



Community • Independence • Empowerment

Jeffrey W. Patton  
Chief Executive Officer

[www.iskzoo.org](http://www.iskzoo.org)

**Administrative Services**

610 South Burdick Street  
Kalamazoo, MI 49007  
Phone: (269) 553-8000

**Access Center**

615 East Crosstown Parkway  
Kalamazoo, MI 49001  
Phone: (269) 373-6000  
(888) 373-6200  
Michigan Relay Center: 711

**Integrated Health & Psychiatric Services**

615 East Crosstown Parkway  
Kalamazoo, MI 49001  
Phone (Adults): (269) 553-7037  
Phone (Youth): (269) 553-7078

**Office of Recipient Rights**

610 South Burdick Street  
Kalamazoo, MI 49007  
Phone: (269) 364-6920

**Outpatient Services**

2030 Portage Street  
Kalamazoo, MI 49001  
Phone: (269) 553-7132

**Services for Adults with Mental Illness**

2030 Portage Street  
Kalamazoo, MI 49001  
Phone: (269) 553-8000  
(888) 373-6200

**Services for Adults with Developmental Disabilities**

418 West Kalamazoo Ave.  
Kalamazoo, MI 49007  
Phone: (269) 553-8060  
Michigan Relay Center: 711

**Services for Youth and Families**

418 West Kalamazoo Ave.  
Kalamazoo, MI 49007  
Phone: (269) 553-7120

**Substance Use Disorder Services**

Phone: (800) 781-0353

**Training**

418 West Kalamazoo Ave.  
Kalamazoo, MI 49007  
Phone: (269) 364-6952

**AGENDA**

*INTEGRATED Services of Kalamazoo* Board of Directors HAS SCHEDULED ITS MEETING FOR MONDAY, March 28, 2022, BEGINNING @ 4:00PM via *Microsoft TEAMS* or in-person at 610 S. Burdick Street/Kalamazoo, MI., (2<sup>nd</sup> Floor/Board Conference Room).

Jason Kelly/CPA/Assurance Senior Manager/BDO  
Financial Statement and Single Audit Act Compliance/Year Ending September 30, 2021/  
**MOTION**

- I. CALL TO ORDER - CITY & COUNTY DECLARATION
- II. AGENDA
- III. ACTION ITEM
  - a. Reasonable Accommodations in-person/remote meetings/**MOTION**
- IV. CITIZEN TIME
- V. RECIPIENT RIGHTS
  - a. Recipient Rights Monthly Report
- VI. PROGRAM SERVICES REPORT
  - a. Program Services Report
- VII. CONSENT CALENDAR/**VERBAL MOTION**
  - a. MINUTES (*November 22, 2021, January 24, 2022, February 28, 2022*)
  - b. MISSION/VISION/VALUE STATEMENT (Policy)
  - c. Bylaws and Rules of Procedure (Policy w/Exhibits)
  - d. Annual Leave Reserve (Policy & Report)
  - e. Annual Board Planning Cycle (Report)
  - f. Board Travel (Policy)
  - g. Board Members' Code of Conduct (Policy)
  - h. Depreciation (Policy)
  - i. Board Compensation (Policy)
  - j. Collaboration (Policy & Report)
  - k. Utilization Management Plan (Report)
- VIII. MONITORING REPORTS/**VERBAL MOTION**
  - a. Conflict of Interest (Policy)
  - b. Investment (Policy)
- IX. FINANCIAL REPORTS
  - a. Financial Condition Report
  - b. Utilization Report
  - c. *November 2021, December 2021, January 2022, February 2022*  
Disbursements/**MOTION**



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*INTEGRATED Services of Kalamazoo* Board of Directors meeting agenda,  
March 28, 2022, continued...

- X. ACTION ITEMS/VERBAL MOTION
  - a. Family Support Advisory Council Appointment
  - b. ISK Quality Improvement Program Plan
- XI. CHIEF EXECUTIVE OFFICER REPORT/VERBAL
  - a. CEO Report
- XII. CITIZEN TIME
- XIII. BOARD MEMBER TIME
  - a. SWMBH (Southwest Michigan Behavioral Health) Updates/  
Erik Krogh
- XIV. ADJOURNMENT



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## Integrated Services of Kalamazoo

### MOTION

<b>Subject:</b>	Reasonable Accommodations for Board Meeting Attendance	
<b>Meeting Date:</b>	March 28, 2022	<b>Approval Date:</b>
<b>Prepared by:</b>	Jeff Patton	March 28, 2022

#### Recommended Motion:

**“I move that the ISK Board consider reasonable accommodations that comply with the Americans with Disabilities Act (“ADA”) and the Michigan Open Meetings Act to allow a small number of board members to request remote board meeting attendance.**

#### Summary of Request

During the COVID pandemic the Michigan Open Meetings Act was amended to allow the ISK board to meet remotely. That Act also provides that board members are not allowed to participate in board actions at meetings if the member attends remotely after December 31, 2021. In addition, ISK board policies state board member responsibilities to the Agency and to stakeholders that are inconsistent with long-term remote meeting attendance; however, due to continuing concerns about close contact, some board members may be hesitant to sit in the same room with others who attend in-person meetings.

On February 4, 2022, Michigan Attorney General Dana Nessel released Opinion 7318, which allows the ISK Board to consider a hybrid meeting model by allowing eligible board members to virtually attend meetings and encourages public bodies such as ISK to “err on the side of inclusiveness, public participation and transparency”. Based on that AG opinion, so long as a majority of board members attend meetings in person, ISK can consider requests for reasonable accommodations as stated in the ADA to virtually attend and participate in those meetings; however, such an accommodation should only be used by a very small number of board members. Requests from a larger number of board members to sit virtually attend meetings would undermine the requirements of the Open Meetings Act and board policies.

Once a board member completes and submits a Reasonable Accommodation Request form (attached), the ISK Board Chair will determine whether the request complies with the ADA and Open Meetings Act (in consultation with ISK Corporate Counsel and Compliance Officer as necessary) and will announce a decision at an ISK board meeting. If a request for accommodation is denied, a board member can request a review by the full Board, which should be in a closed session if material exempt from disclosure would be revealed. The Board will vote on the request in open session.

Budget: \_\_\_\_\_  
Staff: \_\_\_\_\_

Date of Board  
Consideration: March 28, 2022

**Integrated Services of Kalamazoo**  
**Reasonable Accommodation Request**

**Board Member Name:** \_\_\_\_\_ **Contact Telephone:** \_\_\_\_\_

**Please attach any supporting documentation that may be helpful in evaluating this request, including a physician's opinion if applicable:**

**1. Describe the nature, extent and duration of your disability and/or need for accommodation:**

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**2. What specific accommodation(s) do you believe are needed to enable you to actively participate in ISK Board meetings?**

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**3. What limitation is interfering with your ability to actively participate in ISK Board meetings?**

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The purpose of this form is to assist the ISK Board in determining whether, or to what extent, a reasonable accommodation is required for a Board Member with a disability or need for accommodation to actively participate in ISK Board meetings safely and effectively.

I request that the ISK Board explore coverage and reasonable accommodations under the Americans with Disabilities Act and Michigan's Persons with Disabilities Act. I understand that all information obtained during this process will be maintained and used in accordance with confidentiality requirements of these statutes.

I further understand that I may be required to complete and sign a release of information giving the ISK Board permission to consult with my health care professional(s) in order to determine that I have a qualifying disability and to seek guidance as to any functional limitations based on my disability and potential accommodations.

\_\_\_\_\_  
**Board Member Signature**

\_\_\_\_\_  
**Date**

**Return completed documentation to:**

Integrated Services of Kalamazoo Attn: ISK Board Chair

610 S Burdick St, Kalamazoo, MI 49007 • Fax (269) xxx-xxxx • Email BoardChair@iskzoo.org

Approved \_\_\_\_\_

Denied \_\_\_\_\_

If denied, reason for denial:

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\_\_\_\_\_  
ISK Board Chair/Designee

\_\_\_\_\_  
Date

## **Americans with Disabilities Act (ADA) Information**

To be disabled under the ADA, one must have a physical or mental impairment that substantially limits a major life activity or a record of such impairment.

