

## WEST MICHIGAN COMMUNITY MENTAL HEALTH

### BOARD OF DIRECTORS MEETING MINUTES

December 16, 2025

1. Call to Order: The West Michigan Community Mental Health Board of Directors met for its regular meeting in person in the Boardroom at the Harold E. Madden Center located in Ludington, at 5:30 p.m. on Tuesday, December 16, 2025. Chairperson Larry VanSickle presided.
2. Roll Call: The following members were present: Mary Alway, Ron Bacon, Linda Baierl, Dr. Jennifer Branning, Brandy Miller, Kay Seng, Lucinda Shafer, Larry VanSickle, and Robert Walker. Members absent: Linda Baierl (excused) and Dawn Fuller. A quorum was present. CMH staff members present were: Julia Rupp, Michele Condit, Ellen Plummer, Josh Snyder, Bethany Sherfinski, and Kelly Hein.
3. Introductions: Ms. Rupp welcomed Brandy Miller, our newest WM Board of Directors member.
4. Delegations, Communications and Expressions from the Community: There were none.
5. Approval of Agenda: Ms. 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.
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. Alway made the motion, seconded by Ms. Seng, to approve the item on the consent agenda:
  - 7.1 Minutes from the 11/18/2025 WCMCMH Board of Directors Meeting. The motion carried.
8. Years of Service Recognition: Ms. Rupp and Mr. VanSickle recognized all the WCMCMH staff, board members, and CAP members who reached a milestone year of service in 2025. Those receiving recognition were:
  - a) **5 Years of Service**: Sherry Boseman, Brandi McCarthy, David Vermillion, Megan Chaffee, Jessica Heaven, Heather Bullock, Ana Lindsey, and Kristina Stever
  - b) **10 Years of Service**: Katrene Achterhof, Katy Demny, Joe Brondige, Sara Brondige, Melissa Grindsma, and Christina Delgado
  - c) **15 Years of Service**: Rachel Fessenden, Lisa Nordman, and Ellen Plummer
  - d) **20 Years of Service**: Cindy Boerema (CAP) and Lucinda Shafer (CAP)
  - e) **25 Years of Service**: Bethany Sherfinski
9. Executive Committee Meeting Report: Mr. VanSickle reported that the Executive Committee's report is available in the packet for review.

Mr. VanSickle read the following Resolution honoring Mr. Prince into the minutes:

WHEREAS, Jim Prince has faithfully served the West Michigan Community Mental Health Board for forty (40) years, demonstrating unwavering commitment to the promotion of mental health, wellness, and dignity for individuals and families within our community; and

WHEREAS, for thirteen (13) of those years, Jim Prince served as Board President, providing visionary leadership during times of growth, challenge, and transformation, and guiding the Board with integrity, wisdom, and deep respect for collaboration; and

WHEREAS, Jim's influence extends far beyond policy and procedure, leaving a lasting legacy of compassion, mentorship, and dedication that has inspired fellow board members, staff, and community partners alike; and

WHEREAS, under his leadership, the Board has experienced growth, stability, and enhanced community trust, reflecting Jim's ability to lead collaboratively and with deep respect for both clients and professionals; and

WHEREAS, Jim Prince has exemplified selfless service, generosity of time, and a profound belief in the importance of mental health care, leaving an enduring legacy that will benefit the community for generations to come;

NOW, THEREFORE, BE IT RESOLVED, that the West Michigan Community Mental Health hereby expresses its deepest gratitude and appreciation to Jim Prince for forty (40) years of exemplary service and outstanding leadership; and

BE IT FURTHER RESOLVED, that this resolution be shared with the family of Jim Prince as an expression of our deepest sympathy and profound appreciation for a lifetime of service, leadership, and commitment to community mental health.

Unanimously Adopted this 16<sup>th</sup> day of December, 2025

by the West Michigan Community Mental Health Board of Directors.

Mr. VanSickle reported that Ms. Rupp's compensation is reviewed annually, and he recommended to the Executive Committee that Ms. Rupp be given a 2.5% structure increase and a 2.5% performance adjustment. Ms. Shafer made the motion, seconded by Ms. Alway, that CEO Rupp be given a 5% compensation increase (2.5% structure and 2.5% performance) which would put her at a salary of \$210,000 effective January 1, 2026. The motion carried.

