



**MONROE COMMUNITY MENTAL HEALTH AUTHORITY
REGULAR BOARD MEETING**

June 22, 2016 – 6:00 p.m.
Draft Agenda

MISSION STATEMENT: The mission of the Monroe Community Mental Health Authority is to provide quality mental health care in partnership with consumers and our community to enrich lives and promote wellness.

	<u>Guide</u>
I. Call to Order	1 min
II. Roll Call	2 min
III. Pledge of Allegiance	2 min
IV. Welcome New Board Members	2 min
V. Consideration to Adopt the Agenda as Presented	2 min
VI. Consideration to Approve the Minutes of the May 25, 2016 Regular Meeting and Waive the Reading Thereof	2 min
VII. Feedback Summary (handout)	5 min
VIII. Citizen Comments	3 min/person
<i>“The Board will listen respectfully to any comments you would like to make, but will not respond directly tonight. You can expect a follow up contact from the Executive Director or her representative within 24 hours if your comment is about a specific problem or complaint. Comments shall be limited to 3 minutes”.</i>	
IX. Purpose of the Monroe Community Mental Health Authority	2 min
<i>(Vision: That people are empowered and supported to reach their maximum potential)</i>	
<u>Rules of Conduct</u>	
<i>a. Speak only after being acknowledged by the Chair and only to the Chair.</i>	
<i>b. Keep deliberation focused on the issue and don't make it personal.</i>	
<i>c. Divulge all pertinent information on an issue before action is taken.</i>	
<i>d. Seek to understand before becoming understood.</i>	
<i>e. Seek to do no harm.</i>	
<u>Board Concerns</u>	
<i>a. Executive Director and Organization Evaluation</i>	
<i>b. Organizational Sustain Stability and Budget Funding</i>	
<i>c. Sustain Deliver of High Quality Service</i>	
a. Next Board Workshop is scheduled for Saturday, July 30, 2016 from 8am-2pm.	
X. Presentations, Recognitions, and Celebrations	15 min
a. Substance Use Disorder (SUD) Presentation – Marci Scalera	
XI. Board Committee Reports	2 min
a. Consideration to Place on File All Written Committee Reports	
i. Executive – Written Minutes	
ii. Finance & Facilities – Written Minutes	
iii. Membership Screening – Written Minutes	
b. Consideration to Approve the Committee List and Scope	

- | | |
|---|---------------------|
| XII. Items for Board Action | 10 min |
| <ul style="list-style-type: none"> a. Consideration to Approve the Consent Agenda Less Item _____ <ul style="list-style-type: none"> i. Administrative Contracts as presented b. Consideration to Approve the Participation in the Monroe County Request for Proposal (RFP) for Investment Consulting Services c. Consideration to Appoint _____ to Serve on the Community Mental Health Partnership of Southeast Michigan (CMHPSM) Board of Directors for a Three Year Term Beginning July 1, 2016 Through June 30, 2019 d. Consideration to Recommend David O’Dell to be appointed to the Pre-Paid Inpatient Health Plan (PIHP) Substance Use Disorder (SUD) Oversight Policy Board | |
| XIII. Relationship with the Region, County, and Others | 2 min/person |
| <ul style="list-style-type: none"> a. Regional Reports <ul style="list-style-type: none"> i. Regional PIHP Board Meeting – Written Minutes | |
| XIV. Items from the Executive Director | 10 min |
| <ul style="list-style-type: none"> a. Financial Report b. Executive Director’s Report (<i>handout</i>) | |
| XV. New Business | 5 min |
| XVI. Citizen Comments | 3 min/person |
| XVII. Announcements by Board Members | 9 min |
| XVIII. Adjournment | 1 min |

The next scheduled Regular Meeting is 6:00pm, Wednesday, July 27, 2016 in the Monroe Community Mental Health Authority Aspen Room.

6/16/16, 2:47p.m.



**BOARD OF DIRECTORS REGULAR MEETING MINUTES
May 25, 2016**

Present: Sandy Libstorff, Vice Chairperson; Bill Henning, Secretary; LaMar Frederick; Charles Londo; Rusty Shorter; Susan Fortney; Pam Ray; and Gloria Rafko

Excused: Greg Lane, Chairperson

Unexcused:

Staff: Lisa Jennings

Guests: 3 guests were present

I. CALL TO ORDER

The Board Vice Chairperson, Sandy Libstorff, called the meeting to order at 6:00 p.m.

II. ROLL CALL

The Roll Call confirmed a quorum existed.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Pam Ray.

IV. CONSIDERATION TO ADOPT THE DRAFT AGENDA AS PRESENTED

Susan Fortney moved to adopt the draft agenda as presented. Pam Ray supported. Motion carried unanimously.

V. CONSIDERATION TO APPROVE MINUTES

Pam Ray moved to approve the minutes of the April 27, 2016 Regular Meeting and waive the reading thereof. Rusty Shorter supported. Motion carried unanimously.

VI. FEEDBACK SUMMARY

Sandy Libstorff reviewed the April Board Feedback Summary.

VII. CITIZEN COMMENTS

There were no citizen comments.

VIII. ELECTION OF OFFICERS

Rusty Shorter, Nominating Committee, took the Chair.

The Nominating Committee recommended Greg Lane for Chairperson. Greg Lane accepted prior to the meeting.

Nominations were opened to the floor for Chairperson. Hearing no further nominations, nominations were closed.

Charles Londo moved to have Greg Lane be elected by acclamation for Chairperson. Gloria Rafko supported. Roll call: In favor: Henning, Frederick, Libstorff, Ray, Londo, Rafko, Shorter, and Fortney; opposed: none, motion carried unanimously.

Rusty Shorter announced Greg Lane as Chairperson.

The Nominating Committee recommended Sandy Libstorff for Vice Chairperson. Sandy Libstorff accepted.

Nominations were opened to the floor for Vice Chairperson. Hearing no further nominations, nominations were closed.

Pam Ray moved to have Sandy Libstorff be elected by acclamation for Vice Chairperson. Susan Fortney supported. Roll call: In favor: Henning, Frederick, Libstorff, Ray, Londo, Rafko, Shorter, and Fortney; opposed: none, motion carried unanimously.

Rusty Shorter announced Sandy Libstorff as Vice Chairperson.

The Nominating Committee recommended Bill Henning for Board Secretary. Bill Henning accepted.

Nominations were opened to the floor for Secretary. Hearing no further nominations, nominations were closed.

Sandy Libstorff moved to have Bill Henning be elected by acclamation for Secretary. Pam Ray supported. Roll call: In favor: Henning, Frederick, Libstorff, Ray, Londo, Rafko, Shorter, and Fortney; opposed: none, motion carried unanimously.

Rusty Shorter announced Bill Henning as Secretary.

Sandy Libstorff took the Chair, thanked the Nominating Committee, and congratulated the new officers.

IX. PURPOSE (VISION) OF THE MONROE COMMUNITY MENTAL HEALTH AUTHORITY

X. PRESENTATIONS, RECOGNITIONS, AND CELEBRATIONS

- a. County Guardians – Lisa Jennings recognized the County Guardians for their coordination and support during the move of our consumers from the group home into the community.
- b. Financial Audit – Lisa Jennings recognized Alicia Riggs, Beth Didario, Kim Malwitz, Joy Baltrip, and Jeff Koras for the last seven years of clean audits.
- c. State Walk-a-Mile – Lisa recognized Bridgitte Gates for her participation in the State Walk-a-Mile every year. Lisa Jennings introduced Leo Rohn who participated at the State Walk-a-Mile and commented on the awareness for mental health needs in Michigan.

XI. BOARD COMMITTEE REPORTS

a. Consideration to Place on File Written Committee Reports

Bill Henning moved to place on file all written committee reports. Gloria Rafko supported. Motion carried unanimously.

