

WEST MICHIGAN COMMUNITY MENTAL HEALTH

BOARD OF DIRECTORS MEETING MINUTES

September 19, 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 Oceana County Services Building, located in Hart, at 5:32 p.m. on Tuesday, September 19, 2023. Chairperson James Prince presided.
2. Roll Call: The following members were present: Ron Bacon, Pat Bettin, Dr. Jennifer Branning, Jim Prince, Kay Seng, Lucinda Shafer (zoom), Robert Walker, Clyde Welford, and Larry VanSickle. Absent: Todd Dancz and Linda Baierl (excused). A quorum was present. CMH staff members present were: Lisa Williams, Michele Condit, Bethany Sherfinski, Ellen Plummer, and Kelly Hein.
3. Introductions: There were none.
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 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 Mr. Bacon, to approve the item on the consent agenda:
 - 7.1 Minutes from the 8/15/23 WCMCMH Board of Directors Meeting. The motion carried.
8. 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.
9. Finance Committee Report: Mr. VanSickle reported that the Finance Committee met in August. The Committee was presented with a list of contracts over \$50,000 that Ms. Sherfinski reviewed with the committee. The first set of contracts are projected expenditure that is being added to contracts already in place that are over \$50,000. Ms. Sherfinski noted on the second list are contracts in preparation for the new Fiscal Year. Most of the high-cost contracts are for residential services. Mr. VanSickle made the motion, seconded by Mr. Welford, 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.

Mr. VanSickle reported that the Committee also reviewed the FY24 proposed budget and Ms. Sherfinski walked the board through the information and answered questions. Our revenue is staying relatively consistent with the FY24 Budget Amendment. These rates are noted to be draft rates and anticipate they will change a number of times during the year. Ms. Sherfinski reviewed the Capital Equipment Budget, which includes quite a few new vehicles due to the fact that we haven't been able to get new vehicles for a few years now. Mr. VanSickle made the motion, seconded by Mr. Bacon, to approve the proposed FY24 budget as presented. The motion carried.

Mr. VanSickle also reviewed a request to approve the audit firm of Roslund Prestage and Co. to conduct WMCMH FY 23/24 audits. They have performed WMCMH's audits for many years and perform 69% of the CMH audits. Mr. VanSickle made the motion, seconded by Mr. Welford, to approve the use of Roslund Prestage and Co for the FY 23/24 and 23/24 financial audits. The motion carried.

10. Healthcare Integration and Clinical Services Report: Ms. Plummer highlighted the meds only level of care as a part of our strategic goal work. She noted this level of care will be managed and provided through the Health Home Integration clinic. A supports coordinator assistant has been hired for the role of managing the meds only cases and we are hoping to have this level of care up and operating by the end of October.

Ms. Plummer also reported on behalf of Mr. Snyder regarding the Care Coordination presentation to all Michigan CCBHC's. She discussed there was a state-wide virtual "CCBHC Kick Off" event that was held on 9/13 which included all of the CCBHC's in Michigan. She noted 3 of our clinical leaders were invited by MDHHS to provide a breakout session attended by about 100 participants on how we do Care Coordination here as a CCBHC.

11. Chief Financial Officer's Report: Ms. Sherfinski reviewed the financial report through the period ending July 31, 2023. There are no significant changes from last month. YTD we are looking on target to where we expected with the amended budget. She noted we are slightly under for expenses YTD, but we have year-end items in process and continue to see an increase in residential service settings. Ms. Sherfinski said her expectation is that our Medicaid revenue should even out in the next couple months.
12. Chief Operations Officer's Report: Ms. Condit highlighted that the Employee Engagement Committee hosted the annual picnic at Stix last month and it was a huge success. She noted there were roughly 188 staff and their family members who attended, which was our largest attendance yet. She also highlighted that the Senior Management Team chose to do a team building event by baking all of the desserts for the staff and their families.
13. Lakeshore Regional Entity Update: Dr. Williams and Mr. Bacon reported that Mr. Bacon has gratefully turned over the interim LRE Board Chair role. The LRE Board approved a slate of officers at its September meet. Mr. Stan Stek is now the LRE Board Chair. Dr. Williams thanked Mr. Bacon for filling in this capacity and offering some stability to the board during Board member transitions. Dr. Williams noted that the 20% past liability payment came through and it is sitting in a special reserve account that is set aside for the period of one year based upon whether there is a need for a "claw back" of the revenue. Dr. Williams also reported there were some errors in projections for revenue

for the entire region specific to a tax that the region is required to account for in its payments to members. That tax was not withheld from the members of the region. The amount came out to be roughly \$5 million in total for the region and for WMCMHS, it will be about \$300k. The region is working on potential solutions so that members are not in a position of overspending their revenue. Next year's revenue has been corrected and that tax should be accounted for going forward.

14. CEO's Report: Dr. Williams reported that continuing forward with our strategic planning process. As we were meeting on the SWOT analysis, we hit pause to create new goals for next year to take into consideration our workforce issues and mediate how aggressively we pursue new items.

Dr. Williams updated there isn't anything new regarding the Public Policy and system redesign at this time.

Dr. Williams shared the exciting news of the CCBHC kick off for the state and that 17 new demonstration sites will be joining the CCBHC Demonstration. She noted, per Ellen's report, that WMCMH had been asked to present at the Kickoff event on Care Coordination and complimented our team members who presented on doing an amazing job. She also shared a small hitch in the addition of new Demonstration Sites. Specifically, the amount of revenue the state is allocating for the non-Medicaid piece will be the same amount they allocated last year, which is \$5 million. Whereas before this was split among 13 sites, it will now be split across 30. It is clear that we will be advocating for some additional general fund revenue as part of the supplemental budget process.

15. Upcoming Committee Meetings:

- Executive Committee – Tuesday, October 10th at noon in Ludington
- LRE Board Meeting – Wednesday, October 27th at 1:00 in Muskegon

16. WMCMH Board Member Comments, Questions, Clarifications and Critique of Meeting: There were none.

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

18. Executive Session: There was none.

19. Adjournment: With no additional business, Mrs. Bacon made the motion, seconded by Ms. Bettin, to adjourn the West Michigan Community Mental Health Board of Directors meeting. The meeting adjourned at 6:22 p.m.

Kelly Hein
Recording Secretary

James R. Prince
Chairperson