Under the ADA regulations, a physical or mental impairment means (1) any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic and lymphatic, skin and endocrine; or (2) any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Major life activities include, but are not necessarily limited to, functions such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. Major life activities also include major bodily functions such as functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions.

As stated, to rise to the level of a disability, impairment must substantially limit one or more major life activities of the individual. The ADA does not define the term "substantially limits", but states that the term shall be construed broadly in favor of expansive coverage, to the maximum extent permitted by the terms of the ADA. "Substantially limits" is not meant to be a demanding standard.

Of course, substantial is a relative term and, therefore, the Board Member may be substantially limited if it is determined that they have difficulty or is unable to perform a major life activity as compared to most people in the general population. An impairment need not prevent, or significantly or severely restrict, the individual from performing a major life activity in order to be considered substantially limiting.

Please note, however, that in determining whether the condition substantially limits a major life activity an evaluation should be made of the limitations in an untreated state. That is, an assessment should consider how limited the Board Member would be without the positive effects of any mitigating measures such as medication, medical equipment, adaptive behaviors, assistive technologies, or accommodations.

The Board is interested in knowing whether the Board Member has any impairment-produced limitation that would require accommodation to physically attend Board meetings. In sum, if the current attendance difficulties are a result of an ADA disability, the Board must know that in order to determine how to proceed.

**Integrated Services of Kalamazoo**  
**Reasonable Accommodation Request**

**MEDICAL INQUIRY IN RESPONSE TO AN ACCOMMODATION REQUEST**

**Made by** \_\_\_\_\_

**Provider Name:** \_\_\_\_\_

**Provider Address:** \_\_\_\_\_

**Provider Phone Number:** \_\_\_\_\_ **Provider Fax Number:** \_\_\_\_\_

For reasonable accommodation under the ADA, a Board Member must have a disability that substantially limits one or more major life activities or a record of such an impairment. The following questions may help determine whether a Board Member has a disability.

Does the Board Member have a diagnosed physical or mental impairment?  Yes  No

If yes, what is the impairment:

\_\_\_\_\_  
\_\_\_\_\_

Please answer the following question based on what limitations the Board Member has when their condition is in an active state and what limitation the Board Member would have if no mitigating measures were used i.e. medication, medical supplies, equipment, hearing aids, mobility devices, the use of assistive technology, reasonable accommodations or auxiliary aids or services, prosthetics, learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, and physical therapy.

Does the impairment substantially limit a major life activity as compared to most people in the general population?  Yes  No

Please describe the Board Member's limitations when the impairment is active.

\_\_\_\_\_  
\_\_\_\_\_

Please check what major life activity(s) is/are affected:

- |                                          |                                                  |                                   |                                   |
|------------------------------------------|--------------------------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Bending         | <input type="checkbox"/> Hearing                 | <input type="checkbox"/> Reaching | <input type="checkbox"/> Speaking |
| <input type="checkbox"/> Breathing       | <input type="checkbox"/> Interacting With Others | <input type="checkbox"/> Reading  | <input type="checkbox"/> Standing |
| <input type="checkbox"/> Caring For Self | <input type="checkbox"/> Learning                | <input type="checkbox"/> Seeing   | <input type="checkbox"/> Thinking |
| <input type="checkbox"/> Concentrating   | <input type="checkbox"/> Lifting                 | <input type="checkbox"/> Sitting  | <input type="checkbox"/> Walking  |
| <input type="checkbox"/> Eating          | <input type="checkbox"/> Performing Manual Tasks | <input type="checkbox"/> Sleeping | <input type="checkbox"/> Working  |

Major bodily functions:

- |                                         |                                        |                                                |                                                         |
|-----------------------------------------|----------------------------------------|------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Bladder        | <input type="checkbox"/> Digestive     | <input type="checkbox"/> Lymphatic             | <input type="checkbox"/> Reproductive                   |
| <input type="checkbox"/> Bowel          | <input type="checkbox"/> Endocrine     | <input type="checkbox"/> Musculoskeletal       | <input type="checkbox"/> Respiratory                    |
| <input type="checkbox"/> Brain          | <input type="checkbox"/> Genitourinary | <input type="checkbox"/> Neurological          | <input type="checkbox"/> Special Sense Organs &<br>Skin |
| <input type="checkbox"/> Cardiovascular | <input type="checkbox"/> Hemic         | <input type="checkbox"/> Normal Cell Growth    |                                                         |
| <input type="checkbox"/> Circulatory    | <input type="checkbox"/> Immune        | <input type="checkbox"/> Operation of an Organ |                                                         |

**Questions to help determine whether an accommodation is needed:**

A Board Member with a disability is entitled to an accommodation only when the accommodation is needed because of the disability. The following questions may help determine whether the requested accommodation is needed because of the disability:

What limitation(s) is interfering with Board Meeting attendance?

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**Questions to help determine effective accommodation options:**

If a Board Member has a disability and needs an accommodation because of the disability, the Board must provide a reasonable accommodation, unless the accommodation poses an undue hardship. The following questions may help determine effective accommodations:

Do you have any suggestions regarding possible accommodations to allow the Board Member to actively participate in ISK Board meetings safely and effectively? If so, what are they?

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*The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.*



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**Signature of Professional**

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**Date**

**Return completed documentation to:**

Integrated Services of Kalamazoo Attn: ISK Board Chair

610 S Burdick St, Kalamazoo, MI 49007 • Fax (269) xxx-xxxx • Email BoardChair@iskzoo.org

# Final Documents

Report to the Board of Directors

## INTEGRATED SERVICES OF KALAMAZOO

Audit Wrap Up for the  
Year Ended September 30, 2021

**IBDO**

Will be available for review at the  
Integrated Services of Kalamazoo Board of Directors meeting on  
Monday, March 28, 2022.

Thank you for your cooperation.



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## Integrated Services of Kalamazoo MOTION

<b>Subject:</b> FY 2021 Financial Statements & Single Audit Act Compliance	<b>Approval Date:</b>
<b>Meeting Date:</b> March 28, 2022	<u>March 28, 2022</u>
<b>Prepared by:</b> Amy Rottman, CFO	

### Recommended Motion:

“I move to accept and file the FY 2021 Financial Statements and Single Audit Act Compliance Report.”

### Summary of Request:

The independent audit of fiscal year 2021 was completed by BDO.

The independent audit report is unmodified, or “clean”.

There are no reported material weaknesses in internal controls.

No findings related to the financial statements which are required to be reported.

No findings or questioned costs for federal awards which are required to be reported.

Net position changed from \$20.2 million in FY 2020 to \$25.4 million in 2021.

Budget: N/A\_\_\_\_\_  
Staff: A. Rottman

Date of Board  
Consideration: March 28, 2022

V.a.

