



**MINUTES OF THE REGULAR MEETING  
WEDNESDAY, NOVEMBER 16, 2022**

The LifeWays Board of Directors met in regular session in the Board Room at the LifeWays Building, 1200 N West Avenue, Michigan on Wednesday, November 16, 2022.

**BOARD MEMBERS PRESENT:** John Clark (Vice Chair); Christine Carlson (Secretary); Carl Rice, Jr. (Treasurer); Melissa Callison; Jeffrey Peterson; Kathleen Schmitt via Zoom; Ray Snell; Mark Wiley; Edward Woods

**BOARD MEMBERS ABSENT:** Bruce Caswell (Chair); Bradley Bohner; Earl Poleski

**STAFF MEMBERS PRESENT:** Maribeth Leonard (Chief Executive Officer); Kenneth Berger; Latrelle Burk; Karen Cascaddan; Shannan Clevenger; Tyler Crawford; Michael Cupp; Ashlee Griffes; Tenicia Hoaglin; Jon Johnston; Emily Purdey; Alexis Shapiro

**OTHERS PRESENT:**

**CALL TO ORDER**

Vice Chair Clark called the Board Meeting to order at 7:00 p.m.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

The Invocation was presented by Jeffrey Peterson followed by a recitation of the Pledge of Allegiance to the American Flag by audience and Board members.

**RECORDING OF ATTENDANCE**

The presence of all attending this meeting was recorded (note: Board Member Schmitt was noted as present; however, due to Open Meetings Act restrictions, was not eligible to vote on action items).

**APPROVAL OF BOARD AGENDA**

LW 22-23-001 - Approval of Agenda of the November 16, 2022, Regular

Business Meeting

MOTION BY JEFFREY PETERSON, SUPPORTED BY MARK WILEY, FOR APPROVAL OF THE AGENDA OF THE NOVEMBER 16, 2022, REGULAR BUSINESS MEETING, AS PRESENTED. MOTION CARRIED: 8-0

APPROVAL OF BOARD MINUTES

LW 22-23-002 - Approval of the Minutes of the Regular Business Meeting and the Public Hearing held on September 21, 2022

MOTION BY MELISSA CALLISON, SUPPORTED BY JEFFREY PETERSON, FOR APPROVAL OF THE MINUTES OF THE REGULAR BUSINESS MEETING AND THE PUBLIC HEARING HELD ON SEPTEMBER 21, 2022, AS PRESENTED. MOTION APPROVED: 8-0

LW 22-23-003 - Approval of the Minutes of the Regular Business Meeting held on October 19, 2022

MOTION BY MARK WILEY, SUPPORTED BY JEFFREY PETERSON, FOR APPROVAL OF THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON OCTOBER 19, 2022, AS PRESENTED. MOTION APPROVED: 8-0

CEO COMMUNICATIONS

Maribeth Leonard, Chief Executive Officer, briefly highlighted the communications provided in the Board Folder.

(A copy of the Board Folder contents can be found in the Supplemental Minutes portion of the Board Minutes Book.)

PUBLIC COMMENT

There were no public comments.

SPECIAL ORDER TOPIC: ANNUAL CORPORATE COMPLIANCE BOARD TRAINING, KENNETH BERGER, COMPLIANCE OFFICER

Mr. Berger provided the annual corporate compliance training for and answered questions from the Board.

(A copy of the presentation can be found in the Supplemental Minutes book.)

