

## WEST MICHIGAN COMMUNITY MENTAL HEALTH

### BOARD OF DIRECTORS MEETING MINUTES

April 17, 2018

1. Call to Order: The West Michigan Community Mental Health Board of Directors met for its regular meeting in the Boardroom at the H.E. Madden Center, located in Ludington, at 5:30 p.m. on Tuesday, April 17, 2018. Chairperson Jim Prince presided.
2. Roll Call: The following members were present: Ron Bacon, Pat Bettin, Dr. Jennifer Branning (arrived at 5:39), Todd Dancz, Jane Hedberg, Kate Maddox, Jim Prince, Ron Sanders, Andy Sebolt, Kay Seng, Barb Stenger and Larry VanSickle. A quorum was present. CMH staff members present were: Lisa Williams, Michele Condit, Faith Nekola, Bethany Sherfinski, Megan Teall, and Kimberly Goodrich.
3. Introductions: Dr. Williams introduced Megan Teall, a WM Service Enhancement Team member, who was present to provide an overview of the new WMCMH website. Ms. Teall is WM's SIS Assessor, and Mandt Trainer, as well as holding other responsibilities with the Team.
4. Delegations, Communications and Expressions from the Community: There were none.
5. Approval of Agenda: Mr. Bacon made the motion, seconded by Mrs. Bettin, that the West Michigan Community Mental Health System Board of Directors approve the agenda as presented. The motion carried.
6. Conflict of Interest Question: Mr. Prince asked if any board member wished to declare a conflict of interest regarding any matter to be considered by the West Michigan Community Mental Health governing body. Mrs. Seng will abstain from voting on the HGA contract on the agenda tonight.
7. WMCMH Website Review: Ms. Teall provided an overview of the new WMCMH website ([www.wmcmhs.org](http://www.wmcmhs.org)). A workgroup was formed that worked with Envigor, a website development group out of Shelby, to design the website. The website covers all of our services we provide, contact information, governing board information, recovery stories, customer services, recipient rights, and whole host of additional information for consumers, providers and the general public. The board thought the website looked extremely well done.
8. Annual Organizational Meeting – Report of the Governance Committee: Mrs. Bettin reported that the Governance Committee met and reviewed the board evaluation survey results. The committee liked using Survey Monkey to conduct the survey and board members concurred. Mrs. Bettin reported that the Governance Committee felt the responses were as expected and very similar to what we've experienced in the past years. The Committee talked about the fact that there were comments about the meeting space in Hart and Baldwin, but the Committee felt that the community benefited from the board meeting at those sites, as well as staff. They felt that it was important having a presence in the other communities. The committee is recommending that we continue with that rotation schedule unless there was strong objection. There was none. Mr. Prince noted the importance of having the opportunity to have community members

attend a board meeting in their community. Dr. Williams stated that we tend to try to avoid having presentations in our smaller offices due to the size of the rooms. Mrs. Bettin stated that the rest of the survey indicated by and large that we are a well-run board. Mrs. Bettin stated that the Governance Committee did discuss briefly the idea of receiving electronic board packets via email vs. paper copies in the mail, on a voluntary basis. Paper copies would still be available at the meeting. Please pass on to Ms. Goodrich if you would be interested in receiving your packet electronically. We will try to do this on a trial basis. There were no formal recommendations from the Governance Committee. Mr. Prince stated that if any board members had ideas for new questions on the evaluation itself, please talk to Mrs. Bettin or Dr. Williams. It was suggested that we ask our regional partners what kind of survey they conduct with their board. Dr. Williams will follow up with our CEO partners.

Mrs. Betten reported that the Governance Committee sought officer nominations for the 2018/2019 year. The following were nominated:

Board Chairperson – Jim Prince  
Vice-Chairperson – Ron Sanders  
Secretary – Pat Bettin

Mr. VanSickle made the motion, seconded by Mrs. Seng, to elect the slate of officers as recommended by the Governance Committee. The motion carried.