Office of Recipient Rights  
Report to the Mental Health Board  
On Complaints/Allegations  
Closed in: February 2022

**Office of Recipient Rights Report to the Mental Health Board**  
**Complaints/Allegations Closed in February 2022**

	February 2022	FY 21-22	February 2021	FY 20-21
<b>Total # of Complaints Closed</b>	<b>40</b>	<b>167</b>	<b>33</b>	<b>153</b>
<b>Total # of Allegations Closed</b>	<b>61</b>	<b>284</b>	<b>53</b>	<b>257</b>
<b>Total # of Allegations Substantiated</b>	<b>17</b>	<b>88</b>	<b>18</b>	<b>66</b>

The data below represents the total number of closed allegations and substantiations for the following categories:  
**Consumer Safety, Dignity/Respect of Consumer, Treatment Issues, and Abuse/Neglect.**

<b>ALLEGATIONS</b>	<b>February 2022</b>		<b>February 2021</b>	
<b>Category</b>	<b>TOTAL</b>	<b>SUBSTANTIATED</b>	<b>TOTAL</b>	<b>SUBSTANTIATED</b>
Consumer Safety	3	0	2	0
Dignity/Respect of Consumer	14	4	13	6
Treatment Issues/Suitable Services (Including Person Centered Planning)	10	3	8	2
Abuse I	1	0	0	0
Abuse II	3	1	3	1
Abuse III	4	1	4	1
Neglect I	1	1	0	0
Neglect II	0	0	3	2
Neglect III	7	5	5	3
	<b>43</b>	<b>15</b>	<b>38</b>	<b>15</b>

<b>APPEALS</b>	February 2022	FY 21-22	February 2021	FY 20-21
Uphold Investigative Findings & Plan of Action	0	0	0	2
Return Investigation to ORR; Reopen or Reinvestigate	0	0	0	0
Uphold Investigative Findings but Recommend Respondent Take Additional or Different Action to Remedy the Violation	0	0	0	0
Request an External Investigation by the State ORR	0	0	0	0

**ABUSE AND NEGLECT DEFINITIONS – SUMMARIZED**

**Abuse Class I** means serious injury to the recipient by staff. Also, sexual contact between a staff and a recipient.

**Abuse Class II** means non-serious injury or exploitation to the recipient by staff and includes using unreasonable force, even if no injury results.

**Abuse Class III** means communication by staff to a recipient that is threatening or degrading. (such as; putting down, making fun of, insulting)

**Neglect Class I** means a serious injury occurred because a staff person DID NOT do something he or she should have done (an omission). It also includes failure to report apparent or suspected abuse I or neglect I of a recipient.

**Neglect Class II** means a non-serious injury occurred to a recipient because a staff person DID NOT do something he or she should have done (an omission). It also includes failure to report apparent or suspected abuse II or neglect II of a recipient

**Neglect Class III** means a recipient was put at risk of physical harm or sexual abuse because a staff person DID NOT do something he or she should have done per rule or guideline. It also includes failure to report apparent or suspected abuse III or neglect III of a recipient.

# ORR ADDENDUM TO MH BOARD REPORT

## March 2022

### Re: February 2022 Abuse/Neglect Violations

#### February

#### Abuse Violations

- There was one substantiated Abuse II violation in February 2022.
  - The remedial action for this violation was Employment Termination (1).
  
- There was one substantiated Abuse III violation in February 2022.
  - The remedial actions for this violation were Training (1), & Written Reprimand (1).

#### Neglect Violations

- There was one substantiated Neglect I violation in February 2022.
  - The remedial action for this violation was Employment Termination (1).
  
- There were five substantiated Neglect III violations in February 2022.
  - The remedial actions for these violations were Employment Termination (1), Training (6), Written Reprimand (6), & Pending (1). 4 employees were cited on one violation.

**The 5 violations occurred at 2 different agencies. 4 of the violations occurred at the same agency with 3 of those violations at the same program site.**



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VI.a.

March 2022

**ISK Program Services Report**

**Youth and Family Services**

**Program:**

**New grant to reduce Racial and Ethnic Disparities in Juvenile arrests**

**Background:**

The Michigan Department of Health and Human Services (MDHHS), in collaboration with the Michigan Committee on Juvenile Justice and the OJJDP [Office of Juvenile Justice Diversion Programs] issued a Request for Proposals (RFP) to implement and evaluate programming to reduce racial and ethnic disparities (RED) in the juvenile justice system. The Michigan Committee on Juvenile Justice provides advice, suggestions, and solutions to Governor Gretchen Whitmer on juvenile justice issues. This grant focuses on arrest rates for youth with a goal to reduce arrest disparities by race in Kalamazoo.

Integrated Services of Kalamazoo was awarded this grant in 2/2022.

**Project Description:**

Grant activities will focus on building partnerships with the City of Kalamazoo Public Safety (KPS) and other county collaboratives to reduce the arrest rates of minority youth.

The principal characteristics of the target population are juveniles aged 10-14 who have repeated police contact, at risk of arrest, or who have been arrested. Repeated police contact is a likely precursor to arrest or an arrest decision. Initially, juveniles meeting these criteria will be identified by the City of Kalamazoo Public Safety and referred to ISK. It is planned to extend this strategy of finding youth who need mental health intervention to other Kalamazoo County police jurisdictions. As youth are arrested at a racially disparate rate, it is likely that most of the referrals will be youth who are minorities/people of color.

The program will offer immediate/crisis response, consultation, and follow up. Grant funding will be used to hire a Juvenile Justice Police and Community Liaison to work directly with youth, families, and KPS. The implementation team will work to find strategies to divert youth from arrest with a specific focus on linking youth to needed mental health services and trauma recovery. ISK will also be part of the effort to reduce other risk factors such as, school attendance, poverty, employment, and housing. This program will be part of the ISK Youth and Family System of Care.

Respectfully Submitted,  
Patricia J. Weighman, LMSW/ACSW  
Senior Executive  
Youth and Family Services

# INTEGRATED SERVICES OF KALAMAZOO

## BOARD POLICY II.11

AREA:	Governance	PAGE:	1 of 7
SECTION:	Board Governance Process	SUPERSEDES:	03/28/2016
SUBJECT:	<b>CONFLICT OF INTEREST</b>	REVISED:	02/26/2018

### PURPOSE/EXPLANATION

The purpose of the Conflict of Interest policy is to:

1. Protect ISK' interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a board member,
2. Clarify the duties and obligations of Board members in the context of potential conflicts of interest and to provide board members with a method for disclosing and resolving potential conflicts of interest,
3. Supplement, but not replace, any applicable state laws governing conflicts of interest applicable to public institutions, along with nonprofit and charitable corporations.

### DEFINITIONS

#### A. **Conflict of Interest**

A conflict of interest arises when a board member participates or proposes to participate in a transaction, arrangement, proceeding or other matter for ISK, in which the board member, the board member's family member or an organization in which the board member is serving as an officer, director, trustee or employee has a financial interest. Board members should avoid both the appearance of and an actual Conflict of Interest.

#### B. **Duty of Care**

Every Board Member shall act in a reasonable and informed manner and perform his or her duties for ISK in good faith and with a degree of care that an ordinarily prudent person would exercise under similar circumstances.

#### C. **Duty of Loyalty**

Every Board Member owes a duty of loyalty to act at all times in the best interests of ISK and not in the interest of the Board member or any other Entity or Person. No board member or family member as defined in this policy may personally take advantage of a business opportunity that is offered to ISK unless the Board of Directors determines not to pursue that opportunity, after full disclosure and a disinterested and informed evaluation.



**D. Compensation**

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature. This includes but is not limited to business, political or personal enterprises, personal fundraising, and gifts, monies or gratuities with more than a nominal value. A voting member of the Board of Directors who receives compensation, directly or indirectly, from ISK is precluded from voting on matters pertaining to such compensation arrangement.

**E. Family Member**

Family shall be defined to include spouse, parent, sibling (whole or half-blood), a spouse's parents, children (natural or adopted), grandchildren, great grandchildren, step family members, any person sharing the same living quarters in an intimate, personal relationship and spouses of siblings, children, grandchildren, great grandchildren, and all step family members. Relationships that create a potential conflict of interest or appearance of conflict of interest must be reported on the Conflict of Interest Disclosure Form and Acknowledgment (Exhibit A).

**F. Financial Interest**

A Board member has a Financial Interest if he or she has, directly or indirectly, actually or potentially, through a business, investment or through a family member:

1. An actual or potential ownership, control or investment interest in, compensation arrangement with, or serves in a governance or management capacity for, any entity or individual with which ISK currently has a transaction, arrangement, proceeding or other matter.
2. An actual or potential ownership, control or investment interest in, compensation arrangement with, or serves in a governance or management capacity for, any entity or individual with which the ISK Board is contemplating or negotiating a transaction, arrangement, proceeding or other matter.

