

WEST MICHIGAN COMMUNITY MENTAL HEALTH

BOARD OF DIRECTORS MEETING MINUTES

December 21, 2021

1. Call to Order: The West Michigan Community Mental Health Board of Directors met for its regular meeting in person in the conference room of the Lakeshore Resource Network, located in Ludington, at 5:36 p.m. on Tuesday, December 21, 2021. Chairperson Jim Prince presided.
2. Roll Call: The following members were present: Mary Alway, Ron Bacon, Linda Baierl, Jim Prince, Dawn Martin, Andy Sebolt, Kay Seng (via Zoom due to a medical reason), Lucinda Shafer, and Larry VanSickle. Absent: Pat Bettin (excused), Todd Dancz, and Dr. Jennifer Branning (excused). A quorum was present. CMH staff members present were: Lisa Williams, Michele Condit, Bethany Sherfinski, Ellen Plummer, Josh Snyder, and Kimberly Goodrich.
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.
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. Sebolt, to approve the item on the consent agenda:
 - 7.1 Minutes from the 11/16/21 WMCMH Board of Directors Meeting. The motion carried.
8. Years of Service Recognition: Dr. Williams shared a video presentation of staff and board members who reached a years of service milestone in 2021. Those receiving recognition are:
 - a) Five Years of Service: Debrah Sebolt, Amanda VanDuinen, Kara Rose, Deanna Persoon, Robert Lloyd II, and Diane Salters
 - b) 10 Years of Service: Amanda Dennison, Brenda VanZoeren, Keeli Sholtey, Angie Kuhn, Chris Roberts, Kris Trygstad, and Steven Van Wyck
 - c) 15 Years of Service: Jamie Conger, Lori Schummer, Josh Snyder, and Anne White
 - d) 20 Years of Service: Larry VanSickle (board member) and Karen Hobart
 - e) 25 Years of Service: Jane Shelton
9. Executive Committee Meeting Report: Mr. Prince reported that the Executive Committee's report is available for review. There were no action items nor questions from the board.

10. Finance Committee Recommendation: Mr. VanSickle reported that the Finance Committee did not meet but reviewed a long list of contracts over \$20,000 to present tonight. Ms. Sherfinski noted that the contract terms start in January, but the dollar amounts are for the full year. A number of the contracts have increases, typically around the 2-3%. They also include the direct care wage increase of \$0.10. Mr. VanSickle made the motion, seconded by Mr. Bacon, to approve the list of contracts over \$20,000 as presented. The motion carried.
11. Public Policy Education Committee Report: Mr. Sebolt provided an overview of the PPEC meeting that was recently held. The Health Policy Committee bill is out of committee and sitting in the Senate, with no action taken yet. They are waiting to see if they have enough votes for it to pass. Discussion that board members can initiate and engage in conversations with our Senators (either Sen. Bumstead or Sen. VanderWall). The bills would essentially change CMH authority and the Medicaid and General Fund dollars would go through the Medicaid Health Plans. Dr. Williams shared a video that Brooke Felger, WM's CCBHC Project Coordinator, helped create with the Board Association. If anyone is on Social Media, that's a way that you can share. The video is posted on CMHAM's Facebook page, as well as NAMI's Facebook page. The more we share it, the more impact the video has. You can go to CMHAM's website and copy and email the video link if that works better for you.
12. Recipient Rights Advisory Committee Recommendation: Ms. Shafer reported that the RRAC met last week. Ms. Springstead-Waltz agreed to remain the Chairperson and Ms. Shafer will remain the Vice-Chair. The RRAC has two recommendations for the board. Dr. Williams reviewed the FY 20/21 Year End Recipient Rights Data Summary Report. It's a report that is required annually and will be submitted to the Department. The RR Office received and resolved 69 complaints involving 80 allegations, with 13 of the allegations having no rights involved or outside provide jurisdiction. Mr. VanSickle made a motion, seconded by Mr. Bacon, to receive and file the FY 20/21 Year End Recipient Rights Data Summary Report as presented. The motion carried.

Two RRAC members also need to be reappointed; Lucinda Shafer and Michael Pasquale. Mr. Bacon made the motion, seconded by Mr. Sebolt, to approve the reappointment of RRAC members for ongoing terms as presented. The motion carried.

13. Clinical Services Report: Mr. Snyder reported that our medication assisted treatment (MAT) program that was started in Lake County took a while to get going but we have now had three inmates in the Lake County Jail use the service. We appreciate the Lake County Jail being a partner.

Ms. Plummer highlighted that Nicole Whitman accepted the job of Director of Health Home Coordination. She has a lot of initiative and will do really well.

