

WEST MICHIGAN COMMUNITY MENTAL HEALTH

BOARD OF DIRECTORS MEETING MINUTES

March 16, 2021

1. Call to Order: The West Michigan Community Mental Health Board of Directors met for its regular meeting via Zoom, at 5:30 p.m. on Tuesday, March 16, 2021. Chair Jim Prince presided.
2. Roll Call: The following members were present: Mary Alway, Ron Bacon, Linda Baierl, Pat Bettin, Dr. Jennifer Branning, Todd Dancz, Dawn Martin, Jim Prince, Andy Sebolt, Kay Seng, Lucinda Shafer, and Larry VanSickle. Absent: None. A quorum was present. CMH staff members present: Lisa Williams, Michele Condit, Bethany Sherfinski, Ellen Plummer, Josh Snyder, and Kim Goodrich (Recorder).
3. Introductions: There were none.
4. Delegations, Communications and Expressions from the Community: There was none.
5. Approval of Agenda: Mr. Bacon made the motion, seconded by Mrs. Seng, that the West Michigan Community Mental Health Board of Directors approve the agenda as presented. The motion carried via roll call vote.
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: Mrs. Bettin made the motion, seconded by Mr. Bacon, to approve the item on the consent agenda:
 - 7.1 Minutes from the 02/16/2021 WCMCMH Board of Directors Meeting. The motion carried via roll call vote.
8. Executive Committee Meeting Report: Mr. Prince reported that the Executive Committee met last week, and the meeting minutes were provided for review. There were no questions.
9. Recipient Rights Advisory Committee Recommendation: Dr. Williams reviewed the recommendation from the RRAC Committee to reappoint two members of the RRAC for an additional term of three years. Ms. Springstead-Waltz has been on the Committee a long time and is the chair and Mrs. Bettin has been on for about 6 or 7 years. Mr. VanSickle made the motion, seconded by Mr. Dancz, to reappoint Ms. Springstead-Waltz and Mrs. Bettin to the RRAC for a three-year term. The motion carried via roll call vote.

Dr. Williams noted that Mr. Dancz and Ms. Shafer also sit on the RRAC. Thank you to those board members who serve on this committee.

10. Finance Committee Recommendation: Mr. VanSickle reported that the Committee did not meet but were sent a list of contracts over \$20,000 for review and recommendation for the board to approve. Ms. Sherfinski stated that three of the contracts are standard specialized residential contracts, one is for the Department of Justice grant for the project evaluator that is required by the DOJ contract and we would like it in place once we get approval to spend those funds. The last proposed contract is with Compliance One for a consultant that we've been using for some of our COVID response planning. That contract started in December and we thought it would be under \$20,000 but we have identified some additional needs for the consultant so it will go over the threshold and needs approval. Dr. Williams explained that she is authorized to sign contracts under \$20,000 and the board approves contracts over that amount as part of our policy. They are reviewed by the Finance Committee and recommended to the board for its action. Mr. VanSickle made the motion, seconded by Mr. Bacon, to approve the list of contracts over \$20,000 as presented. The motion carried via roll call vote.

11. Chief Clinical Officer and Chief Healthcare Integration Officer's Report: Ms. Plummer provided some updates to Conflict Free Case Management (CFCM), Utilization Management (UM), Crisis Stabilization and Health Home Integration. We have all our Clinical Service Planner positions filled and have made some good progress in terms of the completion of annual, initial plans of services and reviews that are done by the Clinical Service Planners. The transition of the revised NOMs and HNOMs to the Health Home Integration department occurred with a few hiccups, but overall, it's in a good place and we are working on improvements. We were able to hire a clinician for the expanded Crisis Stabilization Services. That position will focus on increasing our coordination and collaboration efforts with our child welfare system and children who are returning to their homes following placement or are in placement in foster care. We also hired Jamie Conger as the new Access and CSS Coordinator, so we are now fully staffed in that department as well. We have been getting positive responses from the NMHSI provider attending huddles across teams. The Health Screening video will be launched into our lobbies so consumers can see what that process is like. We are also working with NMHSI regarding our needs regarding vaccines for our consumers.

Mr. Snyder reported on the clinical services delivery team. We received a notice from the Department that starting March 22nd all consumers need to be offered the option of receiving face to face services vs. telehealth. We will be honoring consumer preference for face-to-face appointments over telehealth vs. previously where we were strongly encouraging telehealth and using face-to-face based on consumer need and request. We are doing a lot of preparation for ensuring we have a smooth transition back into the office for our clinical team members and making sure safety precautions are in place. Face to face could also mean in the community settings or in consumer homes. The hybrid of both face-to-face and telehealth could be a model that we continue into the future. We officially started offering Medication Assisted Treatment (MAT) in the Baldwin county jail on March 15th. That was a collaborative effort with Salvation Army Turning Point, the Lake County Jail and Sheriff's Department. We hired an RN Care Manager, another clerical support person embedded on the clinical team, and we found a therapist after posting for an in person or remote person. Mr. Snyder also provided an update on staff training as part of CCBHC.

