



**MINUTES OF THE REGULAR MEETING
WEDNESDAY, AUGUST 16, 2023**

The LifeWays Board of Directors met in regular session in the Board Room at the LifeWays Building, 1200 N West Avenue, Jackson, Michigan on Wednesday, August 16, 2023.

BOARD MEMBERS PRESENT: Bruce Caswell (Chair), Mark Wiley (Treasurer), Carl Rice, Jr. (Secretary), Melissa Callison, Christine Carlson, Jeffrey Peterson, Earl Poleski, Ray Snell, Edward Woods

BOARD MEMBERS ABSENT: John Clark (Vice Chair), Bradley Bohner, Kathleen Schmitt

STAFF MEMBERS PRESENT: Maribeth Leonard (Chief Executive Officer), Latrelle Burk, Karen Cascaddan, Tyler Crawford, Michael Cupp, Ashlee Griffes, Tenicia Hoaglin, Philip Hoffman, Jon Johnston, David Lowe, Alexis Shapiro, Cassandra Watson

OTHERS PRESENT: Connor Bagby

CALL TO ORDER

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

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was presented by Christine Carlson 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.

APPROVAL OF BOARD AGENDA

LW 22-23-047 - Approval of Agenda of the August 16, 2023, Regular Business Meeting

**MOTION BY JEFFREY PETERSON, SUPPORTED BY MARK WILEY, FOR APPROVAL OF THE AGENDA OF THE AUGUST 16, 2023, REGULAR BUSINESS MEETING, AS PRESENTED.
MOTION CARRIED: 9-0**

APPROVAL OF BOARD MINUTES

LW 22-23-048 - Approval of the Minutes of the Regular Business Meeting and the Public Hearing for Needs Assessment – Hillsdale County held on July 19, 2023

MOTION BY JEFFREY PETERSON, SUPPORTED BY MELISSA CALLISON, FOR APPROVAL OF THE MINUTES OF THE REGULAR BUSINESS MEETING AND THE PUBLIC HEARING FOR NEEDS ASSESSMENT – HILLSDALE COUNTY HELD ON JULY 19, 2023, AS PRESENTED.
MOTION CARRIED: 9-0

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 – UNDERSTANDING THE PETITION PROCESS – DAVID LOWE, EXECUTIVE DIRECTOR OF ACCESS AND CRISIS SERVICES

Mr. Lowe gave an overview of the petition process and answered questions from the board.

(A copy of the report can be found in the Supplemental Minutes portion of the Board Minutes book.)

SPECIAL ORDER TOPIC – POWER BI DASHBOARD OVERVIEW – MICHAEL CUPP, DIRECTOR, CONTRACTS MANAGEMENT, AND ALEXIS SHAPIRO, ASSISTANT DIRECTOR, ELECTRONIC MEDICAL RECORDS (EMR) SYSTEMS

Mr. Cupp and Ms. Shapiro gave an overview of the report entitled “Improving Provider Outcomes thru Data Dashboards” and answered questions from the board.

(A copy of the report can be found in the Supplemental Minutes portion of the Board Minutes book.)

RECESS BUSINESS MEETING

Chair Caswell asked for a motion to recess the Regular Business Meeting in order to convene the Public Hearing.

MOTION BY MARK WILEY, SUPPORTED BY JEFFREY PETERSON, FOR APPROVAL TO RECESS THE REGULAR BUSINESS MEETING TO CONVENE THE PUBLIC HEARING, AS PRESENTED. MOTION APPROVED: 9-0

The Regular Business meeting was recessed at 8:02 p.m.

RECONVENE

Chair Caswell reconvened the Regular Business Meeting at 8:05 p.m.

APPROVAL OF CONSENT AGENDA

LW 22-23-049 - Approval of the Consent Agenda (August 16, 2023, Regular Business Meeting)

It was requested to move Item #1 from the Consent Agenda to New Business for further discussion.

MOTION BY EARL POLESKI, SUPPORTED BY RAY SNELL, FOR APPROVAL TO MOVE ITEM #1 FROM THE CONSENT AGENDA TO NEW BUSINESS FOR FURTHER DISCUSSION. MOTION CARRIED: 9-0

MOTION BY EARL POLESKI, SUPPORTED BY MELISSA CALLISON, FOR APPROVAL OF THE CONSENT AGENDA (AUGUST 16, 2023, REGULAR BUSINESS MEETING), AS AMENDED. MOTION CARRIED: 9-0

A. Facilities

[No action Items]

B. Program & Finance

- ~~1. Approval to Accept Finance Report – June 2023~~
2. Approval to Accept Expenses Report – June 2023

C. Quality Improvement and Credentialing

3. Approval to Support the Recommendation of the Recipient Rights Officer to Appoint Don Westblade to the Recipient Rights Advisory Committee/Appeals Committee
4. Approval of Reviewed Policies: 01-08 Corporate Compliance; 09-01 Staff Qualifications and Hiring; 09-02 Salary, Benefits & Payroll Administration; 09-03 Competency and Training; 09-05 Employee Recognition; 09-06 COVID-19 Preparedness and Response Plan; 13-04 Initial Assessment; 13-05 Autism Screening; 16-05 Outpatient Substance Use Disorder (SUD) Services
5. Approval of Revised Policies: 09-04 Workplace Conduct; 13-06 Serious Emotional Disturbance Screening for Foster Care
6. Approval of Revised 2023 Board Committee Meeting Calendar Revision 6

APPOINTED COMMITTEE REPORTS

- LIFEWAYS BOARD EXECUTIVE COMMITTEE
- MID-STATE HEALTH NETWORK (MSHN) BOARD
- MSHN SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD

Mr. Woods has additional materials to share with the Board, which will be sent via email. A copy will also be placed in the Supplemental Minutes portion of the Board Minutes book.

