



**Draft Board Meeting Minutes  
December 13, 2019  
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, Michael McShane

**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; Joel Smith, Substance Use Treatment & Prevention Director, SWMBH; Jon Houtz, Pines Behavioral Health Alternate; Karen Lehmann, Woodlands Alternate; Deb Hess, Van Buren Community Mental Health; Susan Germann, Pines Behavioral Health; Ric Compton, Riverwood; Jane Konyndyk, Integrated Services of Kalamazoo; Brad Sysol, Summit Pointe; Janet Birmingham, St. Joseph County; Richard Thiemkey, Barry County Community Mental Health; Natalie Spivak, Chief Information Officer, SWMBH; Robert Schleichert, Interim Chief Information Officer, SWMBH; Michelle Jorgboyan, Senior Operations Specialist and Rights Advisor, SWMBH

**Welcome Guests**

Tom Schmelzer called the meeting to order at 9:30 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 distributed a financial interest disclosure statement from Brad Casemore to each Board member. Board discussed and determined that no new Conflict of Interest Waiver needs to be granted regarding Brad Casemore's financial interest disclosure. Mila Todd will draft a consideration form for Tom Schmelzer to sign.

**Consent Agenda**

Motion            Patrick Garrett moved to approve the November 8, 2019 Board meeting minutes as presented.

Second           Susan Barnes

Motion Carried

## **Operations Committee**

### **Operations Committee Minutes October 30, 2019**

Tom Schmelzer asked for comments or questions. Minutes accepted. Tom Schmelzer thanked the Operations Committee for their work and how it helps the Board to understand various issues.

## **Board Actions to be Considered**

### **Financial Risk Management Plan**

Tracy Dawson reported as documented.

Motion Robert Nelson moved to accept the Financial Risk Management Plan as presented.

Second Patrick Garrett

Motion Carried

### **Financial Management Plan**

Tracy Dawson reported as documented.

Motion Edward Meny moved to accept the Financial Management Plan as presented.

Second Patrick Garrett

Motion Carried

### **Cost Allocation Plan**

Tracy Dawson reported as documented and noted that SWMBH is the only PIHP that has a cost allocation plan.

Motion Patrick Garrett moved to accept the Cost Allocation Plan as presented.

Second Susan Barnes

Motion Carried

### **Policy and Events Calendar**

Michelle Jorgboyan reported as documented.

Motion Robert Nelson moved to accept the Policy and Events calendar with a change to move his Policy review from April to June.

Second Susan Barnes

Motion Carried

## **Board Policy Review**

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

Tom Schmelzer reviewed the policy as presented.

Motion Patrick Garrett moved that policy BG-005, the Board is in compliance and the policy does not need revision.

Second Edward Meny

Motion Carried

## **Executive Limitations Review**

### **BEL-003 Asset Protection**

Patrick Garrett reported as documented and noted the importance of this policy, commenting that SWMBH management does a good job.

Motion Patrick Garrett moved that the Executive Officer is in compliance with BEL-003 Asset Protection and the policy does not need revision.

Second Robert Nelson

Motion Carried

## **Board Education**

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

Tracy Dawson reported as documented noting that she was still awaiting information from the Department regarding corrected revenue.

### **Initiation and Engagement of Alcohol and Other Drug Dependence Treatment (IET) Historical Data Report**

Joel Smith reported as documented.

### **Year End Accomplishments Summary**

Brad Casemore reported as documented. Tom Schmelzer commented on the tremendous work and many accomplishments of SWMBH during the last year. SWMBH staff were brought into the Board meeting so that the Board members could thank the staff personally. Robert Nelson requested a Board resolution formally acknowledge and thanking staff for their accomplishments. A resolution will be drafted for approval at the January's Board meeting.

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

### **Fiscal Year 2020 Risk Management Letter**

Tracy Dawson reported as documented. Robert Nelson suggested that the letter be re-sent to John Duvendeck's replacement about one month after they take office.

### **Office of Recovery Oriented Systems of Care (OROSC) State Opioid Response Grant (SOR) Site Visit Review Results**

Joel Smith reported as documented.

### **Board Membership Roster and Board Members' Attendance Roster**

Brad reported as documented.

### **Aetna MI Health Link Claims Audit**

Anne Wickham reported as documented, noting 100% compliance and thanked SWMBH staff, Gina Martuge who processes all claims for SWMBH.

**MI Health Link: Review of Evaluation Findings**

Brad Casemore noted the report in the packet for the Board’s review, adding that he sent a response letter to MDHHS regarding flaws in the evaluation process.

**St. Joseph CMHSAS Letter**

Brad Casemore reported as documented.

**MDHHS Director Gordon Opinion**

Brad Casemore noted the article in the packet for the Board’s review.

**MDHHS Future of Behavioral Health Presentation**

Brad Casemore noted the presentation in the packet for the Board’s review. Moses Walker commented that these kinds of talks have been going on for a long time at the State.

**MDHHS Future of Behavioral Health Fact Sheet**

Brad Casemore noted the fact sheet in the packet for the Board’s review.

**Fiscal Year 2020 Supplemental Funding**

Brad Casemore reported as documented and commented that nothing specifically benefits SWMBH in this supplemental bill.

**February Board Meeting – RSVPs**

Brad Casemore requested each Board member to determine their availability for a February 2020 Board meeting. Based on the number of Board members who will be unavailable a motion was made to cancel the February Board meeting.

Motion Susan Barnes moved to cancel the February 14, 2020 Board meeting.

Second Edward Meny

Motion Carried

**Public Comment**

None

**Adjournment**

Motion Edward Meny moved to adjourn at 10:45am.

Second Robert Nelson

Motion Carried