Written Minutes placed on file were: Finance & Facilities – May 18, 2016; Membership Screening – April 26, 2016, May 3, 2016, and May 16, 2016; and Program & Planning – May 4, 2016.

XII. ITEMS FOR BOARD ACTION

a. **Consideration to Accept the Roslund, Prestage and Company (RPC) Financial Audit Report for Year Ending September 30, 2015**

Rusty Shorter moved to accept the Roslund, Prestage and Company (RPC) Financial Audit report for year ending September 30, 2015. Pam Ray supported. Roll call: In favor: Henning, Frederick, Libstorff, Ray, Londo, Rafko, Shorter, and Fortney; opposed: none, motion carried unanimously.

b. **Consideration to Approve the Proposed Revised FY2015-2016 Budget**

Bill Henning moved to approve the proposed revised FY2015-2016 Budget. Pam Ray supported. Roll call: In favor: Henning, Frederick, Libstorff, Ray, Londo, Rafko, Shorter, and Fortney; opposed: none, motion carried unanimously.

XIII. RELATIONSHIP WITH THE REGION, COUNTY, AND OTHERS

a. **Regional Reports**

i. **Regional PIHP Board Meeting** – Written Minutes.

XIV. ITEMS FROM THE EXECUTIVE DIRECTOR

a. **Financial Report** – Jeff Koras was available for questions regarding the Financial Report.

b. **Executive Director's Report** – Lisa Jennings commented on: the State Walk-a-Mile; MACMHB Spring Conference; the State 298 Redesign Workgroup and Section 1009 Workgroup; increase to the CLS Rate that was approved at the CMHPSM; performance improvement initiative with Family Medical Center (FMC); having a presence at ProMedica with the After Hours Position, specifically in the ER; education on mental health to the Monroe County Library System; and that May is Mental Health Awareness Month.

XV. NEW BUSINESS

XVI. CITIZEN COMMENTS

There were no citizen comments.

XVII. ANNOUNCEMENTS BY BOARD MEMBERS

Susan Fortney commented that attending the MACMHB Spring Conference was very beneficial.

Gloria Rafko wished everyone a nice holiday.

XVIII. ADJOURNMENT

Gloria Rafko moved to adjourn at 6:46pm. Pam Ray supported. Motion carried unanimously.

Submitted by,

Bill Henning
Secretary

JST/dp 5/6/16



BOARD EXECUTIVE COMMITTEE

Wednesday, June 9, 2016

4:30pm / Aspen

MAJOR COMMITTEE RESPONSIBILITIES

1. Form agenda for monthly meetings.
2. Monitor long term effectiveness of the Board and Board Committees.

COMMITTEE MEMBERS

Bill Henning Sandy Libstorff
Greg Lane, Chair

DRAFT MINUTES

I. CALL TO ORDER

The meeting was called to order at 4:30pm by Greg Lane. Sandy Libstorff, Greg Lane, Bill Henning, and Lisa Jennings were present.

II. REVIEW OF THIS MONTH'S BOARD MEETING

- a. Board Agenda – Reviewed
- b. Committee Reports – Reviewed
- c. Presentation – SUD Presentation

III. ITEMS FOR DISCUSSION

- a. Executive Director Update – Lisa Jennings commented that there is an interested candidate, Dave O'Dell, for the Board to recommend to the PIHP SUD Oversight Policy Board at the June Board Meeting.
- b. Board Workshop – Greg Lane requested Dawn Pratt to poll the Board for July 16th and July 30th to set a date for the next Board Workshop.
- c. Board Member Orientation – Greg Lane and Lisa Jennings will meet with the three new Board Members for orientation in July. Reviewed the Board Member Orientation and Training Checklist.

IV. ITEMS FOR FUTURE BOARD MEETING AGENDA

- a. June – Election of CMHPSM Board Representative
- b. June – Approve Committee List and Scope

V. AJOURNMENT

The meeting adjourned at 5:19pm.

VI. NEXT MEETING

The Next Meeting of the Executive Committee is scheduled for Thursday, July 14, 2016 at 4:30pm in the Aspen Room.

Respectfully submitted,

Greg Lane
Board Chair

6/10/2016



BOARD FINANCE & FACILITIES COMMITTEE

Wednesday, June 15, 2016

6:00pm

MAJOR COMMITTEE RESPONSIBILITIES

1. Monitor the Organization's Finances and Facilities.
2. Review and Recommend to the Full Board Contracts and Budgets.
3. Review and Recommend to the Full Board Budget Strategies for Managing Overages and Shortfalls.

COMMITTEE MEMBERS

Pam Ray	Rusty Shorter
Susan Fortney	Gloria Rafko
Bill Henning	Greg Lane (Ex-Officio)
Sandy Libstorff	
Charles Londo, Chair	

DRAFT MINUTES

I. CALL TO ORDER

The meeting was called to order at 6:00pm by Charles Londo. Charles Londo, Pam Ray, Rusty Shorter, Bill Henning (arrived at 6:34pm), Greg Lane, Gloria Rafko, Lisa Jennings, Jim Brown, Jeff Koras, and Beth Didario were present. Susan Fortney and Sandy Libstorff were excused.

II. ITEMS FOR BOARD ACTION (Consent Agenda)

- a. Administrative Contracts – My Staffing Pro, Michigan Municipal Risk Management Authority, Allshred, and Document Management Solutions, LLC. were presented by Beth Didario (handout). Recommend Board Approval
- b. Draft RFP for Investment Consulting Services – Monroe County is seeking to replace their existing investment consulting services due to poor performance and increasing fees. In order to present a more comprehensive portfolio, Monroe County would like MCMHA to be included in the RFP as a joint proposal with other county partners. Charles Londo suggested Jeff Koras to contact Mike Bosanac to discuss further details and ensure that a representative from each entity will be involved in the evaluation process. A concern of the committee is that there is no representation for MCMHA on the Pension Board. After discussion, the committee recommends to be included in the RFP process. (handout). Recommend Board Approval

III. FACILITIES UPDATE

IV. FINANCIAL REPORTS

The following FY2015-2016 Budget Reports were presented by Jeff Koras: Budget-to-Actual, Balance Sheet, Cash Flow, Investments, Board Budget and Grants. Recommend Board Approval.

V. PARKING LOT

VI. INFORMATIONAL ITEMS

VII. PUBLIC COMMENTARY

VIII. ADJOURNMENT

The meeting adjourned at 6:49pm.

The next meeting of the Finance & Facilities Committee is scheduled for Wednesday, July 20, 2016 at 6pm in the Aspen Room.

Respectfully submitted,

Charles Londo
Committee Chair

CL/dp 6/17/16



MEMBERSHIP SCREENING COMMITTEE

Tuesday, May 31, 2016

5:30pm

MAJOR COMMITTEE RESPONSIBILITIES

1. Develop interview questions for Board candidates.
2. Interview and recommend candidates.

COMMITTEE MEMBERS

Londo, Charles	Rafko, Gloria
Fortney, Susan	Shorter, Rusty
Henning, Bill	Lane, Greg, Chair
Libstorff, Sandy	

DRAFT MINUTES

I. CALL TO ORDER

The Membership Screening Committee was called to order at 5:30pm. Greg Lane, Bill Henning, Susan Fortney, Sandy Libstorff, Charles Londo, and Lisa Jennings were present. Rusty Shorter and Gloria Rafko were excused.

II. REVIEW CANDIDATE SCORES AND MAKE RECOMMENDATIONS

The committee reviewed the scores and comments for each candidate. The committee recommends:

Candidate 1: Nicole Cronenwett for the current term ending March 31, 2019

Candidate 2: David Stephens for the current term ending March 31, 2018

Candidate 3: Jim Neumann for the current term ending March 31, 2017

III. NEXT STEPS

A letter of recommendation will be sent to the Monroe County Commissioners for appointment at their June 7, 2016 meeting.

