

**Board Meeting Minutes**  
**December 9, 2016**  
**9:30 am-11:00 am**  
**5250 Lovers Lane, Portage, MI 49002**

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**Members Present:** Barbara Parker, Tom Schmelzer, Edward Meny, Susan Barnes, Robert Nelson, Robert Wagel, Patricia Guenther

**Member Attendance by Phone:** Kathy-Sue Dunn

**Guest Attendance by Phone:** Jeannie Goodrich—Summit Pointe; Ric Compton—Riverwood Center

**Guests:** Bradley Casemore, Executive Officer-SWMBH; Tracy Dawson, Chief Financial Officer-SWMBH; Mila Todd, Chief Compliance Officer-SWMBH; Robert Schleichert, Chief Information Officer-SWMBH; Jonathan Gardner—Director of QAPI-SWMBH; Achilles Malta-SUD Prevention Specialist--SWMBH; Mary Ann Bush, Senior Operations Specialist-SWMBH; Susan Germann-Pines Behavioral Health; Debbie Hess—Van Buren CMH; Jan McLean—Barry County CMH; Richard Thiemkey—Barry County CMH; Kathy Emans—Woodlands; Jane Konyndyk—Kalamazoo CMHSP; Matie James—St. Joseph CMH; Randy Hyrns

**Welcome and Public Comment**

Barbara Parker called the meeting to order at 9:00 am. Robert Nelson introduced Richard Thiemkey as the new CMH CEO for Barry County.

**Agenda Review and Adoption**

Motion Susan Barnes moved to approve the Agenda.  
Second Ed Meny  
Motion Carried

**Consent Agenda**

**November 11, 2016 SWMBH Board Meeting Minutes**

Motion Robert Wagel moved to approve the Board meeting minutes.  
Second Robert Nelson  
Motion Carried

**Note:** 2017 SWMBH Board Calendar date to be corrected.

## Operations Committee

### Operations Committee Minutes 10/26/16

Accepted as documented. Brad noted that in a prior meeting, as approved by the Board, the written reports are provided quarterly unless the Operations Committee deems that there is information that needs reporting.

## Ends Metrics

**Fiscal Year 2016 Population Health Analysis Related to Clinical Outcomes.** Jonathan reported.

Motion Tom Schmelzer moved that the Ends Metric was relevant and compelling, the Executive Officer was in compliance and there was no needed revision.

Second Ed Meny

Motion Carried

**Fiscal Year 2016 Medicaid Claims Verification.** Jonathan reported.

Motion Ed Meny moved that the Ends Metric was relevant and compelling, the Executive Officer was in compliance and there was no needed revision.

Second Susan Barnes

Motion Carried

**Fiscal Year 2016 Regional Functional Assessment.** Jonathan reported.

Motion Robert Wagel moved that the Ends Metric was relevant and compelling, the Executive Officer was in compliance and there was no needed revision.

Second Robert Nelson

Motion Carried

**Fiscal Year 2016 SWMBH Pre-Eminent Comparative.** Jonathan reported.

Motion Tom Schmelzer moved that the Ends Metric was relevant and compelling, the Executive Officer was in compliance and there was no needed revision.

Second Robert Wagel

Motion Carried

## Board Action to be Considered

**Board *ad hoc* Conflict of Interest Committee Recommendations.** Mila reported as documented. The Committee recommendations were discussed as well as the suggested changes to Board Policy BG-011, SWMBH Operating Policy 10.10, to the Dispute Resolution Procedures: Step 2, the Dispute Resolution Procedures: Step 3, and the Conflict of Interest Waiver. The Financial Interest Disclosure Statement remained unchanged. The Committee Recommendations included the issues of *per diem* and mileage reimbursement, SWMBH Board expansion, Voluntary Conflict of Interest education with the CMHs, and SWMBH Board Member On-Boarding materials.

Motion Ed Meny moved to accept the *ad hoc* Committee recommendations and the changes to the Board Policy BG-011, SWMBH Operating Policy 10.10, and the Conflict of Interest Waiver.

Second Robert Wagel

Roll Call Vote Barbara Parker – yes, Kathy-Sue Dunn – yes, Tom Schmelzer – yes, Robert Wagel – yes, Pat Guenther – yes, Susan Barnes – yes, Robert Nelson – abstain, Ed Meny – recused himself

Motion carried

**Dispute Resolution Procedures: Step 2, the Dispute Resolution Procedures: Step 3.** Mila reported that the Operations Committee had approved the changes to the Dispute Resolution Procedures: Step 2, and the Dispute Resolution Procedures: Step 3 and recommend that the SWMBH Board approves these changes.

