

Mid-State Health Network (MSHN) Board of Directors Meeting  
Tuesday, March 5, 2019, 5:00 P.M.  
Gratiot Integrated Health Network – The Lawson Center  
Meeting Minutes

**1. Call to Order**

Chairperson Woods called the meeting to order at 5:00 p.m.

**2. Roll Call**

Secretary Kurt Peasley provided the Roll Call for Board Members in attendance.

**Board Member(s) Present:** Jim Anderson (Bay-Arenac), Joe Brehler (CEI), Bruce Cadwallender (Shiawassee), David Griesing (Tuscola), Phil Grimaldi (Saginaw) (via phone), Dan Grimshaw (Tuscola), Mike Hamm (Newaygo), Tina Hicks (Gratiot), John Johansen (Montcalm), Steve Johnson (Newaygo), Colleen Maillette (Bay-Arenac), Deb McPeek-McFadden (Ionia) (via phone), Irene O’Boyle (Gratiot) (via phone), Kurt Peasley (Montcalm), Joe Phillips (CMH for Central), Kay Pray (CEI), Kerin Scanlon (CMH for Central Michigan), Leola Wilson (Saginaw), and Ed Woods (LifeWays)

**Board Member(s) Absent:** Brad Bohner (LifeWays), John Horvath (Shiawassee), Pam Kahler (Huron), Gretchen Nyland (Ionia), and Beverly Wiltse (Huron)

**Staff Members Present:** Joe Sedlock (CEO), Amanda Horgan (Deputy Director), Leslie Thomas (Chief Financial Officer), Dr. Todd Lewicki (Chief Behavioral Health Officer), Kim Zimmerman (Director of Compliance, Quality and Customer Service), Skye Pletcher (Director of Utilization and Care Management), Carolyn Watters (Director of Provider Network Management Systems), Kathrine Flavin (Utilization Management Specialist) and Merre Ashley (Executive Assistant)

**3. Approval of Agenda for March 5, 2019**

Board approval was requested for the Agenda of the March 5, 2019 Regular Business Meeting.

**MSHN 18-19-019 MOTION BY COLLEEN MAILLETTE, SUPPORTED BY JOHN JOHANSEN, FOR APPROVAL OF THE AGENDA OF THE MARCH 5, 2019 REGULAR BUSINESS MEETING, AS PRESENTED. MOTION CARRIED: 16-0.**

#### **4. Public Comment**

Mr. Joseph Sedlock introduced Ms. Katherine (Kate) Flavin, newly hired Utilization Management Specialist, and Evan Wisner, 2<sup>nd</sup> year Masters Social Work Intern from Western Michigan University.

#### **5. Approval of Consent Agenda**

Board approval was requested for Draft Minutes of the January 8, 2019 Board of Directors Regular Business Meeting, Draft Meeting Minutes of the March 12, 2019 Board Policy Committee, Draft Meeting Minutes of the February 15, 2019 Board Executive Committee Meeting, Key Decisions of the January 14, 2019 and February 11, 2019 Operations Council, and Policies, as presented.

**MSHN 18-19-020 MOTION BY LEOLA WILSON, SUPPORTED BY STEVE JOHNSON, TO APPROVE DRAFT MINUTES OF THE JANUARY 8, 2019 BOARD OF DIRECTORS REGULAR BUSINESS MEETING, DRAFT MEETING MINUTES OF THE MARCH 12, 2019 BOARD POLICY COMMITTEE, DRAFT MEETING MINUTES OF THE FEBRUARY 15, 2019 BOARD EXECUTIVE COMMITTEE MEETING, KEY DECISIONS OF THE JANUARY 14, 2019 AND FEBRUARY 11, 2019 OPERATIONS COUNCIL, AND POLICIES, AS PRESENTED. MOTION CARRIED: 16-0.**

#### **6. MSHN Board Chair Update**

- Board Member Terms: Chairperson Woods referenced the Board Roster, provided in hardcopy within board folders, highlighting those members whose terms will expire on April 30, 2019, and advised that MSHN staff would be in contact with respective CMHSPs to facilitate appointments/reappointments.

Mr. Joe Philips arrived at 5:06 p.m.

#### **7. MSHN Executive Committee Report**

Chairperson Woods provided an overview of committee discussion/activity to include:

- Board Development on May 7, 2019; review and discussion of draft outline/agenda, and facilitator contract.
- CMHSP intent to replace one of their board members; review of MSHN Bylaws and polices
- MDOC and Unenrolled Population RFP Updates; both will be referenced within the CEO Report

Ms. Kerin Scanlon arrived at 5:16 p.m.

Ms. Kay Pray arrived at 5:18 p.m.

#### **8. Finance Report**

Chairperson Woods introduced Derek Miller, CPA, of the auditing firm Roslund, Prestage & Company, P.C., who provided a presentation and information specific to MSHN's FY18 Financial Audit Report and FY17 Compliance Examination Report.

- **MSHN FY18 Financial Audit**

**MSHN 18-19-021 MOTION TO RECEIVE AND FILE THE FY18 FINANCIAL AUDIT BY COLLEEN MAILLETTE, SUPPORTED BY JOHN JOHANSEN, TO RECEIVE AND FILE THE FY18 FINANCIAL AUDIT. MOTION CARRIED: 19-0.**

- **MSHN FY17 Compliance Examination Report**

**MSHN 18-19-022 MOTION BY LEOLA WILSON, SUPPORTED BY BRUCE CADWALLENDER, TO RECEIVE AND FILE THE FY17 COMPLIANCE EXAMINATION REPORT. MOTION CARRIED: 18-1.**

- **Financial Status Report for Period Ending January 31, 2019**

Ms. Leslie Thomas reviewed statement of activities, preliminary statement of net position, preliminary statement of activities, statement of investments, for the period ending January 31, 2019, recommended for board approval as presented.

