

WEST MICHIGAN COMMUNITY MENTAL HEALTH

BOARD OF DIRECTORS MEETING MINUTES

November 20, 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, November 20, 2018. Chairperson Jim Prince presided.
2. Roll Call: The following members were present: Ron Bacon, Dr. Jennifer Branning, Jane Hedberg (via phone), Jim Prince, Andy Sebolt, Ron Sanders, Barb Stenger, and Larry VanSickle. Absent: Pat Bettin (excused), Todd Dancz, and Kate Maddox. A quorum was present. CMH staff members present were: Lisa Williams, Michele Condit, Faith Nekola, Bethany Sherfinski, and Kimberly Goodrich.
3. Introductions: Dr. Williams introduced our two newest supervisors at WMCMH, Rick Smith and Jim Snell. Mr. Smith is our SUD Treatment and Prevention Services Supervisor. Dr. Snell is our new Team Leader for Adults with Mental Illness. Dr. Williams also introduced Stephanie Wagner, our Grant Coordinator for CCBHC. She will be giving an overview of CCBHC tonight.
4. Delegations, Communications and Expressions from the Community: There were none.
5. Approval of Agenda: Mr. Bacon made the motion, seconded by Mr. Sebolt, that the West Michigan Community Mental Health Board of Directors approve the agenda as amended. 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. No such declarations were made.
7. Consent Agenda: Mr. VanSickle made the motion, seconded by Mrs. Seng, to approve the item on the consent agenda:
 - 7.1 Minutes from the 10/16/18 WMCMH Board of Directors Meeting. The motion carried.
8. CCBHC Overview: Ms. Wagner stated that she's been on board for a month now and she is entirely impressed with the team and organization with implementing such an endeavor. She explained that CCBHC is a Federal grant and the process of us becoming a Certified Community Behavioral Health Clinic. She explained that there is a set of standards that we have to meet to be certified; some new and some that we are already doing. CCBHC required services that need to be developed are 24-hour mobile crisis, outpatient primary care screening and monitoring, and enhanced services to veterans and tribal members. We will increase access to needed behavioral health services, increase capacity for Medication Assisted Treatment, implement specific EBPs (brief intervention, SUD Treatment, Health coaching and wellness initiative), implement Health Screening Processes on site, increase access to services to Veterans, Members of Armed Forces, and Tribal Members and train organizational team and create a fully trauma-informed culture. Ms. Wagner explained the process that the team is using to keep the work organized and moving, using the SCRUM process, which is rapid

implementation of a complex process. Mr. VanSickle asked about our communication plan. Ms. Wagner reported that enhanced services doesn't begin until February 1st and we are working on an external communication plan, including press releases, and information available in our lobbies. Regarding sustainability, we are working with Health Plans, and the work with Beacon is an opportunity to figure out how to bill for these services over time. Dr. Williams stated that with everything we are building, we are asking what happens two years out. We hope to be able to bill directly for most of these services by the time the grant is done. We believe that there are multiple ways that we can sustain those services. Mr. Bacon asked if this service was available to those outside of our counties. If you have a behavioral health need that meets CCBHC criteria, it technically doesn't matter where you come from. We are working on some clarification around this.

9. Executive Committee Meeting Report: Mr. Prince reported that we received appraisals from 100% of our board members. The appraisal was overall excellent and Dr. Williams is held in high esteem by board members. The board members were pleased with the appraisal summary and are happy to have Dr. Williams as its director.
10. Finance Committee Meeting Report: Mr. Sanders reported that the Finance Committee met last week and reviewed several recommendations. The Committee reviewed a proposed budget amendment, which Ms. Sherfinski provided additional details on. We are incorporating the CCBHC grant expenses and revenue into our budget. We anticipate that there will be some additional revenue, but at this point we are choosing the conservative path because we aren't sure what we will be able to bill for and what our reimbursement will be. Mr. Sanders made the motion, seconded by Mr. VanSickle, to approve the FY 2018/2019 Budget Amendment as presented. The motion carried.

Mr. Sanders stated that the Finance Committee recognized the need to move quickly with the building renovations and the need to enter into an agreement with a contractor to get things started. Dr. Williams clarified that at the time we took this recommendation to the Finance Committee, we didn't know who that contract would be with nor the dollar amount. Because we have to have everything up and running by February 1, we wouldn't have enough time if we had to wait until the December board meeting. We do know now that the contractor is Rockford Construction. They do a lot of medical and office builds. Mr. VanSickle made the motion, seconded by Mr. Sanders, to approve WM entering into a contract with a building contractor, not to exceed the allotted amount in the budget (\$275,000), forgoing the \$20,000 cap board approval this one time due to the tight timeline of the CCBHC grant. Ms. Sherfinski noted that it's included in the Capital Budget and part of it will be in the equipment and depreciation line. She conferred with our auditors on this. The motion carried unanimously.

Mr. Sanders stated that the committee reviewed the recommendation to sell the Michigan Street home at the meeting. Mr. Sebolt made the motion, seconded by Mr. Bacon, to approve the sale of the Michigan Street home and allow Ms. Sherfinski to sign the sales agreement. Mr. VanSickle stated that this home is in disrepair and was deemed to not be useable for any other use due to the location and lack of public transportation. The motion carried unanimously.

Andy Sebolt left the meeting at 6:30.

