



MONROE COMMUNITY MENTAL HEALTH AUTHORITY

BOARD MEETING

October 23, 2024 – 6:00 p.m. / Aspen Room

Draft Agenda

BOARD GUIDING PRINCIPLES:

- 1.1 Monroe Community Mental Health Authority (“Authority”) exists to help individuals with mental illnesses and/or intellectual/developmental disabilities so they can live, work, and play in their communities to their fullest potential. As a Certified Community Behavior Clinic (CCBHC), the Authority will provide mental health and/or substance use care/services, regardless of ability to pay, place of residence, or age, including developmentally appropriate care for children and youth.
- 1.2 Monroe Community Mental Health Authority strives to be the provider of choice for Monroe County by offering the highest quality of treatment with positive measurable outcomes, while maintaining competitive service rates with the State.
- 1.3 Monroe Community Mental Health Authority establishes and sustains a culture that values each staff member; holds staff to high standards; is fair and respectful; values creativity, and promotes collaborative thinking.
- 1.4 Monroe Community Mental Health Authority continues to establish collaborative community relationships that enable MCMHA to provide quality service to consumers.

BOARD RULES OF CONDUCT:

- a. Speak only after being acknowledged by the Chair and only to the Chair.
- b. Keep deliberation focused on the issue and don’t make it personal.
- c. Divulge all pertinent information related to agenda items before action is taken.
- d. Seek to understand before becoming understood.
- e. Seek to do no harm.

CITIZEN RULES OF CONDUCT:

- a. In order for our Board to move efficiently through the meeting agenda, we ask that everyone present conduct themselves respectfully and with decorum. Anyone who chooses not to comply with this will be asked to leave the building.

MISSION STATEMENT: Enrich lives and promote wellness.

VISION STATEMENT: To be a valued/active partner in an integrated System of Care that improves the health and wellness of our community.

CORE VALUES: Compassion, Authenticity, Trust, and Accountability.

	<u>Guide</u>
I. Call to Order	01 min
II. Roll Call	02 min
III. Pledge of Allegiance	02 min
IV. Motion to Adopt the Agenda as Presented	02 min
V. Motion to Approve the Minutes from the October 16, 2024 Board Meeting and waive the Reading Thereof	02 min
VI. Feedback Summary (<i>handout</i>)	05 min
VII. Public Comments <i>“The Board will listen respectfully to public comments but will not respond directly during the meeting. You can expect a follow up contact from the Chief Executive Officer or representative within 24 hours if your comment is about a specific problem or complaint. Comments shall be limited to 3 minutes”.</i>	03 min/Person
VIII. Presentations, Recognition, and Celebrations	15 min
a. Human Resources Report – Jim Brown	
XI. Board Committee Reports	05 min
a. Committee Chair Reports	
i. Bylaws and Policy Ad-hoc	
ii. Community Relations Ad-hoc	
iii. Performance Evaluation	
b. Motion to Place on File All Written Committee Reports	02 min

IX.	Items for Board Action	05 min
	<ul style="list-style-type: none"> a. Motion to Approve the Consent Agenda Less Item _____ <ul style="list-style-type: none"> i. Administrative Contracts as Presented ii. Service Contracts as Presented b. Motion to Approve the Provider Stabilization Pass-Through from the PIHP for Quarters 3 and 4 c. Motion to Approve a 10-Year Lease Agreement Between MCMHA and Monroe Center LLC for the Property Located at 393 North Telegraph Road, Monroe MI, 48162 d. Motion to Approve the Purchase of Property Located at 2867 2nd Street, Monroe, MI 48162 in the Amount of \$220,000 with the Option to Finance at a Later Date 	
X.	Authority and Regional Policy Review/Approval <i>(Executive Summary in Packet)</i>	02 min
	<ul style="list-style-type: none"> a. Motion to Approve the Authority Policy, Procedure, and Exhibits as Presented <ul style="list-style-type: none"> i. Policy: N/A ii. Procedure: N/A iii. Exhibit: N/A iv. Brochure: N/A v. Rescind: N/A vi. Relocate: N/A b. Motion to Approve the Regional Policies as Presented <ul style="list-style-type: none"> i. Policy: POC7058 Advanced Directives DNR Orders Policy POC7086 Consumer Employment Policy POC7079 Diagnosis and Clinical Formulation Policy POC7067 Access System Policy ii. Exhibit: N/A 	02 min
XII.	Relationship with the Region, County, and Others	10 min
	<ul style="list-style-type: none"> a. Regional PIHP Board Meeting Minutes – October 9, 2024 b. CMHAM Policy and Legislation Committee Report – Rebecca Pasko 	
XIII.	Items from the Chief Executive Officer	05 min
	<ul style="list-style-type: none"> a. Chief Executive Officer’s Report – Lisa Graham 	
XIV.	New Business	00 min
XV.	Citizen Comments	03 min/person
XVI.	Adjournment	01 min

The next regular scheduled meeting for the Monroe Community Mental Health Authority Board of Directors is on Wednesday, November 13, 2024 beginning at 6:00pm in the Aspen Room.

LG/dp 3:19 p.m.



**BOARD OF DIRECTORS REGULAR MEETING MINUTES
October 16, 2024**

Present: Michael Humphries, Chairperson; Susan Fortney, Vice Chairperson; Catherine Bernhold, Secretary; Rebecca Pasko; John Burkardt; Pam Ray; LaMar Frederick; Becca Curley; Dawn Asper; Naomi Stoner; Ken Papenhagen; and Deb Staelgraeve

Excused:

Absent:

Staff: Lisa Graham

Guests: 5 guests were present

I. CALL TO ORDER

The Board Chair, Mike Humphries, called the meeting to order at 5:00 p.m.

II. ROLL CALL

Roll Call confirmed a quorum existed.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mike Humphries.

IV. CONSIDERATION TO ADOPT THE DRAFT AGENDA AS PRESENTED

Mike Humphries requested to move item VIII. Attorney Written Opinion on Parliamentary Rule to section XI. Closed Session, and add Board Announcements prior to adjournment.

Ken Papenhagen moved to adopt the draft amended agenda as presented. Deb Staelgraeve supported. Motion carried unanimously.

V. CONSIDERATION TO APPROVE THE MINUTES FROM THE SEPTEMBER 25, 2024 BOARD MEETING AND WAIVE THE READING THEREOF

Rebecca Pasko moved to approve the minutes for the September 25, 2024 Board Meeting and waive the reading thereof. Pam supported. Motion carried unanimously.

VI. CITIZEN COMMENTS

There were no citizen comments.

VII. ITEMS FOR BOARD CONSIDERATION

a. Administrative Contracts

i. Administrative Contracts for Iris Telehealth, ARA Family Holding LLC, and New Directions Peer Recovery Center were presented by Alicia Riggs.

- b. Service Contracts
 - i. Service Contracts for Havenwyck Hospital, Havenwyck Hospital dba Cedar Creek Hospital, A Heart that Cares LLC, Residential Opportunities, Mastrofrancesco, Macomb Residential Opportunities, Adult Learning Systems, Everest Inc., Progressive Residential Services, Lutheran Child and Family Service of Michigan dba Wellspring Lutheran Services, Moriah Incorporated dba Eisenhower Center, Guardian Trac LLC, Home Sweet Home Care Services LLC, Illuminate ABA Services LLC, Psych Resolutions LLC, and Psych Resolutions LLC – DCO were presented by Alicia Riggs.
- c. Provider Stabilization
 - i. The provider stabilization funding is for 3rd and 4th quarter and covers rate adjuster payments based upon actual services delivered between April 1, 2024 and September 30, 2024. The funding will be directed to providers to cover additional expenses related to delivering services during this period, including direct care worker overtime, retention, and recruitment costs.