IV. ADJOURNMENT

Meeting adjourned at 6:25pm.

Respectfully submitted,

Greg Lane
Membership Screening Committee

6/3/16



FY2015/2016 BOARD COMMITTEES & SCOPE

“Vision: That people are empowered and supported to reach their maximum potential”

BYLAWS/POLICIES: (4)

Frederick, LaMar	Lane, Greg (Ex-Officio)
Henning, Bill (Chair)	

SCOPE:

- Review Bylaws and maintain in accordance with general policies
- Monitor Board Governance Policies

CMHPSM Board Rep: (3)

Lane, Greg	Current Term: 7/1/13 – 6/30/16
Libstorff, Sandy	7/1/14 – 6/30/17
Londo, Charles	7/1/15 – 6/30/18

SCOPE:

- Appointed to the CMHPSM Board of Directors.

EXECUTIVE: (Elected)

Henning, Bill	Board Secretary
Lane, Greg	Board Chair
Libstorff, Sandy	Board Vice Chair

SCOPE:

- Form agenda for monthly meetings
- Monitor long term effectiveness of the Board and Board Committees

FINANCE/FACILITIES: (8)

Fortney, Susan	Ray, Pam
Henning, Bill	Shorter, Rusty
Libstorff, Sandy	Lane, Greg (Ex-Officio)
Londo, Charles (Chair)	
Rafko, Gloria	

SCOPE:

- Monitor the organization’s finances and facilities
- Review and recommend to the full Board contracts and budgets
- Review and recommend to the full Board budget strategies for managing overages and shortfalls

MEMBERSHIP SCREENING: (5)

Londo, Charles	Lane, Greg (Ex-Officio)
Shorter, Rusty	

SCOPE:

- Develop/review interview questions for Board candidates
- Interview and recommend candidates

NOMINATIONS: (1)

Filled at April Board Meeting

SCOPE:

- Establish eligible nominees for office

PERFORMANCE EVALUATION: (4)

Board Chair	Finance/Facilities Chair
Bylaws/Policies Chair	Program & Planning Chair

SCOPE:

- Compile quarterly performance measures for Executive Director
- Compile quarterly performance measures for the Board

PROGRAM & PLANNING: (8)

Fortney, Susan (Chair)	Ray, Pam
Henning, Bill	Shorter, Rusty
Libstorff, Sandy	Lane, Greg (Ex-Officio)
Rafko, Gloria	

SCOPE:

- Review and monitor the multi-year strategic plan of the authority
- Develop indicators that measure organizational strategic goals
- Review and make recommendations to the full Board regarding changes in services

RECIPIENT RIGHTS ADVISORY COUNCIL (RRAC): (3)

Fortney, Susan	Representative
Ray, Pam	Representative
Shorter, Rusty	Representative

SCOPE:

- Function as an active member of the RRAC and communicate issues that may need policy changes to ensure a strong Recipient Rights program

Ad-Hoc Committees:

SCOPE:

Suspended Committees:

Community Relations

[For Updates/Changes Please Contact:](#)

Meetings for Endorsement:

Commissioners Meeting	Lane, Greg
-----------------------	------------

Dawn Pratt

dpratt@monroecmha.org

Phone: (734) 384-8312 / Fax: (734) 243-1894

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

Contractor name	Department	Budget	Contract Term	Service Description
My Staffing Pro	Admin	\$4,000	6/1/16 - 5/31/17	To track applications/applicant information-\$1,300 Set-Up fee \$225/month for one year
Michigan Municipal Risk Mgmt Authority	Admin	\$105,872.00	7/1/16 - 7/1/17	Decrease of \$2,004.00 from last year
Allshred	Admin	\$1,008.00	7/1/16 - 6/30/17	Decrease of \$312 from Cintas - confidential shredding
Document Management Solutions, LLC.	Admin	\$1,800/year	7/1/16 - 6/30/19	Decrease of \$360/year from Retrievox - confidential storage

RECOMMENDATION: As reviewed by the MCMHA Board Finance Committee on June 15, 2016, approval of the contract(s) listed on MCMHA Board Action Mental Health Service Contract(s) / Amendments on or before June 22, 2016.

Board Action Request:

MCMHA Approval for the participation in the Monroe County Request for Proposal for Investment Consulting Services

ACTION REQUESTED — Approve the request for MCMHA to be included in the Request for Proposals for an investment consulting service for employee pension and other employee benefit trust funds.

Background:

Monroe County is seeking to replace their existing investment consulting service due to poor performance and increasing fees. In order to present a more comprehensive portfolio, Monroe County would like MCMHA to be included in the RFP as a joint proposal with other county partners. Currently, MCMHA oversees their investment consulting firm independently. Under the proposal, this would not change.

RECOMMENDATION:

Consideration to approve the participation in the Monroe County Request for Proposal for an Investment Consulting Service by the MCMHA Board Finance Committee on June 15, 2016.



REQUEST FOR PROPOSALS

INVESTMENT CONSULTING SERVICES

**EMPLOYEE PENSION AND OTHER EMPLOYEE
BENEFIT TRUST FUNDS**

RFP ISSUED TO FIRMS: June 28, 2016
PROPOSALS DUE: August 5, 2016 @ 4:00 P.M.



MONROE COUNTY, MICHIGAN

125 East Second Street · Monroe, Michigan 48161-2197

Telephone: (734) 240-7003 · Fax (734) 240-7266

June 28, 2016

Dear Professional Investment Consultant:

The County of Monroe, Michigan pension and other employee post-employment benefit trust fund Boards of Trustees are issuing this Request for Proposals (RFP). The RFP seeks proposal responses to provide institutional investment consulting services and guidance in the management of the five (5) separate public funds as noted and described further herein.

Please refer to the enclosed service requirements and consult the submittal format section to follow in developing and providing your response. Separate sealed envelopes or transmissions for the Technical and Cost Proposal sections of your submittal must be provided to the County. The Technical evaluations will be completed and recorded prior to the Cost proposals being opened and scored.

The final date for submitting a proposal is **Friday, August 5, 2016 at 4:00 P.M.** to: Lisa Sanders, Monroe County Board of Commissioners, 2nd Floor, 125 East Second Street, Monroe, Michigan 48161. Your proposal envelope must be sealed and clearly marked **“Investment Consulting Services Proposal”** so that no error in opening may occur. In the alternative, you may submit proposals by the same deadline via e-mail as a separate Microsoft Word or PDF document attachment to: lisa_sanders@monroemi.org. Indicate on the cover of the transmission that a sealed Technical and Cost Proposal for Employee Benefits Counselor is attached. Remember, there must be a separate transmission each for the Technical Proposal and Cost Proposal. They may not be submitted in the same transmission.

The County of Monroe and the Board of Trustees of the aforementioned trust funds reserves the right to accept or to reject any and all proposals, to waive any irregularities and to make an award that is determined solely by the Board of Trustees of each fund to be in the best interest of the fund and its mission or ordinance as applicable. The Boards of Trustees will not be responsible for nor will they be required to reimburse any firm or investment advisor for any cost incurred in the preparation of a proposal.

On behalf of the Boards of Trustees, we appreciate your interest and effort in providing a proposal for consideration.

