

WEST MICHIGAN COMMUNITY MENTAL HEALTH

BOARD OF DIRECTORS MEETING MINUTES

November 16, 2021

1. Call to Order: The West Michigan Community Mental Health Board of Directors met for its regular meeting in person in the Boardroom of the HE Madden Center, located in Ludington, at 5:32 p.m. on Tuesday, November 16, 2021. Chairperson Jim Prince presided.
2. Roll Call: The following members were present: Mary Alway, Ron Bacon, Linda Baierl (via Zoom due to a medical reason), Pat Bettin, Dr. Jennifer Branning, Jim Prince, Andy Sebolt, Kay Seng, Lucinda Shafer, and Larry VanSickle. Absent: Todd Dancz and Dawn Martin. A quorum was present. CMH staff members present were: Lisa Williams, Michele Condit, Bethany Sherfinski, Ellen Plummer, Josh Snyder, Angie Kuhn, and Kimberly Goodrich.
3. Introductions: There were none.
4. Delegations, Communications and Expressions from the Community: There was none.
5. Approval of Agenda: Mr. VanSickle made the motion, seconded by Mr. Bacon, 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 Mrs. Bettin, to approve the item on the consent agenda:
 - 7.1 Minutes from the 10/19/21 WMCMH Board of Directors Meeting. The motion carried.
8. Executive Committee Meeting Report: Mr. Prince reported that the Executive Committee met and reviewed Dr. Williams' appraisal summary, which was overall very good. The Executive Committee also discussed renewing the CEO contract and was provided a market analysis by HR Director Angie Kuhn. The Executive Committee felt that Dr. Williams was falling behind in pay in comparison to her peers. The Executive Committee discussed a structure increase, a performance increase, and a market adjustment. Ms. Kuhn reported that the market study showed that the CEO was at about 90% of other CEOs in the market. We also looked at data for the CEOs in the region. To get her at a parallel, in order to retain her, we want to catch her up in the market. The Executive Committee recommended an additional 5% to catch her up in market. These increases put her on par with the other CEOs in our region. Mr. VanSickle made the motion, seconded by Mr. Bacon, to approve the proposed CEO 3-year contract as presented and provide Dr. Williams with a 1.3% structure adjustment for the year (the Executive Committee will continue to review this annually), provide a 3% performance adjustment, and a 5% market adjustment (the board will consider performance increases annually thereafter). The motion carried unanimously.

9. Finance Committee Recommendation: Mr. VanSickle reported that the Finance Committee did not meet but reviewed information on a couple of items. One is a request to transfer capital expenditures that weren't spent in FY21 over to FY22 for some building repairs that couldn't be completed and some vehicles that couldn't be purchased due to a supply issue. Mrs. Alway made the motion, seconded by Dr. Branning, to amend the FY 22 capital equipment budget to include the expenses that were not spent in FY 21. The motion carried.

Ms. Sherfinski reviewed a proposed change to policy 3-2-1 Bank Accounts. This adds our cost accountant as an additional signer on a couple of our bank accounts. This is essentially due to coverage because almost all of our accounts require two signatures. The cost accountant is well informed on all our policies and procedures. Mr. VanSickle made the motion, seconded by Mr. Bacon, to approve the policy revision as presented. The motion carried.

Ms. Sherfinski reported we have a purchase agreement to sell the White Oak Home. We've been discussing this with the Finance Committee since last January and they had given a range to negotiate in. The buyer of the home is operating the home right now and their practice is to buy the homes that they operate in. The buyer made an offer within the range the Finance Committee provided. Mr. VanSickle made the motion, seconded by Mrs. Bettin, to adopt the Sale Resolution to sell the White Oak Home. The motion carried.

10. CCBHC Advisory Committee Report: Mrs. Seng provided an overview the CCBHC Advisory Committee meeting that was recently held. We have served 478 adults and 127 children through the CCBHC grant. Mrs. Seng shared the goals that have been met or exceeded and areas where we need to improve. A highlight is that we are one of the top SAMHSA CCBHC grantee performers in the nation.
11. Clinical Services Report: Ms. Plummer that we are conducting interviews for the Director of Health Home Integration. We have three candidates, with one being internal.