Board members that asked for further information on the Administrative Contracts, Service Contracts, and Provider Stabilization funds will be addressed at the October 23, 2024 Board Meeting.

Pam Ray requested further information on the MDHHS Contract. Lisa Graham commented that we are still in negotiation and will bring the contract back to the Board when ready for consideration. Ken Melvin added that an internal candidate started on October 7, 2024 as an Eligibility Specialist. We would like this position to be a certified referral provider. We will have to go through the Lansing hub but can still get that work done. We are positioning ourselves for success.

VIII. PRESENTATIONS

- a. Attorney Written Opinion on Parliamentary Rule

This presentation was moved to Closed Session.

IX. FINANCIAL REPORTS

- a. Fiscal Finance Report: Ken Melvin presented the August financials, highlighting:
 - i. Eligibility has mostly leveled off during August of 2024. Rate adjustments are now in effect and are reflected in the charts to show increased dollars since April. Additionally, the State has indicated \$41 million in funding to be distributed state-wide sometime in 2025 for the 2024 fiscal year.
 - ii. Cash and Investments are up from prior year primarily from collection of receivables from the PIHP.
 - iii. Liabilities are also up from prior year primarily related to estimated claims incurred but not reported.
 - iv. Net income is projected to be down compared to prior year primarily due to GASB 68 & 75 adjustments that are currently unknown and will be available in early 2025 from the actuaries.
 - v. Revenue received from the PIHP exceeds expenses by \$1,279,415 this month. Part of the Medicaid and HMP surpluses are due to allowable costs being covered by GF as individuals continue to fall off Medicaid.
 - vi. The CCBHC program is showing a deficit of \$294,458 through this reporting period. We continue to work with the PIHP to accelerate the reporting of T1040s which will bring in more revenue. As we continue to look at generating more T-1040s on the revenue side, primary focus shifts to expenses. The change from the prior month's surplus is due to the extra pay period in August.
 - vii. State General Fund is showing a deficit of \$3,121,429, primarily related to spenddowns, individuals falling off Medicaid and CCBHC non-Medicaid. This deficit is covered by local funds with a reported use of fund balance through this reporting period of \$2,315,050.

Ken Melvin commented that we have tentatively agreed on settling out FY2018-2022. There has been an ongoing dialogue about their own settlement and due to that being settled they can now settle with us. Another tentative agreement, as part of the region, is to receive a keep it payment for meeting metrics at the state level. The PIHP is looking to pass this onto us, and it will go into local funds. As we finalize our numbers they will change. Ken will present the year end financials at the November 13, 2024 meeting.

Mike Humphries identified a miscalculation within the financial report and requested to update. Ken Melvin will provide an updated financial report to the Board.

LaMar Frederick shared his concerns with the General Fund (GF) budget. Ken Melvin commented that for this year's GF, the FY2024 numbers have some legacy issues with the State of Michigan. There is an eligibility issue at the State where people are being placed on the incorrect Medicaid Plan called Plan First. This is causing expenses to hit GF. We will continue to address this issue with the State.

X. NEW BUSINESS

There was no new business.

XI. CITIZEN COMMENTS

There were no citizen comments.

XII. MOTION TO GO INTO CLOSED SESSION FOR ATTORNEY WRITTEN OPINION PURSUANT TO SECTION VIII (d) OF THE OPEN MEETINGS ACT

Susan Fortney moved to go into Closed Session for Attorney Written Opinion pursuant to Section VIII (d) of the Open Meetings Act. Ken Papenhagen supported. Roll call: Staelgraeve, Papenhagen, Stoner, Asper, Pasko, Fortney, Humphries, Burkardt, Frederick, Curley, Ray, and Bernhold; opposed: none; motion carried unanimously.

The Board went into Closed Session at 7:12pm.

The Board went back into Open Session at 8:16pm.

XIII. ITEMS FOR BOARD ACTION

- a. **Motion to Approve a 10-Year Leas Agreement Between MCMHA and Monroe Center LLC for the Property Located at 393 North Telegraph Road, Monroe, MI 48162**
- b. **Motion to Approve the Purchase of Property Located at 2867 2nd Street, Monroe, MI 48162 in the Amount of \$220,000**

Ken Papenhagen moved to delay the two motions under Section XIII Items for Board Action until the next meeting. Pam Ray supported. Motion passed unanimously.

XIV. BOARD ANNOUNCEMENTS

Catherine Bernhold commented that the Bylaws & Policy Committee meet tomorrow and will review the monthly evaluation tool process. The meeting begins at 5:00pm.

Pam Ray commented that her home in Florida survived well. Pam will be attending the October 23, 2024 Board Meeting and then leaving the day after for Florida.

John Burkardt will be in attending the October 23, 2024 Board Meeting but may not make it to the Bylaws & Policy Committee tomorrow.

Susan Fortney commented on the monthly board meeting evaluation tool and asked if the evaluation will be completed following each Board Meeting.

Dawn Asper commented that Community Relations will meet tomorrow at 4:00pm.

Mike Humphries thanked everyone for sitting through a longer than had to be meeting.

XV. ADJOURNMENT

Mike Humphries adjourned the meeting at 8:20pm.

Submitted by,

Catherine Bernhold
Board Secretary

LG/dp
10/17/24

HUMAN RESOURCES PRESENTATION

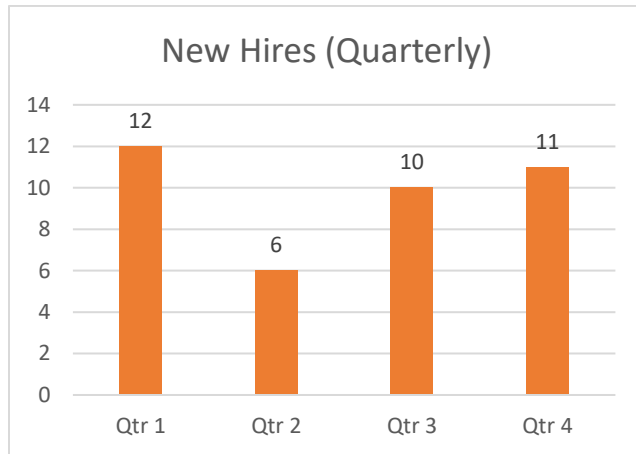
FY2024 4th Quarter / October 23, 2024

STAFF

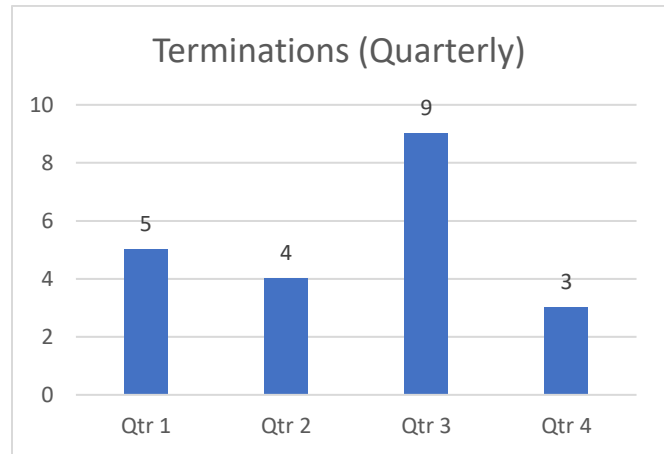
Strategic Plan Goal 1:

Recruit and Retain Qualified Staff and Competent Provider Staffing that Meets the Needs of our Community.

