

Branch County Community Mental Health Authority

Minutes of the February 23, 2021 Zoom Meeting 6:00 p.m.

Members Present: Ericka Kruszka, Bing Johnson, Jon Houtz, Joe Scheid, Tom Schmelzer, Tracy Richer, Wendy Salyer, Karl Duda, Gina Wright, Antar Nassar, Carrie Stout and John Wellet

Staff Present: Sue Germann, Kim Molnar, Tammy Winchell, Sue Enos, Tim Brown, Kammy Ladd, Tiffany Billings, Jennifer Giron and Jean Weber.

Others Present: Kelly Nettleman, Rachel Sarles, Lindsay Williams

Chairman Tom Schmelzer called the meeting to order at 6:01 p.m.

Approval of the Agenda: Motion was made by Jon Houtz and supported by Wendy Salyer to approve the agenda as amended with the addition of Public Relations Report. Roll Call Vote: Ericka Kruszka-Yes, Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Tracy Richer-Yes, Wendy Salyer-Yes, Karl Duda-Yes, Gina Wright-Yes, Carrie Stout-yes, Antar Nassar-Yes and John Wellet-Yes. *Motion carried.*

Minutes of the January 26, 2021 Meeting: A motion was made by Jon Houtz and supported by Wendy Salyer to approve the minutes of the December 8, 2020 meeting and put them on file. Roll Call Vote: Ericka Kruszka-Yes, Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Tracy Richer-Yes, Wendy Salyer-Yes, Karl Duda-Yes, Gina Wright-Yes, Carrie Stout-yes, Antar Nassar-Yes and John Wellet-Yes. *Motion carried.*

Public Comments: None

Board Education: Tiffany Billings, Jennifer Giron and Lindsay Williams presented on the Cost Benefit Analysis of ABA Services. Presentation defined the term, the populations it effects, gave case examples, cost over time, variables that affect outcomes and a summary.

CEO Report:

Pines Update:

- **Board Member Reappointments:** The following board members need to resubmit a board member resume if they want to be considered for another terms as a member of Pines Board.

Department Reports:

Customer Advisory Committee: Kelly Nettleman reported that the committee was updated on the CCBHC Grant, discussed concern over the state crisis line, talked about bringing back mystery shoppers and how to improve the customer hotline.

Case Management Report: Kim Molnar reported that one of the case managers Candi Moyer, transitioned to an internal crisis mobile position and another internal employee, Summer Hulbert, will leave the ACT Team to take the case manager position left vacant.

Utilization Management: Tammy Winchell reviewed stats for January 2021 regarding hospitalizations that included prescreens completed, what hospitals clients were hospitalized at, the diagnosis at the time of the crisis screen and the recidivism rates.

Outpatient Department: Jean Weber announced that March is National Gambling Awareness Month. On March 9, 2021 we will begin a survey for one week having clients fill out a questionnaire to see where the highest issues are regarding gambling; community is expressing positive comments regarding crisis mobile teams, and the Navigator positions began last month linking clients to services after a hospitalization.

Board Reports

Personnel Committee: Committee met on January 26, 2021 and discussed the following:

- Update on staffing at Pines;
- Discussed back to work transition to face to face services;
- Discussed grant that is earmarked for weekend mobile unit;
- Personnel Chair person has limited availability for future meetings, Ericka Kruszka elected Co-Chair for support;
- Welcomed new Board Member, Antar Nassar.

Finance Committee: Committee met on February 22, 2021. Budget: \$15,914,892.

- The financial report for the period ending January 31, 2021 was presented and reviewed. This represented 33% of the fiscal year. Revenue was at 36% while expenditures were at 28%. The committee recommended and a motion was made by Tracy Richer and supported by Ericka Kruszka that the Board take action to approve the financial report as presented and put on file. Roll Call Vote: Ericka Kruszka-Yes, Bing Johnson-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Tracy Richer-Yes, Wendy Salyer-Yes, Karl Duda-Yes, Gina Wright-Yes, Carrie Stout-Yes, Antar Nassar-Yes and John Wellet-Yes. *Motion carried.*
- The committee also recommends the Board take action to approve a new financial software system to upgrade the current system in place in preparation for the new State requirements and in conjunction with the development of the new electronic medical record. A request is being made to spend up to \$75,000 towards the system. A motion was made by Tracy Richer and supported by Bing Johnson to approve the expenditure of up to \$75,000 towards a new financial software system. Roll Call Vote: Ericka Kruszka-Yes, Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Tracy Richer-Yes, Wendy Salyer-Yes, Karl Duda-Yes, Gina Wright-Yes, Carrie Stout-Yes, Antar Nassar-Yes, and John Wellet-Yes. *Motion carried.*

Public Relations Committee: Committee met and reviewed the most recent Facebook response to postings as well as the Pines website. Discussed strategies to promote the awareness of services outside of Facebook and website. CEO will pursue front pages of the Shoppers Guide, perhaps on a quarterly basis to assure that people are aware of our services for Branch County and how to access them.

Program Committee: Committee met on February 22, 2021 and discussed the SAMSA Emergency Services Grant; the CCBHC Grant; the collaboration with ProMedica on "Mental Health First Aid", and reviewed various portions of the Bylaws.

Old Business: None

New Business: None

Adjournment: Motion was made by Wendy Salyer and supported by Karl Duda that the meeting be adjourned at 7:20 p.m. Roll Call Vote: Ericka Kruszka-Yes, Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Tracy Richer-Yes, Wendy Salyer-Yes, Karl Duda-Yes, Gina Wright-Yes, Carrie Stout-Yes, Antar Nassar-Yes and John Wellet-Yes. Motion carried.

Sue Enos, Recorder