

WEST MICHIGAN COMMUNITY MENTAL HEALTH

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, February 20, 2024

1. Call to Order: The West Michigan Community Mental Health Board of Directors met for its regular in person meeting in the Conference Room at the Ludington Boardroom, located in Ludington, at 5:30 p.m. on Tuesday, February 20th, 2024. Chairperson Prince presided.
2. Roll Call: The following members were present: Mary Alway, Ron Bacon, Linda Baierl, Pat Bettin, Dr. Jennifer Branning, Jim Prince, Kay Seng, Lucinda Shafer, Larry VanSickle, Robert Walker, and Clyde Welford. Absent: Todd Dancz. A quorum was present. CMH staff members present were: Lisa Williams, Michele Condit, Ellen Plummer, Bethany Sherfinski, and Kelly Hein.
3. Introductions: Alan Bolter, CMHA
4. Delegations, Communications and Expressions from the Community: There were none
5. Approval of Agenda: Mr. Welford made the motion, seconded by Mr. Bacon, 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: The agenda was reviewed, and the board moved forward to discuss all items as informational for the members of the board who were present.
 - 7.1 Minutes from the 12/19/2023 and 1/16/2024 WMCMH Board of Directors Meeting. The motion carried.
8. Presentation on CMHA Report on Legislative and Public Policy: Mr. Bolter provided information on pending legislation affecting behavioral health with special emphasis on budget, medical social work licensing, and physical management in specific types of Children's residential settings.
9. Executive Committee Report: Mr. Prince reported that the Executive Committee did not meet in February.
10. Finance Committee Recommendation: Mr. VanSickle reported that the Finance Committee did not meet but electronically reviewed and is recommending two contracts over \$50,000 for review. Ms. Sherfinski stated that the one for the higher dollar amount is due to a unique and complicated situation with a person we have served for a number of years and the other is a standard residential contract. Mr. Bacon made the motion,

seconded by Mr. Welford, to approve the list of contracts over \$50,000 as presented. The motion carried.

11. CCBHC Advisory Committee Report: Mrs. Seng reported that the committee met a few weeks ago and was provided with an overview of the CCBHC-IA Grant and the Demonstration. She reviewed our FY23/24 service goals and noted WMCMH is on track to meet all 4 goals. She also reviewed our Quality Based Payment (QDP) metrics for DY1-3 in the demonstration. We are currently on track to meet all six performance goals for DY2, and that data will be available in the spring of 2024. Ms. Seng also discussed that for DY3-Q1 we are above the target for all 7 QBP measures.
12. Healthcare Integration and Clinical Services Report: Ms. Plummer provided an update on activities in Healthcare Integration and Service Delivery. She highlighted we have contracted with Dr. Ernie Fischer to develop educational opportunities related to integrated care, conduct screenings and assessments in the Access department, and after-hours consultation for CSS staff related to physical health/medical care.

Ms. Plummer highlighted on behalf of Mr. Snyder Serving the Unique Needs of the Older Adult Population. We are looking into various options for specifically improving care to the older adult population through adopting the most current and effective best practices, having a subset of our staff specifically trained in working with his population, and other strategies.

13. Chief Financial Officer's Report: Ms. Sherfinski reviewed the financial report for the period ending December 31, 2023. There is nothing unexpected to report at this time.

13.1 WMCMH Cash and Investments Report for Quarter Ending December 31, 2023:
Ms. Sherfinski reviewed and noted it continues to look as it should.

14. Chief Operations Officer's Report: Ms. Condit highlighted the 4-year anniversary of our Lean practices. She noted as a team, we have embedded a culture of Lean across the organization and continually make progress toward our desired outcomes. She referenced items such as: daily all team huddles that are short meeting to connect and touch base on important topics, Performance Indicators where teams collect and drive action towards their targets, SOP's which are written standard operating procedures and we have over 1,500 documented procedures, a Suggestion System was implemented for team members to make suggestions for improving processes, and finally, a process called "getting things done" which is a personal productivity and time management system.

Ms. Condit also reviewed 3 proposed policy revisions:

The first, Educational Assistance, is a newly created credential stipend. She noted these changes are subsequent to the passage of the union contract.

The second, Paid Holidays, also aligns with the union contract which allowed one additional paid holiday off. VanSickle, Shafter seconded. Mr. VanSickle made the motion, seconded by Mr. Welford, to approve the revised policy 4-06-01, Paid Holidays. The motion carried.

The final, Background Checks, relates to background checks for WCMCHS board members. This proposed revision clarifies policy and makes the language more specific. Mr. Welford made the motion, seconded by Mr. Bacon, to approve the revised policy 4-06-01, Background Checks. The motion carried.

14. Lakeshore Regional Entity Update: Mr. Bacon and Dr. Williams provided an update on the region. They reported that the LRE is going smoothly this month as they are working on CEO evaluation and board policy.

Dr. Williams also updated that we are working on the second set of revisions to the LRE-CMH Contract for FY24.

15. CEO Report: Dr. Williams discussed the PAC Campaign in terms of donations and gave an overview of the action committee that helps CMHAM advocate with legislators regarding issues that affect CMHs around the state. She included it for informational purposes. There is no obligation to donate, just an opportunity.

16. Upcoming Committee Meetings: Mr. Prince

- LRE Board Meeting – Wednesday, March 20th at 1:00 in Muskegon (Muskegon Innovation Hub – see Lisa for address if you would like to attend)
- Executive Committee – Tuesday March 5th at noon in the Ludington Boardroom.

17. WCMCH Board Member Comments, Questions, Clarifications and Critique of Meeting: There was none.

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

19. Executive Session: There was none.

20. Adjournment: With no additional business, Ms. Shafer made the motion, seconded by Mr. Welford, to adjourn the West Michigan Community Mental Health Board of Directors meeting. The meeting adjourned at 6:49 p.m.

Kelly Hein
Recording Secretary

James R. Prince
Chairperson