**POLICY**

- I. Each ISK Board member shall act in a reasonable and informed manner and perform his or her duties for ISK in good faith and with the degree of care that an ordinarily prudent person would exercise under similar circumstances. In this regard, each Board member has a duty to disclose the existence of a Financial Interest or other actual or potential conflict of interest and all related material facts annually to the Board using the attached form (see Exhibit A).
- II. ISK will provide a means for a Board member to identify and report to the Board any direct or indirect Financial Interest and/or actual or potential conflict of interest. Based on that information, to permit the Board to review such Financial Interests and conflict of interest, ISK will provide a process for the Board to follow when managing financial interests and other actual or potential conflicts of interest, all in accordance with applicable law.

**PROCEDURE**

## I. DUTY TO DISCLOSE

- A. Each board member shall complete and sign the annual Conflict of Interest Disclosure Form indicating that he/she agrees to abide by the terms of the Conflict of Interest policy and has disclosed the material facts of any actual, apparent or potential conflict of interest in the manner provided in this policy (see Exhibit A).
- B. Each board member has a continuing obligation to disclose (in the manner provided in this policy) the existence and nature of any actual, apparent or potential conflict of interest he/she may have. Such disclosure shall be made promptly any time an actual, apparent or potential conflict of interest arises.
- C. Conflict of Interest Disclosure Forms (Exhibit A) will be collected upon appointment of new board members and annually thereafter. Forms will be returned to the ISK Compliance Officer for review and further action as necessary, according to this policy, and kept on file. Any actual, potential or appearance of Conflict identified by the ISK Compliance Officer will be presented to the Board for further consideration.

## II. ADDRESSING CONFLICTS OF INTEREST INVOLVING BOARD MEMBERS

- A. When considering a conflict of interest, the Board will consider a number of factors. In making a determination as to whether a Financial Interest is substantial enough to be likely to affect the integrity of the Board member's services to the entity, the Board shall consider, as applicable:
  - 1. Input from ISK Corporate Counsel and ISK Corporate Compliance Officer.
  - 2. The type of interest that is creating the potential conflict (e.g., stock, bonds, real estate, cash payment, job offer or enhancement of a spouse's employment).
  - 3. The identity of the person whose Financial Interest is involved, and if the interest does not belong directly to the Board member, the Board member's relationship to that person.
  - 4. The dollar value of the disqualifying Financial Interest, if known and quantifiable (e.g., amount of cash payment, salary of job to be gained or lost, change in value of securities).
  - 5. The value of the financial instrument or holding from which the disqualifying Financial Interest arises and its perceived value to the individual.
  - 6. The nature and importance of the Board member's role in the matter, including the level of discretion which the Board member may exercise in the matter.
  - 7. The sensitivity of the matter.
  - 8. The need for the Board member's services.
  - 9. Adjustments which may be made in the Board member's services as they relate to the potential conflict.

- B. The minutes of the Board and all committees with Board delegated powers shall contain:
1. The names of the persons who disclosed or otherwise were found to have a possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present and the Board/Committee's or Chief Executive Officer's decision as to whether a conflict of interest in fact existed.
  2. The names of persons who were present for discussions and votes relating to the contract, transaction or arrangement, the context of the discussion, including any alternatives to the proposed contract, transaction or arrangement, and a record of any votes taken in connection therewith.
- C. When a potential conflict arises, the Board will take the following steps:
1. The person who has information about an actual or potential conflict will present the issue to the full Board.
  2. If a majority of the ISK Board is involved in the actual or potential conflict, the matter will be submitted to the Kalamazoo County Board of Commissioners for review and decision.
  3. As necessary, the Board may request additional information from the involved Board Member, to be obtained no later than the next scheduled board meeting for vote.
  4. As necessary, the Board may request verbal input from legal counsel and the ISK Corporate Compliance Officer, to be obtained no later than the next scheduled board meeting for vote.
  5. Once all input has been obtained and presented, the Board will vote to determine whether an actual or potential conflict exists, according to this policy. The Involved Board Member(s) shall not participate in any vote on the matter.
    - a. If it is decided by majority vote of quorum that an actual or potential conflict does not in any way exist, the decision will be well-documented with supporting documentation, presented to the full board and considered resolved.
    - b. If it is decided by majority vote of quorum that a potential or actual conflict exists, the decision will be well-documented with supporting documentation, presented to the full board, and the involved Board Member will decide at that time to do one of two things:
      - i. propose an action in writing to cure the potential or actual conflict (see Step F), or
      - ii. request that the board appoint a committee to review the potential or actual conflict and make recommendations. (see Step G)
- D. If the board member chooses to propose an action to cure the potential conflict in writing he or she will present it to the full board for vote. The Board will vote to

determine whether the proposed action is sufficient as written, according to this policy and relevant law. The Involved Board Member(s) shall not participate in any vote on the matter. If it is decided by majority vote of quorum that the proposed action fully cures the potential or actual conflict as written, the proposed action will be well-documented, enacted with supporting documentation and the issue will be considered resolved. If it is decided by majority vote of quorum that the proposed action does not fully cure the potential or actual conflict, the board will appoint a committee to evaluate the potential or actual conflict and make written recommendations for final vote.

- E. If a committee is requested or required according to this policy, it will assemble before the next scheduled board meeting. The committee will consist of the ISK CEO, Board Chair, at least one other Board Member, ISK Corporate Counsel and the ISK Corporate Compliance Officer (provided that all parties are disinterested). If a committee member is unavailable to meet, she or he will produce a written opinion on the matter. The committee will form a written recommendation with supporting documentation. Upon completion of committee process, the committee will present its findings to the full board for final vote at the next scheduled board meeting (see Step H).
- F. The Board will vote to determine whether the committee's recommendation is sufficient as written, according to this policy and relevant law. The Involved Board Member(s) shall not participate in any vote on the matter. If it is decided by majority vote of quorum that the committee's recommendation is sufficient as written, the recommendation will be enacted with supporting documentation and the issue will be considered resolved.
- G. If it is decided by majority vote of quorum that the committee's recommendation is insufficient as written, the Board shall consider the following:
  - 1. Whether ISK can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest and thus avoid unnecessary risk to the organization.
  - 2. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the disinterested members of the Board shall consider granting a waiver and shall act with full knowledge and acceptance of all potential risks.
- H. Michigan law specifically provides support for granting a waiver of a Conflict of Interest arising under the following Conflict of Interest exception scenarios:
  - 1. A Community Mental Health Services Program (CMHSP) Board member may be a party to a contract with a CMHSP or administer or financially benefit from that contract, if the contract is between the CMHSP and the Regional Entity;
  - 2. A CMHSP Board member may also be a member of the Regional Entity Board, even if the Regional Entity has a contract with the CMHSP;

3. A CMHSP Board may approve a contract with the Regional Entity, if a CMHSP Board member is also an employee or independent contractor of the Regional Entity; and
  4. CMHSP public officers (e.g., Board members, officers, executives and employees) may also be Board members, officers, executives and employees of the Regional Entity, even if the Regional Entity contracts with the CMHSP, subject to any prohibition imposed by the Michigan Department of ~~Community~~ Health and Human Services in that regard.
- I. A conflict of interest waiver may be granted if the Board determines that it is not able, with reasonable efforts, to obtain a more advantageous transaction, arrangement, proceeding or other matter from another person or entity not involving the Board member, or that the actual or potential conflict is not so substantial as to be likely to affect the integrity of the services which the entity may expect from the Board Member. The Board may vote to waive the potential or actual conflict of interest and proceed with the proposed transaction, arrangement, proceeding or other matter and/or the Board member's participation in the matter. A Conflict of Interest Waiver shall be made in writing and signed by the Chairperson of the Board (or Vice Chair if the conflict involves the Chairperson) on the Conflict of Interest Waiver form (Exhibit C). The Conflict of Interest Waiver may restrict the Board member's participation in the matter, to the extent deemed necessary by the Board or the Conflict of Interest waiver may cover all matters the Board member may undertake as part of his/her official duties with the Board, without specifically enumerating such duties. All Conflict of Interest Waivers shall be issued prior to the Board member's participation in any transaction, arrangement, proceeding or other matter on behalf of ISK.

