

Southwest Michigan

BEHAVIORAL HEALTH

Draft Board Meeting Minutes

November 8, 2019

9:30 am-11:30 am

SWMBH, 5250 Lovers Lane, Suite 200, Portage, MI 49002

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

Absent: Angie Price

Guests: Bradley Casemore, Executive Officer, SWMBH; Tracy Dawson, Chief Financial Officer, SWMBH; Anne Wickham, Chief Administrative Officer, SWMBH; Jonathan Gardner, Director of QAPI, SWMBH; Moira Kean, Director of Clinical Quality, SWMBH; Rhea Freitag, Behavioral Health Waiver & Clinical Quality Manager, SWMBH; Petra Morey, Compliance Specialist III, SWMBH; Michelle Jorgboyan, Senior Operations Specialist and Rights Advisor, SWMBH; Jon Houtz, Pines Behavioral Health Alternate; Susan Germann, Pines Behavioral Health; Ric Compton, Riverwood; Brad Sysol, Summit Pointe; Debra Hess, VanBuren CMH; Richard Thiemkey, Barry County CMHA; Nancy Johnson, Riverwood Alternate; Mike Kenny, NAMI

Welcome Guests

Tom Schmelzer called the meeting to order at 9:32 am and welcomed the group.

Public Comment

Mike Kenny stated that he appreciated the Board's concern regarding his recent absence from the meetings.

Agenda Review and Adoption

Motion Edward Meny moved to accept the agenda.

Second Patrick Garrett

Motion Carried

Michael McShane, Financial Interest Disclosure and Conflict of Interest Handling

Tom Schmelzer reported as documented. Michael McShane was asked to leave the meeting so that the Board members could discuss financial interest disclosure and conflict of interest waiver.

Motion Edward Meny moved that a conflict exists and that

1. The Board is not able to obtain a more advantageous arrangement with someone other than Michael McShane;

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

Second Patrick Garrett
Motion Carried

Consent Agenda

October 11, 2019 SWMBH Board Meeting Minutes

Motion Patrick Garrett moved to approve the 10-11-19 SWMBH Board Meeting Minutes.
Second Susan Barnes
Motion Carried

Customer Service Advisory Committee Nominations

Motion Patrick Garrett moved to approve the Customer Service Advisory Committee nominations Sandra Bell, Cass County and Jaclyn Blatson, Van Buren County to a two-year term ending September 30, 2021.
Second Edward Meny
Motion Carried

Annual Financial Interest Disclosure with no new disclosures

Petra Morey reported as documented. Brad Casemore reviewed history and policy regarding annual financial interest disclosures.

Operations Committee

Operations Committee Minutes September 18, 2019

Debbie Hess reported as documented. Tom Schmelzer asked for comments or questions. Discussion followed and Debbie Hess addressed question regarding the date in which the Operations Committee meeting minutes are included in the SWMBH Board packet. Minutes accepted.

Ends Metrics

Fulfillment of Contractual Obligations: 2019 Health Services Advisory Group (HSAG) Performance Measurement Validation Review

Jonathan Gardner reported as documented. Discussion followed.

Motion Edward Meny moved that the data is relevant and compelling. The Executive Officer is in compliance and the policy does not need revision.
Second Robert Nelson
Motion Carried

**Fulfillment of Contractual Obligations: 2019 Health Services Advisory Group (HSAG)
Customer Service, Grievance & Appeals Corrective Action Plan**

Jonathan Gardner reported as documented. Discussion followed.

Motion Patrick Garrett moved that the data is relevant and compelling. The Executive Officer is in compliance and the policy does not need revision.

Second Robert Nelson

Motion Carried

**Fulfillment of Contractual Obligations: Fiscal Year 2019 Performance Improvement Project-
Health Services Advisory Group (HSAG) Review**

Moira Kean reported as documented. Discussion followed.

Motion Edward Meny moved that the data is relevant and compelling. The Executive Officer is in compliance and the policy does not need revision.

Second Patrick Garrett

Motion Carried

Board Actions to be Considered

Fiscal Year 2020 Program Integrity Compliance Plan Approval

Petra Morey Reported as documented. Discussion followed.

Motion Robert Nelson moved to accept the revised Fiscal Year 2020 Program Integrity Compliance Plan as presented.

Second Patrick Garrett

Motion Carried

BEL-010 RE 501 (c) (3) Representation Policy Revisions

Susan Barnes reported as documented.

Motion Susan Barnes moved to accept the revisions as presented.

Second Edward Meny

Motion Carried

2020-2021 Ends Metrics

Jonathan Gardner reported as documented. Discussion followed.

Motion Edward Meny moved to approve the 2020-2021 Ends Metrics as presented.

Second Patrick Garrett

Motion Carried

2020 SWMBH Board Meetings Calendar

Tom Schmelzer reviewed the 2020 SWMBH Board meetings calendar as presented.