14. Chief Financial Officer's Report: Ms. Sherfinski reviewed the financial services report through the period ending October 31, 2021, one month of fiscal year 2022. We are in the negative for the month due to a delay in some of our funding coming from the region, mostly due to CCHBC methodology of revenue within the region still being worked out. We are working with the region to get to final numbers to make a better projection. Dr. Williams stated that once all the CCBHC funding is determined, Ms. Sherfinski will be doing a presentation for the board.

Ms. Sherfinski stated that we have our fund balance amount in various investments and every time we add a person to do investments for us, we have to do a new signature

card with board approval. A Signature Card Declaration for approval for staff/positions to make investment transactions with Comerica Bank needs approval. Ms. Shafer made the motion, seconded by Mr. Bacon, to approve the Signature Card Declaration. The motion carried.

Also a Wire Transfer Declaration needs to be approved. Ms. Sherfinski noted that our process for transfers requires two signatures. Mr. Bacon, seconded by Mr. VanSickle, to approve the wire transfer declaration. The motion carried.

Ms. Sherfinski reported that we closed on the sale of the White Oak Home last week.

15. Chief Operations Officer's Report: Ms. Condit reported on the local media coverage we've had in the last few weeks, including Ellen Plummer on 9&10 news. We are excited that various local media sources are seeing us as mental health experts and reaching out to us for information to educate our communities.

Ms. Condit also reviewed the FY21 4th Quarter MMBPIS report. For the first two indicators we still do not have a target or benchmark from MDHHS. We had a couple situations that involved staff errors that we are watching involving not checking the correct box. Otherwise, we have met every other standard.

16. Community Mental Health Association of Michigan (CMHAM): Dr. Williams stated that the Association is continuing to advocate around concerns for the public system specific to the Senate and House Bills. They continue to garner support around the state from a variety of associations. They continue with educational materials about the success of the public system. Lots of resources have been required around those efforts so the Association requested a voluntary special assessment to continue their advocacy. Dr. Williams' recommendation is that we contribute \$9,000 for the annual assessment and that we share with the Association that they use the money following all the guidelines of the CFR 200.421, 200.450, and 200.454. We would like the board to consider this recommendation. Ms. Shafer made the motion, seconded by Mr. Bacon, to approve the special assessment for CMHAM. The motion carried.
17. Lakeshore Regional Entity Update: Dr. Williams reported that the region was able to recruit and hire the last of their planned staff positions to fill out their org chart and their ability to resume the majority of the managed care functions that they brought back in house from Beacon. There is not much news on the settlement, more ongoing discussion but no decisions. The LRE Board continues to work with their attorney to talk about options. We are continuing to work out the details of the CCHBC funding. The State finally turned over the formula on what part is capitation and what part is daily rate, so hopefully some of those challenges will get worked out.
18. Director's Report: Dr. Williams stated that we are moving forward with the same COVID protocols as last month. Staff are still required to mask in the office and screen every day, and we continue to have staff out with COVID, but very low rates of workplace or staff to consumer spread. Our protocols are helping to keep people safe in our environment. We are working with our legal to sort out the newest information on the vaccine mandate. We continue to encourage staff to consider vaccination, and in the meantime, do all they can to keep themselves and our consumers safe.

Dr. Williams reviewed the Union Contract ratification proposal and shared some of the additions to the negotiated contract. An additional wellness day was added for next year, a way for staff to take care of themselves. There is also an addition of some very

clear steps to our discipline process that was mutually agreed upon. We expanded our maternal leave policy to parental leave so that either parent can take five days of time off after the birth/adoption of a child. A salary increase of 4% was negotiated for next year and 2.5% for the following. This will bring us to market and keep us at market going forward. Negotiations were extremely amicable and clearly aligned to do what is best for the organization, our staff and our consumers. Dr. Williams is very pleased with how the whole process went. The union ratified the contract in November and in order for the contract to be in effective on January 1, 2022, we are seeking the board's approval. Mr. VanSickle made the motion, seconded by Mr. Bacon, to approve the union contract ratification proposal as presented. The motion carried.

Dr. Williams thanked the board for all its work in the past year, for your flexibility for us to do what we have to do to keep us all safe in unusual times. Thank you for your service, especially to Mr. VanSickle for his 20 years of service, and Happy Holidays to everyone. Mr. Prince expressed his appreciation to Dr. Williams and her staff for making this a well run organization.

19. Upcoming Committee Meetings:

- LRE Board Meeting – Thursday, December 16th at 1:00 in Muskegon
- Executive Committee – Tuesday, January 11th at noon in Ludington

20. WCMCMH 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: With no additional business, Mr. Bacon made the motion, seconded by Mrs. Seng, to adjourn the West Michigan Community Mental Health Board of Directors adjourned its meeting at 6:51 p.m.

Kimberly Goodrich
Recording Secretary

James R. Prince
Chairperson