Sincerely,

Michael Grodi, Chairman
Monroe County Employees Retirement System

Daniel Minton, Chairman
Monroe County Road
Commission Retiree Healthcare
VEBA

Bob Neely, Chairman
Monroe County Retiree Healthcare Trust

Greg Lane, Chairman
Monroe County Community
Mental Health Authority

Dale Williams, Chairman
Monroe County Library System Retiree Healthcare
VEBA

DRAFT

Table of Contents

SECTION 1 INTRODUCTION/OVERVIEW	5
A. Definitions and Qualification Requirements.....	5
B. Investment Consulting Services RFP Proposed Schedule	5
SECTION 2 DESCRIPTION OF THE FUNDS.....	6
SECTION 3 SUBMITTAL FORMAT	6
A. General Instructions.....	6
Technical Section Submittal Information.....	6
B. Business Arrangements	8
C. Investment Procedures and Approaches.....	9
D. Investment Performance; Reporting.....	9
E. Miscellaneous	10
Cost Section Submittal Information	11
F. Fees.....	11
SECTION 4 GENERAL INFORMATION.....	13
A. Receiving Office.....	13
B. Proposal Deadline.....	13
C. Return of RFP	13
D. Economy of Preparation	14
E. Time Period of Evaluation.....	14
F. Presentation	14
G. Acceptance of Proposal Contract	14
H. Contract Term.....	14
I. Addenda and Supplements to RFP	14
J. Rejection of Proposals and Board Reservation of Rights.....	15
K. News Release.....	16
L. Proprietary Information	16
M. Insurance.....	16
N. Law, Rules and Regulation.....	16
O. Prime Investment Consultant Responsibilities	16
P. Freedom of Information Act.....	17
Q. Other Items	17
R. Service Agreement Modifications	17
SECTION 5 EVALUATION MODEL.....	18
A. Mandatory Criteria	18
B. Technical Criteria	18
C. Cost Criteria.....	19
D. Interviews	20

SECTION 1 · INTRODUCTION/OVERVIEW

A. Definitions and Qualification Requirements

The pension and other employee post employment benefit trust funds collectively and simultaneously shall be referred to as “Funds”:

The Board of Trustees for each fund (collectively) shall hereafter be referred to as “Board” or “Boards”.

The Boards are requesting proposals from qualified investment advisers to manage the assets of the Funds. This includes both the equity and fixed income asset allocations. Firms or institutions submitting proposals must meet the minimum eligibility requirements for investment advisers as set forth in the State of Michigan Public Employee Retirement System Investment Act, (Public Act 314 of 1965) and comply with ALL other applicable state and federal laws for vendors doing business with a public entity. Investment practices and procedures must comply with Michigan law and the individual Funds investment policy(s).

The Boards may reject any proposal submitted. Proposals submitted will be evaluated by the Boards or a working group delegated by the Boards. During the review process, the Board has the right to request additional information, clarification and corrections from any or all of those submitting proposals. Once the Board has reviewed the proposals, it may request in person presentations from any or all of those submitting proposals.

B. Investment Consulting Services RFP Proposed Schedule:

Request for Proposal Issued to Firms	Tuesday, June 28, 2016
Proposal Responses Due	Friday, August 5, 2016 at 4:00 p.m.
Technical Proposals Opened	Monday, August 8, 2016
Technical Proposals Scored and Recorded	Friday, August 19, 2016
Cost Proposals Opened	Wednesday, August 24, 2016
Cost Proposal Scored and Recorded	Friday, August 26, 2016
Short List of Firms Announced	Wednesday, August 31, 2016
Interviews of Short List Firms Conducted	Monday, September 12, 2016
Finalist Firm Announced	Friday, September 16, 2016
Contract Negotiations Conducted	Wednesday, September 21, 2016
Contract Execution Occurs	Friday, September 23, 2016

SECTION 2 · DESCRIPTION OF THE FUNDS

The Funds have asset allocations in the percentages listed below along with the total fund values:

FUND	FUND VALUE	EQUITY ALLOCATION	FIXED INCOME ALLOCATION
Pension	\$182 Million	60%	40%
Monroe RHC	\$42 Million	67%	20%
Library RHC	\$3.5 Million	58%	33%
Road RHC	\$2.4 Million	58%	20%
Mental Health RHC	\$2.0 Million	69%	31%
Total	\$231.9 Million		

The pension, library and mental health funds use available fund cash to pay certain expenses throughout the year and make cash contributions to the fund. The Monroe retiree health care and Road retiree health care funds do not require annual cash transfers out of the investment trust. These two (2) funds are being managed currently for investment purposes only and no cash withdrawals. The current practices are to pay all benefit claims from operating funds and the residual amounts are invested in the trusts. There is not a standard schedule of cash transfers into the trusts during the course of the year.

SECTION 3 · SUBMITTAL FORMAT

A. General Instructions:

In order to compare the competing proposals, please provide the following information in the sequence shown below. You should include only that information you consider to be essential to our understanding of your proposal and your ability to provide the services described in this RFP. Do not provide marketing and sales information but rather concise, straightforward responses and information applicable to each section topic. *The Technical Section of your proposal shall be limited to no more than 20 pages, 12 font, single spaced, single sided.*

TECHNICAL SECTION SUBMITTAL INFORMATION

Your proposal shall have a separate section detailing specific information and responses to technical aspects of the engagement related to the services to be provided and your capabilities and qualifications.

In this section, each response must be clearly marked with a heading and tabbed separately following the format outlined below:

1. Management Summary. Provide, in summary form, an overview of the information contained in your proposal including a table of contents and identifying page or tab number/name.
2. Your Firm. Provide some background on your company. Include all the basic demographic information and also a statement regarding why your firm would like to be considered for this service.

Include the following:

The name, title, address, telephone number and email of the contact person responsible for this proposal and who may be authorized to confirm information contained in the proposal and to bind the firm.

List any entity that is a parent of, or owns a controlling interest in your firm. Disclose any entity that is a subsidiary of, or in which a controlling interest is owned by your firm.

3. Statement of Need. Provide, in brief narrative form, a detailed statement of need relating the nature and scope of the service(s) to be provided to the County of Monroe. Include your perspective of your firm's ability to offer a practical, workable program to address this need.
4. Firm Experience and Description.
 - (a) Name of the Asset Management Organization and year founded
 - (b) Portfolio Managers, Relationship Managers and Administrators who would have primary responsibility for the management of these client accounts.
 - a. Name and Title
 - b. Biographies of key personnel and identify those who would attend monthly meetings
 - c. Number and dollar value of (all) accounts under management by your firm.
 - d. List the current public Pension and/or OPEB fund account relationships serviced by your firm by state, type of fund and asset size.
 - e. Names, responsibilities and tenure of key members of your investment management team that have left the Firm within the last three (3) years

- g. Specify the approximate percentage of the time that the Firm representatives listed above spend working with municipal/pension type funds
5. Describe any special expertise and experience your Firm has in providing investments advisory services.
 6. The Board requires that all participating Firms carry fiduciary liability insurance. Discuss your Firm's insurance coverage and other safeguards you would provide under this engagement. Be prepared to provide proof of such insurance upon request of the Board.
 7. Describe any competitive advantage which you believe your Firm enjoys over its competitors.
 8. List any new (pension/retirement/health care) funds your firm has added – and any funds terminated in 2014 and 2015.

B. Business Arrangements

1. List brokers (if applicable) executing more than 10% of your dollar volume over the last twelve (12) months and disclose their percentages.
2. List the total value of all soft dollars received over the last twelve (12) months (if applicable) and their sources.
3. Please disclose and describe all sources of income you receive in connection with investment advisory services to pension funds and OPEB funds, either direct or indirect. What third parties will you receive compensation from, including, but not limited to, commissions, 12(b) (1) fees, and referral fees?
4. Provide recommendations for custody should you be selected. Are you affiliated with the custodian in any way and if so, please explain?
5. Would your Firm receive any compensation from this custodian in regards to this client account? Are any custodian services delegated to other Firms? Please itemize all costs to this client account should they choose to take your Firm's recommendations with regard to custody.
6. Does your Firm practice in any underwriting activities, either direct or in arrangements with other financial institutions? Please disclose what bonds or stocks in your current portfolios are the result of such transactions and explain what fees or compensation your Firm receives in such transactions.