NEW HIRES



TERMINATIONS



STAFF RETENTION RATE = 89.87%

CURRENT VACANCIES

Position	Department	# Openings
CSM	Child & Family	1
Eval & Admission Specialist (MCCC)	MI Adult	1
Children's ICM/Therapist	Child & Family	1
Peer Support Spec. (pt)	MI Adult	2
Program Assistant (PT)	PHS	1
Medical Director	PHS	1
Clubhouse Generalist	Clubhouse	1
Program Assistant	Operations	1
Transition Facilitator	Child & Family	1
Mobile Crisis Response Clinician	Access	1
Customer Services Admin Support	Customer Services	1
SUD Therapist	MI Adult	1

GRIEVANCES

Grievances Received (Q.4)	1	Status: Resolved
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COMPLAINT NUMBER	DATE RECEIVED	STAGE 1	RESOLVE D(Y/N)	STAGE 2	RESOLVED (Y/N)	STAGE 3	RESOLVED (Y/N)	STAGE 4	RESOLVED (Y/N)	SUMMARY OF COMPLAINT	SUMMARY OF RESOLUTION
001	9/16/2024			X	Y					ADA accommodation not accommodated by supervisor	Accommodation request reviewed by program director and HR. (Approved)

HUMAN RESOURCES PRESENTATION

FY2024 4th Quarter / October 23, 2024

EXIT INTERVIEWS

Monroe Community Mental Health Authority

Enterprise Results

Completed: 24

Date Range: 2/17/23 – 10/8/24

Turnover Causes - Employer Influenced		#	%	Norm
		Selected	Selected	%
1	Job duties – didn't like the type of work asked to perform or required for the job	1	2%	5%
2	Lack of promotion, advancement, and/or career opportunities	5	9%	9%
3	Lack of training required to perform the job	3	6%	6%
4	Company direction, mission, work policies, practices	0	0%	6%
5	Supervision or management	4	7%	14%
6	Co-worker relationships, problems or difficulties working with my co-workers/peers	3	6%	6%
7	Lack of recognition, appreciation, support	1	2%	9%
8	Lack of diversity among the workforce	2	4%	
9	Problems with the work schedule, work hours, work-life balance	5	9%	12%
10	Workload – unreasonable or excessive mental or physical job demands	3	6%	9%
11	Compensation, pay	3	6%	10%
12	Employee benefit plans (insurance, retirement, holidays, vacations, paid time off)	3	6%	4%
13	Concerns about safety (physical, emotional, social)	1	2%	
14	Job security concerns, fear I might lose my job	1	2%	5%
15	Lack of resources needed to perform the job (equipment, tools, technology)	0	0%	5%
16	Concerns about the treatment of customers	2	4%	
17	Lack of remote work opportunities	1	2%	
18	Lack of on-site work opportunities	2	4%	
19	Lack of meaningful work (my work did not add value)	0	0%	
20	Reasons unrelated to Monroe Community Mental Health Authority	14	26%	
<i>Total Responses to Turnover Causes - Employer Influenced</i>		54	100%	
Single Most Important Reason for Leaving		#	%	Norm
		Selected	Selected	%
1	Job duties – didn't like the type of work asked to perform or required for the job	0	0%	6%
2	Lack of promotion, advancement, and/or career opportunities	1	5%	17%
3	Lack of training required to perform the job	0	0%	2%

HUMAN RESOURCES PRESENTATION

FY2024 4th Quarter / October 23, 2024

4	Company direction, mission, work policies, practices	0	0%	6%
5	Supervision or management	2	9%	22%
6	Co-worker relationships, problems or difficulties working with my co-workers/peers (not supervision)	0	0%	2%
7	Lack of recognition, appreciation, support	0	0%	3%
8	Lack of diversity among the workforce	0	0%	
9	Problems with the work schedule, work hours, work-life balance	3	14%	15%
10	Workload – unreasonable or excessive mental or physical job demands	1	5%	7%
11	Compensation, pay	2	9%	11%
12	Employee benefit plans (insurance, retirement, holidays, vacations, paid time off)	1	5%	1%
13	Concerns about safety (physical, emotional, social)	0	0%	
14	Job security concerns, fear I might lose my job	0	0%	9%
15	Lack of resources needed to perform the job (equipment, tools, technology)	0	0%	
16	Concerns about the treatment of customers	0	0%	
17	Lack of remote work opportunities	0	0%	
18	Lack of on-site work opportunities	0	0%	
19	Lack of meaningful work (my work did not add value)	0	0%	
20	Reasons unrelated to Monroe Community Mental Health Authority	12	55%	
<i>Total Responses to Single Most Important Reason for Leaving</i>		22	100%	
Supervision/Management Engagement Factors		#	%	
		Selected	Selected	
1	Supervision/management did not listen or pay attention to what I had to say	2	18%	
2	Supervision/management did not know or understand what was going on in my work area	2	18%	
3	Supervision/management standards were too high	0	0%	
4	Supervision/management standards were not high enough	1	9%	
5	Supervision/management did not have the knowledge, skills, and abilities to do the job	2	18%	
6	Supervision/management was not interested in my success and well-being	2	18%	
7	Supervision/management did not discuss my skills, career interests, and development needs for my continued growth	2	18%	
<i>Total Responses to Supervision/Management Engagement Factors</i>		11	100%	
Other Reasons - Employee Influenced		#	%	Norm
		Selected	Selected	%
1	Childcare/elder care	0	0%	5%
2	Return to school	1	8%	9%
3	Commute	0	0%	7%

HUMAN RESOURCES PRESENTATION

FY2024 4th Quarter / October 23, 2024

4	Personal health or family health reasons	4	33%	21%
5	Relocation	2	17%	22%
6	Retirement	1	8%	10%
7	Career change	3	25%	
8	Other personal reasons	1	8%	25%
<i>Total Responses to Other Reasons - Employee Influenced</i>		12	100%	
Current Job Status		#	%	Norm
		Selected	Selected	%
1	Working for another organization in the same industry	7	32%	57%
2	Working for another organization but not in the same industry	5	23%	17%
3	Not working after leaving Monroe Community Mental Health Authority	10	45%	18%
<i>Total Responses to Current Job Status</i>		22	100%	
Current Skill Level		#	%	Norm
		Selected	Selected	%
1	A similar skill level or job	5	42%	53%
2	A promotion	7	58%	29%
3	Neither (lesser skill, new career, no comparison)	0	0%	18%
<i>Total Responses to Current Skill Level</i>		12	100%	
Pay at New Job		#	%	Norm
		Selected	Selected	%
1	Much less (over 10% less)	0	0%	3%
2	Less (1-10% less)	0	0%	9%
3	About the same	2	17%	21%
4	More (1-10% more)	5	42%	32%
5	A lot more (over 10% more)	5	42%	35%
<i>Total Responses to Pay at New Job</i>		12	100%	
Recommendation as Employer - # Yes selections		#	%	Norm
		Selected	Selected	%
Would you recommend Monroe Community Mental Health Authority as an employer to others?		20	83%	69%
Rehire Interest - # Yes selections		#	%	Norm
		Selected	Selected	%
Would you consider working for Monroe Community Mental Health Authority in the future?		14	58%	67%
Illegal/Unethical Practices		#	%	Norm
		Selected	Selected	%
During your employment, were you aware of unethical, illegal, or unsafe practices?		1	4%	13%
Permission to Reveal Name		#	%	Norm
		Selected	Selected	%
Does ExitRight have your permission to reveal your name in the reporting of findings?		2	11%	32%

HUMAN RESOURCES PRESENTATION

FY2024 4th Quarter / October 23, 2024

CORPORATE TRAINING

FY2024

Number of individuals trained across all trainings provided = 1436 SEATS

Focus on New Training Requirements under CCBHA

- Improving Clinical Competency Military Culture
- Addressing Substance Abuse in the Military and Veteran Population
- Overdose Protection Naloxone Demonstration
- SBIRT (Screening, Brief Intervention, and Referral to Treatment)
- Intro to Trauma Informed Care
- Zero Suicide –Suicide Care –QPR

COMMUNITY OUTREACH

Strategic Plan Goal 3:

Serve as a Responsive and Reliable Community Partner

Community Training

- FY2024 Mental Health First Aid (MHFA) for adults was offered to the community.
- The Certified Trainers provided 58 community members a two-day training ending in their certification.
- **Goal 2025:** Approximately 120 Monroe County Sheriff / Emergency personnel have requested training.



