

## WEST MICHIGAN COMMUNITY MENTAL HEALTH

### BOARD OF DIRECTORS MEETING MINUTES

February 18, 2020

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, February 18, 2020. Vice-Chairperson VanSickle resided.
2. Roll Call: The following members were present: Mary Alway, Pat Bettin, Ron Bacon, Dr. Jennifer Branning, Andy Sebolt, Lucinda Shafer, and Larry VanSickle. Absent: Todd Dancz, Dawn Martin (excused), Jim Prince (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, Ellen Plummer, Josh Snyder and Kimberly Goodrich.
3. Introductions: There were none.
4. Delegations, Communications and Expressions from the Community: There were none.
5. Approval of Agenda: Mr. Sebolt 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. VanSickle 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. Bacon made the motion, seconded by Mr. Sebolt, to approve the item on the consent agenda:
  - 7.1 Minutes from the 01/21/20 WCMCMH Board of Directors Meeting. The motion carried.
8. Executive Committee Meeting Report: Mr. VanSickle stated that the report is attached if there were any questions. There were no action items from the meeting.
9. Organizational Restructure Update: Dr. Williams presented an overview of the proposed structure change. She reported that we met with staff at all of our five sites to present this, as well as hosting follow up question and answer forums. We wanted the board to have some of the thinking behind the changes we are making as well. Our organization has had essentially the exact same structure for the past 16 years. Healthcare is changing fast and we need to keep up with those changes and meet the needs of our consumers. This is not a plan for workforce reduction. We will be moving to a more consumer-driven care model with a team approach. With Ms. Nekola's retirement at the end of the month, Ellen Plummer and Josh Snyder will be assuming their new roles as Chief Integrated Health Director and Chief Clinical Director, respectively. Michele Condit will become the Chief Operations Officer and Bethany Sherfinski will assume the role of Chief Financial Officer. We anticipate it will be June before everything is in its new place, as we are rolling it out in phases. The structure is designed to help support the needs of the people we serve.

10. Finance Committee Recommendation: Mr. VanSickle reported that the Finance Committee was given a short list of contracts over \$20,000 to review. Ms. Sherfinski stated that the first contract is for data analytics work, which we have struggled to find for over a year. Ms. Condit reviewed the other contract, SFM, which is the contracting firm that we have selected to train the organization to the principles of Lean as well as facilitate implementation of Lean across the organization. Mr. Bacon made the motion, seconded by Mrs. Bettin, to approve the list of contracts over \$20,000 as presented.

11. Programs and Services Committee Recommendation: Dr. Branning reviewed the updated QAPIP. The modifications were all quite minor. Mrs. Bettin made the motion, seconded by Mr. Sebolt, to approve the FY19/20 QAPIP as presented. The motion carried.

12. Behavioral Health Services Report: Ms. Nekola's board report introduced Mr. Josh Snyder and Ms. Ellen Plummer to the board. She provided some background on each of them and expressed her confidence and excitement in their new positions.

Dr. Williams reminded board members that this is Faith's last board meeting and invited everyone to join us for her retirement open house next week. Dr. Williams expressed her gratitude to Faith for everything that she has contributed to WCMCMH over the years, especially her contributions over the last five years as the Clinical Director.

13. Administrative/Operations Report: Ms. Sherfinski reviewed the financial services report through the period ending December 31, 2019, three months of the fiscal year. A couple variances pointed out were that of the insurance line being over budget due to an offset we are expecting from the insurance company and a timing issue with the miscellaneous line. There is nothing of concern to report at this time.

Ms. Sherfinski also reviewed the Cash and Investments report as of 12/31/19 and noted that we are actually earning interest now. Mr. VanSickle recommended that Ms. Sherfinski check with the Oceana County Treasurer as they have an investment opportunity that is producing high interest returns.

14. Service Enhancement Report: Ms. Condit reported on the work we are continuing to do to educate the community about the services we provide at WCMCMH. We had an opportunity to use grant dollars to do some focused education on our Substance Use Disorder (SUD) and Medicated Assisted Treatment (MAT) services. We are also doing placemat advertising, ads in the Lake County Face Guide, Newspapers, radio and billboards in each of the counties. Ms. Condit also reported that CARF auditors will be here next week for three days. The opening conference is an opportunity to meet the auditors and they will explain what they are doing. Board members are invited to attend. It will be Monday, 2/24, at 9:00 in our Boardroom.

Ms. Condit also reported that there will be an open house next Friday afternoon (2/28) with Northwest Michigan Health Services to celebrate the opening of the health clinic. The open house is from 1-3 pm, with the ribbon cutting ceremony at 1:00.

15. Lakeshore Regional Entity Update: Dr. Williams reviewed an Amendment to the FY 2020 PIHP/CMHSP sub-contract. These changes are ones that the Department passed through to the PIHPs. Mr. Bacon made the motion, seconded by Mr. Sebolt, to authorize the executive director to sign the FY2020 PIHP/CMHSP Amendment #2. The motion carried.

Dr. Williams reported that there was supposed to be a settlement discussion meeting between the LRE and the Department tomorrow afternoon; however, MDHHS canceled the meeting again. There continues to be disagreement on what MDHHS owes the region, even though they admitted to underfunding the region and problems with the funding methodology. We have proposed an alternative solution that would have the department only on the hook for the Medicaid draw down portion of the Medicaid over-expenditure. Legislators support the idea, but the State is not convinced. In the meantime, the State has another budget problem that requires the State to open up their books, so we are arguing that they correct this problem by requesting additional money at the same time.

16. CMHAM Update: Ms. Shafer shared what she learned at the recent CMH Board Association winter conference. She attended the Board Works sessions, along with other informative sessions. Dr. Williams reported that Sara Etsy from MDHHS presented on the MDHHS' new model and hosted talking sessions on key topic areas related to the Specialty Integrated Plans (SIPs). The next CMHA conference is in June at the Grand Traverse Resort in Traverse City.
17. Director's Report: Dr. Williams reviewed the updated organizational priorities. For Meaningful Use implementation, we received our official report and have a plan to address the issue identified. This will be considered complete and just part of our normal work routine. We are working on the year 3 and 4 CCBHC grant for submission on March 10<sup>th</sup>. Our FQ collaboration with NMHSI is going well. The new clinic launched on February 3 and are seeing patients. Our clinicians can walk people right down to the clinic if they are experiencing health issues. NMHSI is getting outside referrals and walk ins from the community as well. The Residential Review Committee will also likely be removed from the priorities list this month as the work is incorporated into workflow. Inpatient Utilization and CFCM will align with Ellen's role and we'll be setting up new workflows. We are about to put some of the pieces of UR into R3 for testing and working on job descriptions for the new team.

Dr. Williams gave one more reminder of Ms. Nekola's retirement open house next Thursday, please join us.

Dr. Williams reported that the Board members who have terms expiring have all taken care of their reappointments with the counties. We are still waiting to hear that Mr. Bacon and Dr. Branning have been reappointed.

Dr. Williams reiterated that Board members are invited to attend the CARF opening next Monday.

18. Upcoming Committee Meetings:
  - LRE Board Meeting – Thursday, February 20<sup>th</sup> at 1:00 at Ottawa CMH
  - Executive Committee – Tuesday, March 10<sup>th</sup> at noon in Ludington
19. WCMCMH 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 Mr. Sebolt, that the West Michigan Community Mental Health Board of Directors adjourn its meeting. The meeting adjourned at 7:04 p.m.

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Kimberly Goodrich  
Recording Secretary

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Larry VanSickle  
Vice-Chairperson