C. Investment Procedures and Approaches

1. Briefly describe the philosophy and methodology of your security selections for equity investments.
2. Describe your capabilities in developing, implementing and modifying investment guidelines and objectives.
3. Describe your role in implementing manager transitions and/or rebalancing strategic asset allocations targets.
4. What are your approaches to rebalancing or reallocating asset classes, styles, and sectors for or on behalf of the fund? How do you add value in this process?
5. Outline the full range of investment consulting services provided by your firm.
6. Highlight any unique aspects within your firm that the Board should consider.

D. Investment Performance; Reporting

1. Please submit composite performance data for the last one-year, three-year and five-year periods ending December 31, 2015 as well as any year to date data compiled through March 31, 2016. Please provide equity and fixed income composite performance separately. Specify if these returns comply with **XXX****(define) performances presentation standards.** Equity and Fixed income returns should include accrued interest. Indicate the composition of the composite and compare the composite performance against the appropriate market index/benchmark.
2. Please provide an example of your standard reporting format for monthly meetings. You may provide multiple examples if you have that capability, but limit the submittal to not more than 3 styles.
3. How much flexibility is there in your reporting format? Can reports be customized at our request? Are there charges for such changes? Within what time can requested changes in reporting be made, i.e., at the beginning of the relationship only or anytime changes are needed? Are reports available in electronic format?
4. Describe/list the benchmark(s) that your Firm feels the equity and fixed portion(s) of the portfolio should be managed against and why.
5. How do you view risk and provide advice about it in a fund portfolio. How do you manage risk?
6. Describe your approach to suggesting active, passive or alternative investments and discuss how you determine their appropriateness for fund portfolios.

7. Please specify the investment universe you have available, how often are they updated, the types of accounts they contain, and the size range of the portfolios they contain.
8. Describe the methods you use to verify that a manager continues to meet the objectives as well as how frequently you interact with managers to assure they are meeting style, performance and other selection criteria standards.

E. Miscellaneous

1. Please provide a list of at least five current client references with contact names, addresses, email addresses and telephone numbers.
2. Please provide a list of formal complaints, sanctions, or litigation against your Firm in the last five (5) years, if any.
3. Has your Firm, its principal or affiliate ever:
 - a. been part of a non-routine Securities and Exchange Commission (SEC) inquiry or investigation or a similar inquiry or investigation for any similar federal, state or self-regulatory body or organization;
 - b. been a party to any litigation concerning fiduciary responsibility to other investment related matters; or,
 - c. submitted a claim to your errors and omissions, fiduciary, liability, and/or fidelity bond insurance carrier(s)?If yes to any, please provide details.
4. Provide a list of any affiliations with financial institutions, insurance companies, mutual funds, and/or brokerage firms. Please provide a description of each affiliation.
5. Please state whether you are willing to acknowledge that you are a fiduciary of the Fund.
6. Please state whether you agree to venue for any judicial proceeding to be in the State of Michigan.
7. If requested, what other services could your Firm provide (on-site training, etc.) for trustees and staff?
8. Specify how your Firm will handle transfer of assets. Describe how your Firm will assist in transition management if the Board decides to switch from its current investment adviser or investment manager(s).

9. What office location will your professional staff service these Funds from?
10. Is your firm a member of MAPERS?

COST SECTION SUBMITTAL INFORMATION

Your proposal shall have a separate section detailing specific fee structure and costs corresponding to the services you propose to provide to the Boards. *The Cost Section of your proposal shall be limited to 2 pages, 12 font, single spaced, single sided.*

In this section, each response must be clearly marked with a heading and tabbed separately following the format outlined below:

F. Fees

1. The Firm's proposed fee structure, including full disclosure of direct and indirect fees, commissions, penalties and other compensation, including reimbursement for expenses, start-up fees, 12(b)(1) fees, annual fees, custodial fees and all other fees. You should also disclose the typical range of fees the Fund would expect to pay for recommended mutual funds or other third party investment vehicles.
 - A. Combined/Aggregated Fund Proposal:
Provide your fee proposal based upon a combined total of all five (5) funds being awarded by the Boards to your firm to provide investment consulting services.
 - B. Provide your fee proposal based upon each Board selecting separate investment consulting firms.
 - C. Fee proposals may be for fixed dollar amounts for a value of funds under management or a percentage fee basis for funds under management. If your proposal is for a fixed fee amount, please explain the fixed fee basis.
 - D. In each of the above options (A-C), clarify and explain if your fees include custodial services and if so, provide the cost broken out for investment services and custodial services and describe what is included. This will assist the Boards in making a decision that is based on fair comparisons of the competing proposals.
2. Detailed description of the services to be provided in the exchange for the proposed fees. If you propose to provide both investment consulting services and custody services, your proposal shall list and detail these fees separately.

3. Please provide as a separate attachment, a preliminary/proposed investment adviser contract with fee schedule applicable to our Funds. NOTE: The objective of our Board(s) is to receive a competitive/combined bid based upon the award of all five (5) funds to your firm (please attach).

DRAFT

SECTION 4 · GENERAL INFORMATION

A. Receiving Office

A complete original (marked as such) and four (4) exact duplicate copies for a total of five (5) proposals, (if submitted in hard copy) must be submitted in a sealed envelope evidencing the name and address of the proposer to:

Monroe County Board of Commissioners
125 E. Second Street, 2nd Floor
Monroe, Michigan 48161-2197
Attention: Lisa Sanders

Envelopes should be clearly marked: **“Monroe County Investment Management Proposal”**.

In the alternative, you may submit proposals by the same deadline via e-mail as a separate Microsoft Word or PDF document attachment to lisa_sanders@monroemi.org. Indicate on the cover of the transmissions a sealed Technical and Cost proposal for Investment Management Proposal is attached. Late proposals will be rejected and returned unopened. Proposals will be evaluated at a later time.

B. Proposal Deadline

The final date for submitting a proposal is **Friday, August 5, 2016 at 4:00 P.M. EST.**

C. Return of RFP

In the event that any Firm decides not to submit a proposal, the Firm should return the RFP to the County of Monroe office noted in Section 4, A. Receiving Office with a cover letter stating his/her disinterest prior to the closing date.

D. Economy of Preparation

Proposals should be prepared simply and economically providing straight-forward, concise descriptions of each Firm’s capabilities to perform the work or services requested.

E. Time Period of Evaluation

Selection of the Firm will be made as soon as possible after the closing date of receipt of proposals. However, proposals submitted shall remain valid for sixty (60) days after the due date to allow for evaluation and award.

F. Presentation

Firms who submit proposals may be required to make presentations of their proposals. These presentations provide an opportunity for the submitter to clarify the proposals through mutual understanding.

G. Acceptance of Proposal Contract

The contents of the proposal of the successful Firm may become contractual obligations if acquisition action ensues. Failure of a successful bidder to accept these obligations in a purchase agreement, purchase order, contract or similar acquisition instrument may result in cancellation of the award.

H. Contract Term

This agreement for investment consulting and advisory services is for a five (5) year period subject to termination by providing a sixty (60) day written notification. Either party may provide notice of termination of the investment consulting agreement by providing notice that will become contractual terms once an agreement is entered into. The contract may be renewed after the initial five (5) year period by exercising one (1) year extensions. These extensions shall be subject to consideration by the parties and based upon a mutually agreed desire to continue the relationship. Negotiation of the terms and conditions shall be resolved prior to any extension.