BOARD BYLAWS & POLICY COMMITTEE
Thursday, October 17, 2024
5:00pm

MAJOR COMMITTEE RESPONSIBILITIES

1. Monitor and maintain the Board Bylaws and Board Governance Policy Manual
2. Review Authority and Regional Policy, Procedures, and Exhibits
3. Make recommendations to the full Board

COMMITTEE MEMBERS

Catherine Bernhold, Chair; John Burkardt; Susan Fortney; Pam Ray; and Michael Humphries (Ex-Officio).

DRAFT MINUTES

I. CALL TO ORDER

Catherine Bernhold called the meeting to order at 5:00pm. Catherine Bernhold, Susan Fortney, Pam Ray, and Lisa Graham were present. John Burkardt and Mike Humphries were excused.

II. COMMITTEE BUSINESS

- a. Authority Policy, Procedures, and Exhibits (Review/Recommend Approval)

Policies:	N/A	
Procedures:	N/A	
Exhibits:	N/A	
Brochure:	N/A	
Rescind:	N/A	
Relocate:	N/A	

There are no Authority policy, procedure, or exhibits for review.

- b. Regional Policies

Policies:	POC7058 POC7086 POC7079 POC7067	Advanced Directives DNR Orders Policy Consumer Employment Policy Diagnosis and Clinical Formulation Policy Access System Policy
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The committee has reviewed the Regional Policies and recommends that the Board approve at their October 23, 2024 Board Meeting.

III. BOARD GOVERNANCE POLICY MANUAL

- a. Process and Reporting of Monthly Board Meeting Evaluation:
 - i. An evaluation will be provided for each Board Meeting.
 - ii. The evaluation will be made available at the table following a Board Meeting for board members that want to fill it out and submit the same evening.
 - iii. The evaluation will be sent electronically the day following a Board Meeting with a deadline to submit by the following Monday.
 - iv. The Board Executive Committee will review compiled report(s) and raw data for purposes of continued monitoring of board performance and to identify any trends that may need to be addressed at the board table or in a workshop.
 - v. Evaluations received for each Board Meeting will be compiled into a report for the Board that will be provided in a handout at the Board table.
 - vi. The compiled report(s) will use a Likert Scale to provide the overall average rating for each meeting. The Likert Scale will allow the Board to monitor their performance month to month and also as a comparison with the Annual Board Performance and Self-Evaluation Questionnaire.
- b. Anonymity of Monthly Board Meeting Evaluation:
 - i. Individual evaluations are submitted to the Executive Assistant for compiling Board reports. If submitting electronically, do not choose "reply all" when submitting if you do not want your completed evaluation to go to the full Board. When submitting an evaluation following the Board Meeting there isn't a place to add your name, however, you can do so if you choose.
- c. Process and Reporting of Board Performance & Self-Evaluation Questionnaire:
 - i. The Annual Board Performance & Self-Evaluation Questionnaire will be sent to the full Board by mail in January and will include a stamped envelope for return. An email will be sent to the full Board to notify the evaluation is being sent and provide a deadline for return.

- ii. The Board Performance section of the questionnaire will be compiled and reported to the Board at a February Board Workshop as stated in the Governance Policy Manual. The Self-Evaluation section of the questionnaire is for board members only and does not need to be returned.

IV. NEXT STEPS

- a. July 2025 - Review Board Bylaws
- b. July 2025 - Review Board Governance Policy Manual

V. PARKING LOT

VI. AJOURNMENT

The meeting adjourned at 6:37pm.

VII. NEXT MEETING

The Next Meeting of the Board Bylaws & Policy Committee is scheduled for **Thursday, November 21, 2024** at 5:00pm.

Respectfully submitted,

Catherine Bernhold (dp)

Catherine Bernhold
Committee Chair

10/18/24



BOARD COMMUNITY RELATIONS AD-HOC COMMITTEE

Thursday, October 17, 2024

4:00pm

MAJOR COMMITTEE RESPONSIBILITIES

1. To foster a trusting relationship between MCMHA and the community it serves.

COMMITTEE MEMBERS

Rebecca Pasko, Chair; Dawn Asper; Rebecca Curley; Susan Fortney; Naomi Stoner; and Michael Humphries (Ex-Officio)

DRAFT MINUTES

I. CALL TO ORDER

Rebecca Pasko called the meeting to order at 5:05pm. Rebecca Pasko, Dawn Asper, Rebecca Curley, Susan Fortney, and Lisa Graham were present. Naomi Stoner and Mike Humphries were excused. Kayla Slager, Revel Marketing, attended as a guest.

II. FOLLOW-UP FROM PREVIOUS MEETING

- a. Committee Introduction at Town Hall
 - i. Rebecca Pasko provided committee members with an outline for an introduction at the October 23, 2024 Town Hall.
 - ii. Lisa Graham will introduce Rebecca Pasko, Chair of the Community Relations Committee, at the end of the Strategic Plan presentation during an overview of community partnerships.
 - iii. Rebecca Pasko will introduce Community Relations committee members and present what the committee has been charged with to assist in good community partnerships.
 - iv. Lisa Graham commented that there will be questions and answers at the end of the Town Hall and will be moderated by a Community Coalition member.
 - v. Booklets and Guide to Services will be available at the Town Hall. The Crisis Mobile Unit will be on display in the parking lot if they are not on a call.
 - vi. Dawn Asper suggested to make an event on Facebook for the Town Hall where a person can click if they are interested. If someone marks themselves as attending or is interested it will notify them closer to the event. You can also pin the event to your Facebook page so that it is always at the top. There is no cost to do this.
- b. Community Coalition
 - i. Lisa Graham commented that a vote will take place at the next Community Coalition Meeting for how often the coalition plans to meet. The next scheduled meeting is Friday, October 25, 2024 at 11:00am.
 - ii. Lisa Graham will ask the Community Coalition about an additional member being voted onto the coalition and report back to Community Relations.
- c. Posters for Locations in Community
 - i. Bridgitte Gates presented the new poster created by Revel Marketing that will be posted across the county in various locations. Rack cards will also be provided at the same locations but when the rack cards may need to be replenished, the poster will stay. The poster has the same information on them as the rack cards along with a QR code that will direct the person to the CMH website.

