

## WEST MICHIGAN COMMUNITY MENTAL HEALTH

### BOARD OF DIRECTORS MEETING MINUTES

December 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 at the Harold E. Madden Center located in Ludington, at 5:30 p.m. on Tuesday, December 19, 2023. Chairperson James Prince presided.
2. Roll Call: The following members were present: Ron Bacon, Linda Baierl, Pat Bettin, Todd Dancz, Jim Prince, Robert Walker, Kay Seng, Lucinda Shafer, and Larry VanSickle. Absent: Clyde Welford. A quorum was present. CMH staff members present were: Lisa Williams, Michele Condit, Ellen Plummer, Josh Snyder, Bethany Sherfinski, Angie Kuhn, and Kelly Hein.
3. Introductions: There were none.
4. Years of Service Recognition: Dr. Williams and Mr. Prince recognized all the WMCMH staff and board members who reached a milestone year of service in 2023. Those receiving recognition were:
  - a) Five Years of Service: Laura Eilers, Julie Frasier, Terry Fuller, Carmon Jones, Kristy Lakari, BobbiJo McNeilly, Jamie Stewart, Cindy Syrek, Jessica Wernette, and Hilary Wright
  - b) 10 Years of Service: Karen Howell-Duncan, and Michelle Pider
  - c) 15 Years of Service: Kasha Oomen
  - d) 20 Years of Service: Kay Seng
  - e) 35 Years of Service: Michele Condit
5. Delegations, Communications and Expressions from the Community: There were none.
6. Approval of Agenda: Ms. Shafer 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.
7. 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.
8. Consent Agenda: Mr. Bacon made the motion, seconded by Ms. Shafer, to approve the item on the consent agenda:
  - 7.1 Minutes from the 11/21/2023 WMCMH Board of Directors Meeting. The motion carried.
9. Executive Committee Meeting Report: Mr. Prince reported that the Executive Committee's report is available for review.

Mr. Prince reported that Dr. Williams' compensation is reviewed annually, and he recommended to the Executive Committee that Dr. Williams be at the high end of the range due to outstanding performance and review. Mr. VanSickle added that Dr. Williams had been in her current CEO role for over 10 years, which merited her increase in compensation. Per the Executive Committee's discussion with Ms. Kuhn and negotiation with Dr. Williams, they are recommending that Dr. Williams be given a 3% structure increase and a 1% performance adjustment. Mr. VanSickle made the motion, seconded by Ms. Bettin, that CEO Williams be given a 4% compensation increase (3% structure and 1% performance) which would put her at a salary of \$196,460 starting January 1, 2024. This salary represents the scale established maximum and is 20% higher than the market midpoint (20% in the scale maximum) effective January 1, 2024. The motion carried. Mr. Prince noted that the Board is grateful for Dr. Williams' service.

10. Joint/Finance and HR Committee Recommendation: Mr. VanSickle reported that the Finance and HR Committees met jointly last week and reviewed a list of four contracts over \$50,000. Ms. Sherfinski stated 3 of the 4 are standard contracts related to Specialized Residential Services. The 4<sup>th</sup> is for a semi-independent living setting and is a projected expenditure in addition to an existing contract. Mr. VanSickle made the motion, seconded by Mr. Bacon, to approve the list of contracts over \$50,000 as presented. The motion carried.

Mr. VanSickle discussed the SEIU Union Executive Summary as approved by the Union. Ms. Kuhn reviewed the Executive Summary with the board, noting that this is a 2-year contract. She also discussed the contract language changes that were added which included 12 letters of understanding, updated language to reflect the agreed upon current practices, and changes surrounding crisis stabilization services. Ms. Kuhn also discussed the updated wages scale. Year 1 wages (2024) will reflect a 4% structure adjustment and year 2 (2025) will reflect a 2% adjustment. The additional benefits agreed upon are one additional paid holiday per year, one additional PTO day per year, a newly created annual reimbursement for health/wellness membership per employee per year, and a credentialed stipend for new and existing employees. The total package with all of the negotiated terms equals approximately \$1,348,000 over the 2-year life of the contract. Dr. Williams thanked Ms. Kuhn and the management team for all their hard work and participation during the negotiations. Mr. VanSickle made the motion, seconded by Ms. Seng, to approve the SEIU Union Contract. The motion carried.

