

## WEST MICHIGAN COMMUNITY MENTAL HEALTH

### BOARD OF DIRECTORS MEETING MINUTES

July 20, 2021

1. Call to Order: The West Michigan Community Mental Health Board of Directors met for its regular meeting in person at the Lake County Courthouse, located in Baldwin, at 5:30 p.m. on Tuesday, July 20, 2021. Chairperson Jim Prince presided.
2. Roll Call: The following members were present: Ron Bacon, Linda Baierl, Pat Bettin, Dr. Jennifer Branning (via Zoom), Todd Dancz, Dawn Martin, Jim Prince, Kay Seng, Lucinda Shafer (via Zoom), and Larry VanSickle. Absent: Mary Alway (excused) and Andy Sebolt (excused). A quorum was present. CMH staff members present were: Lisa Williams, Bethany Sherfinski, Ellen Plummer, Josh Snyder, Kevin Wilske, and Kimberly Goodrich. Lone Myers, the LRE CIO, was present via Zoom.
3. Introductions: Dr. Williams introduced Lone Myers, LRE CIO, who joined via Zoom. The LRE will be sending a representative to our board meeting each month.
4. Delegations, Communications and Expressions from the Community: There were 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.
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. Bacon made the motion, seconded by Mr. VanSickle, to approve the item on the consent agenda:
  - 7.1 Minutes from the 6/15/21 WMCMH Board of Directors Meeting. The motion carried.
8. Executive Committee Meeting Report: Mr. Prince stated that the committee met face to face this month. The meeting minutes are attached for review and items will be covered under other agenda items. There were no action items from the committee.
9. Finance Committee Recommendation: Mr. VanSickle reported that the Finance Committee met and reviewed a list of contracts over \$20,000. Ms. Sherfinski reviewed the two contracts; one for a finance/payroll/HR software purchase with Maner Costerisan to replace the software we've been using for the last 25+ years. Ms. Sherfinski noted that she just found out this week that the contract really is for two companies, but the same dollar amount. We have to pay part of the dollar amount to PayChex. The Worksighted contract is for IT consulting, a company we've used before for some specific IT projects. Mr. VanSickle made the motion, seconded by Mrs. Bettin, to approve the contracts over \$20,000 as presented. The motion carried.

Mr. VanSickle stated that the Finance Committee also reviewed a proposed FY 21 budget amendment. Ms. Sherfinski reported that we gained more Medicaid revenue than we anticipated. Our MCD enrollees are up more than anticipated and they did not

drop off. In addition to the revenue, there is an increase in contractual services. We have a plan submitted to the LRE, mostly around provider support and staffing issues, to spend the excess funds. It's possible that we will have to do another budget amendment before the end of year, with the revenue potentially continuing to go up. The capital equipment is for some work around our buildings and equipment that needs to be replaced. The vehicle replacement is in the budget, but there's a chance we will not receive the vehicles this fiscal year. In that case, the funds will be carried over to the next year. Mr. VanSickle made the motion, seconded by Mr. Bacon, to approve the proposed FY 21 budget amendment as presented. The motion carried.

Mr. VanSickle noted that the Compliance Report for FY 19/20 was included as information in your packet. It's an annual requirement that replaced the State coming in and doing their periodic audit. We had no findings, and it was a clean opinion.

10. Recipient Rights Advisory Committee (RRAC) Report: Dr. Williams reported that the RRAC met and reviewed the Semi-Annual Summary report, walked through any changes in policy that had happened since the previous meeting, and the committee was informed that the ORR was coming on site to do its triennial rights audit. Mr. Dancz, Mrs. Bettin, and Ms. Shafer are our board representatives on that committee.

Dr. Williams reviewed the semi-annual data report, a summary of what our trends in rights complaints have been in the last several years. In FY 21, we are trending up in the number of complaints and allegations, but the number of substantiated complaints is down. We attribute some complaints to COVID and consumers and provider staff being too closed in and too isolated for too long. Also there are more restricted opportunities for outings and activities to break up the day for all individuals involved.

11. Corporate Compliance (CC) Report: Mr. Wilske reviewed the Corporate Compliance Semi-Annual Data report. He investigated five allegations and all five were substantiated. All were email incidences of PHI being sent without encryption. Our Microsoft program captures about 85% of emails that should be encrypted. He also explained that there are scheduled, random and SMT directed audits. Of the 14 audits completed, 3 were scheduled and 11 were random. Twelve passed and 2 did not. Both were corrected.

Mr. Wilske reported that the Compliance Dashboard provides an overview of what he wants to accomplish quarterly and annually and updates to those goals. He reported that all his goals have been completed.

12. Clinical Services Report: Ms. Plummer reported that we did a competition theme around our health screenings and referrals to NMHSI. We had 32 referrals last month, our most ever. We have 10 appointments taking place this week and another 8-10 scheduled for the rest of the month.