Motion Robert Wagel moved to accept the changes to the Dispute Resolution Procedures: Step 2, and the Dispute Resolution Procedures: Step 3.

Second Tom Schmelzer

Motion Carried

#### **Conflict of Interest Education**

Motion Tom Schmelzer moved that Conflict of Interest education with the CMHs training program would be due at the March 10, 2017 SWMBH Board Meeting.

Second Robert Nelson

Motion Carried

#### **Board Member On-Boarding.**

Motion Robert Wagel moved that a Table of Contents for the SWMBH Board Member On-Boarding materials are prepared for the February 10, 2017 SWMBH Board meeting.

Second Susan Barnes

Motion Carried

Motion Robert Wagel moved that the SWMBH Board Member On-Boarding materials be completed by the May 12, 2017 SWMBH Board meeting.

Second Susan Barnes

Motion Carried

Barb complimented the committee on their involvement and completion of the assigned task. Barb announced that the Committee is now dissolved. Ed Meny asked if the materials could be

shared with the CMH Board Members. It is noted that it is Board packet materials are posted on the website. Mila reported that this information was discussed with the Compliance Officers of the CMHs.

**Annual Financial Interest Disclosure Statement Distribution.** Mila distributed the Conflict of Interest and Financial Interest Disclosures to the SWMBH Board members for collection and review at the January 2017 Board meeting.

**Financial Management Plan, Cost Allocation Plan, Financial Risk Management Plan.** Tracy reported as documented. The Financial Management Plan, the Cost Allocation Plan and the Financial Risk Management Plan have been presented to the Financial Planning Committee.  
Motion Robert Nelson moved to accept the Financial Management Plan, the Cost Allocation Plan, and the Financial Risk Management Plan as presented.  
Second Susan Barnes  
Motion Carried

**Michigan Consortium of Healthcare Excellence Restated Articles of Incorporation.** Brad reported as documented.  
Motion Tom Schmelzer moved to accept the Michigan Consortium of Healthcare Excellence Restated Articles of Incorporation.  
Second Robert Wagel  
Motion Carried

**Strategic Guidance Document Approval.** Jonathan reported as documented. The document has been reviewed by the Operations Committee and reflects their recommendations.  
Motion Tom Schmelzer moved to approve the Strategic Guidance Document.  
Second Robert Nelson  
Motion Carried

## **Boards Policy Review**

### **BG-005 Chairperson's Role**

Motion Ed Meny moved that the Board is in compliance and the policy does not need revision.  
Second Susan Barnes  
Motion Carried

## **Executive Limitations Review**

**BEL-001 Budgeting.** This policy is assigned to Robert Wagel and will be due for review at the January 2017 SWMBH Board meeting. Mr. Wagel received his materials.

**BEL-007 Compensation and Benefits.** This policy is assigned to Tom Schmelzer and will be due for review at the January 2017 SWMBH Board meeting. Mr. Schmelzer received his materials.

**BEL-003 Asset Protection.** Barb reported that she had reviewed the materials as directed per the Asset Protection policy and that the Executive Officer is in compliance with the policy and the policy does not need revision.

Motion Susan Barnes moved that the Executive Officer is in compliance with the policy and the policy does not need revision.

Second Ed Meny

Motion Carried

### **Board Education**

**2016 Fiscal Year End SWMBH Services Administrative Contracts.** Brad reported as documented.

**2016 Year End Financial Close Calendar.** Brad reported as documented.

**Consolidated Fiscal Year 2017 Year to Date Financial Statements 10/31/16**

Brad reported as documented.

**NOTE:** Ed Meny dismissed himself at 11:10 am. The Board still held a quorum.

**HIPAA Privacy/Security Fiscal Year 2016 Report.** Mila reported as documented.

**Substance Use Disorder Oversight Policy Board Update.** Brad reported that Mindie Smith has taken a position outside SWMBH and that Brad will be overseeing the Substance Use Disorder Oversight Policy Board for a period of time. Achilles Malta reported as documented highlighting the treatment of over 6000 unique consumers, Narcan training and distribution of kits to our member counties, collection of expired/unused medications, and the SUD prevention outcome measures performance rating.

Brad complimented Achilles on the SUD Prevention Program.

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

**Information Systems-Information Technology.** Bob reported as documented.

**Public Comment.** Randy Hyrns thanked the Board for their role and commented that he was thankful for the opportunity to attend the Board meeting.

**Adjourned at 11:17 am**