

Draft Board Meeting Minutes
May 12, 2017
9:30 am-10:30 am
11456 Marsh Rd., Shelbyville, MI 49344

Members Present: Tom Schmelzer, Robert Wagel, Moses Walker, Susan Barnes, Ed Meny, Robert Nelson

Members Absent: James Blocker

Guests: Bradley Casemore, Executive Officer-SWMBH; Tracy Dawson, Chief Financial Officer-SWMBH; Mila Todd, Chief Compliance Officer-SWMBH; Jonathan Gardner—Director of QAPI-SWMBH; Robert Schleichert—Chief Information Officer-SWMBH; Kim Rychener—Director Utilization Management & Member Engagement-SWMBH; Mary Ann Bush, Senior Operations Specialist-SWMBH; Patricia Guenther—Alternate/Kalamazoo CMH; Jon Houtz—Alternate/Branch County; Ric Compton—Berrien County; Nancy Johnson—Alternate/Berrien County; Mary Myers—Alternate/Woodlands; Susan Germann-Pines Behavioral Health; Debbie Hess—Van Buren CMH; Jeannie Goodrich—Summit Pointe; Jeff Patton – Kalamazoo CMH; Richard Thiemkey—Barry County CMH; Brad Sysol—Summit Pointe; Randal Hazelbaker—SWMBH Substance Use Disorder Oversight Policy Board Chair; Raymond Leo Daniels—SWMBH Customer Advisory Committee Chair; Alan Bolter—Michigan Association of Community Mental Health Boards; Eileen Ellis—Senior Fellow/Health Management Associates; Peter Dams, Ph.D.—Dams and Associates; Derek Miller—Roslund Prestage & Company

Welcome and Public Comment

Tom Schmelzer called the meeting to order at 9:35 AM welcoming the group and asking each individual to introduce themselves.

Public Comment – None

Board Action: Recognizing New Members

Mila Todd presented Jon Houtz as the Alternate Board Member for Branch County. Jon was asked to leave the room as the Board reviewed his Conflict of Interest materials.

Motion Moses Walker moved to waive the Conflict of Interest for Jon Houtz.

Second Robert Wagel

Motion Carried

Note: Jon Houtz returned to the meeting.

Agenda Review and Adoption

Motion Robert Wagel moved to approve the Agenda.

Second Ed Meny

Motion Carried

Consent Agenda

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Motion Robert Wagel moved to approve the Consent Agenda.

Second Susan Barnes

Motion Carried

Financial Year 2016 Financial Audit

Tracy introduced Derek Miller from Roslund Prestage & Company. Derek presented the audit materials identifying the changes to the Statement of Revenues, Expenses, and Changes in Net Position.

Tom stated that the Audit Committee, Ed Meny, Moses Walker and he, met with Derek and had a thorough discussion reviewing the audit. Tom asked for questions from the Board. None.

Motion Ed Meny moved to accept the Financial Year 2016 Financial Audit report as presented.

Second Moses Walker

Motion Carried

Operations Committee

Operations Committee Minutes 3/29/17

Accepted as documented.

Ends Metrics

None

Board Actions to be Considered

Board Member Orientation

Brad reported and presented on the Board Orientation manual. Inclusive with the manual are the Carver Policy Governance Guides. The question to the Board was at what point is this Board Orientation required?

Motion Robert Nelson moved to accept the Orientation manual with mandatory attendance by all new Board Members.

Second Ed Meny

Motion Carried

Boards Policy Review

BG-011 Governing Style

Motion Moses Walker moved that the Board is in compliance and the Policy does not need revision.

Second Robert Wagel

Motion Carried

Executive Limitations Review

BEL-002 Financial Conditions

Tom Schmelzer reported that he reviewed the materials covering the Financial Conditions and he is satisfied with the results.

Motion Tom Schmelzer moved that the Executive Officer is in compliance with the Financial Conditions Policy and the Policy does not need revision.

Second Susan Barnes

Motion Carried

Board Education

CMH Financial Interest Disclosure-Conflict of Interest Management

Mila reported as documented. This material was also distributed to the Regional Compliance Committee.

Motion Moses Walker moved to approve the content of the CMH Financial Interest Disclosure-Conflict of Interest Management materials.

Second Robert Wagel

Motion Carried

Materials will be delivered to CMH Board Chairs and CMH CEOs.

Mid-Year Program Integrity Compliance Report

Mila reported as documented. Questions regarding the one reportable breach resulted in a process change where documents are now sent electronically and encrypted and those documents that are mailed are sent requesting a signature identifying the individual who has received the documents. The Board requested that any and all PHI sent via hard copy mailing be sent as signature required.

Communication and Counsel to the Board

Consolidated Fiscal Year 2017 Year to Date Financial Statements 3/31/17

Tracy reported as documented.

Medical Loss Ratio and Administrative Cost Ratio

Tracy reported as documented. Brad noted that the St. Joseph CMH numbers were highlighted because they were estimates and not actual numbers as a result of the SJCMHSAS EMR conversion. This is expected to be temporary of 2-3 months duration.

St. Joseph CMHSAS

Brad reported on the status of those who have been retiring from the CMH; Compliance

Officer, Clinical Officer, and Acting COO. He has had brief discussions with Linda Zeller and Matt Lori regarding the status of St. Joseph CMHSAS.

Brad was informed by Kris Kirsch, the Interim CEO that the St. Joe Board will be appointing representatives to the SWMBH Board at their May meeting.

Ric Compton stated that he has reach out to St. Joe and is trying to work with them on their switching from Streamline to PCE.

2017 Regional Healthcare Policy Panel Discussion

Brad reported that there was a good turnout from our Region and that we were looking for comments on suggestions for improvements as we will be repeating this event.

Information Systems-Information Technology

Robert reported as documented.

National Alliance on Mental Illness

Brad noted the letter from Jeff Patton thanking everyone for their role in his nomination.

Board Member Attendance Roster

Brad noted that the report of 2017 January through June would be sent to the CMH Boards in July.

Recognition of Barbara Parker

Brad displayed the plaque for Barbara Parker for her years of service to the Community Mental Health system.

Public Comment

None

Adjournment

Motion Robert Wagel moved to adjourn at 10:25 AM

Second Ed Meny

Motion Carried