I. Addenda and Supplements to RFP

In the event of changes in the RFP, Firms will be notified in writing. Any questions regarding the RFP and submittal of proposals must be directed to:

Michael Bosanac
125 E. Second Street
Monroe, Michigan 48161
E-mail: michael_bosanac@monroemi.org

Any questions and the corresponding responses shall be provided to all prospective proposers so as to promote clarity and consistent direction and guidance concerning matters of mutual understanding to all interested parties concerning the RFP. Additionally, the questions and responses will be posted the County of Monroe web site under the RFP bulletin board. The County of Monroe web site is www.co.monroe.mi.us

J. Rejection of Proposals and Boards Reservation of Rights

The Boards reserve the right to accept or reject any or all proposals received as a result of this request. The Boards shall not be obligated to award a contract solely on the basis of any response made to this Request for Proposal, nor does they intend to, nor will they be obligated under any circumstance to pay for the information solicited or obtained. The Boards reserve and may, in their sole discretion, exercise the following rights with respect to this RFP and all proposals submitted pursuant to this RFP:

1. To reject all proposals and re-issue the RFP at any time prior to execution of a final contract; to require, in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.
2. To reject any proposal if, in the Board's sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of this RFP, the proposer does not meet the qualification requirements set forth in Section 1 herein or it is otherwise determined to be in the best interest of the Boards to reject the proposal.
3. To supplement, amend, substitute or otherwise modify this RFP at any time prior to the execution of a final contract.
4. Accept or reject any or all of the items in any proposal and award a contract for the whole or only a part of any proposal if the Board determines, in its sole discretion, that it is in the Board's best interest to do so.
5. To reject the proposal of any proposer that, in the Board's sole judgment, has been delinquent or unfaithful in the performance of any contract with the County, is financially or technically incapable or is otherwise deemed to not be a responsible proposer.
6. To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the Board's sole judgment, material to the proposal.
7. To permit or reject, at the Board's sole discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections to proposals by one or more of the proposers following proposal submission.
8. To request that one or more of the proposers modify their proposals or provide additional information.
9. To request additional or clarifying information from any proposer at any time, including information inadvertently omitted by a proposer.
10. To require that proposers appear for interviews and/or presentations of their proposals at offices of the Boards if so requested.

11. To require references from proposers' previous clients on contracts similar in type and scope to the services sought in this RFP.
12. To conduct such investigations as the Boards consider appropriate with respect to the qualifications of any proposer and with respect to the information contained in any proposal as part of a due diligence task to ensure the best proposal is accepted.

K. News Release

News releases pertaining to this RFP or the services to be provided to which it relates shall not be made without the prior approval of the Boards.

L. Proprietary Information

With the exception of items or information specifically marked as proprietary by the offeror, after the closing date and evaluation process, all proposals submitted become a part of the Board's records and as such available for public review.

M. Insurance

1. Certificates of Insurance for fiduciary insurance coverage acceptable to the Boards shall be filed prior to commencement of the services. These certificates shall contain a provision that coverage afforded under the policies will not be cancelled until at least fifteen (15) days prior written notice has been given to the Board.
2. The Firm agrees that its insurance carriers waive subrogation against the Boards, its agents or employees with respect to any loss covered by the Firm's insurance.

N. Law, Rules and Regulation

The services provided under a contract shall comply with all federal, state and local codes, rules and regulations including all ordinances and other statutory provisions pertaining to this class of work. Such Rules, Codes, Regulations and Ordinances shall be considered a part of these specifications.

O. Prime Investment Consultant Responsibilities

The selected investment consultant will be required to assume full responsibility for all services offered in his proposal. Further, the Boards will consider the selected Firm and its lead investment consultant to be the sole point of contact with regard to contractual matters, service provisions, reporting, resolution of all matters including payment of any and all charges resulting from the contract.

P. Freedom Of Information Act

Information submitted in proposals becomes public information and as such is subject to public disclosure and review under the Michigan Freedom of Information Act. Information contained in any Firm's proposal, which is company confidential must be clearly identified in the proposal itself.

Q. Other Items

Nothing herein contained in this RFP shall be deemed to create an employment relationship between either of the parties hereto with the other should a professional service agreement develop. The Firm hereby understands and acknowledges that an independent contractor contract would be created from the requirements of this RFP and, accordingly, the contract is subject to termination at the will and discretion of the Boards, without cause.

Should a service contract develop, the contract would be in the form of an independent contractor agreement. As such, any employee, agent or officer of the Firm specifically acknowledges the fact that the employees of the Firm are not employees of any Board. Therefore, the Firm agrees and understands that the Firm is responsible for providing Michigan statutory worker's compensation coverage to its employees and no Board shall be responsible for any direct compensation to any employee, agent or officer of the Firm.

R. Service Agreement Modifications

Nothing contained in the RFP shall limit the ability of the parties to modify the services provided or the compensation or fees paid for said services. The Board may at any time after commencement of the services request a modification to the services provided by either adding the menu of services or reducing what the Firm is providing. Should modifications be made, the modifications shall be reduced to writing and the commensurate compensation and fees be memorialized by way of an amendment to the service agreement or contract.

SECTION 5 · EVALUATION MODEL

The following model will be used to evaluate all Firms and each respective proposal submitted:

A. MANDATORY CRITERIA

	YES	NO
1. Proposal received by the proposal deadline.	<input type="checkbox"/>	<input type="checkbox"/>
2. Complete proposal submitted.	<input type="checkbox"/>	<input type="checkbox"/>

B. TECHNICAL CRITERIA

Those Firms who have met each of the mandatory criteria in Section A above will be evaluated on the following criteria:

	Point Range
1. Responsiveness of the proposal in clearly stating an understanding of the professional investment services to be performed.	
a. Comprehensiveness of Firm’s proposal addressing all request for response in RFP and provide concise and complete information on performance and services provided	10
b. Firm’s investment approach, philosophy and strategic direction in matching needs of Funds	05
2. Technical experience of the Firm	
a. Investment services of the type and size under Consideration	10
b. Services to similar public sector entities plans	10
c. Track record of performance for service to clients	05

3. Qualifications of staff to be assigned to the task. Education, including continuing education courses taken during the past three years, position in the firm and years and types of experience will be considered. This will be determined from the bios submitted.

- a. Qualifications of personnel assigned to account 15
- b. Experience of personnel in managing similar accounts in terms of tenure, performance, certifications, etc. 05
- c. General direction, supervision and firm-wide support to be provided to the account personnel by the firm 10

4. Size, structure, and location of the firm 05

Total technical points (75 Maximum)

Computing the technical criteria score will be accomplished by use of the following formula:

$$\frac{\text{Technical Points for Respective Firm Score}}{\text{Highest Technical Points Received}} \times 75 = \text{Technical}$$

C. COST CRITERIA

Once the technical criteria has been evaluated, the costs of all proposals will be listed from low to high after opening the sealed cost proposals. Computing the cost criteria score will be accomplished by use of the following formula:

$$\frac{\text{Lowest Cost of All Proposals}}{25} \times \text{Cost for Respective Firm} = \text{Maximum}$$

D. INTERVIEWS

Interviews may be scheduled to clarify points of interest on the Counselor's qualifications.

Interview Points Awarded

1 – 10

Total Score

While the total score will be a significant factor, the Boards reserve the right to make a final selection.

Scorer Name: _____

END OF RFP

David (Dave) O'Dell

May 20, 2016

To Whom It May Concern:

I am elated to have the opportunity to become a Board Member of the OPD at CMHPSM. I have been a member of The Alcoholics Anonymous and Narcotic Anonymous Fellowships for almost 13 years. After many years of Addiction/Alcoholism, including many run-ins with Law Enforcement, I became clean and sober at the Monroe Salvation Army Harbor Light Treatment Center in 2003. I am a very passionate and focused advocate for the Recovering Community and for the Recovery Programs in Monroe County. I engage and guide addicts and alcoholics into the recovery process, and help to keep them on track, almost on a daily basis. I also sponsor and mentor many with addiction problems.

After three neck surgeries, and becoming medically retired, I became bored, sitting at home and decided to attend a Monroe County Substance Abuse Coalition meeting. The Chief Assistant Monroe County Prosecutor, who knew me well, was in attendance and urged me to become a member because of my past experiences. So, I became a member and have not ever looked back. I have pretty much dedicated my life to helping others to Achieve and Maintain Sober lifestyles, which helps in maintaining my own Sobriety

I have also been married for 35 years; have three grown children and three Grandkids with another on the way.

