute. Sue Germann may, however, respond to any inquiries that the SWMBH Board determines necessary in order for it to fully consider the matter at hand. Additional Restrictions include that Pines' Board of Directors implemented a requirement that all contracts with Braintrust be secondarily reviewed and signed by either the Finance Officer or Executive Assistant, in addition to Ms. Germann. Should this requirement change, SWMBH shall be notified promptly.

Second Chief James Blocker

Discussion Sue Germann was asked to leave the room for the vote. Tom Schmelzer asked if there was any discussion. It was noted that Sue Germann's daughter was not in an administrative position.

Motion Carried

## **Consent Agenda**

Motion Edward Meny moved to approve the Consent Agenda.

Second Robert Becker

Motion Carried

## **Operations Committee**

### **Operations Committee Minutes January 24, 2018**

Tom Schmelzer asked for comments or questions. None. Minutes accepted.

## **Ends Metrics**

### **Contractually Obligated Assessment Tools**

Jonathan Gardner reported as documented.

Motion Chief James Blocker moved that the data is relevant and compelling, the Executive Officer is in compliance and the Ends Metric will be revised to reflect a goal of 85% Eligible that Received an Assessment for 2018.

Second Edward Meny

Motion Carried

### **MDHHS Home and Community Based Service (HCBS) Update**

Rhea Freitag reported as documented.

### **National Committee for Quality Assurance Managed Behavioral Healthcare Organization**

Jonathan Gardner reported as documented.

Motion Edward Meny moved that the Board End Metrics has been completed successfully. The data is relevant and compelling, the Executive Officer is in compliance and the Ends needs no further revisions. Due to the achievement of Full National Committee Quality Assurance – Managed Behavioral Healthcare Organization Medicare Accreditation, SWMBH will earn 1 bonus point of credit towards the final 2018-2019 Board's Metric Calculation.

Second Chief James Blocker

Motion Carried

## **Board Actions to be Considered**

### **2018 Public Policy Efforts Legislative Education Initiative**

Brad Casemore presented as documented. This document has been reviewed by the Operations Committee. Ric Compton is noted to be the Co-Chair of this initiative.

Motion Edward Meny moved to accept the 2018 Public Policy Legislative Education Initiative as presented.

Second Sue Barnes

Motion Carried

### **Final Fiscal Year 2017 Consolidated Financial Statements**

Tracy Dawson reported as documented. This report has been submitted to the State. The Auditors will be at the April SWMBH Board meeting.

Motion Chief James Blocker moved to accept the Final Fiscal Year 2017 Consolidated Financial Statements as presented.

Second Moses Walter

Motion Carried

### **Environmental Scan and Strategic Imperatives Review**

Brad Casemore reported as documented.

Motion Moses Walker moved to approve the document as presented.

Second Chief James Blocker

Motion Carried

### **SWMBH Board Retreat Planning**

Brad Casemore reported as documented. The options for the venue for this meeting will be selected soon.

## **Board Policy Review**

### **BG-001 Committee Structure**

Tom Schmelzer reviewed the policy.

Motion Edward Meny moved that the Board is in compliance and the policy does not need any revision.

Second Sue Barnes

Motion Carried

## **Executive Limitations Review**

### **BEL-005 Treatment of Plan Members**

Chief James Blocker reported that he had reviewed the materials regarding the Treatment of Plan Members and found that we were in compliance.

Motion Chief James Blocker moved that the Executive Officer is in compliance with the policy BEL-005 Treatment of Plan Members and the policy does not need revision.

Second Edward Meny

Motion Carried

## **Board Education**

### **Consolidated Fiscal Year 2018 Year to Date Financial Statements 1/31/18**

Tracy Dawson reported as documented. The Finance Officers of SWMBH and the 8 CMHs have been working at the local CMH level to determine what is impacting the budget. Brad and Tracy have initiated on-site meetings to each CMHSP.

### **Financial Statements Summary – Medicaid**

Tracy Dawson reported as documented. This report is to be provided each month to the Board.

### **SWMBH Website Google Analytics**

Rob Moerland reported as documented. This report will be brought back to the Board if there is something that significantly impacts SWMBH otherwise twice a year.

Rob also reported that the Request for Proposal (RFP) for IT performance has been sent to multiple sources including the SWMBH website.

### **Risk and Reserves**

Tracy Dawson reported as documented.

### **Utilization Management Statewide Comparisons for Fiscal Year 2017**

Moira Kean reported as documented. The Board requested a comparison report of other PIHPs where available.

### **Fiscal Year 2017 Program Integrity Compliance Evaluation**

Mila Todd reported as documented.

### **Fiscal Year 2017 Performance Based Incentive Program**

Brad reported as documented.

## **Communication and Counsel to the Board**

### **Disabled, Aged, Blind (DAB) Revenue Report**

Brad Casemore reported that he has scheduled meetings with State elected officials and the leadership of the Community Mental Health Association of Michigan group to discuss this topic.

### **Michigan Consortium for Healthcare Excellence**

Brad Casemore reported that the Substance Use Disorder program is beginning with the Michigan Department of Corrections. The MCHC job description for a Project Director will be posted in the near future.

**Community Mental Health Association of Michigan Fiscal Year 2019 Executive Budget Summary**

Brad Casemore reported as documented.

**Jeff Patton – Nominee for the National Alliance on Mental Illness Administrator Award**

Brad Casemore announced that Jeff Patton has been nominated for the Administrator Award for the National Alliance on Mental Illness organization.

**Public Comment**

None

**Adjournment**

Motion            Edward Meny moved to adjourn at 11:17 AM.

Second           Sue Barnes

Motion Carried