Mrs. Bettin reported that the WMCMH Board meeting schedule was reviewed for 2018/19, with the meetings occurring on the third Tuesday of the month at 5:30 pm. Mr. Bacon made the motion, seconded by Dr. Branning, to approve the 2018/2019 WMCMH board meeting schedule as presented. The motion carried.

Mrs. Bettin stated that the current committee list was also included in your packet for information. Please let Ms. Goodrich know if you have an interest on being on a different committee.

The annual Conflict of Interest and Consumer Representation forms were distributed to WMCMH board members and Mr. Prince asked that they be filled out and returned to Ms. Goodrich. Results will remain confidential other than in aggregate form.

9. Consent Agenda: Mr. VanSickle made the motion, seconded by Dr. Branning, to approve the item on the consent agenda:
  - 9.1 Minutes from the 3/20/18 WMCMH Board of Directors Meeting. The motion carried.
10. Executive Committee Meeting Report: Mr. Prince reported that the minutes are attached for review. He noted that the Committee discussed the Executive Director's compensation, which was postponed from the December meeting based on budgetary reasons. After thorough discussion, the Executive Committee decided to leave the director's compensation package where it is.
11. Programs and Services Committee Recommendation: Mrs. Seng reported that the Committee met last week and started the meeting with some questions and answers regarding services and how they are accessed. The Committee also reviewed the Quality Assurance / Performance Improvement Plan for FY 2017/2018. Mrs. Seng

reported that it is the recommendation of the Programs and Services Committee to approve this document for the year 18/19 with the changes proposed. Mrs. Bettin made the motion, seconded by Mrs. Stenger, to approve the Quality Assurance / Performance Improvement Plan as presented. Ms. Condit reported that this is a document that speaks to the quality of our organization, how we prioritize our Quality Improvement projects for the year; it meets many requirements. This guides all of our PI efforts as an organization. The motion carried.

12. Finance Committee Recommendation: Mr. Sanders and Ms. Sherfinski reviewed the short list of contracts over \$20,000 that require board approval. Mr. VanSickle made the motion, seconded by Mrs. Seng, to approve the list of contracts as presented.

Mr. Sanders stated that there is a Direct Care Wage report included in your packet that shows which providers received the direct care wage pass through. There was discussion on why some providers would not take the increase. Ms. Sherfinski stated that administratively, it created additional hoops for the provider to jump through, some providers have different pay rates for workers, and it didn't cover any other costs that the increase would incur. Some were also concerned about sustaining that funding.

13. Behavioral Health Services Report: Mrs. Nekola reported that the State required that we have a mobile crisis team for children, an unfunded mandate. We had decided to make work with our current providers; however, when the State put out its block grant application, it created an opportunity for us to apply for a grant to fund a master's level position to provide the mobile crisis service. The program is designed for families with children at risk of placement outside the home. The lead and second staff person will go to the home and provide intervention to the family, get things settled down, come up with a plan to get through the night and then reconnect them with their services. It's a preventative service to decrease hospitalizations and help those families who experience these types of challenges. This is open to all children, not just those who already receive CMH services. The person in this position will also have the responsibility of reaching out to schools, law enforcement, and other community partners to create awareness of this program. Mr. Prince asked for a follow up report in six months to see how this program is working in the community.

14. Administrative/Operations Report: Ms. Sherfinski reviewed the financial services report through the period ending February 28, 2018, the first five months of the fiscal year. Inpatient services did decrease some, an area last month that was high. It's part of our typical ups and downs that we see. There were no questions from the board.

Ms. Sherfinski stated that in 2017, a new Public Act 202 was put in place that require reporting to the State Treasury of our pension plan (MERS), which is currently closed, but we have two active employees left in the plan. There is a report we will have to provide to the state relative to what the actuaries say needs to be in that fund to totally fund that. It is required that we share this report with our board members who have email, so you will see it in your email soon. You are not required to do anything with it, this is just a heads up that it will be coming. If you don't have email, a copy will be mailed to you.