III. REVEL MARKETING

- a. Revel Marketing Update
 - i. Kayla Slager, Revel Marketing, presented what Revel has done for CMH and proposed next steps.
- b. Community Awareness Campaign
 - i. The goal for this campaign is to get the word out that CMH has a new website, CMH is now a CCBHC and what that means, and to promote the Crisis Mobile Unit. A billboard will be posted in January on I75, posters, yard signs, Google digital display ads across the internet, social media awareness ads, Facebook Like Campaign is a separate initiative to increase likes and followers (currently at 545), streaming radio ads, and will send a press release.
 - ii. The Community Awareness Campaign will run through the end of 2024 (3 months).
 - iii. Lisa Graham commented that local Monroe radio that streams through Rewind FM, can take this information and put into their rotation at no cost.
 - iv. The Community Awareness Campaign has been approved by Lisa Graham as the cost was below the Chief Executive Officer threshold. There are other items that are valuable that have not yet been approved and Lisa is looking for recommendations to take to the Board to either do after or in conjunction with the Community Awareness Campaign.
- c. Proposed Projects
 - i. Kayla Slager presented the proposed projects for Board consideration:
 1. Brand Guide, Business Cards/Stationary Updates, Content Calendar & Social Media Management, Bi-Monthly External E-Newsletters, Program Testimonial Video, Blogs for Website.
 2. Other projects consist of a Recruitment Campaign, for recruiting staff, and recruiting Board members.

- o The committee requested a yearly quote for maintaining blogs as the initial cost is only for programming and the first four months to get started.
- ii. Lisa Graham requested committee members to think about the proposed projects and will discuss at the next Community Relations meeting.

IV. NEXT STEPS

- a. Next Meeting Agenda
 - i. Revel Marketing – Proposed Projects Discussion

V. PARKING LOT

- a. Customer Services Complaint Process – Invite Amber Ellerman

VI. AJOURNMENT

The meeting adjourned at 5:09pm.

VII. NEXT MEETING

The Next Meeting of the Board Community Relations Ad-hoc Committee is scheduled for **Thursday, November 21, 2024** at 4:00pm.

Respectfully submitted,

Rebecca Pasko (dp)

Rebecca Pasko
Committee Chair

10/18/24



BOARD PERFORMANCE EVALUATION COMMITTEE

Tuesday, October 15, 2024

5:00pm

MAJOR COMMITTEE RESPONSIBILITIES

1. Compile quarterly performance measures for Chief Executive Officer.
2. Compile quarterly performance measures for the Board.

COMMITTEE MEMBERS

Board Chair
Business Operations Chair
Bylaws & Policy Chair
Clinical Operations Chair

DRAFT MINUTES

I. CALL TO ORDER

The meeting was called to order by Mike Humphries at 5:00pm. Mike Humphries, Susan Fortney, LaMar Frederick, Catherine Bernhold, and Lisa Graham were present.

II. 3rd & 4th QUARTER PERFORMANCE FEEDBACK

- a. The committee heard from the Chief Executive Officer in review of her performance evaluation summary for 3rd and 4th quarter for FY2024. Lisa Graham is doing what is appropriate in moving the agency forward and meeting the expectations of the standards set forth in the Strategic Plan. The Performance Evaluation Committee believes that Lisa has grown within the position of Chief Executive Officer and encourages Lisa to seek outside assistance when needed. The committee was supportive of the 3rd and 4th quarter summaries as presented and provided supportive feedback, offering ideas for improvements in performance, and the reporting process itself.

III. REVIEW PERFORMANCE EVALUATION TOOLS

- a. The committee reviewed the amended evaluation tools from previous meeting and had minimal changes.

IV. NEXT STEPS

- a. The Performance Evaluation Committee will develop a timeline for the Chief Executive Officer Performance Evaluation at their next meeting.

V. ADJOURNMENT

The meeting adjourned at 6:44pm. The next meeting is scheduled for Tuesday, November 19, 2024 beginning at 5:00pm.

Respectfully submitted,

Michael Humphries (dp)

Mike Humphries
Performance Evaluation Committee Chair

10/18/24

MCMHA Board Action Request Mental Health Administrative Contract(s) / Amendments	FY 2024-2025	October 16, 2024
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Action Requested: Approval Requested for the Mental Health Administrative Contracts Listed Below:

Contractor name	Department	Request	Budget	Contract Term	Service Description
Iris Telehealth	PHS	Hourly rate increase for Dr. Romero	\$216 per hour for 32 hours per week	1/1/2025-12/31/2025	Annual 3% increase
Iris Telehealth	PHS	Hourly rate increase for Dr. Cushman	\$242 per hour for 28 hours per week	1/1/2025-12/31/2025	Annual 3% increase
ARA Family Holding LLC		Renewal of lease for Borg property	\$2,387.87 per month	10/1/24-9/30/27	Initial 5% increase with a 1% increase in years 2 and 3. This lease has not had an increase over the past 4 years.
New Directions Peer Recovery Center			\$10,700.00 per month	10/1/24-9/30/25	Contract renewal

RECOMMENDATION: As reviewed by the MCMHA Board of Directors at their October 16, 2024 Board Meeting, approval of the contract(s) listed on MCMHA Board Action Mental Health Administrative Contract(s) / Amendments on or before October 23, 2024.

Action Requested: Approval Requested for the Mental Health Service Contracts Listed Below:

Provider Name	Contract Term	Service Description(s) include	CPT code	FY 2022-2024 Rate/Unit	FY 2024-2026 Rate/Unit	Additional Information/Background
Hospitals:						
Havenwyck Hospital	10/1/24-9/30/26	Community Psychiatric Inpatient	0100	\$842.40 per diem	\$875.00 per diem	
		Partial Hospitalization	0912	\$350.00 per diem	\$350.00 per diem	
Havenwyck Hospital dba Cedar Creek Hospital	10/1/24-9/30/25	Community Psychiatric Inpatient	0100	\$1,054.72 per diem	\$1,086.37 per diem	
Community Living Supports/Supported Empl/Respite						
A Heart That Cares LLC	10/1/24-9/30/26	Licensed Residential	H2016 T1020	\$80.65 per diem \$80.64 per diem	\$84.68 per diem \$84.67 per diem	
		Comprehensive Community Support/Overnight Health and Safety	H2015/T2027	\$4.37 per 15 minute unit	\$6.35 per 15 minute unit	
			H2015/T2027 UN	\$2.19 per 15 minute unit	\$3.18 per 15 minute unit	
			H2015/T2027 UP	\$1.53 per 15 minute unit	\$2.22 per 15 minute unit	
			H2015/T2027 UQ	\$1.15 per 15 minute unit	\$1.67 per 15 minute unit	
			H2015/T2027 UR	\$0.92 per 15 minute unit	\$1.33 per 15 minute unit	
H2015/T2027 US	\$0.76 per 15 minute unit	\$1.11 per 15 mminute unit				
Residential Opportunities	10/1/24-9/30/25	Licensed Residential	H2016 T1020	\$171.37 \$138.33	\$187.59 per diem \$151.43 per diem	
Mastrofrancesco	10/1/24-9/30/26	Licensed Residential - Harbor Home	H2016 T1020		\$147.72 per diem \$149.47 per diem	
		Licensed Residential - Lewis Home	H2016 T1020		\$223.97 per diem \$125.37 per diem	
		Licensed Residential - Binkley Home	H2016 T1020		\$210.94 per diem \$140.54 per diem	
Macomb Residential Opportunities	10/1/24-9/30/26	Licensed Residential - Detroit Beach Home	H2016 T1020		\$237.93 per diem \$156.43 per diem	
		Licensed Residential - Granby Home	H2016 T1020		\$86.92 per diem \$145.52 per diem	
		Licensed Residential - N. Monroe Home	H2016 T1020		\$172.09 per diem \$183.47 per diem	
		Licensed Residential - Ninth St Home	H2016 T1020		\$147.33 per diem \$118.39 per diem	
		Licensed Residential - John L Home	H2016		\$117.42 per diem	
Adult Learning Systems	10/1/24-9/30/26	Licensed Residential - Vivian Home	H2016 T1020		\$197.75 per diem \$39.74 per diem	
Everest Inc	10/1/24-9/30/26	Licensed Residential - Huron St Home	H2016 T1020		\$116.11 per diem \$97.92 per diem	
		Licensed Residential - Roberts Home	H2016 T1020		\$95.86 per diem \$160.92 per diem	
Progressive Residential Services	10/1/24-9/30/26	Licensed Residential - Vineyard Home	H2016 T1020		\$152.97 per diem \$152.97 per diem	
		Licensed Residential - Borg Home	H2016 T1020		\$99.96 per diem \$170.50 per diem	
Lutheran Child and Family Service of Michigan dba Wellspring Lutheran Services	10/1/24-9/30/26	Licensed Residential	H2016 T1020		\$78.42 per diem \$36.91 per diem	
Flatrock Manor, Inc	10/1/24-9/30/26	Licensed Residential	H2016/T1020	\$525.52 Per diem	\$542.39 per diem	
		Licensed Residential (enhanced 1:1 service 8hrs/day)	H2016/T1020		\$753.43 per diem	
		Licensed Residential (enhanced 1:1 service 16hrs/day)	H2016/T1020		\$964.47 per diem	
		Licensed Residential (enhanced 1:1 service 24hrs/day)	H2016/T1020	\$1,130.98 per diem	\$1,175.51 per diem	
Community Living Supports		H2015/T2027	\$5.47 per 15 minutes	\$5.65 per 15 minutes		

