



**Draft Board Meeting Minutes**  
**January 10, 2020**  
**9:30 am-11:30 am**  
**5250 Lovers Lane, Suite 200, Portage, MI 49002**

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**Members Present:** Tom Schmelzer, Edward Meny, Susan Barnes, Robert Nelson, Moses Walker, Patrick Garrett

**Guests:** Bradley Casemore, Executive Officer, SWMBH; Tracy Dawson, Chief Financial Officer, SWMBH; Mila Todd, Chief Compliance and Privacy Officer, SWMBH; Anne Wickham, Chief Administrative Officer, SWMBH; Jonathan Gardner, Director of Quality Assurance Performance and Improvement, SWMBH; Moira Kean, Director of Clinical Quality, SWMBH; Rhea Freitag, Behavioral Health Waiver & Clinical Quality Manager, SWMBH; Jon Houtz, Pines Behavioral Health Alternate; Deb Hess, Van Buren Community Mental Health; Susan Germann, Pines Behavioral Health; Ric Compton, Riverwood; Brad Sysol, Summit Pointe; Janet Bermingham, St. Joseph County; Richard Thiemkey, Barry County Community Mental Health; Mike Kenny, NAMI; Michelle Jacobs, Senior Operations Specialist and Rights Advisor, SWMBH

**Welcome Guests**

Tom Schmelzer called the meeting to order at 9:34 am, introductions were made, and Tom welcomed the group.

**Public Comment**

None

**Agenda Review and Adoption**

Motion            Edward Meny moved to accept the agenda as presented.  
Second           Patrick Garrett  
Motion Carried

**Financial Interest Disclosure Handling**

Mila Todd stated that there was no financial interest disclosure to review.

**Consent Agenda**

Motion            Edward Meny moved to approve the December 13, 2019 Board meeting minutes as presented.  
Second           Patrick Garrett  
Motion Carried

**Operations Committee**

**Operations Committee Minutes November 20, 2019**

Tom Schmelzer asked for comments or questions. Minutes accepted.

## Ends Metrics

### Autism Spectrum Disorder

Rhea Freitag reported as documented. Discussion followed.

Motion Tom Schmelzer moved that the data is relevant and compelling, the Executive Officer is in compliance and the Ends do not need revision.

Second Robert Nelson

Motion Carried

### Tools Update

Moira Kean reported as documented. Discussion followed. Board agreed to move American Society of Addiction Medicine (ASAM) tool update to March Board meeting.

Motion Edward Meny moved that the Supports Intensity Scale (SIS) data is relevant and compelling, the Executive Officer is in compliance and the Ends do not need revision.

Second Susan Barnes

Motion Carried

Motion Moses Walker moved that the Levels of Care Utilization System (LOCUS) data is relevant and compelling, the Executive Officer is in compliance and the Ends do not need revision.

Second Edward Meny

Motion Carried

Motion Moses Walker moved that the Child and Adolescent Functional Assessments Scale (CAFAS) data is relevant and compelling, the Executive Officer is in compliance and the Ends do not need revision.

Second Susan Barnes

Motion Carried

## Board Actions to be Considered

### Fiscal Year 2020 Revised Budget

Tracy Dawson reported as documented, noting that SWMBH has been ranked 2<sup>nd</sup> in the State for lowest Medical Loss Ratio.

Motion Edward Meny moved to approved column G of the Fiscal Year 2020 Revised Budget as presented.

Second Patrick Garrett

Motion Carried

### Credentialing of Behavioral Health Practitioners Policy

Mila Todd reported as documented.

Motion Patrick Garrett moved to accept the Credentialing of Behavioral Health Practitioners Policy as presented.

Second Moses Walker

Motion Carried

**Credentialing of Behavioral Health Organizational Providers Policy**

Mila Todd reported as documented.

Motion Robert Nelson moved to accept the Credentialing of Behavioral Health Organizational Providers Policy as presented.

Second Patrick Garrett

Motion Carried

**2020 Quality Assurance and Performance Improvement Plan**

Jonathan Gardner reported as documented.

