

WEST MICHIGAN COMMUNITY MENTAL HEALTH

BOARD OF DIRECTORS MEETING MINUTES

December 18, 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, December 18, 2018. Chairperson Jim Prince presided.
2. Roll Call: The following members were present: Ron Bacon, Pat Bettin, Dr. Jennifer Branning, Jane Hedberg, Jim Prince, Ron Sanders, and Larry VanSickle. Absent: Todd Dancz (excused), Kate Maddox, Andy Sebolt (excused), Kay Seng (excused) and Barb Stenger (excused). A quorum was present. CMH staff members present were: Lisa Williams, Michele Condit, Faith Nekola, Bethany Sherfinski, Don Avery, and Kimberly Goodrich.
3. Introductions: Introductions will be made over the course of handing out Years of Service Awards.
4. Delegations, Communications and Expressions from the Community: There were none.
5. Approval of Agenda: Dr. Branning made the motion, seconded by Mr. Bacon, 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. Bettin, to approve the item on the consent agenda:
 - 7.1 Minutes from the 11/20/18 WMCMH Board of Directors Meeting. The motion carried.
8. Years of Service Awards Presentation: Mr. Prince and Dr. Williams presented Years of Service Awards to the following WMCMH staff, board, and CAP members who reached a milestone during 2018:

Five Years of Service: Mike Coleman, Karen Howell-Duncan, Justin Persoon, Michelle Pider, and Larry Ray.

Ten Years of Service: Marijo Bakker, Kasha Clark, Jim Sibley, and Joe Tickle.

Fifteen Years of Service: Jane Hedberg and Kay Seng.

Twenty Years of Service: Muriel Palko.

Thirty Years of Service: Michele Condit.

Thirty-Five Years of Service: Kimberly Goodrich.

Forty Years of Service: Jane Ehler.

Mr. Prince and Dr. Williams thanked everyone for their dedication to WMCMH and the consumers we serve.

9. Recipient Rights Advisory Committee (RRAC) Report: Mrs. Bettin reviewed the recommendation for a new member on the RRAC, replacing Diane Boulais. The Committee is also asking for the reappointment of two current members for another three year term. Mrs. Bettin made the motion, seconded by Mr. Sanders, to approve the appointment of Todd Dancz, with the term ending 3/31/2020, and the reappointment of Lucinda Shafer and Linda Moore, with the terms ending 3/31/2022 to the Recipient Rights Advisory / Appeals Committee. The motion carried.

Mrs. Bettin provided a brief review of the Recipient Rights Data Summary report. This report goes to the State following board review. Mrs. Bettin made the motion, seconded by Mr. VanSickle, to receive and file the FY 17/18 Year End Recipient Rights Data Summary Report. The motion carried.

10. Executive Committee Meeting Report: Mr. Prince reported that every year the board evaluates the executive director, which was very favorable, which leads to her compensation discussion and contract renewal. The Executive Committee reviewed various information from Angie Kuhn, HR Coordinator. The Executive Committee is recommending a 1% structure increase and a 2% performance increase. Ms. Kuhn shared that Dr. Williams is slightly above midpoint of market average and the 2% will continue to keep her above that comparison. She did not receive an increase last year. Mr. Prince made the motion, seconded by Mr. Bacon, to approve the recommendation to give Dr. Williams a 1% pay structure increase and a 2% performance compensation increase. The motion carried.

Mr. Prince stated that the only change to Dr. Williams' contract is an extension through 12/31/2020, a rolling two-year term. Mr. VanSickle made the motion, seconded by Mrs. Bettin, to approve renewing Dr. Williams' contract for the period 1/1/2019 through 12/31/2020. The motion carried.

11. Programs and Services Committee Report: Mrs. Bettin reported that the Programs and Services Committee reviewed the Quality Assurance/Performance Improvement Plan. The Committee did not have a quorum, but are asking that the board approve it. The only changes in the plan are to make the plan compliant with CCBHC indicators and to set new annual goals. Mrs. Bettin made the motion, seconded by Mr. Bacon, to approve the Quality Assurance / Performance Improvement Plan for FY 18/19 as presented. The motion carried.

12. Finance Committee Report: Mr. Sanders reported that the Finance Committee met last week and reviewed a list of contracts over \$20,000 that require board approval. With no questions, Mr. Sanders made the motion, seconded by Mr. VanSickle, to approve the list of contracts greater than \$20,000 as presented. The motion carried.