15. Service Enhancement Report: Ms. Condit reported that we have been working with Liz Reimink, Emergency Coordinator for Mason County, who has done a safety assessment of all our buildings. She will be training our staff on Proactive Response Options, part of which is an active shooter training. She has been a great resource and is very

knowledgeable. She will help bring us in line with what other agencies in the county do to prepare for emergencies.

Ms. Condit reported that our local Walk-A-Mile rally will be held on May 23<sup>rd</sup> in Ludington at 3pm. Board members are encouraged to attend and participate. There will be a small presentation here at WM and then we will walk to the courthouse and there will be a small presentation there as well.

Ms. Condit also reviewed all the site visits that are occurring over the next several months here. The team is busy facilitating preparation for those. She shared that the LRE has conducted an audit of our Customer Services functions and found us to be in 100% compliance to all indicators.

16. Lakeshore Regional Entity Update: Dr. Williams reported that on March 22<sup>nd</sup> the LRE received a letter from the Department, which we were anticipating, essentially finding the LRE in default of contract for a variety of reasons. The LRE submitted a revised Risk Management Plan last week and that plan was rejected by the Department as inadequate. The State wants each CMH to ante up their fund balances to the LRE to cover a portion of the deficit. The LRE Executive Committee has been meeting to discuss a number of strategies. Dr. Williams stated that Jeff Brown, LRE CEO, is officially the CEO in Transition and is under contract with the LRE for assisting with some functions. Mr. Jansen was selected by the LRE Board to be the Interim CEO to assist the region in getting through this letter with the State and transition with the RFP. Regarding the RFP, we believe we still have five bidders.
17. 298 Pilot Update: Dr. Williams reported that they had the first meeting of the pilot CMHs, the State and the MCD Health Plans. It was pretty disappointing. They met again today and it was better. Payment methodologies between MHP and CMH pilots were discussed, as well as provider contracts. The group agreed to identify a lead from each who will do a lot of work to coordinate alignment on positions and have authority to negotiate with each other to present a recommendation to the full 298 leadership group. It was also agreed that that group will be the starting point and once that Leadership group agrees, we will assign staff teams to figure out how to do the work. The State made an announcement on how they will manage the MCD unenrolled population. They will be putting out an RFP to an existing PIPH to bid on managing the unenrolled population. Dr. Williams thinks they may have made some headway in changing that.
18. CMHAM Update: Dr. Williams reported that the spring board conference is May 1 and 2 in Novi. The Walk a Mile is also on May 2<sup>nd</sup> in Lansing. The Board Association did a nice job in being supportive of the CMHs against the proposal to have a separate contract with a PIHP to manage the unenrolled population. They are also trying to figure out how to make themselves useful in the 298 process.
19. Director's Report: Dr. Williams reviewed the updated organizational priorities listing. Phase 1 of R3 implementation is complete. For the trauma informed organization priority, we finally had our survey completed and that went very well. Our workgroup will take those recommendations and create a work plan for us on how to advance our trauma informed efforts for the organization. The website is launched. We are forming a new workgroup who will be responsible for 298 implementation.

20. Upcoming Committee Meetings:

- LRE Board Meeting – Thursday, April 19 at 1:00 in Allegan
- Executive Committee – Tuesday, May 8<sup>th</sup> at noon in Ludington

21. WMCMH Board Member Comments, Questions, Clarifications and Critique of Meeting:  
There was none.

22. Delegations, Communications and Expressions from the Community: There were none.

23. Executive Session: There was none.

24. Adjournment: Mr. Bacon made the motion, seconded by Mrs. Bettin, that the West Michigan Community Mental Health Board of Directors adjourn its meeting. The meeting adjourned at 7:42 p.m.

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Kimberly Goodrich  
Recording Secretary

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James Prince  
Chairperson