Motion Edward Meny moved to accept the 2020 Quality Assurance and Performance Improvement Plan as presented.

Second Patrick Garrett

Motion Carried

**Board Resolution**

Susan Barnes read the Board Resolution as presented that formally recognizes SWMBH staff for their dedication, commitment and hard work to the success of SWMBH and more importantly to the consumers that are served throughout the region.

Motion Edward Meny moved to accept the Board Resolution as presented.

Second Patrick Garrett

Motion Carried

**Board Policy Review**

**BG-001 Committee Structure**

Tom Schmelzer reviewed the policy as presented.

Motion Susan Barnes moved that policy BG-001, the Board is in compliance and the policy does not need revision.

Second Patrick Garrett

Motion Carried

**BG-004 Board Ends and Accomplishment**

Tom Schmelzer reviewed the policy as presented.

Motion Edward Meny moved that policy BG-004, the Board is in compliance and the policy does not need revision.

Second Susan Barnes

Motion Carried

**BG-007 Code of Conduct**

Tom Schmelzer reviewed the policy as presented.

Motion Moses Walker moved that policy BG-007, the Board is in compliance and the policy does not need revision.

Second Patrick Garrett

Motion Carried

## **Executive Limitations Review**

### **BEL-001 Budgeting**

Tom Schmelzer read an email dated 1/9/2020 from Michael McShane that, although he could not attend today's Board meeting, he had reviewed the policy and pertinent documents and he would vote to approve adherence to this policy in its current form.

Motion Edward Meny moved that the Executive Officer is in compliance with BEL-001 Budgeting and the policy does not need revision.

Second Robert Nelson

Motion Carried

## **Board Education**

### **Fiscal Year 2020 Utilization Management Plan**

Anne Wickham reported as documented. Discussion followed.

### **Fiscal Year 2019 Customer Services Report**

Sarah Ameter reported as documented. Discussion followed.

### **Annual Board Compliance Education**

Mila Todd reported as documented.

### **Fiscal Year 2019 Program Integrity Compliance Report**

Mila Todd reported as documented. Discussion followed.

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

### **Fiscal Year 2020 Year to Date Financial Statements**

Brad Casemore reported as documented noting that new revenues are coming soon.

### **Fiscal Year 2019 Medicaid Services Verification Report**

Mila Todd reported as documented.

### **Board Member Attendance Roster**

Brad Casemore reported as documented stating that the July through December 2019 attendance record will be mailed to each CMHSP Board Chair.

### **March 13, 2020 Draft Board Agenda**

Brad Casemore noted that the document is included in the packet for the Board's review.

### **Public Policy Legislative Event**

Brad Casemore noted that the draft agenda is included in the packet for the Board's review.

### **SWMBH Board Resignation**

Brad Casemore reported that Karen Lehman of Cass County sent a letter of resignation from the SWMBH Board.

**Death Audit**

Brad Casemore reported as documented. Discussion followed.

**May 2020 Board Retreat Draft Agenda**

Brad Casemore noted that the draft agenda is included in the packet for the Board's review.

**MDHHS Public Forums**

Brad Casemore reported as documented and summarized the January 9<sup>th</sup> forum that he attended in Grand Rapids.

**MDHHS Letter on SWMBH Risk Management Strategy**

Brad Casemore noted that the document is included in the packet for the Board's review.

**2020 Govern for Impact Forum**

Brad Casemore noted that the document is included in the packet for the Board's review.

**Healthcare Affordability State Policy Scorecard**

Brad Casemore noted that the document is included in the packet for the Board's review.

**Community Mental Health Association of Michigan Letter from MDHHS**

Brad Casemore noted that the document is included in the packet for the Board's review.

**Advocates and Community Mental Health Association of Michigan met to develop principles related to MDHHS system design proposal.**

Brad Casemore noted that the document is included in the packet for the Board's review.

**Public Comment**

Mike Kenny commented that the for-profit companies are sneaking in the back door and thanked the Board and SWMBH for their continued hard work despite the threats coming.

**Adjournment**

Motion Edward Meny moved to adjourn at 11:38am

Second Robert Nelson

Motion Carried