11. Recipient Rights Advisory Committee Report: Dr. Williams reported on the recent RRAC committee meeting. She reviewed that the committee meets twice per year to analyze our performance on Recipient Rights. Officers were voted on for next year, with Julie Springstead-Waltz remaining the Chair of the Committee and Ms. Baierl the Vice-Chair. Dr. Williams stated that the Committee reviewed the FY23 Year End Recipient Rights Data Summary report. Complaints and investigations are lower than previous years. Mr. Bacon made the motion, seconded by Ms. Bettin, to receive and file the FY23 Year End Recipient Rights Data Summary Report. The motion carried.
12. Healthcare Integration and Clinical Services Report: Ms. Plummer highlighted that we have hired a Coordinator for the HHI position. This is a much-needed nursing coordinator position that will start on January 8, 2024.

Mr. Snyder highlighted the School Violence Risk Assessments: He referenced that in response to the Oxford School shooting that took place a few years ago and other violence in schools situations across our county, the State of Michigan Educational System prioritized efforts for communities and school systems to adopt a system for detecting, assessing, and responding to behaviors and information that pose a potential risk of violence in order to prevent violence from occurring in our schools. Within the last year, WCMCHS partnered with West Shore ESD and other community social service organizations to develop a process for schools to use in such situations. WCMCH's role is to be part of the assessment and follow up process when the student in question is in services with us or could benefit from services from us as a follow up intervention. Our Children's team has participated in 3 of these situations in the past 3 weeks at 3 different schools in our area.

13. Chief Financial Officer's Report: Ms. Sherfinski reviewed the financial report through the period ending October 31, 2023. She highlighted that Medicaid and CCBHC revenue are coming in higher than budgeted but we expect those to even out throughout the year as the Medicaid re-enrollment decreases. There is nothing in the report that isn't as expected.

Ms. Sherfinski noted our annual financial audit letter has been sent out from the auditors to each of the Board members. The audit work is currently taking place and it is a similar process to years past.

Chief Operations Officer's Report: Ms. Condit highlighted that as part of our Workplace Experience strategic planning goal focus we have implemented a Team Spotlight of the Month activity. Teams within the organization have been paired up and assigned to a specific month of the year. During the month, the paired teams facilitate 2 agency-wide activities that support our agency's aspirations and write an article for the agency newsletter. She listed a few of the activities that we have participated in over the past several months including canned food drives, pumpkin carving contests, costume contests, decorated bulletin boards, etc. Our November Spotlight Teams organized and prepared a Thanksgiving dinner for ten local veterans and their families in Lake, Mason, and Oceana Counties.

14. Lakeshore Regional Entity Update: Mr. Bacon reported that the LRE does not have to pay the \$200,000 fine related to the timeliness of the audits filed. Dr. Williams also reported in regard to that, that there were communications shared with MDHHS by the LRE showing the entity did act in good faith to complete their audit and had informed MDHHS of the barriers to submitting the audit.
15. CEO's Report: Dr. Williams reported that Alan Bolter, Chief lobbyist, will be speaking at our February board meeting rather than January to provide information on what CMHA is doing, what's going on in Lansing, and answer any questions the board might have.

Dr. Williams stated that the CMHAM conference will be held in Kalamazoo on February 6 and 7. Please let Dr. Williams or Ms. Hein know if you are interested in attending.

Dr. Williams wished everyone a happy holiday season and expressed her appreciation to the board for their contributions, attention, and dedication to the people we serve.

16. Upcoming Committee Meetings:
  - LRE Board Meeting – Wednesday, December 20<sup>th</sup> (Muskegon Innovation Hub—see Lisa for address if you’d like to attend)
  - Executive Committee – Tuesday January 9<sup>th</sup>, 2024
17. WCMCMH Board Member Comments, Questions, Clarifications and Critique of Meeting: There were none.
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. Shafer, to adjourn the West Michigan Community Mental Health Board of Directors meeting. The meeting adjourned at 6:25 p.m.

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Kelly Hein  
Recording Secretary

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James R. Prince  
Chairperson