- 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 MENTAL HEALTH IN SCHOOLS ADVISORY COMMITTEE
- LIFEWAYS RECIPIENT RIGHTS ADVISORY COMMITTEE
- LIFEWAYS SELF-DETERMINATION ADVISORY COMMITTEE

NEW BUSINESS

LW 22-23-050 - Approval to Accept Finance Report – June 2023

Discussion ensued on the delay of the Healthy Michigan Plan (HMP) payment due to a software glitch from the Michigan Department of Health and Human Services (MDHHS), which is funneled through Mid-State Health Network (MSHN). Members of MSHN's region were the only ones affected. MSHN has offered to provide funds for the Community Mental Health Services Programs (CMHSPs) whose cash flows fall short.

MOTION BY EARL POLESKI, SUPPORTED BY RAY SNELL, FOR APPROVAL TO ACCEPT FINANCE REPORT – JUNE 2023, AS PRESENTED. MOTION CARRIED: 9-0

REPORTS

• **CHIEF EXECUTIVE OFFICER (CEO)**

Ms. Leonard gave an overview of the CEO Report. This included further information about both the June and July HMP payments from MDHHS. Ms. Leonard plans to reach out to MSHN for further details and will share the results with the Board as soon as possible.

LW 22-23-051 - Approval to Request at the Earliest Moment the Monies Owed to LifeWays Regardless of Cash Flow Necessity

Discussion ensued on the need of immediately requesting payments when necessary, vs. whether it is more of an operational function.

MOTION BY EARL POLESKI, SUPPORTED BY RAY SNELL, FOR APPROVAL TO REQUEST AT THE EARLIEST MOMENT THE MONIES OWED TO LIFEWAYS REGARDLESS OF CASH FLOW NECESSITY, AS PRESENTED. ROLL CALL VOTE: YAYS: EARL POLESKI, CARL RICE, JR., RAY SNELL, EDWARD WOODS; NAYS: MELISSA CALLISON, CHRISTINE CARLSON, BRUCE CASWELL, JEFFREY PETERSON, MARK WILEY; ABSENT: BRADLEY BOHNER, JOHN CLARK, KATHLEEN SCHMITT. MOTION DEFEATED: 4-5

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

• **BOARD CHAIR**

Chair Caswell had no further comments.

• **MEMBER COMMENTS**

- Ms. Carlson – No comment.
- Dr. Rice – No comment.
- Mr. Poleski – Agreed with the idea that finance situations fall under operations; however, when shortfalls approach large numbers, the Board may feel it necessary to instruct or otherwise assist Leadership. As the upcoming fiscal year budget approaches, an overview of critical factors and sensitivities to those factors would be helpful to Board oversight.
- Mr. Woods – No comment.
- Mr. Wiley – No comment.
- Ms. Callison – Reported on attendance of MDHHS' Conflict-Free Access conference call. Kudos to the LifeWays Information Technology (IT) department for their assistance with a recent computer issue. Announced that the Special Olympics 5k Run/Walk is scheduled for Sunday, August 20; contact Ms. Callison if you wish to participate. Finally, as only half of the board received the Hawaiian shirt memo, communication will be sent out earlier next month.
- Mr. Peterson – No comment.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

There being no further business to come before the Board, Chair Caswell adjourned the meeting at 8:48 p.m.

Carl Rice, Jr., Secretary



**MINUTES OF THE PUBLIC HEARING ON NEEDS ASSESSMENT – JACKSON COUNTY
WEDNESDAY, AUGUST 16, 2023**

The LifeWays Board of Directors held a Public Hearing on Needs Assessment – Jackson County in the Board Room at the LifeWays Building, 1200 N West Avenue, Jackson, Michigan, on Wednesday, August 16, 2023.

BOARD MEMBERS PRESENT: Bruce Caswell (Chair), Mark Wiley (Treasurer), Carl Rice, Jr. (Secretary), Melissa Callison, Christine Carlson, Jeffrey Peterson, Earl Poleski, Ray Snell, Edward Woods

BOARD MEMBERS ABSENT: John Clark (Vice Chair), Bradley Bohner, Kathleen Schmitt

STAFF MEMBERS PRESENT: Maribeth Leonard (Chief Executive Officer), Latrelle Burk, Karen Cascaddan, Tyler Crawford, Michael Cupp, Ashlee Griffes, Tenicia Hoaglin, Philip Hoffman, Jon Johnston, David Lowe, Alexis Shapiro, Cassandra Watson

OTHERS PRESENT: Connor Bagby

CALL TO ORDER

Chair Caswell called to order at 8:02 p.m. the Public Hearing on Needs Assessment – Jackson County.

Ms. Leonard stated that, in accordance with the Michigan Mental Health Code, each Community Mental Health Services Program (CMHSP) is required to annually conduct a needs assessment to determine the mental health needs of the residents of the county or counties it represents as well as to identify public and nonpublic services necessary to meet those needs. The information and data concerning the mental health needs of individuals with developmental disability, serious mental illness, and serious emotional disturbance is reported to the Michigan Department of Health and Human Services (MDHHS). This Public Hearing is only one component of data gathering as LifeWays also involves the public and providers in Hillsdale and Jackson counties in various ways to ensure that information is collected from numerous and appropriate sources.

PUBLIC COMMENT

There were no public comments.

BOARD COMMENTS

There were no comments from the Board.

ADJOURNMENT

MOTION BY CARL RICE, JR., SUPPORTED BY MARK WILEY, TO CLOSE THE PUBLIC HEARING ON THE NEEDS ASSESSMENT – JACKSON COUNTY AND RETURN TO THE REGULAR BUSINESS MEETING AT 8:05 PM. MOTION CARRIED: 9 -0.

Carl Rice, Jr., Secretary