Moriah Incorporated dba Eisenhower Center	10/1/24-9/30/26	Comprehensive Community Support Service per day in specialized residential setting (enhanced 1:1 service)	H2016	\$475.00 per diem	\$475.00 per diem	
		Personal Care in a licensed residential setting (enhanced 1:1 service)	T1020	\$475.00 per diem	\$475.00 per diem	
Guardian Trac LLC	10/1/24-9/30/26	Mental Health service plan development by non-physician	H0032	\$80.00 per encounter	\$82.40 per encounter	
		Mental Health service plan monitoring	H0032 TS	\$80.00 per encounter	\$82.40 per encounter	
		Family Training	S5111	\$80.00 per encounter	\$82.40 per encounter	
Home Sweet Home Care Services, LLC Illuminate ABA Services	10/1/24-9/30/26	Comprehensive Community Support/Overnight Health and Safety	H2015/T2027	\$4.37 per 15 minute unit	\$6.35 per 15 minute unit	
			H2015/T2027 UN	\$2.19 per 15 minute unit	\$3.18 per 15 minute unit	
			H2015/T2027 UP	\$1.53 per 15 minute unit	\$2.22 per 15 minute unit	
			H2015/T2027 UQ	\$1.15 per 15 minute unit	\$1.67 per 15 minute unit	
			H2015/T2027 UR	\$0.92 per 15 minute unit	\$1.33 per 15 minute unit	
			H2015/T2027 US	\$0.76 per 15 minute unit	\$1.11 per 15 mminute unit	
PsychResolutions LLC	10/1/24-9/30/26	Psychological Testing	96116	\$125.00 first hour	\$128.75 first hour	
			96121	\$125.00 per additional hour	\$128.75 per additional hour	
		Crisis intervention	H2011	\$40.00 per 15 minutes	\$41.20 per 15 minutes	
Wallace PsychServices LLC	10/1/24-9/30/26	Neuropsychological Testing Eval - 1st hour	96132	\$75.00 Per hour	\$77.25 Per hour	
		Neuropsychological Testing Eval - add'l hour	96133	\$75.00 Per hour	\$77.25 Per hour	
		Crisis Intervention	H2011	\$40.00 per 15 minutes	\$41.20 per 15 minutes	
Autism/Waiver Services						
PsychResolutions LLC	10/1/24-9/30/26	Crisis Intervention	H2011	\$40.00 per 15 minutes	\$41.20 per 15 minutes	
PsychResolutions LLC - DCO	10/1/24-9/30/25	Crisis Intervention	H2011		\$42.00 per 15 minutes	
Illuminate ABA Services, LLC	10/1/24-9/30/26	Behavioral Treatment plan review	H2000/H2000 TS	\$25.00 per encounter	\$25.00 per encounter	
		Family Training	S5111	\$80.00 per encounter	\$80.00 per encounter	

RECOMMENDATION: As reviewed by the MCMHA Board of Directors at their October 16, 2024 Board Meeting, approval of the contract(s) listed on MCMHA Board Action Mental Health Service Contract(s) / Amendments on or before October 23, 2024.



Regional Board Action Request – FY2024 Q3 & Q4 Provider Stabilization Funding

Board Meeting Date: October 9, 2024

Action Requested: Allocate funding to the CMHSPs to assist the regional provider network in delivering essential face-to-face services. A 5% rate adjuster funding amount was calculated based upon projected actual services delivered during FY2024 Q1 and Q2 (April 1, 2024 – September 30, 2024). The projected revenue will be allocated to the CMHSPs to be passed through to the regional provider network for FY2024. Service provider rate adjuster payments will be made by the CMHPSM and our partner CMHSPs based upon actual services delivered throughout FY2024 and thus may differ from initial projections.

FY2024 Q3&Q4	Medicaid	HMP	Total
Lenawee MH/IDD & SUD Services	\$294,029	\$17,826	\$311,855
Livingston MH/IDD & SUD Services	\$493,343	\$18,496	\$511,839
Monroe MH/IDD Services	\$567,882	\$5,088	\$572,970
Washtenaw MH/IDD Services	\$1,216,031	\$18,332	\$1,234,363
Monroe SUD Services (CMHPSM)	\$8,178	\$26,482	\$34,660
Washtenaw SUD Services (CMHPSM)	\$20,868	\$66,655	\$87,523
Total Funding for Region	\$2,600,331	\$152,879	\$2,753,210

Background: Rate adjuster eligible services are unlicensed community living supports, overnight health and safety, licensed community living supports and personal care services, SUD residential, skill building, and crisis residential. These funds cover rate adjuster payments based upon actual services delivered between April 1, 2024 and September 30, 2024. This funding will be directed to providers to cover additional expenses related to delivering services during this period, including direct care worker overtime, retention, and recruitment costs.

Recommend: Approval



BOARD ACTION REQUEST

10-Year Lease Agreement

ACTION REQUESTED:

MCMHA Board approval of the Lease Agreement between Monroe Community Mental Health Authority and Monroe Center LLC for property located at 393 North Telegraph /Rd, Monroe Michigan 48162.

Background:

The River Raisin Clubhouse (formerly Crossroads Clubhouse) program recently received a *conditional* three-year accreditation by Clubhouse International, the credentialing body for clubhouses. As part of the conditional approval, there was the stipulation to find a location that meets the space needs of a growing clubhouse membership. It was also identified that the current location, which operates on two levels of the Benesh building, is not ideal and is restrictive to members who have physical disabilities.

As a result, MCMHA and Clubhouse members began its search for a new home that would meet the standards of Clubhouse International so as to maintain their accreditation. The location the group identified as the possible new site for River Raisin Clubhouse is 393 N. Telegraph Rd., Monroe, Michigan 48162 (formerly, Panera Bread). The Clubhouse has already sought and received approval from MDHHS that the site meets their requirements.

