

WEST MICHIGAN COMMUNITY MENTAL HEALTH
BOARD OF DIRECTORS MEETING MINUTES

July 15, 2025

1. Call to Order: The West Michigan Community Mental Health Board of Directors met for its regular meeting in person in the WMCMH Boardroom located in Baldwin, at 5:30 p.m. on Tuesday, July 15, 2025. Vice-Chairperson VanSickle presided.
2. Roll Call: The following members were present: Mary Alway, Ron Bacon, Dr. Jennifer Branning, Jim Prince, Kay Seng, Lucinda Shafer, Robert Walker, and Larry VanSickle. Excused: Linda Baierl, Pat Bettin, and Dawn Fuller. A quorum was present. CMH staff members present were: Julia Rupp, Michele Condit, Bethany Sherfinski, Ellen Plummer, Josh Snyder, and Kelly Hein (recorder).
3. Introductions: There were none.
4. Delegations, Communications and Expressions from the Community: There were none.
5. Approval of Agenda: Mr. Shafer 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 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: Ms. Bacon made the motion, seconded by Ms. Shafer, to approve the item on the consent agenda:
 - 7.1 Minutes from the 6/17/2025 WMCMH Board of Directors Meeting. The motion carried.
8. 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.
9. Finance Committee Recommendation: Mr. Bacon reported that the Committee did not meet but was forwarded a list of four contracts to review. Ms. Sherfinski noted the first contract is for an inpatient hospital that WM utilizes with MDHHS regarding inpatient psych services. The remaining 3 are for Specialized Residential settings for previously approved contracted providers. All 4 contracts are projected expenditures in addition to existing contacts previously approved by the board. Mr. Prince made the motion, seconded by Mr. Bacon, to approve the list of contracts over \$50,000 as presented. The motion carried.

Mr. Bacon also reviewed two contracts between \$20,000 and \$49,000 for informational purposes.

Mr. Bacon also reviewed the FY25 proposed budget amendment. Ms. Sherfinski stated

there was nothing out of the ordinary to report, and it was noted to be a very standard amendment. Mr. Bacon made the motion, seconded by Mr. Prince to approve the FY25 budget as presented. The motion carried.

10. Recipient Rights Advisory Committee Report: Ms. Rupp reported the Recipient Rights Advisory Committee met last week and the minutes from that meeting are included for review. She noted there were no substantial changes to report.
11. Healthcare Integration and Clinical Services Report: Ms. Plummer highlighted that the Access team is currently fully staffed. It has been over a year since the team has been staffed at capacity. She also provided an additional staffing update noting that there will be two clinical positions that will be posted in the next few weeks that are related to the Behavioral Health Urgent Care but will also serve as members to the CSS team as well.

Mr. Snyder reported on the CCBHC quality Based payment. He updated that this is the second straight year that the agency was awarded the full payment. He stated this was an organizational wide accomplishment. He also noted the new year started on January 1, 2025 and each of the measures are being tracked and steps taking to continue our excellent performance.

12. Chief Financial Officer's Report: Ms. Sherfinski reviewed the financial report through the period ending May 31, 2025. She noted we are operating with a small excess and that is nothing out of the ordinary to expect that this time and the main variances are due to open positions and 24 hour care for service contracts.
13. Chief Operations Officer's Report: Ms. Condit highlighted that the agency recently implemented DocuSign software. The new software will streamline processes for WMCMH team members, contract providers, and vendors.

Ms. Condit also reviewed the 2nd quarter MMBPIS report. We have places where we have had outstanding performance, mainly in the child population, percentage of inpatient screenings done within 3 hours or less. There are also places where we have fallen below on a few standards, predominantly in the timeliness category due to consumer choice and staff errors. We will continue to identify strategies to address and monitor to see if we're having the desired impact in those areas. The Same Day Access Model will help improve that category.

Ms. Condit discussed the quarterly strategic planning report. For the Number of Internal Encounters, WMCMH performance is slightly below target, and we are monitoring across all teams, to increase the numbers. Consumer Net Promoter Score continues to remain in the excellent range, and Employee Net Promoter Score continues to be in the favorable range. On the Financials, the revenue and expenses are aligned with the budget with expenses slightly below budget, due to open positions. BHAG, the number of persons served this FY continues to increase from quarter to quarter and we are using the information to continue to implement strategies to reach the goal of improving the lives of 5,000 people by 9/30/25.

14. Lakeshore Regional Entity Update: Ms. Rupp discussed the upcoming procurement. She noted there has been a significant amount of advocacy surrounding it and the goal is to continue to sustain the public system as much as possible.

Ms. Rupp also shared that Mr. Bacon's term is up on 8/25 for the LRE Board, but he would like to continue his seat and is asking for reappointment. Mr. Prince made the motion, seconded by Mr. Walker, to reappointed Mr. Ron Bacon to the LRE Board for a 3 year term. The motion carried.

15. CEO's Report: Ms. Rupp took a moment to honor Jamie Conger, who recently passed away a few weeks ago. Jamie worked with the agency for almost 19 years. The agency will be dedicating a bench at the Ludington office and will hold a memorial in her honor.

Ms. Rupp reported that CMHAM put out the FY 2025/2026 dues structure and asked the Board if they would like to approve the increase in dues for the next FY. Ms. Shafer made the motion, seconded by Dr. Branning, to approve payment of the FY26 dues to CMHAM. The motion carried.

16. Upcoming Committee Meetings:

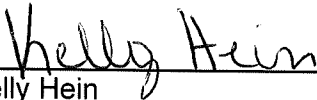
- LRE Board Meeting – Thursday, July 21st at 1:00 in Muskegon
- Executive Committee – Tuesday, August 13th at noon in Ludington
- CCBHC Advisory Committee – to be scheduled in August
- Finance Committee – to be scheduled in August

17. WMCMH 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, Shafer made the motion, seconded by Mr. Seng, to adjourn the West Michigan Community Mental Health Board of Directors meeting. The meeting adjourned at 6:24 p.m.



Kelly Hein
Recording Secretary



Larry VanSickle
Chairperson