**APPROVAL OF CONSENT AGENDA**

**LW 22-23-004 - Approval of the Consent Agenda (November 16, 2022, Regular Business Meeting)**

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**MOTION BY JEFFREY PETERSON, SUPPORTED BY CARL RICE, JR., FOR APPROVAL OF THE CONSENT AGENDA (NOVEMBER 16, 2022, REGULAR BUSINESS MEETING), AS PRESENTED. MOTION APPROVED: 8-0**

**A. Facilities**

**[No action items.]**

**B. Program & Finance**

- 1. Approval to Accept Finance Report – August 2022**
- 2. Approval to Accept Expenses Report – August 2022 - \$12,028,378.21**
- 3. Approval to Accept Finance Report – September 2022**
- 4. Approval to Accept Expenses Report – September 2022 - \$8,026,706.63**

**C. Quality Improvement and Credentialing**

- 5. Approval of the Quality Improvement & Credentialing Report – October 2022**
- 6. Approval of Amendment #1 to the Medicaid Managed Specialty Supports and Services Concurrent 1915(i)(c), 1115 Waiver Program(s), the 1115 Healthy Michigan Plan and Substance Use Disorder Community Grant Programs Agreement between Mid-State Health Network and LifeWays, Effective October 1, 2022, through September 30, 2023**
- 7. Approval of Fiscal Year 2023 Substance Use Disorder Prevention Services Contractual Agreement Between Mid-State Health Network and LifeWays for the Purpose of Prevention, Community Recovery, and Collegiate Recovery Services | Payment by Cost Reimbursement**
- 8. Approval of Fiscal Year 2023 Substance Use Disorder Treatment Contractual Agreement Between Mid-State Health Network and LifeWays for the Purpose of Treatment | Payment by Fee For Service**

- 9. Approval of Revised Governance Procedures: 01-01.01 Board of Directors Authority; 01-01.03 Board of Directors Legal and Ethical Obligation\*; 01-01.04 Board of Directors Orientation, Education and Training; 01-01.05 Board of Directors Evaluation; 01-01.06 Board Executive Committee Role and Responsibility; 01-02.01 Policy Manual; 01-02.02 Board Meetings\*; 01-02.03 Board Committee Meetings; 01-02.04 Board Member Reimbursement and Documentation; 01-02.06 Guidelines for Appointment to LifeWays Board of Directors; 01-02.08 Board Appointment to Region 5 Entity; 01-03.02 Leadership Team Meetings; 01-03.03 Financial Audit Services; 01-03.04 LifeWays Communication Process; 01-04.01 Policy and Procedure Management; 01-04.02 Chief Executive Officer Supports; 01-06.02 Freedom of Information Act (FOIA) Requests; 01-07.01 Organizational Chart and Succession Planning; 01-07.02 Executive and Director Level Delegation of Authority; 01-07.03 Processing and Signing Legal Documents [\*includes Board-requested revisions from 9/14/22 QI&CR Committee; 01-01.03 shown in two documents]**
- 10. Approval of Reviewed Policies: 02-01 Protection of Recipient Rights; 02-02 Recipient Rights Committees; 02-03 Protection of Recipient Information; 02-04 Recipient Rights Reporting**
- 11. Approval of Revised Policies: 07-05 Health Information Management; 12-01 Public Relations; 12-02 Community Benefit Policy**
- 12. Approval of Revised Policies: 16-01 Targeted Case Management [1 and 2]**
- 13. Approval of 2023 Board Committee Meeting Calendar, as Amended**
- 14. Approval of 2023 Board Meeting Calendar**
- 15. Approval of Recipient Rights Advisory Committee (RRAC) Request for Appointment**
- 16. Approval of Parent Advisory Committee Applicant**
- 17. Approval of Board Recommendation of Michael Welsch for Community Health Association (CMHA) Treasurer**

18. Approval of the Quality Improvement & Credentialing Report – November 2022
19. Approval of the Memorandum of Understanding Regarding Spenddown Payment for Clubhouse Activities between Mid-State Health Network and LifeWays for Fiscal Year 2023
20. Approval of Reviewed Policies: 03-01 Accounting; 03-02 Budget; 03-03 Expenses; 03-04 Billing and Claims; 03-06 Board and Staff Expenses; 03-07 Rate Setting; 04-04 Waiver Services; 04-07 Pre-Admission Screening to Inpatient
21. Approval of Revised Policies: 03-08 Financial Reports and Audits; 11-01 Safety and Security; 11-02 Space Management; 11-03 Maintenance and Custodial Services; 11-04 Agency Vehicle/Transport Services; 14-05 Crisis Line
22. Approval of Parent Advisory Committee Applicant