Rent; Security Deposit

Rent: Beginning on February 1, 2025 (the “Rent Commencement Date”) and continuing every month thereafter, Tenant shall pay monthly rent to the landlord as follows:

<u>Dates</u>	<u>Monthly Rent</u>	<u>Price Per SF</u>	<u>Annual Rent</u>
<u>2/1/25 – 8/31/25</u>	<u>\$6,250.00</u>	<u>\$15.00</u>	<u>\$75,000.00</u>
9/1/25 – 8/31/26	\$6,250.00	\$15.00	\$75,000.00
9/1/26 – 8/31/27	\$6,250.00	\$15.00	\$75,000.00
9/1/27 – 8/31/28	\$6,354.17	\$15.25	\$76,250.00
9/1/28 – 8/31/29	\$6,458.33	\$15.50	\$77,500.00
9/1/29 – 8/31/30	\$6,562.50	\$15.75	\$78,750.00
9/1/30 – 8/31/31	\$6,666.67	\$16.00	\$80,000.00
9/1/31 – 8/31/32	\$6,770.83	\$16.25	\$81,250.00
9/1/32 – 8/31/33	\$6,875.00	\$16.50	\$82,500.00
9/1/33 – 8/31/34	\$6,979.17	\$16.75	\$83,750.00
		<u>SUM</u>	<u>\$785,000.00</u>

Extended Term(s)	Monthly Rent	Price Per SF	Annual Rent
<u>9/1/34 – 8/31/39</u>	<u>\$7,677.09</u>	<u>\$18.43</u>	<u>\$92,125.00</u>
<u>9/1/39 – 8/31/44</u>	<u>\$8,444.80</u>	<u>\$20.27</u>	<u>\$101,337.50</u>

OTHER CONSIDERATIONS:

MCMHA is committed to a contract for the space at the Benesh Building through 9/30/25. Despite early promising attempts, MCMHA has been unsuccessful in negotiating a way out of that lease. MCMHA will continue to pay rent for the Benesh space that will be vacated by the Clubhouse. That total is \$44,426.00 for the remainder of the lease.

It is our intention to continue to work with the landlord for early termination and/or work with other providers to sub-lease the space.

RECOMMENDATION:

Consideration to approve a 10-year lease agreement between MCMHA and Monroe Center LLC for the property located at 393 North Telegraph Road, Monroe MI, 48162.

The CPC Special Use & Site Plan Review Letter has been received and attached for Board review.



October 15, 2024

Monroe Community Mental Health Authority
C/O Ms. Lisa Graham
1001 S. Raisinville Rd.
Monroe, MI 48161

RE: CPC Special Use & Site Plan Review - Cases #SU 24-009 & #SPL 24-019; 211 N. Telegraph

Ms. Graham:

The City of Monroe Citizen's Planning Commission heard Cases #SU 24-009 and #SPL 24-019, a special use review for the proposed Community Clubhouse at its meeting on October 14, 2024. Based upon their review, **the Citizen's Planning Commission approved the special use of Adult Day Care Center and site plan for 211 N. Telegraph Rd (postal address of 393 N. Telegraph).**

Please note that this review and approval does not constitute approval of any building, plumbing, electrical or sign permits that may be required for this site or project. Please contact the Building Division prior to undertaking any work.

Should you have any questions regarding this review or the planning & review process, in general, please contact me at (734) 384-9129 or by email at mark.cochran@monroemi.gov.

Regards,

A handwritten signature in blue ink that reads "Mark Cochran".

Mark Cochran
Assistant City Manager/Director of Economic and Community Development

CC: Loren Benes, Building Official & Zoning Administrator



BOARD ACTION REQUEST

Purchase of Property

ACTION REQUESTED:

MCMHA Board approval of the cash purchase of 2867 2nd St., Monroe, MI 48162 for \$220,000 with the option to finance at a later date.

Background:

There are insufficient numbers of group homes in Monroe County to address the needs of the people we serve. We are currently authorizing multiple consumers to receive specialized residential services in out of county placements that are both a higher level of care and more expensive than could be accomplished if more group homes existed in our county.

In 2024, MCMHA began working with a realtor to actively search for homes that could be developed into 6-bed group homes.

The proposed property is properly zoned for a group home and meets the specifications as outlined in the State of Michigan standards.

RECOMMENDATION:

Consideration to approve the purchase of property located at 2867 2nd St., Monroe, MI 48162 in the amount of \$220,000 with the option to finance at a later date.



REVIEW AND APPROVAL / October 23, 2024

Local (MCMHA) and Regional (CMHPSM) Policy, Procedure, and Exhibits

Executive Summary:

- There are four regional policies.
- This document serves as an Executive Summary of the policies for review and approval at the October 23, 2024 Board Meeting.

REGIONAL: Policy and Exhibits	Reason for Revision	Summary
POC7058 Advanced Directives DNR Orders Policy	3-Year Review	<p><u>Purpose:</u> This policy establishes standards by which the Community Mental Health Partnership of Southeast Michigan (CMHPSM) responds to consumer/individuals' rights and choices with advance directives and end of life care. This policy establishes procedures for notifying consumers/individuals served of relevant state laws and agency policies to assist them with their decision making in these areas; and establishes procedures in which the CMHPSM addresses the special needs of consumers/individuals served and their families during end-of-life care. This policy also states the CMHPSM position on hospice/end of life care and identifies the requirements for responding to requests by consumers/individuals served or their legal representatives to honor Do-Not-Resuscitate Orders.</p> <p><u>Policy:</u> The CMHPSM supports consumers'/individuals' rights to develop advance directives as tools by which consumers/individuals served can exercise self-determination where possible and enhance communication between consumers/individuals served, their families/friends, and healthcare professionals. The CMHSPM supports consumers'/individuals' rights to make decisions regarding their end-of-life care where possible and in accordance with applicable laws. CMHPSM staff shall inform consumers/individuals served of their right to develop advance directives, including assisting consumers/individuals served with information or resources in understanding the implementation of and revocability with advanced directives.</p> <p><u>Significant Changes:</u> There are no significant changes. Language update to add "individuals served" where consumer is listed in the policy.</p>
POC7086 Consumer Employment Policy	3-Year Review	<p><u>Purpose:</u> To ensure consistency across the region in meeting standards of good clinical practice in respecting and supporting the work preferences and choices of people with severe and persistent mental illness, intellectual and developmental disabilities, and substance use disorders (SUD) while fulfilling the mandates of the Americans with Disabilities Act (ADA) with respect to community integration.</p> <p><u>Policy:</u> The CMHPSM recognizes meaningful work to be a basic need and affirms the right of all consumers/individuals served of public behavioral health services to pursue vocational options of their choice.</p>

		<p>The CMHPSM, in its contract arrangements with the CMHSPs in the region, shall foster the provision of services and supports that promote meaningful work for consumers/individual served.</p> <p>Significant Changes: There are no significant changes. Spelled out the acronym ROSC (Recovery Oriented System of Care)</p>
<p>POC7067 Access System Policy</p>	<p>3-Year Review</p>	<p>Purpose: To establish policies for the provision of Community Mental Health Partnership of Southeast Michigan (CMHPSM) access system services.</p> <p>Policy: It is the policy of the CMHPSM to provide a welcoming, responsive, access system 24 hours a day, 7 days a week for all consumers/individuals served who contact the CMHPSM seeking information, services, and/or support systems for behavioral health care needs (including intellectual/developmental disabilities, mental health, substance use, or co-occurring disorders). Access system services are delegated by the CMHPSM to Community Mental Health Services Programs (CMHSP) in the region or through contractual arrangements with providers. All access system services will be provided in accordance with all applicable access and availability standards.</p> <p>Significant Changes: There are no significant changes.</p>
<p>POC7079 Diagnosis and Clinical Formulation Policy</p>	<p>3-Year Review</p>	<p>Purpose:</p> <ol style="list-style-type: none"> A. Establish the requirements for documenting diagnoses using the DSM and ICD diagnostic guidelines required by MDHHS in the most recent version of the Medicaid Provider Manual and the current MDHHS/PIHP Medicaid contract. B. Establish the requirements for inclusion of a clinical formulation in assessments and re-assessments that documents medical necessity, the existence of a moderate to severe behavioral health condition, level of care recommendations, and descriptions of services/supports likely to address the conditions for which the consumer/individual served is seeking services. <p>Policy: It is the policy of the CMHPSM that diagnoses entered in the EHR by staff/contractors from each CMHSP Partner shall be justified according to DSM and ICD diagnostic guidelines based on direct observation of the signs and symptoms, clinical history, and reports from other sources.</p> <p>Significant Changes: There are no significant changes. Language update to add "individuals served" where consumer is listed in the policy. Grammar and language update to definitions.</p>