12. Chief Financial Officer's Report: Ms. Sherfinski reviewed the financial services report through the period ending January 31, 2021, the first four months of the fiscal year. Expenses are still lower, with a lot of it due to staffing not being filled as quickly.

Ms. Sherfinski also reviewed a Resolution for Mercantile Bank, essentially confirming the positions in the organization that have the authority to invest in certificates of deposit and do other banking functions. Mr. VanSickle made the motion, seconded by Mr. Bacon, to approve the Resolution for Mercantile Bank as presented. The motion carried via roll call vote.

13. Chief Operations Officer's Report: Ms. Condit stated that we have been able to fill many of our vacant positions across the organization. However, some positions are filled by internal staff, which then creates another vacancy. We celebrated National Employee Appreciation Day by our Employment Engagement Committee sending Thank You cards and sunflower seeds to all employees' homes. Regarding going back to face to face, we have an agreement with the union, and something similar in place for management staff, that staff working in the office are receiving hazard pay and that is in place until we reach a threshold for Re-entry Phase 2. Re-entry phase 2 is determined by a particular threshold for the percent of positive test rates in our three counties. About 52% of our staff have received their COVID vaccines and we have one almost 6 weeks without any staff diagnosed with COVID. We have a new CCBHC video to use with new staff that was done by our CCHBC Project Coordinator. Ms. Condit also reported that MMRMA was on site in February for an annual property site visit. It went very well, and they provided kudos to us on our COVID efforts. Suggestions from MMRMA to improve our practices are also being addressed. The LRE site visit also took place. We are still a month or more out from receiving a final report from the LRE. Over the last month the Network Team has been working on processes to support our network providers. Lastly, there is a video on our Facebook page about advocating for those with disabilities and how one voice can make a difference.
14. Lakeshore Regional Entity Update: Dr. Williams reported that the LRE officially hired Mary Marlatt-Dumas last month and she has now been in that role for about 2 ½ weeks. The LRE Board also approved a revised contract with Beacon Health Options for services that Beacon will be providing for the region. It's a significant reduction in services and many of the responsibilities will return to the LRE over the next six months. We are waiting for MDHHS to approve the revisions to that contract. The discussion with the Department on settlement process is going well and we are making significant progress. The region's past liabilities are still outstanding but will be resolved separately from the contract discussion.
15. Director's Report: Dr. Williams reviewed the organizational priorities briefly since the majority of information was covered in earlier reports. She added that all the final reports were officially approved by SAMHSA and the first CCBHC grant is officially closed out. We are in year one of the second grant and fast approaching the end of that year. The Department is moving forward with the CCBHC demonstration and Sen. Stabenow's office has requested that Michigan try to launch even sooner. If it did launch sooner, it could begin as soon as July 1. That's both exciting and scary because there's a lot of pieces to being a demonstration that have not been communicated from MDHHS, let alone figured out for implementation.

Dr. Williams highlighted the percentage of our staff who have been vaccinated, it's really quite unprecedented in the healthcare arena, particularly in our communities. We had an increase in the number of staff who wanted to be vaccinated after the face-to-face orders came out and we continue to provide information to them on how to get vaccinated. NMHSI was awarded a vaccination grant and hosted their first vaccine clinic

at WSCC last weekend, and we anticipate that they will be doing more of that. We're very excited that they want to work with us to get our consumers vaccinated. Dr. Williams also reported that the orders from legislation that allow videoconferencing expires at the end of March. We are watching to see if they extend it another quarter or let it lapse. If the legislation lapses, it's possible that our April meeting would be a face-to-face meeting. We will advance that information as soon as we know, along with all the protocols for how a face-to-face meeting would be conducted.

Dr. Williams provided the monthly review of strategic planning goals and objectives. We continue to work to improve the data sharing process with the Board. Please get Dr. Williams specific feedback on what is and isn't working from your perspective. Mr. Prince voiced concern about the Board's ability to connect this data to organizational performance.

Ms. Goodrich sent the annual board evaluation via Survey Monkey for those who have email and a paper copy sent to those who don't. The surveys are due back by March 26th. The results will be aggregated and shared with the Governance Committee in April, as well as the full board at the April board meeting.

Dr. Williams reported that we applied for an Employment First Transportation grant and were awarded that grant earlier in the year. The grant provides Technical Assistance to work with our Community Employment Services team to promote employment first principles for people we serve and expands and promotes an evidenced based model for community employment services. There were many applicants and only a few awarded in the state so we are excited about that opportunity.

16. Upcoming Committee Meetings:

- LRE Board Meeting – March 18th at 1:00 via Teams
- Executive Committee – April 13th at noon via Zoom
- Governance Committee – To be scheduled for April

17. WCMCH Board Member Comments, Questions, Clarifications and Critique of Meeting:
There was none.

18. Delegations, Communications and Expressions from the Community: There was none.

19. Executive Session: There was none.

20. Adjournment: Mr. Bacon made the motion, seconded by Mrs. Shafer, that the West Michigan Community Mental Health Board of Directors adjourn its meeting. The meeting adjourned at 6:45 p.m.

Kimberly Goodrich
Recording Secretary

James Prince
Chairperson