Mr. Snyder provided an overview of High Acuity Services. We provide a number of services in the community, but high acuity services are an even higher level of care, and we contract for those services. High Acuity Services are for people who are at risk of harming themselves or others or are unable to function in daily life due to mental illness symptoms. We have four different types of high acuity services: Partial hospitalization, crisis residential services, community based psychiatric unit, and state operated psychiatric hospitals. Our goal is to help the person to eventually return to the community. We do about 300-350 evaluations a year for high acuity services, with about 50% needing hospitalization. Dr. Williams reminded the board that we have none of these settings in our three counties.

Mr. Bacon left the meeting at 6:00 pm.

12. Chief Financial Officer's Report: Ms. Sherfinski reviewed the financial services report through the period ending September 30, 2021, the full fiscal year. We have about a \$1 million accrual for Medicaid, revenue that we booked but have not yet received from the LRE. We are working with them to understand if the money is still coming. Ultimately it will be the LRE's responsibility for that risk.

Ms. Sherfinski also reviewed the Cash and Investment Report for period ending September 30, 2021. As with the last quarter, interest was very minimal.

13. Chief Operations Officer's Report: Ms. Condit reported that we continue to work on leadership development with our entire Leadership Group. We had our consultant on site last week learning about productive conflict and learning more about our response to conflict. We also spent some time talking about leadership culture.
14. Community Mental Health Association of Michigan (CMHAM): Dr. Williams reported that she, Mrs. Seng, and Ms. Shafer attended an in person CMHAM conference a couple weeks ago. They provided an overview of some of the sessions they attended. There was a lot of discussion regarding advocacy around the Senate Bills. Dr. Williams stated that Alan Bolter and Bob Sheehan stressed that we have to keep advocating, so we will be pulling our Public Policy and Education committee together again to talk about advocacy. We are also working with our staff on advocacy and working with the CMHAM on a series of whiteboard videos around these bills.

Dr. Williams shared some guidance she received from CMHAM on the Open Meetings Act. Starting in January, the only reason that a board member would be allowed to participate and vote in meetings virtually will be military exemptions. Medical exemptions will expire at the end of December. Our practice will need to continue to align with these changes. We will add these revisions to our bylaws in April to reflect these changes.

15. Lakeshore Regional Entity Update: Dr. Williams reported that we continue to move forward with the CCBHC Demonstration and figuring out how to make it all work. The LRE attorney sent back feedback on the proposed settlement back to the Department, basically that their proposal was unacceptable. They also proposed some alternative terms. The response was a hard no. There will be some additional discussion at the LRE board meeting on Thursday about next steps.
16. Director's Report: Dr. Williams stated that we are on track to have the highest number of COVID cases in our 3 counties since the pandemic began. Our COVID Response Team continues to meet and review protocols. The guidance for the vaccine mandate came out and we reviewed all the guidelines required of healthcare organizations and had plans set in place and then we determined with legal counsel that we are not one of the covered entities in the CMS rules. We do however meet the OSHA guidance as an employer that has over 100 employees. That OSHA rule is on a stay right now due to lawsuits that have been filed in multiple states. It's been very stressful on the organizational team to be responsive to the mandate while maintaining flexibility for our team wherever we can as we go forward. We have been transparent with staff about this situation and are encouraging them to be flexible while we continue to gather information. We have lots of things we are trying to balance for our staff while still providing services for our consumers.

Dr. Williams reported that Union negotiations are complete for the next two years of the union contract. It went extremely well, and we anticipate having a contract for the board to ratify next month. Mr. Prince raised the question on if it would be beneficial for a board member to be present during negotiations. There was concern that it would change the dynamics of negotiations not in a positive way; it complicates it.

17. Upcoming Committee Meetings:

- LRE Board Meeting – Thursday, November 18th at 1:00 in Muskegon
- Executive Committee – Tuesday, December 14th at noon in Ludington

18. WCMCMH Board Member Comments, Questions, Clarifications and Critique of Meeting:
There were none.

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

20. Executive Session: There was none.

21. Adjournment: With no additional business, Dr. Branning made the motion, seconded by Mrs. Seng, to adjourn the West Michigan Community Mental Health Board of Directors adjourned its meeting at 6:40 p.m.

Kimberly Goodrich
Recording Secretary

Jim Prince
Chairperson