#### APPOINTED COMMITTEE REPORTS

- LIFEWAYS BOARD EXECUTIVE COMMITTEE
- MID-STATE HEALTH NETWORK (MSHN) BOARD
- MSHN SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD
- NATIONAL COUNCIL FOR MENTAL WELLBEING BOARD
- COMMUNITY MENTAL HEALTH ASSOCIATION

#### BOARD OF DIRECTORS

#### LEGISLATIVE AND POLICY

- MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (MDHHS) OFFICE OF RECIPIENT RIGHTS ADVISORY COMMITTEE
- LIFEWAYS DIVERSITY, EQUITY, AND INCLUSION AD HOC COMMITTEE
- LIFEWAYS MENTAL HEALTH IN SCHOOLS ADVISORY COMMITTEE
- LIFEWAYS RECIPIENT RIGHTS ADVISORY COMMITTEE
- LIFEWAYS SELF-DETERMINATION ADVISORY COMMITTEE

## **NEW BUSINESS**

### **REPORTS**

- **CHIEF EXECUTIVE OFFICER (CEO)**

Ms. Leonard gave an overview of the CEO report that contained information on the following topics.

- Strategic Plan Update End of Year for Fiscal Year (FY) 2022
- MDHHS Site Visit
- Senator Debbie Stabenow Certified Community Behavioral Health Clinic
- CMHA Call to Action Request
- CMHA Fall Conference
- 2022 Election Recap
- Upcoming Events

(A copy of the CEO Report can be found in the Supplemental portion of the Board Minutes Book.)

- **BOARD CHAIR**

Vice Chair Clark welcomed Kathy Schmitt to the LifeWays board.

- **MEMBER COMMENTS**

- Ms. Schmitt – Expressed gratitude for the warm welcome and has been very impressed so far. Ms. Schmitt further gave her background information and stated that she looks forward to attending meetings in person once her duties are completed with the Hillsdale Board of County Commissioners and the City of Jonesville.
- Mr. Woods – Related a story of an interaction with Jackson County Judge Diane Rappleye, which was very positive. The Honorable Rappleye has been invited for a tour of LifeWays to learn more about services offered. More information to come.
- Mr. Snell – Missed last month's board meeting due to an illness but has fully recovered. Thank you to everyone for the well wishes.

- Dr. Rice – Provided a story about a dinner with Senator Debbie Stabenow, who had many good things to say about Mr. Woods.
- Mr. Peterson – No comment.
- Ms. Carlson – No comment.
- Ms. Callison – Congratulations to Mr. Woods on another title [his nomination as 1<sup>st</sup> Vice Chair of the National Council, which will eventually lead him to becoming Board Chair]; unsure where he finds the time to do all that he does. Please let me know if you'd like a copy of the ALICE report [a report compiled by the United Way of Jackson County; ALICE stands for Asset Limited, Income Constrained, Employed]. Please keep others in mind as the holidays approach as this time of year can be difficult for some; it's a good time to reach out. Lastly, I am chairing the Holiday Ball for the Jackson Symphony Orchestra and have raffle tickets for sale for some great prizes.
- Mr. Wiley – Happy Thanksgiving! Please keep service men and women as well as veterans in your thoughts. The Hillsdale County Veterans Affairs put together care packages to send overseas; I'm sure Jackson County does the same. Donations and assistance are always welcomed and appreciated.

#### PUBLIC COMMENT

There were no public comments.

#### ADJOURNMENT

There being no further business to come before the Board, Vice Chair Clark adjourned the meeting at 8:14 p.m.

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Christine Carlson, Secretary