I very much look forward to this opportunity, and welcome any questions that you may have in your consideration.

Sincerely,

Dave O'Dell

David (Dave) O'Dell

Education

Airport High School Carleton, Michigan 48177
High School Diploma June 1979

Employment

Syigma Network – Food Distribution Warehouse
600 Ternes Drive, Monroe MI 48162
Fork Lift Operator/ Restocker
May 2004 – November 2010 (medically retired)

United State Army

Improved TOW Vehicle (ITV) Operator Nov 1982 - April 1984
Company Clerk/Training NCO April 1984 – June 1986
Rank Attained- Corporal
August 1982 – June 1986
Medically Disabled Veteran as of 2010

Community Advocacy & Involvement

- Fellowship of Alcoholics Anonymous and Narcotics Anonymous – Member since 2003
- AA Home Group Monroe Thursday Night Open Meeting - Secretary and Group Service Representative
- Monroe County Intergroup AA Corrections - Chairperson since 2006 (Taking AA into the Monroe County Jail both Downtown and the Dormitory.)
- Monroe County Substance Abuse Coalition – Recovery Sector Representative since 2013
 - Treatment and Recovery Task Force Committee Member
 - Prevention and Awareness Task Force Committee Member
 - Monroe County Drug Summit Planning Committee since its Formation in 2013
 - Awarded the Volunteer of the Year Award by the Coalition and The Monroe County Prosecutors Office in 2014 and 2015
- Salvation Army Harbor Light Advisory Board - Member since Oct 2015
- Monroe County 1st District Veterans Treatment Court – Board Member and Mentor since its formation in August 2014
- Human Services Collaborative Network of Monroe County – Community Representative
- Teens with Family Addictions and Teens Facing Addiction (TFA) – Co-founder and Teen Facilitator
- CCAR Certified Peer Recovery Coach

References

Judge Terrence Bronson – 1st District Judge (734) 240-71344
Renee Shaw – Director Monroe Harbor Light (734) 384-3404
April Demers – Friend and Administrative Director of MCSAC (734) 637-6485

**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN
REGULAR BOARD MEETING MINUTES**

June 8, 2016



Members Present: Greg Lane, Sandra Libstorff, Lisa Berry-Bobovski, Judy Ackley, Barb Cox, Bob Wilson, Kent Martinez-Kratz, Jan Plas (phone)

Members Absent: Patricia Spriggel, Charles Londo, Robin Damschroder, Ralph Tillotson, Charles Coleman

Staff Present: Connie Conklin, Sandy Keener, Stephannie Weary, Trish Cortes, Jane Terwilliger, Suzanne Stolz, Matt McDaniels, Jane Goerge, Kristen Ora, Jessica Sahutoglu, Anne Marshall, Mike Harding

Others Present: Lori Lutomski

I. Call to Order
Meeting called to order at 6:00 p.m. by Board Chair G. Lane

II. Roll Call

III. Consideration to Adopt the Agenda as Presented

**Motion by J. Ackley, supported by B. Cox, to approve the agenda
Motion carried**

IV. Consideration to Approve the Minutes of the May 11, 2016 Regular Meeting and Waive the Reading Thereof

**Motion by K. Martinez-Kratz, supported by L. Berry-Bobovski, to approve the minutes of
May 11, 2016 Regular Meeting and waive the reading thereof
Motion carried**

V. Audience Participation

VI. PIHP Managing Director Report to the Board

a. April Finance Report

- S. Stolz presented the report. Discussion followed.

b. SUD Monitoring Presentation

- A. Marshall and J. Goerge provided an overview of SUD services and monitoring.

c. Electronic Health Record (EHR) Update

- M. McDaniels provided an update on the efforts currently underway that will lead to the release of the Request for Information (RFP) for the EHR.
- The projected date for a final decision for the EHR vendor is November of this year.

d. 2016 Hill Day Summary

- J. Terwilliger reported on the 2016 Hill Day, which took place in Washington, D.C.

e. Michigan FY 2017 Budget Update

- J. Terwilliger shared the FY 17 DHHS Conference Committee Recommendations for the budget.

VII. Old Business

a. Board Action Request

Consideration to Approve Section 4 of the CMHPSM Board Governance Policy Manual

Motion by J. Ackley, supported by K. Martinez-Kratz, to approve section 4 of the CMHPSM Governance Policy Manual

Motion carried

b. MACMHB Report

- C. Conklin advised of a Steering Committee meeting that will take place on Friday, 6/10.

VIII. New Business

a. Board Action Request

Consideration to Approve the Annual Summary and Evaluation of the Quality Assessment and Performance Improvement Program (QAPIP)

Motion by L. Berry-Bobovski, supported by K. Martinez-Kratz, to approve the Annual Summary and Evaluation of the Quality Assessment and Performance Improvement Program (QAPIP)

Motion carried

b. Board Action Request

Consideration to Approve the Annual Plan for Quality Assessment and Improvement Activities During Calendar Year 2016

Motion by J. Plas, supported by B. Cox, to approve the Annual Plan for Quality Assessment and Improvement Activities During Calendar Year 2016

Motion carried

IX. Adjournment

Motion by K. Martinez-Kratz, supported by L. Berry-Bobovski, to adjourn the meeting
Motion carried

Meeting adjourned at 7:24 p.m.

Bob Wilson, CMHPSM Board Secretary

MONROE COMMUNITY MENTAL HEALTH AUTHORITY

Unaudited Budget to Actual Analysis

ENTERPRISE FUNDS

Month Ending May 31, 2016

	2015-16 Original	2015-16 Revised	2015-16 May-16	2015-16 May-16	Over/(under) Variance May-16 Budget to Actual
Revenues	Budget	Budget	Budget	Actual	
Medicaid - Current Year	\$23,100,000	\$23,675,000	\$ 15,783,333	\$ 15,796,123	\$ 12,790
Healthy Michigan	2,000,000	2,000,000	1,333,333	1,333,336	3
MI Child	50,000	28,000	18,667	13,813	(4,854)
Autism	200,000	262,300	174,867	228,826	53,959
Local Match	997,803	997,803	665,202	665,202	-
Bank Interest	9,200	6,750	4,500	4,532	32
PA423	200,000	125,000	83,333	65,692	(17,641)
Medicaid Fee for Service - Injections	40,000	40,000	26,667	24,663	(2,004)
DCH Grants	21,560	89,560	59,707	79,272	19,565
Children's Waiver	70,000	60,000	40,000	60,067	20,067
SSI	28,605	15,605	10,403	6,905	(3,498)
State GF-Operations	1,418,349	1,416,312	944,208	944,208	-
State GF-State Facilities	529,180	-	-	-	-
Other Revenue (OBRA, COFR, Misc.)	223,250	173,250	115,500	106,768	(8,732)
Total Revenues	\$ 28,887,947	\$ 28,889,580	\$ 19,259,720	\$ 19,329,406	\$ 69,686
Expenditures					
Salaries and Benefits	\$ 9,029,240	\$ 8,729,240	\$ 5,819,493	\$ 5,561,995	\$ (257,498)
Supplies (Office, Operating, Maintenance, etc.)	225,291	245,291	163,527	182,421	18,894
Pharmacy Supplies (Medical)	175,000	50,000	33,333	33,751	418
Administrative Contracts	998,116	998,116	665,411	618,031	(47,380)
Clinical (Service) Contracts	15,654,780	16,488,413	10,992,275	10,978,413	(13,862)
State Institutions	529,180	72,180	48,120	88,380	40,260
Community Inpatient	800,000	800,000	533,333	611,449	78,116
Equipment & Equipment Maintenance	12,000	22,000	14,667	13,870	(796)
Travel and Meetings	136,422	136,422	90,948	70,075	(20,873)
Vehicles, Gas & Repairs	41,709	41,709	27,806	20,353	(7,453)
Community Promotion	18,950	18,950	12,633	17,190	4,557
Risk Management	130,376	130,376	86,917	88,433	1,516
Utilities & Phones	137,098	124,098	82,732	81,689	(1,043)
Rentals & Building Maintenance	18,500	18,500	12,333	11,521	(813)
Room & Board	267,618	300,618	200,412	187,704	(12,708)
Training	81,625	81,625	54,417	22,657	(31,760)
Depreciation, Bond Interest, Bad Debt	534,042	534,042	356,028	301,784	(54,244)
Audit and Legal Costs	98,000	98,000	65,333	87,651	22,318
Total Expenditures	\$ 28,887,947	\$ 28,889,580	\$ 19,259,720	\$ 18,977,368	\$ (282,352)
Change in Fund Balance +(-)	\$ -	\$ -	\$ (0)	\$ 352,038	\$ 352,038