Mr. Sanders reported that the Finance Committee reviewed the one contract with TBD Solutions that requires board approval. It is for an evaluator for CCBHC, a required

position. Mr. VanSickle made the motion, seconded by Mr. Bacon, to approve the one contract greater than \$20,000 as presented. The motion carried.

11. Behavioral Health Services Report: Mrs. Nekola shared some information on SBIRT (screening, brief intervention, and referral to treatment), which will be used as an evidenced practice in Service Entry. It's a quick screen for someone who requests services to find out if there is evidence of alcohol or other substances and we would do an intervention and refer the person to treatment before their use becomes problematic. We will use this in our SUD Department and are tweaking the model a bit for "fast lane" services. Fast Lane is for someone who is in crisis and their problem needs to be addressed right away. Sometimes it can take three weeks to go through the process and see a therapist. We will now assign the person to a therapist immediately and essentially on their second appointment they will start their counseling. The idea is if we can get to it early, perhaps we can get their issues resolved in four or five sessions. This is an evidence-based practice that money from CCBHC is allowing us to train to and implement that will benefit all recipients of services going forward.

12. Administrative/Operations Report: Ms. Sherfinski reviewed the financial services report through the period ending September 30, 2018, the full fiscal year. We came in where we thought, maybe even a little better. We are still going through some of our year end processes and sorting out the different funding buckets.

Ms. Sherfinski reviewed the Cash and Investments Report as of 9/30/18. We switched some accounts around so we are now earning some interest on our checking account. We also have been investing in some Treasury Bills this last year due to the fact that they provide a little better interest rates. Overall we are getting better interest rates.

Ms. Sherfinski presented a Resolution required by the Huntington Bank, to open an account with them. We are adding Jane Shelton, Finance Coordinator, to the list of authorized signers. Mr. VanSickle made the motion, seconded by Mr. Bacon, to approve the Resolution to open a bank account with Huntington Bank. The motion carried.

13. Service Enhancement Report: Ms. Condit reported that Liz Reimink, the Emergency Coordinator for Mason County, has pulled the campus together to work on what we would do in an emergency. It's a good opportunity to meet the other folks in our campus and work together on emergency planning. Ms. Condit stated that the Department has moved its timeframe out for when they will have materials ready for an exit conference. We believe it's due to the fact that they have one auditor out, leaving only one auditor to do the entire regional audit. We also heard from the LRE that they are waiting to sort through what Beacon is doing, so they will not be here to do its review in early December as previously planned.

14. Lakeshore Regional Entity Update: Dr. Williams reported that the Beacon contract has been signed and we are moving into implementation of the contract elements. There's been a little clarification that's been going on around what the CMHs do and are currently responsible for. The LRE did post for the CEO position, but there has been no posting for the CFO position yet. The regional budget deficit continues to grow and there are mixed opinions on how to address that.

15. Community Mental Health Association of Michigan: Dr. Williams, Mr. Bacon and Mrs. Seng gave reports on the recent CMHAM conference that occurred at the end of October and provided a brief summary of the sessions they attended.

Dr. Williams reported that our membership dues for the Association for FY 2018/2019 are due for the amount of \$10,286. They give us technical assistance and are the lobbying entity for CMHs. Since this is the board's association, Dr. Williams would like the board to approve it. Mr. VanSickle made the motion, seconded by Mrs. Seng, to approve payment of the CMHAM FY 18/19 annual membership dues. The motion carried.

16. 298 Pilot Update: Dr. Williams reported that conversations with the health plans continue. We are in the midst of three significant issues: 1) the number of people that will be enrolled in the pilots that are in the Medicaid Health Plans. Lots of discussion about how to increase those numbers; 2) provider network dialogue and whether or not the plans will have the ability to contract with the networks directly or through the CMHs. We want to continue to contract with the networks so are looking at ways to do that to offer protection to the public health system but also gives the plans a way to control the process; and 3) the role of the State in this whole pilot. We still do not have a project plan from the State.

We are continuing to work on the financing model and have a meeting with the State actuaries in December and will be shown preliminary figures of rates for the MCD Health Plans. Additional subgroups have been designated and are beginning to meet.

17. Director's Report: Dr. Williams reviewed the updated organizational priorities. We will be ready to attest to Meaningful Use by the first of January and will be moving into Meaningful Use Stage Three. The Clinical Assessment Workgroup has an approved draft of assessment changes and will be sending it to PCE soon to incorporate into our Electronic Health Record. The other priorities were addressed in agenda items above.

Dr. Williams reminded board members that we will be celebrating our years of service awards at next month's board meeting. Please come early and mingle with staff who will be recognized.

18. Upcoming Committee Meetings:

- Executive Committee – Tuesday, December 11th at noon in Ludington
- LRE Board Meeting – Thursday, December 20th at 1:00 at Network 180
- Programs and Services Committee – to be scheduled

19. WCMH Board Member Comments, Questions, Clarifications and Critique of Meeting: There were none.

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

21. Executive Session: There was none.

22. Adjournment: Mr. Bacon made the motion, seconded by Mrs. Seng, that the West Michigan Community Mental Health Board of Directors adjourn its meeting. The meeting adjourned at 7:08 p.m.

Kimberly Goodrich
Recording Secretary

James Prince
Chairperson