Motion Patrick Garrett moved to approve the 2020 SWMBH Board meetings calendar as presented.

Second Edward Meny
Motion Carried

Board Policy Review

BG-003 Unity of Control

Tom Schmelzer reviewed the policy.

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

Second Patrick Garrett

Motion Carried

Executive Limitations Review

EO-003 Emergency Executive Officer Succession

Tom Schmelzer reviewed the policy as presented.

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

Second Patrick Garrett

Motion Carried

Board Education

Fiscal Year 2019 Contract Vendor Summary

Tracy Dawson reported as documented. Discussion followed.

MDHHS Autism Audit Results

Rhea Freitag reported as documented. Discussion followed.

Communication and Counsel to the Board

Consolidated Fiscal Year 2019 Year to Date Financial Statements

Tracy Dawson reported Interim Year End financials as documented, noting the projected use of Internal Service Funds went from \$6 million to \$808,000. Discussion followed.

Fiscal Year 2020 Funding

Tracy Dawson reported as documented. Discussion followed.

Michigan Municipal Risk Management Authority Renewal

Tracy Dawson reported as documented. Discussion followed.

Auditor Procurement

Tracy Dawson stated that she has begun compiling documents from the 2014 auditor procurement process and will begin the auditor procurement process with the Board at the

February meeting in order for the Board to review bids and select an auditor for 2020. Brad Casemore reminded the Board that the auditor works for the Board.

Cass Woodlands Authority Update

Brad Casemore stated that he has been in contact with both Kathy Sheffield, CEO of Woodlands Behavioral Health (BH) and the Cass County Administrator. Brad Casemore stated that SWMBH remains attentive and supportive of Cass County not removing Woodlands BH Authority status, and helping Woodlands BH where ever it can. Woodlands BH has had several resignations and meetings continue.

Autism Spectrum Disorder Analysis

Moirra Kean reported as documented. Discussion followed.

Opioid Health Homes (OHH)

Joel Smith shared that the State approached SWMBH, Integrated Services of Kalamazoo (ISK), and Summit Pointe regarding starting Opioid Health Homes. Application for funding was approved and planning stages are beginning to identify providers to partner with and a targeted start date of July 2020.

MI Health Link Beneficiary Feedback

Brad Casemore noted the article as presented in the packet for Board's review and information.

New SWMBH Chief Information Officer (CIO) Introduction

Brad Casemore announced Natalie Spivak is SWMBH's new CIO. She will be starting on November 18, 2019.

Board Member Attendance Roster

Brad Casemore noted the report as documented.

MDHHS 298 Announcement

Brad Casemore noted the article as presented in the packet for Board's review and information.

Michigan Consortium for Healthcare Excellence Annual Members Meeting

Brad Casemore noted the PowerPoint presentation as presented in the packet for Board's review and information.

State Targeted Response Grant Audit Results

Brad Casemore noted the report as presented in the packet for Board's review and information.

Community Mental Health Association of Michigan – How to be a Successful Advocate

Brad Casemore noted the article as presented in the packet for Board’s review and information.

House Health and Human Services Appropriations Sub-Committee Testimony

Brad Casemore noted the document/testimony as presented in the packet for Board’s review and information.

Closed Session

Per the Open Meetings Act MCL 15.268 and MCL 15.268a Brad Casemore requested a closed session to review Executive performance and performance evaluation.

Motion Tom Schmelzer moved to go into closed session.

Second Patrick Garrett

Motion Carried

Roll Call Vote Tom Schmelzer – Yes Robert Nelson – Yes Edward Meny – Yes
Patrick Garrett – Yes Moses Walker – Yes Susan Barnes – Yes
Michael McShane – Yes
Unanimous Vote

Return to Open Session

Motion Tom Schmelzer moved to return to open session.

Second Patrick Garrett

Motion Carried

Roll Call Vote Tom Schmelzer – Yes Robert Nelson – Yes Edward Meny – Yes
Patrick Garrett – Yes Moses Walker – Yes Susan Barnes – Yes
Michael McShane – Yes
Unanimous Vote

EO-002 Monitoring Executive Performance

The Executive Board Committee, Tom Schmelzer, Edward Meny, and Susan Barnes reviewed the Executive Officer’s performance for fiscal year 10/1/18 through 9/30/19 and found Brad Casemore’s performance at 100%. Tom Schmelzer noted 11 out of 11 metrics were met, all policies were reviewed and found in compliance and reductions in both the Medical Loss Ratio and the Administrative Loss Ratio were met, along with many impressive SWMBH accomplishments during the fiscal year.

Motion Tom Schmelzer moved that SWMBH retain Brad Casemore’s services as the Executive Officer, commending him on a job well done.

Second Moses Walker

Motion Carried

Public Comment

Mike Kenny commented on the excellent job that SWMBH is doing.

Adjournment

Motion Moses Walker moved to adjourn at 12:08pm

Second Robert Nelson

Motion Carried