

## WEST MICHIGAN COMMUNITY MENTAL HEALTH

### BOARD OF DIRECTORS MEETING MINUTES

April 18, 2023

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 5:32 p.m. on Tuesday, April 18, 2023. Chairperson Jim Prince presided.
2. Roll Call: The following members were present: Mary Alway, Linda Baierl, Ron Bacon, Dr. Jennifer Branning, Todd Dancz (via Zoom), Dawn Fuller, Jim Prince, Kay Seng, Lucinda Shafer, Robert Walker, and Larry VanSickle. A quorum was present. CMH staff members present were: Lisa Williams, Michele Condit, Bethany Sherfinski, Ellen Plummer, Josh Snyder, Jane Shelton, Lesa Lloyd, and Kelly Hein. Ms. Ione Myers, LRE CIO, was also present via zoom.
3. Introductions: Ms. Condit introduced Bill Hirschman from Roslund Prestage, who was present to provide an overview of WM's financial audit.
4. Delegations, Communications and Expressions from the Community: There were none.
5. Approval of Agenda: Dr. Bacon made the motion, seconded by Dr. Jennifer Branning, that the West Michigan Community Mental Health Board of Directors approve the agenda as presented. The motion carried via roll.
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. Financial Audit Report for Fiscal Year Ending 9/30/22: Mr. Hirschman highlighted the financial audit for the period ending 9/30/2022. In their opinion, the financial statements present fairly in all material aspects a clean audit. He reviewed the financial statements and noted we had a healthy fund balance. No deficiencies were identified in internal controls that the auditors consider to be material weaknesses. No issues with compliance as well.
8. Annual Organizational Meeting – Report of the Governance Committee: Mr. Bacon reported that the Governance Committee met on April 11<sup>th</sup> and reviewed the board evaluation survey summary. He reported that the summary was very favorable and similar to past years. There was nothing significant to pull out of the survey and no action items are being recommended.

Mr. Bacon reported that the Governance Committee discussed officer nominations for the 2023/2024 year. The following officers were nominated:

Board Chairperson – Jim Prince  
Vice-Chairperson – Larry VanSickle  
Secretary – Pat Bettin

With no additional nominations or discussion, Mr. Bacon made the motion, seconded by Mrs. Seng, to elect the slate of officers as recommended by the Governance Committee for the 2023/2024 year. The motion carried.

Mr. Bacon reported that the WMCMH Board meeting schedule was reviewed for 2023/2024, with the meetings remaining on the third Tuesday of the month at 5:30 pm. We will continue to rotate across all 3 counties during the summer months. Mr. VanSickle the motion, seconded by Mrs. Seng, to approve the 2023/2024 WMCMH board meeting schedule as presented. The motion carried.

Mr. Bacon reviewed the committee membership list. Everyone is encouraged to let Ms. Hein know if they have any interest in being on a specific committee. Mr. Prince will make any necessary appointments to the board committees.

Dr. Williams reminded board members to fill out and return the annual forms that Ms. Hein distributed.

9. Consent Agenda: Mr. Bacon made the motion, seconded by Ms. Shafer, to approve the item on the consent agenda:

9.1 Minutes from the 3/21/23 WMCMH Board of Directors Meeting. The motion carried.

10. 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.
11. Finance Committee Recommendation: Mr. VanSickle reported that the Committee did meet, and Ms. Sherfinski presented the FY 2022 Year End Review, broken out into three categories, MCD & HMP Non-CCBHC, CCBHC, and GF & Local. It was noted there is a \$3,391,511 addition to fund balance from CCBHC with the intent to be used for CCBHC non-medicaid in future years. Mr. VanSickle reported the committee approved a list of four contracts to review and bring to the full board for its approval. Ms. Sherfinski stated that the first three contracts are for services in Specialized Residential. The last, Ten16 Recovery Network, is a SUD Residential & Recovery Residences, SUD Residential Withdrawal Management, and SUD Outpatient Treatment who we are partnering with to do preliminary research to establish a Recovery Center and Recovery Residence in our area. Ten16 and WMCMH are splitting the cost of this project. Mr. VanSickle made the motion, seconded by Ms. Bacon, to approve the list of contracts greater than \$50,000 as presented. The motion carried.

Mr. VanSickle also reported that the Finance Committee reviewed the Retirement System Annual Report for 2022. Ms. Sherfinski added that it's a report we are required to file with the Dept of Treasury and share with the board.

12. Health Integration and Clinical Services Report: Ms. Plummer noted requests for services and/or screenings continues to increase. For March 2023, West Michigan received 332 requests for screenings/services. For April 1, 2023 thru April 10, 2023, we already have 106 requests.

Mr. Snyder reported that our MCBAP (Michigan Credential Board for Addiction Professionals) group has over 20 agency clinical staff that are engaged in the

training/credential process within the organization. He also reported we now have 4 credentialed supervisors to oversee their training process. He noted this is a huge expansion from only a few years ago when we had only a couple of individuals who had this credential.

13. Chief Financial Officer's Report: Ms. Sherfinski reviewed the financial services report through the period ending February 28, 2022. No significant changes from last month. We are once again in the positive as far as our net income year to date.
14. Chief Operations Officer's Report: Ms. Condit highlighted that we have again partnered with some organizations in the county for a Medication Take Back Event on April 30<sup>th</sup> at the Mason County Fairgrounds. It's a great, safe place to get rid of unwanted medications or sharps. This is a drive through event, which makes it go very quickly.

Ms. Condit also reported that our annual report is complete and Ms. Lori Schummer will be at the next board meeting in May to discuss the report further.

Ms. Condit reviewed the Strategic Planning Report for the 2nd quarter of FY 2023. She noted the progress we have made toward achieving our 3-5 year goals and our ultimate 2025 goal. She noted we continue to monitor this data and implement improvement strategies where needed.

15. CEO's Report: Dr. Williams reported that we have made some revisions to some of our COVID protocols. When we are in non-healthcare settings we are no longer required to be masked unless exposed or asked to wear a mask. The organization will continue to complete daily health screening when conducting any agency in person work or unique program needs. We will continue to monitor Covid numbers in our three counties.

Dr. Williams discussed the Medicaid re-enrollment process with the end of the PHE. She shared her concern with consumers losing their benefits due to not re-enrolling and the potential impact on funding due to the decrease in enrollment.

Dr. Williams noted the Judge ruling on the Declaratory Action was in favor of LRE. She noted the next step will be determining the process to pay the members who are owed past liabilities. The LRE has some concern that the dollars in the ISF are insufficient to both pay the members and retain adequate ISF balance for future years.

16. Upcoming Committee Meetings:

- LRE Board Meeting – Thursday, April 26<sup>st</sup> at 1:00 in Muskegon
- Executive Committee – Tuesday, May 9<sup>th</sup> at noon in Ludington
- CCBHC Advisory Committee – to be scheduled in May

17. WCMCMH Board Member Comments, Questions, Clarifications and Critique of Meeting:

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

19. Executive Session: There was none.

20. Adjournment: With no additional business, Mr. Bacon made the motion, seconded by Ms. Bettin, to adjourn the West Michigan Community Mental Health Board of Directors adjourned its meeting at 6:54 p.m.

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Kelly Hein  
Recording Secretary

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James R. Prince  
Chairperson