## REFERENCES

- Mental Health Code, 1974 PA 258, MCL 300.1001 to 300.2106
- 1978 PA 566, MCL 15.181 to 15.185 (incompatible public offices)
- 1968 PA 317, MCL 15.321 to 15.330 (contracts of public servants with public entities)
- 45 CFR Part 74 (Federal Procurement Regulations)
- 45 CFR Part 92 (Federal Procurement Regulations)
- 42 USC 1396a (Federal Medicaid Statute)
- Michigan Medicaid State Plan
- 18 USC 208 (Federal Conflict of Interest Statute)

- IRS Conflict of Interest Guidelines, Policies and Pronouncements for Charitable Tax-Exempt Nonprofit Entities

**EXHIBITS**

- A. Board Member Disclosure Statement
- B. Resolution of the Board
- C. Conflict of Interest Waiver

**CHIEF EXECUTIVE OFFICER**

**APPROVED**

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Jeff Patton  
Chief Executive Officer

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Erik Krogh  
Board Chair

## INTEGRATED SERVICES OF KALAMAZOO

## BOARD POLICY VI.02

AREA:	Governance		
SECTION:	System Governance	PAGE:	1 of 5
SUBJECT:	INVESTMENT POLICY	SUPERSEDES:	<del>02/25/2013</del>
			<del>04/15/2021</del>
		REVISED:	<del>02/24/2020</del>
		<u>Revised:</u>	<del>142022</del> 04/15/21

## PURPOSE/EXPLANATION

It is the policy of [Integrated Services of Kalamazoo \(ISK\)](#) to invest public funds in a manner which will ensure the preservation of principal while providing the highest investment return with maximum security, meeting the daily cash flow requirements of the organization and conforming to all state statutes governing the investment of public funds.

## POLICY

## I. SCOPE

This policy applies to all financial assets of ~~the organization ISK, held by ISK the Chief Executive Officer (CEO), Deputy Director of Administrative Services (DDAS) and Finance Director (FD).~~ These funds ~~are~~ shall be accounted for in the Independent Annual Audit Report.

## II. OBJECTIVE

The primary investment objectives, in priority order, ~~of the ISK CEO, DDAS and FD investment activities~~ shall be:

A. *Safety*

Safety of principal is the foremost objective in the investment of ISK funds. Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

B. *Liquidity*

The investment portfolio shall remain sufficiently liquid to ~~enable the CEO, DDAS and FD to enable ISK to~~ meet all operating requirements that might be reasonably anticipated.

C. *Return on Investments*

The investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio.

D. *Risks*

Further objectives of this policy are to minimize credit and concentration risk, interest rate risk, and foreign currency risk.

1. *Credit Risk (Custodial Credit Risk and Concentration Credit Risk):*  
ISK will seek to minimize custodial credit risk, which is the risk of loss due to failure of the security issuer or backer, by limiting investments to the types listed in Section V. of this investment policy. ISK will seek to minimize the amount of Concentration Risk, which is the risk of loss attributed to the magnitude of ~~our~~ investments in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.
2. *Investment Rate Risk:*  
ISK will minimize Interest Rate Risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market rate, by structuring the investment portfolio so that securities mature to meet cash flow requirements for ongoing operations, and investing operating funds primarily in shorter term securities, liquid assets, money market funds, or similar investments pools and limiting the average maturity in an effort to meet cash flow requirements.
3. *Foreign Currency Risk:*  
ISK is not authorized and will not hold investments subject to this kind of risk.

### III. DIVERSIFICATION

~~The CEO, DDAS and FD shall diversify the i~~ investments shall be diversified by security type and institution. With the exception of U.S. Treasury securities and authorized investment pools as defined in Public Act 20 of 1943 as amended, no more than 60% of the total investment portfolio will be invested in a single security type or with a single financial institution with the exception of funds held in a Certificate of Deposit Account Registry Service (CDARS) account.

### IV. DELEGATION OF AUTHORITY

Management responsibility for the Investment Policy is hereby delegated to the ~~Chief Executive Officer (CEO), Deputy Director of Administrative Services~~ Chief



Financial Officer (DDASCFO), ~~DDAS~~ and the Finance Director (-FFD).

## V. AUTHORIZED INVESTMENTS

The CEO, CFO and FD ~~is~~ are authorized to invest in the following types of securities authorized by Public Act 20 of 1943, as amended:

- A. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- B. Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution as defined in Public Act 20 of 1943 as amended, no more than 60% of the total investment portfolio will be invested in a single security type or with a single financial institution with the exception of funds held in a CDARS account.
- C. Commercial paper rated at the time of purchase at the highest classification established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
- D. Repurchase agreements consisting of instruments in subdivision V.A.
- E. Banker's acceptances of United States banks.
- F. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- G. Obligations described in subdivision 6.1 through 6.6 if purchased through an interlocal agreement under the Urban Cooperation Act of 1967. 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- H. Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.
- I. Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

## VI. SAFEKEEPING AND CUSTODY

It shall be the responsibility of the CEO, CFO and FD to determine which securities will be held by a ~~third-party~~ third-party custodian. Securities held in safekeeping by a ~~third-party~~ third-party custodian shall be evidenced by a safekeeping receipt.

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**VII. PRUDENCE**

The standard of prudence to be used by the CEO, ~~CFODDASS~~ and FD shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

**VIII. REPORTING**

The CEO, ~~CFODDASS~~ and FD shall provide a timely quarterly report to the ISK Board that provides a clear picture of the status and types of investments of the current investment portfolio. This report shall be prepared in a manner that will allow the Board to ascertain whether investment activities during the reporting period have conformed to the investment policy.

**IX. ORDER EXECUTION**

Before executing an order to purchase or trade the funds of ISK, a financial intermediary, broker or dealer shall be provided with a copy of ISK Investment policy regarding the buying or selling of securities and acknowledge receipt and agree to comply with the terms contained therein by executing the form attached as Appendix #1.

**CHIEF EXECUTIVE OFFICER**

**APPROVED**

\_\_\_\_\_  
Jeff Patton  
Chief Executive Officer

\_\_\_\_\_  
~~Erik Krogh~~  
Erik Krogh  
Board Chair

**APPENDIX #1**

I have read and fully understand Public Act 20 of 1943 as amended, and the investment policy of ~~Kalamazoo Community Mental Health and Substance Abuse Services~~Kalamazoo County Community Mental Health Authority d/b/a: Integrated Services of Kalamazoo.

Any investment advice or recommendations on investments given by \_\_\_\_\_ (name) \_\_\_\_\_ representing (company) \_\_\_\_\_ to the Chief Executive Officer (CEO), ~~Chief Financial Officer (CFO) Deputy Director of Administrative Services (DDAS)~~ and Finance Director (FD) or his/her designee shall comply with the requirements of Public Act 20 of 1943 as amended, and the Investment Policy of ISK. Any existing investment not conforming to the statute or policy will be disclosed promptly to the CEO, ~~CFO~~DDAS and FD or his/her designee. Further, should a broker/dealer learn of a forthcoming downgrading of commercial paper that has been sold to ISK, I agree to notify the CEO, ~~CFO~~DDAS and FD or his/her designee as soon as possible to determine if there is a need to trade that investment.

