

WEST MICHIGAN COMMUNITY MENTAL HEALTH

BOARD OF DIRECTORS MEETING MINUTES

November 18, 2025

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, November 18, 2025. Chairperson Larry VanSickle presided.
2. Roll Call: The following members were present: Mary Alway, Ron Bacon, Linda Baiert, Cindy Boerema, Dr. Jennifer Branning, Kay Seng, Lucinda Shafer, Larry VanSickle, and Robert Walker. Absent: Dawn Fuller. A quorum was present. CMH staff members present were: Julia Rupp, Michele Condit, Ellen Plummer, Bethany Sherfinski, Josh Snyder, and Kelly Hein.
3. Introductions: Alan Bolter, Associate Director, Community Mental Health Association of Michigan.
4. Delegations, Communications and Expressions from the Community: There were none.
5. Approval of Agenda: Mr. Bacon made the motion, seconded by Mr. Walker, that the West Michigan Community Mental Health Board of Directors approve the revised agenda as presented. The motion carried.
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. Shafer, to approve the item on the consent agenda:
 - 7.1 Minutes from the 10/21/2025 WMCMH Board of Directors Meeting. The motion carried.
8. CMHA Updates: Mr. Bolter, Associate Director, Community Mental Health Association of Michigan attended the meeting tonight to discuss CMHA updates and presented on the Rural Health Transformation Program.
9. Executive Committee Meeting Report: Mr. VanSickle reported that the November 4th, Executive Committee report is available for review. He stated that all board members were sent a copy of the 2025 CEO Annual Appraisal for their review. The summary shows that our CEO is well respected by the board and is exceeding expectations in nearly every aspect.

Mr. Vansickle announced that Jim Price has resigned from the WM Board after 40 years of service.

Mr. VanSickle requested the WM Board to approve Mary Alway as Secretary on the

WCMCMH Board to replace Pat Bettin who resigned last month. Mr. Bacon made the motion, seconded by Dr. Jennifer Branning, that Mary Alway be appointed Secretary to the WCMCMH Board of Directors. The motion carried.

10. CCBHC Advisory Committee Report: Ms. Seng reported that the CCBHC Advisory Committee met last week and the minutes are included for review. She provided an overview of the CCBHC-IA Grant and the Demonstration.
11. Programs and Services Committee Recommendation: Ms. Seng reported that the committee met last week and reviewed the annual Quality Assurance Performance Improvement Plan (QAPIP) for FY26. She noted the changes were minimal, mainly revised language throughout and the addition of a new committee, Data Enhancement Committee. Ms. Shafer made the motion, seconded by Mr. Bacon, to approve the QAPIP for FY26. The motion carried.

Mrs. Seng also reported that the committee reviewed the VIBE Plan for FY26. She discussed the philosophy and purpose of the plan. She noted that much like the QAPIP plan, the changes were also minimal, mainly the name change throughout being the biggest revision. She also stated that while the name changed, the commitment of the plan and the work surrounding it will remain the same. Mr. Bacon made the motion, seconded by Dr. Jennifer Branning, to approve the VIBE Plan for FY26. The motion carried.

12. Healthcare Integration and Clinical Services Report: Ms. Plummer highlighted that the agency's new Medical Director, Dr. Dhillon, officially started on October 20. He is adjusting well with WM staff, and we are already receiving positive feedback from our consumers.

Mr. Snyder provided a brief description of the projects that are in development to improve clinical services in the agency:

Collaborative Documentation: allows the clinician to complete documentation during an appointment collaboratively with the consumer. The training is complete and full implementation will be starting in December

Engagement Practices: is a way to respond to consumers who have missed multiple appointments by either no shows or cancellations. The practice provides alternative ways to re-engage that also makes best use of staff appointments. This has been in place for about 6 weeks.

AI Digital Assistant for documentation clinical services: Training has begun, a group of 20 staff have been selected to use the product for 3 weeks and provide feedback to the developers to ensure it is working as needed. Full Implementation for all clinicians is anticipated to start mid to end of December.

Centralized Scheduling: A process where administrative staff schedule consumer appointments rather than clinical staff. This way of scheduling will streamline the process leading to increased clinical efficiencies. Implementation will begin December or January.

Ms. Plummer presented a new policy for board consideration and approval. Policy 2-06-

08, Centralized Scheduling. This policy supports the procedures in which WMCMH appointments for individuals served will be scheduled by utilizing a centralized scheduling process where administrative staff schedule appointments for clinical staff. Mr. Bacon made the motion, seconded by Ms. Seng to approve policy 2-06-08, Centralized Scheduling. The motion carried.

13. Chief Financial Officer's Report: Ms. Sherfinski reviewed the financial report through the period ending September 30, 2025. She noted this is the FY25 year-end income statement and is still in the preliminary stages. There was nothing out of the ordinary to report.

Ms. Sherfinski also reviewed the Cash and Investment Report as of September 30, 2025. She discussed that most of our investments continue to be in T-bills and CDARS as those are still getting the best interest rates.

14. Chief Operations Officer's Report: Ms. Condit highlighted that open enrollment for 2026 health insurance benefits has officially begun. The new vendor, Gallagher/The Pool, allowed the agency to expand to 4 health insurance plans for staff to choose from; 2 Blue Cross and 2 Priority Health. Ms. Condit noted the Pool does require a resolution from the WM Board to join the Pool for a minimum of 3 years. Ms. Shafer made the motion, seconded by Ms. Seng, authorizing West Michigan Community Mental Health (the "Public Entity") into the health insurance Pool for a minimum of three years. The motion carried.

Ms. Condit presented revised Policy 2-12-06, Emergency Operations Plan, for board consideration and approval. She noted the policy was revised to include the Continuity of Operations Plan (COOP). Mr. Bacon made the motion, seconded by Dr. Jennifer Branning, to approve policy 2-12-06, Emergency Operations Plan. The motion carried.

Ms. Condit presented revised Policy 2-12-15, Service Animal/Pet Policy, for board consideration and approval. She noted the policy was revised to comply with the Americans with Disabilities Act (ADA) and Michigan law. Mr. Bacon made the motion, seconded by Jennifer Dr. Branning, to approve policy 2-12-15, Service Animal/Pet Policy. The motion carried.

15. Lakeshore Regional Entity Update: Ms. Rupp noted there isn't much to report at this time at the region, as it has been fairly quiet. The judge should be issuing his ruling regarding the legality of PIHP Procurement mid to late December.

17. CEO's Report: Ms. Rupp informed the WM Board that the Mason County Board of Commissioners approved the appointment of Brandy Miller to the WMCMH Board. Brandy is the CEO of the Chamber Alliance of Mason County, and she will be in attendance at next month's board meeting.

18. Upcoming Committee Meetings:

- LRE Board Meeting – Wednesday December 17th, at 1:00 in Muskegon
- Executive Committee – Monday, December 8th, at noon in Ludington
- WMCMCH December 16th at 5pm in Ludington

19. WCMCMH Board Member Comments, Questions, Clarifications and Critique of Meeting:
There were none.
20. Delegations, Communications and Expressions from the Community: There were none.
21. Executive Session: There was none.
22. Adjournment: With no additional business, Mr. Bacon made the motion, seconded by Dr. Branning, to adjourn the West Michigan Community Mental Health Board of Directors meeting. The meeting adjourned at 6:49 p.m.

Kelly Hein
Recording Secretary

Larry VanSickle
Chairperson