Mr. Sanders reported that the Finance Committee had a discussion on a recommendation from WM administration to sell the James Street Home. The Finance Committee asked for additional information to be presented at today's meeting, and Ms. Sherfinski distributed an updated document with the requested information on the market value of the home. Dr. Williams stated that the new provider that is taking over

the home is interested in purchasing the home rather than leasing. We didn't have the results of the appraisal at the time that the Finance Committee met. Ms. Sherfinski stated that with approval, we would negotiate starting with the market value of the home at \$140,000. If the provider doesn't want to purchase the home, we will not sell it. Mr. VanSickle made the motion, seconded by Mr. Sanders, that Dr. Williams and Ms. Sherfinski be authorized to negotiate the sale of the James Street Home at a reasonable sale price. The motion carried.

13. Behavioral Health Services Report: Mrs. Nekola provided educational information on the evidence based practice of SIMPLE – **S**implified **I**ntervention to **M**odify **P**hysical activity, **L**ifestyle and **E**ating behavior. This was especially designed for adults with severe mental illness. It will be used as an intervention for adults and children as part of CCBHC. The outcome is a reduction of BMI; not necessarily weight loss. It helps consumers learn about exercise and eating right and helps them understand how they can do it in their homes and with limited budgets. Our peer staff have been trained and we have groups scheduled to begin in all three counties.
14. Administrative/Operations Report: Ms. Sherfinski reviewed the financial services report through the period ending October 31, 2018, one month of the new fiscal year. The variances will even out as we progress through the year.

Ms. Sherfinski reviewed a Resolution to complete the sale of the Michigan Street home. The sale was completed last month, with a full price offer. Dr. Branning made the motion, seconded by Mr. Bacon, to approve the Resolution to complete the sale of the Michigan Street home. The motion carried.

15. Service Enhancement Report: Ms. Condit reported on the results of the MDHHS site visit. It was specific to three of the waivers we have; Children's Waiver, SED Waiver and Hab Support Waiver. We are held to a 100% standard and any rating below that requires a plan of correction. We did have a couple, but nothing surprising. The final report will take about 30 days to get to us and then we have 30 days to respond to the plans of correction.

Ms. Condit updated the board on building renovations to support CCBHC. We have selected Rockford Construction to do the work for us. They will be on site starting next week and will begin to do some renovations at the 920 Diana Street building. It's really about making room for more bodies and making the best use of our building space. We will be doing our best to have as little impact on our consumers as possible.

16. Lakeshore Regional Entity Update: Dr. Williams reported that the budget deficit at the LRE is increasing still. The State issued another letter threatening to issue a 30 day notice on the contract with the LRE and demanding an amended plan to address the deficit again, and a plan for the new fiscal year as well. The LRE Board met a week early this month to review the response that the board chair wrote to MDHHS. There was a strong push of the LRE board to state the revenue issues with the State in the letter. The Board chair made some modifications to the letter and it was sent to the State. We are waiting to see how the State responds.

Dr. Williams stated that Crain's published an article, we think prompted by the Michigan Association of Health Plans (MAHP), identifying the LRE as mismanaging funds and challenging the expertise and wisdom of the PIHPs as a whole to successfully manage care.

Dr. Williams reported that Beacon is moving forward with its preparation to assume management functions for the LRE. We've had two meetings here at WM with various staff. They've been good conversations. The LRE Ops committee met with them last week and we have negotiated an understanding and are collectively moving forward.

Dr. Williams reviewed an amendment to the Contract between the LRE and WMCMH. The LRE has to create a report on our revenues and the language for that had to be incorporated into the contract. Mr. VanSickle made the motion, seconded by Mr. Bacon, to authorize Dr. Williams to sign the Amendment as presented. The motion carried.

17. 298 Pilot Update: Dr. Williams reported that the Medicaid Health Plans have issued a set of non-negotiables and the CMHs have worked on a response to those demands. The State sees this as jockeying in front of the new governor and trying to sway opinion as lame duck continues.
18. Director's Report: Dr. Williams reviewed the updated organizational priorities. Meaningful Use is moving along. We've been working on getting the required amount of consumers to hit the patient portal and it looks like we will make it. The Clinical Assessment workgroup visited another CMH to view their processes and are making the final revisions to the assessment and process. There's been lots of movement with CCBHC. We hired a primary care provider who will begin full time in February. She will help shape our CCBHC health services.

Dr. Williams thanked the board for its support over these times of change. Everything is easier knowing that we have the support of the board and we are grateful for that. Happy Holidays to all.

19. Upcoming Committee Meetings:
 - Executive Committee – Tuesday, January 8th at noon in Ludington
 - LRE Board Meeting – Thursday, January 17th at 1:00 at HealthWest
20. WMCMH Board Member Comments, Questions, Clarifications and Critique of Meeting: There were none.
21. Delegations, Communications and Expressions from the Community: There were none.
22. Executive Session: There was none.
23. Adjournment: Mr. Sanders made the motion, seconded by Mr. Bacon, that the West Michigan Community Mental Health Board of Directors adjourn its meeting. The meeting adjourned at 6:54 p.m.

Kimberly Goodrich
Recording Secretary

James Prince
Chairperson