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Financial Company: \_\_\_\_\_

Date: \_\_\_\_\_

Please send the original Appendix #1 to:  
Integrated Services of Kalamazoo  
Attention: ~~Deputy Director of Administrative Services~~Finance  
~~Director~~Chief Financial Officer  
~~2030 Portage St~~610 South Burdick Street  
Kalamazoo MI 490074

INTEGRATED  
SERVICES OF  
KALAMAZOO



Period Ended  
February 28, 2022

Monthly Finance  
Report

# INTEGRATED SERVICES OF KALAMAZOO

## Statement of Net Position

February 28, 2022

	February 2021 (unaudited)	February 2022
<b>Assets</b>		
<b>Current assets</b>		
Cash and investments	\$ 33,080,718	\$ 37,588,675
Accounts receivable	4,068,999	8,061,909
Due from other governments	3,414	16,232
Prepaid items	924,823	1,099,304
<b>Total current assets</b>	<u>38,077,954</u>	<u>46,766,120</u>
<b>Non-current assets</b>		
Capital assets, net of accumulated depreciation	9,182,412	9,304,631
Net pension asset, net of deferred outflows	4,937,092	4,937,092
<b>Total non-current assets</b>	<u>14,119,504</u>	<u>14,241,723</u>
<b>Total assets</b>	<u>52,197,458</u>	<u>61,007,843</u>
<b>Liabilities</b>		
<b>Current liabilities</b>		
Accounts payable	\$ 13,316,900	\$ 9,598,286
Due to other governments	94,452	361,807
Due to providers	341,138	258,188
Accrued payroll and payroll taxes	1,377,366	1,540,643
Unearned revenue	3,305,604	3,933,652
<b>Total current liabilities</b>	<u>18,435,460</u>	<u>15,692,577</u>
<b>Non-current liabilities</b>		
Long-term debt	4,616,816	4,413,705
<b>Total liabilities</b>	<u>23,052,276</u>	<u>20,106,282</u>
<b>Net position</b>		
Designated	11,604,698	10,010,485
Undesignated	4,815,055	19,521,879
Investment in fixed assets	4,735,203	4,841,804
Previous year close	7,163,736	11,680,099
Net gain (loss) for period	826,490	760,238
<b>Net position</b>	<u>\$ 29,145,182</u>	<u>\$ 40,901,561</u>

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## INTEGRATED SERVICES OF KALAMAZOO

### Statement of Revenue, Expenses and Change in Net Position

October 1, 2021 through February 28, 2022

Percent of Year is 41.67%

	Original 2022 BUDGET	YTD Totals 2/28/22	Remaining Budget	Percent of Budget - YTD
<b>Operating revenue</b>				
Medicaid:				
Traditional Capitation	\$ 63,305,736	\$ 21,891,056	\$ 41,414,680	34.58%
Healthy Michigan Capitation	10,040,766	4,759,765	5,281,001	47.40%
Autism Captiation	6,474,379	2,460,141	4,014,238	38.00%
Settlement	71,052	(6,024,076)	6,095,128	-8478.40%
State General Fund:				
Formula Fundings	3,897,604	1,594,395	2,303,209	40.91%
Settlement	-	(1,111,338)	1,111,338	0.00%
CCBHC Demonstration	-	9,971,201	(9,971,201)	0.00%
County Allocation	1,550,400	646,000	904,400	41.67%
Client Fees	607,617	233,892	373,725	38.49%
SUD Block Grant	111,957	-	111,957	0.00%
Other Grant revenue	10,218,675	10,293,441	(74,766)	100.73%
Other earned contracts	1,498,031	654,562	843,469	43.69%
COFR	28,150	4,670	23,480	16.59%
Interest	72,251	26,040	46,211	36.04%
Local revenue	-	209	(209)	0.00%
<b>Total operating revenue</b>	<b>\$ 97,876,618</b>	<b>\$ 45,399,958</b>	<b>\$ 52,476,660</b>	<b>46.38%</b>
<b>Operating expenses</b>				
Salaries and wages	\$ 17,325,203	\$ 8,286,021	\$ 9,039,182	47.83%
Employee benefits	6,250,436	2,674,400	3,576,036	42.79%
Staff development	196,589	26,067	170,522	13.26%
Payments to providers	64,879,976	25,822,415	39,057,561	39.80%
Administrative contracts	7,438,559	6,530,903	907,656	87.80%
IT software and equipment	155,361	283,139	(127,778)	182.25%
Client transportation	21,110	8,782	12,328	41.60%
Staff travel	248,864	63,633	185,231	25.57%
Office expenses	424,213	174,556	249,657	41.15%
Insurance expense	94,481	42,672	51,809	45.16%
Depreciation expense	302,498	192,206	110,292	63.54%
Utilities	422,459	502,237	(79,778)	118.88%
Facilities	116,869	32,689	84,180	27.97%
<b>Total operating expenses</b>	<b>\$ 97,876,618</b>	<b>\$ 44,639,720</b>	<b>\$ 53,236,899</b>	<b>45.61%</b>
<b>Change in net position</b>	<b>-</b>	<b>760,238</b>	<b>\$ (760,238)</b>	
<b>Beginning net position</b>	<b>40,141,323</b>	<b>40,141,323</b>		
<b>Ending net position</b>	<b>\$ 40,141,323</b>	<b>\$ 40,901,561</b>		

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**INTEGRATED SERVICES OF KALAMAZOO**

**Statement of Revenue, Expenses and Change in Net Position**

October 1, 2021 through February 28, 2022

Percent of Year is 41.67%

	Specialty Services		Healthy Michigan		Autism		SUD Block Grant		Totals		
	YTD Budget	YTD Totals 2/28/22	YTD Budget	YTD Totals 2/28/22	YTD Budget	YTD Totals 2/28/22	YTD Budget	YTD Totals 2/28/22	YTD Budget	YTD Totals 2/28/22	Variance
<b>Operating revenue</b>											
Medicaid:											
Traditional Capitation	\$ 26,377,390	\$ 21,891,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,377,390	\$ 21,891,056	\$ (4,486,334)
Healthy Michigan Capitation	-	-	4,183,653	4,759,765	-	-	-	-	4,183,653	4,759,765	576,112
Autism Capitation	-	-	-	-	2,697,658	2,460,141	-	-	2,697,658	2,460,141	(237,517)
Settlement Estimate	1,951,965	(2,788,528)	(1,937,548)	(3,125,923)	(780,988)	(109,625)	-	-	(766,571)	(6,024,076)	(5,257,505)
Client Fees	253,174	233,892	-	-	-	-	-	-	253,174	233,892	(19,282)
SUD Block Grant	-	-	-	-	-	-	46,649	46,649	46,649	-	(46,649)
<b>Total operating revenue</b>	<b>\$ 28,582,529</b>	<b>\$ 19,336,420</b>	<b>\$ 2,246,105</b>	<b>\$ 1,633,842</b>	<b>\$ 1,916,670</b>	<b>\$ 2,350,516</b>	<b>\$ 46,649</b>	<b>\$ -</b>	<b>\$ 32,791,952</b>	<b>\$ 23,320,778</b>	<b>\$ (9,471,175)</b>
<b>Operating expenses</b>											
Youth Programs	\$ 3,018,940	\$ 699,432	\$ -	\$ -	\$ 1,771,580	\$ 2,241,866	\$ -	\$ -	\$ 4,790,520	\$ 2,941,298	(1,849,222)
MIA Programs	9,018,685	4,641,746	1,884,159	1,496,728	-	-	46,649	-	10,949,493	6,138,473	(4,811,020)
IDDA Programs	13,713,005	12,777,568	122,965	26,091	-	-	-	-	13,835,970	12,803,659	(1,032,311)
Integrated Health Clinic	690,190	-	48,140	35,500	-	-	-	-	738,330	35,500	(702,830)
Managed Care Administration	2,026,020	1,217,674	190,840	75,522	145,090	108,650	-	-	2,361,950	1,401,847	(960,104)
Homeless Shelter	115,688	-	-	-	-	-	-	-	115,688	-	(115,688)
Non-DCH Activity Expenditures	-	-	-	-	-	-	-	-	-	-	-
<b>Total operating expenses</b>	<b>\$ 28,582,529</b>	<b>\$ 19,936,420</b>	<b>\$ 2,246,104</b>	<b>\$ 1,633,842</b>	<b>\$ 1,916,670</b>	<b>\$ 2,350,516</b>	<b>\$ 46,649</b>	<b>\$ -</b>	<b>\$ 32,791,952</b>	<b>\$ 23,320,778</b>	<b>\$ (9,471,174)</b>
<b>Change in net position</b>	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>1</b>	<b>(0)</b>