10. Recipient Rights Advisory Committee Report: Ms. Rupp reported that the RRAC committee met last week. She reviewed that the committee meets twice per year to analyze our performance on Recipient Rights. The minutes are included and are available to review.

Ms. Rupp stated that the Committee reviewed the FY25 Year End Recipient Rights Data Summary report. Complaints and investigations are similar to previous years. Dr.

Jennifer Branning made the motion, seconded by Ms. Shafer, to receive and file the FY25 Year End Recipient Rights Data Summary Report. The motion carried.

11. Healthcare Integration and Clinical Services Report: Ms. Plummer highlighted the launch of the Same Day Access Project that is slated to start on 1/12/26. This will shift the current intake process from being an appointment that is scheduled to being able to complete the entire intake process in one unscheduled visit or walk-in.

Ms. Plummer also highlighted that the BHUC had a soft launch opening on November 17th. The team has developed a couple of one page flyers targeting different audiences including one flyer specifically for law enforcement.

Mr. Snyder highlighted the new Centralized Scheduling process. The process entails having a dedicated administrative team schedule appointments rather than clinical staff. This new process will increase efficiencies across the organization. Phase 1 of this change will start on 12/15/25 for all in-office appointments.

Mr. Snyder presented revised Policy 2-05-01, Informed Consent, for board consideration and approval. This is a requirement that includes consent to use Artificial Intelligence to record sessions for clinical purposes. Ms. Shafer made the motion, seconded by Dr. Branning, to approve revised policy 2-05-01, Informed Consent. The motion carried.

12. Chief Financial Officer's Report: Ms. Sherfinski reviewed the financial report through period ending October 31, 2025. She noted because this is the first month of the new fiscal year, there are many variances, as expected. There is nothing out of the ordinary to report. The largest variance is attributed to CCBHC revenue coming in slower than usual due to the transition of direct pay.

13. Chief Operations Officer's Report: Ms. Condit highlighted the activities that the Employee Engagement Committee has planned for December. The events include: the annual Years of Service for staff, WM board members, and CAP members, Festival of Lights at Stix, where staff came together to assemble décor for the tree and created inspirational messages to decorate the tree with, the annual ugly sweater contest, and the holiday party will be taking place in January at Jamesport Brewing Co. She noted the committee is supervised and facilitated by HR and staff enjoy participating in the events throughout December & January.

Ms. Condit presented a Resolution regarding the ratification and approval of the sale of the Maplewood Home in Scottsville between New Leaf Management LLC and West Michigan Community Mental Health. Ms. Shafer made the motion, seconded by Ms. Alway to approve the resolution for the Real Estate Sale Agreement. The motion carried.

Ms. Condit presented revised Policy 2-12-09, Control of Agency Equipment, for board consideration and approval. This changed entails the distribution of keys for the agency sites. Ms. Shafer made the motion, seconded by Ms. Seng, to approve revised policy 2-12-09, Control of Agency Equipment. The motion carried.

14. Lakeshore Regional Entity Update: Ms. Rupp noted the LRE board meeting is tomorrow, 12/17. The hearing regarding the legality of the PIHP Procurement has ended and she anticipates the judge's ruling within the next few weeks.
15. CEO's Report: Ms. Rupp met with Ron Sanders, Board member of Central Michigan Regional Entity. The next meeting is planned for January 2026.

Ms. Rupp provided a summary of the SEIU Union Tentative Agreement as approved by the Union. Mr. Walker made the motion, seconded by Ms. Shafer, to approve the SEIU Union Contract. The motion carried.

16. Upcoming Committee Meetings:
  - LRE Board Meeting – Wednesday, December 17<sup>th</sup>
  - Executive Committee – Tuesday January 13<sup>th</sup>, 2026
17. WMCMH Board Member Comments, Questions, Clarifications and Critique of Meeting: The board requested the annual Years of Service presentation be sent to them in advance
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 Dr. Jennifer Branning, to adjourn the West Michigan Community Mental Health Board of Directors meeting. The meeting adjourned at 6:29 p.m.

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Kelly Hein  
Recording Secretary

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Larry VanSickle  
Chairperson