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
REGULAR BOARD MEETING MINUTES
October 9, 2024**

Members Present for In-Person Quorum: Judy Ackley, Rebecca Curley, LaMar Frederick, Bob King, Molly Welch Marahar, Mary Serio, Holly Terrill,

Members Not Present For In-Person Quorum: Patrick Bridge, Mary Pizzimenti, Rebecca Pasko, Alfreda Rooks, Annie Somerville, Ralph Tillotson

Staff Present: Stephannie Weary, James Colaianne, Matt Berg, Nicole Adelman, Lisa Graham, Trish Cortes, CJ Witherow, Michelle Sucharski, Connie Conklin, Kathryn Szewczuk

Guests Present:

- I. Call to Order
Meeting called to order at 6:01 p.m. by Board Chair Bob King.
- II. Roll Call
 - Quorum confirmed.
- III. Consideration to Adopt the Agenda as Presented
**Motion by M. Welch Marahar, supported by H. Terrill, to approve the agenda
Motion passed with no objections**
- IV. Consideration to Approve the Minutes of the September 11, 2024 Meeting and Waive the Reading Thereof
**Motion by M. Welch Marahar, supported by J. Ackley, to approve the minutes of the 09/11/2024 meeting and waive the reading thereof
Motion passed with no objections**
- V. Audience Participation
None
- VI. Old Business
 - a. Information: FY2024 Finance Report through August 31, 2024
 - M. Berg presented.
 - b. Information: FY2018-2019 Deficit Update
 - Withholds and payments have proven to be valid. There was a mistake in the state's CHAMPS system that caused an error which has been resolved. The region was made whole.
 - The FY18-19 deficit has been resolved. FY18-22 are now closed.
- VII. New Business
 - a. Board Action: FY2024 Q3-4 Provider Stabilization Funding
**Motion by M. Welch Marahar, supported by M. Serio, to approve the FY24 Q3 and Q4 provider stabilization funding as proposed
Motion passed with no objections**

CMHPSM Mission Statement

Through effective partnerships, the CMHPSM shall ensure and support the provision of quality integrated care that focuses on improving the health and wellness of people living in our region.

b. Board Action: Anniversary Proclamations

Motion by M. Welch Marahar, supported by H. Terrill, to approve the CMHPSM Board to sign the formal proclamation acknowledging the 10 years of service by Jane Goerge to the PIHP region as a CMHPSM employee
Motion passed with no objections

Motion by J. Ackley, supported by L. Frederick, to approve the CMHPSM Board to sign the formal proclamation acknowledging the 10 years of service by Teresa Sharp to the PIHP region as a CMHPSM employee
Motion passed with no objections

Motion by M. Welch Marahar, supported by M. Serio, to approve the CMHPSM Board to sign the formal proclamation acknowledging the 5 years of service by Alyssa Tumolo to the PIHP region as a CMHPSM employee
Motion passed with no objections

c. Board Action: Contracts

Motion by L. Frederick, supported by M. Welch Marahar, to authorize the CEO to execute the contracts/amendments as presented
Motion passed with no objections

d. Board Information: FY2024 Strategic Plan Metrics Update

- J. Colaianne provided an update on the Strategic Plan. Discussion followed.

Meeting agenda addition:

Motion by J. Ackley, supported by M. Welch Marahar, to provide the 5% cost of living adjustment that was previously approved for all other staff to the CEO, effective Oct. 1, 2024
Motion passed with no objections

VIII. Reports to the CMHPSM Board

a. Information: SUD Oversight Policy Board

- At the most recent OPB meeting, officers were elected for FY25, 5 policies were approved and the OPB discussed the new fee-for-service model.

b. Information: CEO Report to the Board

- The 7 PIHPs that haven't signed the FY25 contract yet continue to work together in negotiations with the state.
- The CMHPSM has 3 open positions. Interviews and recruitment are in process.
- The PIHPs received notice that a special meeting will be held on Nov. 1, 2024, regarding Conflict Free Access and Planning proposal requirements.

IX. Adjournment

Motion by M. Welch Marahar, supported by J. Ackley, to adjourn the meeting
Motion passed with no objections

- The meeting was adjourned at 6:52 p.m.

Rebecca Pasko, CMHPSM Board Secretary

CMHPSM Mission Statement

Through effective partnerships, the CMHPSM shall ensure and support the provision of quality integrated care that focuses on improving the health and wellness of people living in our region.

CEO REPORT

October 23, 2024

RECRUIT AND RETAIN STAFF

Employee Morale: Today, MCMHA hosted a Chili Cook Off. This has been an annual event for a few years that staff enjoy. Prizes were awarded.

Contract Negotiations: Negotiations continue with AFSCME Local 2529. Our next meeting with the Union leadership is scheduled for the first week of November.

Finance Staff: Rehmann has increased their onsite presence to two days weekly and has added another staff who will lead the Non-Medicaid/General Fund special project.

Chief Operations Officer: On October 1, Bridgitte Gates was promoted to Chief Operations Officer (COO). Bridgitte has served in various leadership positions at MCMHA and at the State level for over 20 years. Please congratulate Bridgitte on this well-deserved promotion and welcome her to the Executive Leadership Team (ELT).

SERVICES MEET THE NEEDS OF THE CUSTOMER

River Raisin Clubhouse: MCMHA is thrilled to announce that River Raisin Clubhouse was one of the five recipients of the Clubhouse Innovative Prevention (CIP) Grant (among 43 Clubhouses in Michigan). This grant allows individuals to join the Clubhouse without being enrolled in MCMHA services. This is the second year in a row that we have been awarded this grant.

Behavioral Health Urgent Care: MCMHA leadership is in the planning stages for the BHUC that is required to be implemented 10/1/25. We have identified a location adjacent to St. Joe's Center of Hope and have had encouraging discussions with both Catholic Charities and ProMedica Monroe on this project and potential partnerships.

FINANCE

Cost Settlement: CMHPSM informed MCMHA that fiscal years 18-22 have been cost settled. MCMHA will receive \$2,458,210.00 from the PIHP by 10/25.

COMMUNITY PARTNERSHIPS

Community Events: In the month of September, MCMHA participated in two events: Ghost, Goblins event sponsored by Gabby's Grief Center and Faith in Blue at MCOP's Opportunity Center.

Oaks of Righteousness: MCMHA leadership had a productive meeting with Pastor Traci Blalock Phillips, new pastor for Oaks. Pastor Phillips requested to participate in the Universal Referral program, which we are coordinating.

I See Grey with Class and the Community Coalition: MCMHA participated in the local cable show to highlight World Mental Health Day on 10.10. This year's theme was Mental Health in the Workplace.

UPCOMING EVENTS

Giving Back: MCMHA staff is sponsoring a Food Drive contest, 10/28-11/18. Our goal is to fill 50 bags with items needed to prepare Thanksgiving dinner. Those bags will be distributed to our consumers and families. We love some friendly competition, so we have added that to make this even more fun! We welcome any donations from Board Members as well!

Respectfully Submitted,



Lisa Graham, CEO