MONROE COMMUNITY MENTAL HEALTH AUTHORITY

Unaudited Balance Sheet

GOVERNMENTAL FUNDS

As of May 31, 2016

	As of
	<u>5/31/2016</u>
<u>Assets</u>	
CASH IN BANK	\$ 1,406,983
INVESTMENT ACCOUNTS	2,240,466
ACCOUNTS RECEIVABLE	670,792
DUE FROM GRANTS	34,412
DUE FROM COUNTIES, STATE & AFFILIATION	942,421
PREPAIDS	437,053
TOTAL ASSETS	<u>\$ 5,732,127</u>
<u>Liabilities</u>	
ACCOUNTS PAYABLE AND CONTRACTS	\$ 1,697,832
DUE TO OTHER FUNDS	-
DUE TO COUNTIES, STATE & AFFILIATION	612,041
ACCRUED WAGES AND OTHER PAYROLL LIABILITIES	319,832
DEFERRED REVENUE	-
TOTAL LIABILITES	<u>\$ 2,629,705</u>
<u>Fund Balance</u>	
BEGINNING YEAR FUND BALANCE	\$ 2,750,384
CURRENT YEAR CHANGE IN FUND BALANCE +(-)	352,038
TOTAL FUND BALANCE	<u>\$ 3,102,422</u>
TOTAL LIABILITIES + FUND BALANCE	<u>\$ 5,732,128</u>

Month of Operations in Fund Balance (Unrestricted) = 1.31

Fund Balance Policy - 20% of Non-Medicaid Revenue = \$ 685,589

MONROE COMMUNITY MENTAL HEALTH AUTHORITY

Statement of Cash Flows

As of May 31, 2016

For
5/31/2016

Beginning Cash Balance: \$ 3,064,182

Sources of Funds

Revenues	\$ 2,740,176	
Decrease in Accounts Receivables	64,123	
Decrease in Due from Grants	503	
Decrease in Prepaids	97,430	
Increase in Accounts Payables	353,823	
Increase in Due To State & Affiliation	36,416	
Increase in Payroll Liabilities	124,003	
Total Sources of Funds		\$ 3,416,474

Uses of Funds

Expenditures	\$ 2,783,243	
Increase in Due from Counties, State & Affiliation	49,964	
Total Uses of Funds		\$ 2,833,207

Ending Cash Balance: \$ 3,647,449

Monroe Community Mental Health Authority

Statement of Investments

For Month Ending May 31, 2016

Investments	Date Opened	Amount	Current Yield	Prior YTD Interest Earned YTD	FY 2016 Interest Earned YTD	Value As of 5/30/2016
<i>Signature Bank, N.A.</i>						
#1018369229	10/22/2015	\$ 1,026,437	0.29955%	\$ -	\$ 1,870	\$ 1,028,307
#1018849859	3/10/2016	\$ 1,204,030	0.14989%	\$ -	\$ 405	\$ 1,204,435
#1019034115	5/15/2016	\$ 10,000	0.29955%	\$ -	\$ 1	\$ 10,001
		\$ 2,240,466		\$ -	\$ 2,277	\$ 2,242,743
Interest Earned on Current Checking and Closed Investment Accounts:					\$ 1,631	
Total Interest Earned as of: 5/30/2016					<u>\$ 3,908</u>	

Retiree Health Insurance Investment Morgan Stanley: Acct#458-018514-202	Beginning Balance	Deposits from Operations	Expenses	Investment Gain/(Loss)	Security Position Changes	Market Value 5/30/2016
As of: May 31, 2016	\$ 2,097,412	\$2,715	(\$70,470)	\$5,728	\$ -	\$ 2,035,385
As of: April 30, 2016	\$ 1,991,307	\$122,019	(\$31,699)	\$15,785	\$ -	\$ 2,097,412
As of: March 31, 2016	\$ 1,901,472	\$1,857	(\$32,788)	\$120,766	\$ -	\$ 1,991,307
As of: February 28, 2016	\$ 1,955,152	\$2,215	(\$48,488)	(\$7,407)	\$ -	\$ 1,901,472
As of: January 31, 2016	\$ 2,070,045	\$41,527	(\$66,459)	(\$89,961)	\$ -	\$ 1,955,152
As of: December 31, 2015	\$ 2,073,079	\$81,794	(\$35,055)	(\$49,773)	\$ -	\$ 2,070,045
As of: November 30, 2015	\$ 2,115,637	\$2,005	(\$48,116)	\$3,552	\$ -	\$ 2,073,079
As of: October 31, 2015	\$ 2,071,880	\$1	(\$74,561)	\$118,318	\$ -	\$ 2,115,637
Total		\$254,132	(\$407,636)	\$117,008		

RETURN ON INVESTMENT

FY ROI	5.75%
YEAR ROI	-2.34%
OVERALL ROI	6.50%

FIDUCIARY FEES

FY2016
YEARLY

12,330.00	0.59%
23,304.00	1.11%

Account Opened in January, 2010
Finance Department
Prepared By: JK - Finance Director

Investment Accounts FY2016
6/15/2016 11:02 AM

Monroe Community Mental Health Authority
Unaudited Budget to Actual Analysis
Board Expenses
For Month Ending May 31, 2016

	2015-16 Original Budget	2015-16 YTD May 2016 Budget	2015-16 YTD May 2016 Actual	Over/(under) Variance YTD May 2016 YTD Budget
Direct Expenditures				
Per Diems	\$ 15,120	\$ 10,080	\$ 7,470	\$ (2,610)
Travel - Mileage	7,056	4,704	3,737	(967)
Conferences	19,200	12,800	7,764	(5,036)
Other	0	-	1,333	1,333
Total Direct Expenditures	<u>\$ 41,376</u>	<u>\$ 27,584</u>	<u>\$ 20,305</u>	<u>\$ (7,279)</u>
InDirect Expenditures				
Administrative Contracts:				
Mich Assoc of CMH Boards	\$ 12,360	\$ 8,240	\$ 8,263	\$ 23
Total InDirect Expenditures	<u>\$ 12,370</u>	<u>\$ 8,240</u>	<u>\$ 8,263</u>	<u>\$ 23</u>
Total Expenditures	<u>\$ 53,746</u>	<u>\$ 35,824</u>	<u>\$ 28,568</u>	<u>\$ (7,256)</u>

Monroe Community Mental Health Authority
Unaudited Budget to Actual Analysis
Grant Reports
For Month Ending May 31, 2016

	2015-16 Original Budget	2015-16 YTD May Budget	2015-16 YTD May Actual	Over/(under) Variance YTD May YTD Budget
Jail Diversion (10/1/2015 to 9/30/2016)				
Direct Expenditures				
Salaries & Fringe Benefits	\$196,766	\$131,177	\$ 72,711	\$ (58,466)
Travel	2,625	1,750	-	(1,750)
Supplies & Materials	4,742	3,161	848	(2,313)
Other - Communication	1,628	1,085	-	(1,085)
Total Direct Expenditures	\$205,760	\$137,173	\$ 73,558	\$ (63,615)