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# INTEGRATED SERVICES OF KALAMAZOO

## Statement of Revenue, Expenses and Change in Net Position

October 1, 2021 through February 28, 2022

Percent of Year is 41.67%

	State General Fund		CCBHC		Other Funding Sources		Totals	
	YTD Budget	YTD Totals 2/28/22	YTD Budget	YTD Totals 2/28/22	YTD Budget	YTD Totals 2/28/22	YTD Budget	YTD Totals 2/28/22
<b>Operating revenue</b>								
General Fund	\$ 1,594,397	\$ 1,594,395	\$ -	\$ -	\$ -	\$ -	\$ 1,594,397	\$ 1,594,395
Projected GF Carryforward	29,605	-	-	-	29,605	-	59,210	-
CCBHC Demonstration	-	-	-	9,971,201	-	-	-	9,971,201
Other Federal and State Grants	-	-	-	-	3,697,708	9,792,143	3,697,708	9,792,143
HUD Revenue	-	-	-	-	417,440	358,436	417,440	358,436
Earned Revenue	-	-	-	-	624,180	654,562	624,180	654,562
COFR Revenue	-	-	-	-	11,729	4,670	11,729	4,670
PASSAR/OBRA Programs	-	-	-	-	142,633	142,862	142,633	142,862
Interest	-	-	-	-	28,125	26,040	28,125	26,040
County Allocation	-	-	-	-	646,000	646,000	646,000	646,000
Local Revenue	-	-	-	-	-	209	-	209
Restricted Interest	-	-	-	-	729	5	729	-
Transfer from GF	-	-	-	-	-	-	-	-
Settlement Revenue (Expense)	-	-	-	-	-	-	-	-
	(282,942)	(1,111,338)	-	-	-	-	(282,942)	(1,111,338)
<b>Total operating revenue</b>	\$ 1,341,060	\$ 483,057	\$ -	\$ 9,971,201	\$ 5,598,149	\$ 11,624,927	\$ 6,939,209	\$ 22,079,180
<b>Operating expenses</b>								
Youth Programs	\$ 63,865	\$ 41,755	\$ -	\$ 1,360,504	\$ 127,350	\$ 236,685	\$ 191,215	\$ 1,638,944
MIA Programs	948,100	280,840	-	3,398,959	601,990	1,071,497	1,550,090	4,751,296
IDDA Programs	151,770	30,184	-	1,009,079	200,120	13,380	351,890	1,052,643
Integrated Health Clinic	48,140	6,028	-	1,366,125	438,845	389,523	486,985	1,761,675
DCO Contracts	-	-	-	2,161,687	-	-	-	2,161,687
Other Federal and State Grants	-	-	-	-	3,503,335	4,950,330	3,503,335	4,950,330
CERA Grant	-	-	-	-	621,960	3,674,004	621,960	3,674,004
HUD Grants	-	-	-	-	428,415	436,541	428,415	436,541
Managed Care Administration	129,185	17,451	-	191,879	246,475	9,379	375,660	215,260
Homeless Shelter	-	-	-	-	-	200,318	-	200,318
Non-DCH Activity Expenditures	-	25,600	-	-	-	450,642	-	476,242
<b>Total operating expenses</b>	\$ 1,341,060	\$ 401,857	\$ -	\$ 9,488,233	\$ 6,168,490	\$ 11,432,300	\$ 7,509,550	\$ 21,318,942
<b>Change in net position</b>	(0)	81,200	-	482,968	(570,341)	192,627	(570,341)	760,238
								1,330,579

This financial report is for internal use only. It has not been audited, and no assurance is provided.

# INTEGRATED SERVICES OF KALAMAZOO

## CCBHC

October 1, 2021 through February 28, 2022  
 Percent of Year is 41.67%

	CCBHC Medicaid	CCBHC Non-Medicaid	CCBHC YTD Totals
<b>Operating revenue</b>			
Prepayment	\$ -	\$ 2,949,909	\$ 2,949,909
Estimated amount in Medicaid capitation	7,021,292	-	7,021,292
Remaining CCBHC revenue due	-	-	-
<b>Total CCBCH Revenue (PPS-1 of \$445.73 x encounters)</b>	<b>\$ 7,021,292</b>	<b>\$ 2,949,909</b>	<b>\$ 9,971,201</b>
<b>Operating expenses</b>			
Youth Programs	\$ 1,006,773	\$ 353,731	\$ 1,360,504
MIA Programs	2,515,230	883,729	3,398,959
IDDA Programs	746,718	262,361	1,009,079
Integrated Health Clinic	1,010,932	355,192	1,366,125
DCO Contracts	1,599,649	562,039	2,161,687
Managed Care Administration	141,991	49,889	191,879
<b>Total operating expenses</b>	<b>\$ 7,021,292</b>	<b>\$ 2,466,941</b>	<b>\$ 9,488,233</b>
<b>Change in net position</b>	(0)	482,968	482,968

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## IX.b. Utilization Report

**YOUTH COMMUNITY INPATIENT SERVICES**  
**Report Period: October 1st, 2021 through February 28th, 2022**

UTILIZATION COMPARISONS FY 21/22											
MONTH	FY 20/21 Actual		FY 21/22 Budget		FY 21/22 Actual		Days Difference Favorable (Unfavorable)	Cost Difference Favorable (Unfavorable)	Cost YTD Favorable (Unfavorable)		
	Days	Dollars	Days	Dollars	Days	Dollars					
OCTOBER	49	\$51,109	23	\$19,776	55	\$54,195	(32)	(\$34,419)	(\$34,419)		
NOVEMBER	67	\$64,640	23	\$19,776	31	\$23,030	(8)	(\$3,254)	(\$3,254)		
DECEMBER	27	\$24,571	23	\$19,776	26	\$25,619	(3)	(\$5,843)	(\$5,843)		
JANUARY	33	\$7,131	23	\$19,776	69	\$67,990	(46)	(\$48,214)	(\$48,214)		
FEBRUARY	9	\$8,714	23	\$19,776	48	\$32,605	(25)	(\$12,829)	(\$12,829)		
MARCH	41	\$42,617	23	\$19,776							
APRIL	22	\$22,022	23	\$19,776							
MAY	29	\$7,544	23	\$19,776							
JUNE	23	\$25,540	23	\$19,776							
JULY	18	\$16,614	23	\$19,776							
AUGUST	22	\$22,523	23	\$19,776							
SEPTEMBER	67	\$64,966	23	\$19,776							
TOTALS	407	\$357,991	274	\$237,312	229	\$203,439	(114)	(\$104,559)			
MONTHLY AVERAGES	34		23		46						
GROSS ANNUAL COST		\$357,991		\$237,312		\$203,439		(\$104,559)			

Favorable/(Unfavorable) by Funding Source:

Medicaid	(109,689)
General Fund	5,130
<b>Total</b>	<b>(104,559)</b>

**MI ADULT COMMUNITY INPATIENT SERVICES**  
**Report Period: October 1st, 2021 through February 28th, 2022**

UTILIZATION COMPARISONS FY 21/22											
MONTH	FY 20/21 Actual		FY 21/22 Budget		FY 21/22 Actual		Days Difference Favorable (Unfavorable)	Cost Difference Favorable (Unfavorable)	Cost YTD Favorable (Unfavorable)		
	Days	Dollars	Days	Dollars	Days	Dollars					
OCTOBER	433	\$409,023	335	\$330,250	497	\$483,798	(162)	(\$153,548)	(\$153,548)		
NOVEMBER	420	\$401,675	335	\$330,250	463	\$450,172	(128)	(\$119,922)	(\$119,922)		
DECEMBER	461	\$440,721	335	\$330,250	465	\$452,170	(130)	(\$121,919)	(\$121,919)		
JANUARY	499	\$478,423	335	\$330,250	461	\$447,673	(126)	(\$117,423)	(\$117,423)		
FEBRUARY	459	\$439,718	335	\$330,250	406	\$394,694	(71)	(\$64,444)	(\$64,444)		
MARCH	370	\$354,552	335	\$330,250							
APRIL	410	\$392,870	335	\$330,250							
MAY	495	\$474,875	335	\$330,250							
JUNE	487	\$467,958	335	\$330,250							
JULY	473	\$453,758	335	\$330,250							
AUGUST	510	\$489,650	335	\$330,250							
SEPTEMBER	521	\$501,420	335	\$330,250							
TOTALS	5,538	\$5,304,644	4,015	\$3,963,004	2,292	\$2,228,507	(617)	(\$577,256)			
MONTHLY AVERAGES	462		335		458						
GROSS ANNUAL COST		\$5,304,644		3,963,004		\$2,228,507		(\$577,256)			

Favorable/(Unfavorable) by Funding Source:

Medicaid	(384,204)
General Fund	12,539
Healthy MI	(205,591)
Total	(577,256)

Integrated Services of Kalamazoo  
**COMMUNITY LIVING SUPPORTS (S.R. & SIP), PERSONAL CARE & CRISIS RESIDENTIAL**  
 ALL POPULATIONS

Report Period: October 1st, 2021 through February 28th, 2022

**YOUTH POPULATION (SED/DD)**

Month	ACTUAL YEAR TO DATE			Favorable (Unfavorable) Budget
	Avg. Daily Rate	No. of Service Served	ISK Cost	
Feb	\$1,461	1	\$220,623	(\$108,037)
Feb	\$0	0	\$0	\$25,479
Feb	NA	0	\$0	\$0
<b>TOTAL</b>		<b>1</b>	<b>220,623</b>	<b>(\$82,558)</b>

Personal Care (P.C.)-hands on of daily personal activities such as laundry, feeding, bathing, etc.

Community Living Supports (CLS)-services to increase or maintain personal self-sufficiency with a goal of community inclusion, independence and productivity.

Specialized Residential (S.R.)-Licensed setting where Personal Care and Community Living Supports occur.

Supported Independent Program (SIP)-more independent setting where Personal Care and Community Living Supports occur.

**MI ADULT POPULATION**

Month	ACTUAL YEAR TO DATE			Favorable (Unfavorable) Budget
	Avg. Daily Rate	No. of Service Served	ISK Cost	
Feb	\$203	154	\$4,391,361	\$248,782
Feb	\$500	33	\$250,000	\$81,922
Feb	NA	57	\$212,729	(\$89,393)
<b>TOTAL</b>		<b>244</b>	<b>\$4,854,090</b>	<b>\$241,312</b>

**IDD ADULT POPULATION**

Month	ACTUAL YEAR TO DATE			Favorable (Unfavorable) Budget
	Avg. Daily Rate	No. of Service Served	ISK Cost	
Feb	\$241	209	\$7,353,364	\$165,032
Feb	\$0	0	\$0	\$4,593
Feb	NA	189	\$4,323,669	(\$1,061,039)
<b>TOTAL</b>		<b>398</b>	<b>\$11,677,033</b>	<b>(\$891,414)</b>

**TOTAL ALL POPULATIONS**

Month	ACTUAL YEAR TO DATE			Favorable (Unfavorable) Budget
	Avg. Daily Rate	No. of Service Served	ISK Cost	
Feb	\$222	364	\$11,965,347	\$305,778
Feb	\$500	33	\$250,000	\$111,994
Feb	NA	246	\$4,536,398	(\$1,150,432)
<b>TOTAL</b>		<b>643</b>	<b>\$16,751,745</b>	<b>(\$732,660)</b>

	Variance By Funding Source			Total
	Medicaid	HMI	GF	
	\$ (121)	\$ 59,047	\$ 246,852	\$ 305,778
	\$ 134,565	\$ (63,226)	\$ 40,655	\$ 111,994
	\$ (1,149,070)	\$ (297)	\$ 5,571	\$ (1,150,432)
	\$ (1,014,626)	\$ (4,476)	\$ 293,078	\$ (732,660)



Community • Independence • Empowerment

## Integrated Services of Kalamazoo Motion

<b>Subject:</b>	<u>November 2021, December 2021, January 2022 &amp; February 2022 Disbursements</u>	
<b>Meeting Date:</b>	<b>March 28, 2022</b>	<b>Approval Date:</b>
<b>Prepared by:</b>	Charlotte Bowser	<u>March 28, 2022</u>

### Recommended Motion:

“Based on the Board Finance meeting review, I move that ISK approve the November 2021 vendor disbursements of \$6,889,327.02, December 2021 vendor disbursements of \$8,700,664.56, January 2022 vendor disbursements of \$8,517,816.34, and February 2022 vendor disbursements of \$9,396,265.65.”

### Summary of Request:

As per the November 2021 Vendor Check Register Report dated 12/08/2021 that includes checks issued from 11/01/2021 to 11/30/2021, the December 2021 Vendor Check Register Report dated 1/7/2022 that includes checks issued from 12/1/2021 to 12/31/2021, the January 2022 Vendor Check Register Report dated 2/8/2022 that includes checks issued from 1/01/2022 to 1/31/2022, and the February 2022 Vendor Check Register Report dated 3/8/2022 that includes checks issued from 2/01/2022 to 2/28/2022.

I affirm that all payments identified in the above monthly summary are for previously appropriated amounts.

Staff: **C. Bowser, Finance Director**

Date of Board

Consideration: **March 28, 2022**



## Integrated Services of Kalamazoo MOTION

Subject:	Family Support Advisory Council	Approval Date:
Meeting Date:	March 28, 2022	<u>March 28, 2022</u>
Prepared by:	Patricia Weighman	

### **Recommended Motion:**

“I move to accept the appointment for the following individual:

- Kimberly Rene Whittaker Jones

to the Integrated Services of Kalamazoo Family Support Advisory Council for Families with Youth who have a Serious Emotional Disturbance.”

### **Summary of Request:**

The ISK Family Support Advisory Council for Parents of Youth with Serious Emotional Disturbances and Substance Use Disorders advises the ISK Board on issues affecting families of youth with severe emotional disturbance and recommends changes that can help families more. FSAC works to improve the System of Care for youth with SED.

The FSAC Advisory Council welcomes parents of youth with severe emotional disturbance, behavioral challenges, or substance abuse disorders.

Budget:	<u>FY21/22</u>
Staff:	<u>Patricia Weighman</u>
Date of Board Consideration:	<u>March 28, 2022</u>





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**INTEGRATED Services of Kalamazoo**  
MOTION

<b>Subject:</b>	ISK Quality Improvement Program Plan	
<b>Meeting Date:</b>	March 28, 2022	<u>Approval Date:</u>
<b>Prepared by:</b>	Sheila Hibbs	<u>March 28, 2022</u>

Recommended Motion:

“I MOVE APPROVAL OF THE ISK QUALITY IMPROVEMENT PROGRAM PLAN FOR FISCAL YEAR **2021/2022.**”

Summary of Request:

The Michigan Department of Health and Human Services (MDHHS) requires that each CMHSP is to have an annual Quality Improvement Program (QIP). The attached Quality Improvement Program and Plan meets the requirements for Integrated Services of Kalamazoo as the Kalamazoo County CMHSP.

Budget: \_\_\_\_\_  
Staff: \_\_\_\_\_

Date of Board  
Consideration: March 28, 2022