Mr. Snyder provided a brief overview on Medication Assisted Treatment (MAT) services. He explained what characterizes a Substance Use Disorder. There has really historically only been traditional outpatient treatment for SUD in our communities, but MAT is using medicine alongside that to advance recovery. Using both together has been proven to work better. MAT reduces opiate use, prevents overdoses, prevents injection behaviors, and reduces criminal behavior. We contract with SATP in Ludington, and we have a contract in Lake County for providing it in the jail. Vivitrol is available in Shelby at Northwest Michigan Health Services.

13. Chief Financial Officer's Report: Ms. Sherfinski reviewed the financial services report through the period ending May 31, 2021, eight months of the fiscal year. Nothing significant; it's what we are used to seeing. There's a variance for open positions that we haven't filled. There's an increase for the current month in equipment and depreciation, but we are right on track year to date. We've seen an increase in inpatient expense, which we've talked about for the last several months. There were no questions of Ms. Sherfinski.
14. Chief Operations Officer's Report: In Ms. Condit's absence, Dr. Williams reported on the COO's highlights for the month. The Annual Report is complete. We are presenting it at all the county commission meetings in the next few months. We distribute it to community stakeholders, partners, and legislators. Ms. Bettin indicated that she found the report well done. It was helpful, clear, and an appropriate level of detail and information for the community.

Dr. Williams reviewed proposed changes to policy 4-6-4 regarding background checks. When the LRE had its last audit, one of the things identified is that although we were doing background checks consistently on all our staff, we had missed doing it on interns, volunteers, and board members. This will bring us in compliance with the law. Mr. VanSickle made the motion, seconded by Mr. Bacon, to approve the changes to policy 4-6-4 as presented. The motion carried. With the policy revised, we have to include board members in background checks. The form was distributed for board members to complete. It goes to HR and will not be public information.

15. Community Mental Health Association of Michigan (CMHAM): Dr. Williams and Ms. Shafer provided a brief report on the CMHAM summer conference that they attended virtually. It was focused on the public system broadly and maintaining the public nature of the system into the future.

Dr. Williams reported that one of the main efforts of the association right now is around two new proposals on the table that are direct threats to the public health system in Michigan. Rep. Mary Whiteford of Allegan County presented a proposal eliminating the PIHPs and replacing them with a Beacon type of entity. It also moves the system from a capitated system to fee for service. Her bill does leave the CMHs intact but eliminates the PIHPs. The second bill is introduced by Sen. Shirkey and Sen. Bizon. That bill is essentially a more extreme version of the 298 proposal. This eliminates the PIHPs and integrates all health care under the Medicaid Health Plans. Both proposals threaten the existence of the public system and the CMHs in Michigan. Lots of effort is happening around the state against these proposals. These proposals are aggressive and significant to the work we do and threatens our future as a CMH. WMCMH board has a Public Policy and Education Committee that we have previously used to assist and guide organizational strategy around these kinds of system threats. With the support of the Executive Committee, Dr. Williams is recommending that we reconvene that ad hoc committee to grapple with some strategy questions as it relates to these legislative proposals. Ms. Goodrich will be reaching out to schedule a meeting of that committee. If anyone else is interested in being part of that meeting, please let her know. We have some preliminary ideas on strategy (e.g., county resolutions and Consumer Advisory Panel engagement) but would really like this committee's guidance to form a comprehensive WM Board strategy.

Dr. Williams shared an infographic that the CMHAM created about the strengths of the public mental health system. CMHAM created this document to counter the legislative proposals in the media, with stakeholders and with legislators.

16. Lakeshore Regional Entity Update: Dr. Williams reported there has been some conversations with the Department about the corrective action plan submitted and most of the pieces have been signed off on by the Department, but not to the extent that the settlement is “reached.” There continues to be discussion on the terms of the past liabilities. We are trying to remain optimistic. The region’s attorney extended the settlement discussion another three months and the LRE CEO is trying to push that date and move things along.

The region announced a new Chief Operating Officer, Stephanie Vander Kooi. SAMHSA awarded another four CCBHC expansion grants in Michigan and one is to Ottawa and one to Allegan, meaning that all five CMHs in the LRE will be CCBHCs. The demonstration is moving forward, and the region is going to have a really big part of it.

17. Director’s Report: Dr. Williams reported that regarding COVID, we rolled back our mask mandate based upon MIOSHA guidance. Only unvaccinated staff and consumers need to wear masks in the building. We also are allowing our kitchens to be used again. It’s been very positive to have staff and consumers back in the office.

We are continuing to figure out the best way to share information with the board around our strategic plan progress. We are planning our next year’s strategic planning work and will bring a proposal forward on how to engage the board in that as well. We look forward to more feedback as we troubleshoot our way through.

18. Upcoming Committee Meetings:

- Executive Committee – Tuesday, August 10<sup>th</sup> at noon in Ludington
- LRE Board Meeting – Thursday, August 19<sup>th</sup> at 1:00 in Ludington
- CCBHC Advisory Committee – to be scheduled in August
- Public Policy Education Committee – to be scheduled in August

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 6:46 p.m.

---

Kimberly Goodrich  
Recording Secretary

---

James Prince  
Chairperson