

# WEST MICHIGAN COMMUNITY MENTAL HEALTH

## BOARD OF DIRECTORS MEETING MINUTES

August 15, 2023

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 Harold E. Madden Building, located in Ludington, at 5:30 p.m. on Tuesday, August 15, 2023. Chairperson James Prince presided.
2. Roll Call: The following members were present: Mary Alway, Ron Bacon, Linda Baierl, Dr. Jennifer Branning, Jim Prince, Clyde Welford, Kay Seng, Lucinda Shafer, Robert Walker, and Larry VanSickle. Absent: Pat Bettin and Todd Dancz. A quorum was present. CMH staff members present were: Lisa Williams, Bethany Sherfinski, Ellen Plummer, Josh Snyder, Devon Hernandez, and Kelly Hein.
3. Introductions: Dr. Williams introduced Clyde Welford who has been appointed by the Lake County Commission to replace Dawn Martin. Dr. Williams also introduced Devon Hernandez, who is WMCMH's Director of Corporate Compliance and Risk Management. She is presenting to the board this evening.
4. Delegations, Communications and Expressions from the Community: There were none.
5. Approval of Agenda: Mr. Bacon made the motion, seconded by Ms. Seng, 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. Consent Agenda: Mr. VanSickle made the motion, seconded by Ms. Alway, to approve the item on the consent agenda:
  - 7.1 Minutes from the 7/18/23 WMCMH Board of Directors Meeting. The motion carried.
8. Corporate Compliance Training: Ms. Hernandez, Director of Corporate Compliance and Risk Management, reviewed the Semi-Annual Compliance Overview. She also stated that the board is to be trained in Corporate Compliance annually. She provided a PowerPoint presentation and highlighted some areas of the training. The WMCMH Board of Directors is ultimately responsible for corporate compliance within the organization. Ms. Hernandez stated that staff are also trained in all the policies and procedures regarding compliance.
9. Executive Committee Meeting Report: Mr. Prince reported that the Executive Committee's report is available for review. There were no action items or questions from the board.
10. Finance Committee Report: Mr. VanSickle reported that the Committee did not meet last week but was forwarded one contract for over \$50,000. It is a normal Specialized Residential Contract. Mr. VanSickle made the motion, seconded by Ms. Alway, to approve the list of contracts greater than \$50,000 as presented. The motion carried.

Mr. VanSickle reported that the Committee reviewed the list of contracts between \$20,000 and \$49,999 for information purposes

11. CCBHC Advisory Committee Report: Mrs. Seng reported that the committee met last week and was provided with an overview of the CCBHC-IA Grant and the Demonstration. Goals and performance were met and exceeded. Regarding the demonstration, we met five of the six QBP measures, missing one by less than 1% point, the difference of 1 consumer in the denominator. It was noted that no Michigan CCBHC's met all 6 indicators and WM performance was in the top 2 along with Macomb County CMH who also missed on the same indicator by less than a % point. WMCMHS did receive about \$900,000 for having submitted the metrics on time.

12. Healthcare Integration and Clinical Services Report: Ms. Plummer shared that next month in September there will be the implementation of Zero Suicide with training where all agency staff are required. She also noted that in July we responded to 118 crisis requests. We also had 10 cases where we were able to divert an individual from an inpatient or crisis residential admission and were able to meet their needs within their community.

Mr. Snyder highlighted 2 trainings being offered by WMCMHS. Mental Health First Aid Trainings (MHFA) which as an objective in the first year of our CCBHC IA Grant was to train members of our staff to be able to train our own staff as well as other individuals and organizations in the community on MHFA. The second training being offered, Law Enforcement Crisis Intervention Team Training (CIT), has an objective in our DOJ Jail Diversion Grant to train local officers in knowledge and skills related to working with community members with a mental health or substance use disorder issue they may encounter.

13. Chief Financial Officer's Report: Ms. Sherfinski reviewed the financial report through the period ending June 30, 2023. There is not a lot different with what we saw last month and will expect to end the year break even.

Ms. Sherfinski reviewed the Cash and Investments Report for the period ending June 30, 2023. It is similar to last quarter.

14. Chief Operations Officer's Report: Dr. Williams stated that we are in year 4 of 5 in our strategic planning process in the process and last year we had a few board members interested in doing some work around our strengths, weaknesses, opportunities, and threats (SWOT). Please let her or Ms. Hein know if you are interested in participating.

Dr. Williams reviewed the strategic planning report for 3<sup>rd</sup> quarter, through June 2023. The report looks at our annual metrics to monitor how we are doing organizationally to implement our strategic plan and how we are doing with the goal of expanding access to services in our three counties. Dr. Williams reviewed the metrics and shared where we are with each of them. Dr. Branning expressed concern about the Staff NPS score and the need to keep this on our radar and ensure we are addressing the problem proactively.

15. Lakeshore Regional Entity Update: Dr. Williams provided an update on the legal agreement for the 20% past liabilities settlement that is now final. She shared the Restricted Account Agreement showing that WMCMHS will receive \$69,844 in a restricted account with an option for 1 year for a "claw back" in the event that the region has significant financial issues in the year. The agreement was distributed and Mr.

VanSickle made the motion, seconded by Ms. Alway, to authorize Dr. Williams to sign the agreement. The motion carried.

Mr. Bacon reviewed the 2 chair resignations in June & July and noted he has agreed to serve as a interim Chair. A nominating committee was created and a new slate of officers will be recommended to the LRE Board at its August meeting. Dr. Williams thanked Mr. Bacon on acting on interim role.

16. CEO's Report: Dr. Williams reported that Dawn (Martin) Fuller resigned from the WCMHS Board and the LRE SUD Advisory Board. Her replacement has been appointed by the Lake County Commission and is Clyde Welford. Dr. Williams met with Mr. Welford this week to review board orientation materials.

Mr. Bacon left the meeting at 6:15pm.

Dr. Williams stated that there is nothing to update on with public policy and system redesign. There will likely not being a long session due to the changes in the way the terms are for nominations and primary elections.

17. Upcoming Committee Meetings:

- LRE Board Meeting – Wednesday, August 23rd
- Executive Committee – to be scheduled in September
- Finance Committee – to be scheduled in September

18. WCMH Board Member Comments, Questions, Clarifications and Critique of Meeting: Mr. Welford asked conflict of interest on board membership & commissioner on being an employee of this agency.

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

20. Executive Session: There was none.

21. Adjournment: With no additional business, Mr. VanSickle made the motion, seconded by Mrs. Shafer, to adjourn the West Michigan Community Mental Health Board of Directors meeting. The meeting adjourned at 6:43 p.m.

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Kelly Hein  
Recording Secretary

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James R. Prince  
Chairperson