**MSHN 18-19-023 MOTION BY DAVID GRIESING, SUPPORTED BY TINA HICKS, TO RECEIVE AND FILE THE STATEMENT OF NET POSITION, STATEMENT OF ACTIVITIES AND STATEMENT OF INVESTMENTS FOR THE PERIOD ENDING JANUARY 31, 2019. MOTION CARRIED: 19 -0.**

## **9. Compliance Summary Report**

Chairperson Woods introduced Ms. Kim Zimmerman, Director of Compliance, Quality and Customer Service, who provided a review of the FY18 Compliance Summary Report. Following discussion, the report was recommended for approval, as presented.

**MSHN 18-19-024 MOTION BY TINA HICKS, SUPPORTED BY PHIL GRIMALDI, TO APPROVE AND FILE THE COMPLIANCE SUMMARY REPORT FOR THE PERIOD OF OCTOBER 1, 2017-SEPTEMBER 30, 2018, AS PRESENTED. MOTION CARRIED: 19-0.**

## **10. Provider Network Adequacy Assessment**

Ms. Carolyn Watters, Director of Provider Network Administrative Systems, provided a detailed presentation on the Provider Network Adequacy Assessment, which was included in board member packets. Following discussion, Ms. Watters requested board approval to receive and file the FY18 Provider Network Adequacy Assessment, as presented, and for their support in implementing the recommendations contained therein.

**MSHN 18-19-025 MOTION BY JOHN JOHANSEN, SUPPORTED BY COLLEEN MAILLETTE, TO RECEIVE AND FILE THE 2018 ASSESSMENT OF NETWORK ADEQUACY ASSESSMENT, AS PRESENTED, AND SUPPORT IMPLEMENTATION OF THE RECOMMENDATIONS CONTAINED THEREIN. MOTION CARRIED: 19-0.**

## 11. Deputy Director Report

- **Home and Community-Based Services (HCBS) Transition: Staffing Request**

Ms. Amanda Horgan stated in order to come into compliance with the HCBS requirement by the March 2019 state deadline and March 2022 federal deadline and to keep pace with the additional surveys, corrective action requirements and systems monitoring, additional staffing of three (3) full-time employees (FTEs) is required. In support of the request, the following rationale was provided:

- Of PIHPs statewide, the average ratio of surveys to staff: 1 FTE to 250 cases. At MSHN, that ratio is currently at 1 FTE per 1,246 cases; the 2 staff members carrying the load are also responsible to maintain and support PIHP activity for the Autism Benefit Waiver and Habilitation Supports Waiver (HSW);
- HCBS Survey results show many Home and Community-Based service providers are out of compliance and thus placed under corrective action plans. In order to protect the system and achieve compliance, the goal is to help each provider meet the HCBS system requirements before March 2022. Three FTEs will provide support to achieve that goal;

**MSHN 18-19-026 MOTION BY KURT PEASLEY, SUPPORTED BY DAN GRIMSHAW, TO AUTHORIZE THE CEO TO HIRE THREE ADDITIONAL STAFF TO FULFILL MSHN CONTRACTUAL OBLIGATIONS AND ENSURE COMPLIANCE WITH THE HOME AND COMMUNITY-BASED SERVICES RULE WITHIN THE REGION. MOTION CARRIED: 19-0.**

## 12. FY19 Contracts for Consideration/Approval

Ms. Horgan provided an overview of the listing provided within board meeting packets and made specific reference to the Wedgewood Christian Services contract listing, of which approval is anticipated to occur by the SUD Oversight Policy Advisory Board at their April 17, 2019 meeting. She requested board approval to authorize MSHN's Chief Executive Officer to sign and fully execute the contracts, as presented on the FY19 contract listing.

**MSHN 18-19-027 MOTION BY KURT PEASLEY, SUPPORTED BY JOHN JOHANSEN, TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO SIGN AND FULLY EXECUTE THE CONTRACTS AS PRESENTED AND LISTED ON THE FY19 CONTRACT LISTING. MOTION CARRIED: 19-0.**

## 13. Chief Executive Officer Report

Mr. Sedlock referenced the written CEO report, provided in board packets, and provided a brief overview and summary of the items therein.

- **Michigan Department of Health and Human Services (MDHHS) FY19 Medicaid Managed Specialty Supports and Services Contract Amendment #2;** recommended motion provided in hardcopy within board folders.

**MSHN 18-19-028 MOTION BY TINA HICKS, SUPPORTED BY KURT PEASLEY, TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO SIGN AND FULLY EXECUTE AMENDMENT #2 OF THE FY19 MEDICAID MANAGED SPECIALTY SUPPORTS AND SERVICES CONTRACT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES. MOTION CARRIED: 19-0.**

**14. Other Business**

Chairperson Woods stated that while participating in Board Chairpersons Meeting(s) held during the Community Mental Health Association of Michigan (CMHAM) Fall Conference, it became apparent not all organizations have the benefit of such productive and seamless processes when it comes to their board meetings. He voiced his appreciation to MSHN staff for their hard work and support, and accolades to board members for structure put in place and the oversight necessary to make it happen.

**15. Public Comment**

There was no public comment.

**16. Adjourn**

**MSHN 18-19-029 MOTION BY JIM ANDERSON, SUPPORTED BY TINA HICKS, TO ADJOURN THE MARCH 5, 2019 REGULAR BUSINESS MEETING. MOTION CARRIED: 19-0.**

The MSHN Regional Board of Directors Meeting adjourned at 6:54 p.m.

Meeting minutes submitted respectfully by:  
*Merre Ashley, MSHN Executive Assistant*