

# WEST MICHIGAN COMMUNITY MENTAL HEALTH

## BOARD OF DIRECTORS MEETING MINUTES

August 19, 2025

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 19, 2025. Chairperson Larry VanSickle presided.
2. Roll Call: The following members were present: Mary Alway, Ron Bacon, Linda Baierl, Pat Bettin, Dr. Jennifer Branning, Cindy Boerema, Jim Prince, Kay Seng, Lucinda Shafer, Robert Walker, and Larry VanSickle. Absent: Dawn Fuller. A quorum was present. CMH staff members present were: Julia Rupp, Bethany Sherfinski, Ellen Plummer, Michele Condit, Josh Snyder, and Kelly Hein.
3. Introductions: Ms. Rupp introduced Cindy Boerema, West Michigan Community Mental Health's newest board member to the board this evening.  
  
Ms. Rupp 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. Bettin, 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. VanSickle 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. Bacon made the motion, seconded by Ms. Bettin, to approve the item on the consent agenda:
  - 7.1 Minutes from the 7/15/25 WMCMH Board of Directors Meeting. The motion carried.
8. Corporate Compliance Overview & Training: Ms. Hernandez, Director of Corporate Compliance and Risk Management, reviewed the Semi-Annual Compliance Overview. She noted WM had 6 substantiated allegations and 5 unsubstantiated allegations; the majority were self-reported. She also noted that staff are trained in all of the policies and procedures regarding Compliance. Ms. Hernandez also stated that the board is to be trained in Corporate Compliance annually. She provided a PowerPoint presentation and highlighted the Board Responsibilities areas of the training and reminded that she is always available to answer or clarify any questions that arise.
9. Executive Committee Meeting Report: Mr. VanSickle 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. Bacon reported that the Committee did not meet but was forwarded one contract to review. Ms. Sherfinski stated that the contract is for a

provider that has a projected expenditure that has increased due to an increase in service utilization. Mr. Bacon made the motion, seconded by Mrs. Seng, to approve the contract greater than \$50,000 as presented. The motion carried.

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

11. CCBHC Advisory Committee Report: Ms. Seng provided an update to the grant. She noted the first service goal, the number of people receiving evidence-based mental health related services as a result of the grant, WMCMH set a year 3 goal to serve 150 individuals, the agency has exceeded that goal as they have served 317 individuals. The second service goal, how many unique individuals served as part of the grant, WMCMH set a year 3 goal to serve 150 individuals, the agency has met that goal as well, serving 168 individuals in year 3.

Ms. Seng also discussed the goals and objectives of the grant noting that WM is on track to meeting all three goals.

Ms. Seng reviewed Quality Based Payment (QBP) metrics for year 4 of the grant. The agency is above target for 5 of the 10 QBP measures. The remaining 5 are either on track, data not available at this time, or targets have not been set from the state.

12. Healthcare Integration and Clinical Services Report:

Ms. Plummer highlighted that we hired Melissa Grondsma as the new CSS Crisis Coordinator at WM. Melissa has been employed with the agency for over 10 years, working a variety of different roles throughout her duration with the agency.

Mr. Snyder highlighted that the grant which supported the DOJ/BJA Law Enforcement and Mental Health Collaborative will be ending on 9/30/25. He noted that all of the applied initiatives related to the grant are set to continue on, which will help support improved outcomes for those with mental health illness that interact with the legal system.

Mr. Snyder presented a new policy for review & approval. Policy 2-06-06, Engagement, created to minimize missed service appointments and support consistent engagement for clinical scheduled services. Mr. Bacon made the motion, seconded by Dr. Branning, to approve Policy, 2-06-6, Engagement. The motion carried.

13. Chief Financial Officer's Report: Ms. Sherfinski reviewed the financial report through the period ending June 30, 2025. She discussed that YTD, the revenue is short, due to the quality bonus payment not yet being received in June. There is nothing out of the ordinary to report.

Ms. Sherfinski reviewed the Cash and Investments Report for the period ending June 30, 2025. She noted we are seeing quite a bit of funds from interest in investments and most of the money is in T Bills and CDARS as they have the best rates.

Ms. Sherfinski discussed a proposed revision to policy 3-08-06, Artificial Intelligence, which provides additional guidance on the approval and monitoring process of utilizing additional AI tools within the agency. Ms. Bettin made the motion, seconded by Mrs. Seng, to approve revised Policy 3-08-06, Artificial Intelligence. The motion carried.

14. Chief Operations Officer's Report: Ms. Condit highlighted the agency's upcoming 2<sup>nd</sup> annual Walk of Hope. She updated that the Walk is scheduled for Tuesday, September 9th from 5-7 PM at Waterfront Park in Ludington. She also discussed that the Walk of

Hope is an event to raise awareness, share community resources, promote hope and healing and break the stigma around suicide. She updated the board that the event is free and open to the entire community.

Ms. Condit also noted that August 31<sup>st</sup> is International Overdose Awareness Day, which is a day to remember the lives lost to overdose, support the families and loved ones impacted, and continue breaking the stigma surrounding substance use and recovery. On the 31<sup>st</sup>, the agency will have purple awareness bracelets available at each site.

Ms. Condit discussed 3 proposed policy revisions. The first, policy 2-12-07, Use of Facilities, was updated to reflect the priority of WMCMH business needs for intended primary use. Mr. Prince made the motion, seconded by Ms. Shafer to approve policy revision 2-12-07, Use of Facilities. The motion carried.

The second proposed policy revision, 2-12-14, Participant Activity Sheet, was revised to ensure that all group activities are conducted in a manner to that prioritizes health and safety, through implementing specific procedures and staff responsibilities, and that all consent forms are in place. Ms. Shafer made the motion, seconded by Dr. Branning, to approve policy revision 2-12-14, Participant Activity Sheet. The motion carried.

The final policy revision, 4-12-01, Drug & Alcohol Free Workplace was revised to include additional language surrounding a drug & alcohol free workplace beyond drug & alcohol testing. Ms. Shafer made the motion, seconded by Mr. Bacon to approve policy revision 4-12-01, Drug & Alcohol Free Workplace. The motion carried.

15. Lakeshore Regional Entity Update: Ms. Rupp provided an update on the region noting that MDHHS has officially released the Procurement, and while there are still many unknowns at this time, she believes there will be multiple awards submitted. There are several strategies being discussed.
16. CEO's Report: Ms. Rupp highlighted that she presented the FY23-24 Annual Report to the Mason, Oceana, and Lake County Commissioner's meetings. The presentation went well, and all were pleased with the report.

Ms. Rupp provided an update on the FY2026 Strategic Planning process. She would like engage the WM Board to be a part of the development process moving forward. She will provide additional updates next month as the agency has recently entered a contract with a consulting firm to assist with the plan.

17. Upcoming Committee Meetings:
  - LRE Board Meeting – Wednesday, August 27<sup>th</sup>
  - Executive Committee – Tuesday, September 9<sup>th</sup>
  - Finance Committee – to be scheduled in September
18. WMCMH Board Member Comments, Questions, Clarifications and Critique of Meeting: They were none.
19. Delegations, Communications and Expressions from the Community: There were none.
20. Executive Session: There was none.
21. Adjournment: With no additional business, Ms. Shafer made the motion, seconded by Mrs. Seng, to adjourn the West Michigan Community Mental Health Board of Directors meeting. The meeting adjourned at 6:48 p.m.

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Kelly Hein  
Recording Secretary

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Larry VanSickle  
Chairperson