

Branch County Community Mental Health Authority

Minutes of the January 26, 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 and John Wellet

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

Others Present: Kelly Nettleman

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

Approval of the Agenda: Motion was made by Wendy Salyer and supported by Jon Houtz to approve the agenda as presented. 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 and John Wellet-Yes . *Motion carried.*

Minutes of the December 8, 2020 Meeting: A motion was made by Wendy Salyer and supported by Ericka Kruszka 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 and John Wellet-Yes . *Motion carried.*

CEO Report:

Pines Update:

- **Finance Officer:** Tim Brown, Finance Officer attended board meeting and introduced himself and shared his background with the Board. Robbin Wilber will be retiring the end of March.
- **CCBHC Grant:** The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services (CMHS) is accepting applications for fiscal year (FY) 2021 Certified Community Behavioral Health Clinics (CCBHCs) Expansion Grants (Short Title: CCBHC Expansion Grants). The purpose of this program is to increase access to services through the expansion of CCBHCs. CCBHCs provide person- and family-centered integrated services. The CCBHC Expansion grant program must provide access to services including 24/7 crisis intervention services for individuals with serious mental illness (SMI) or substance use disorders (SUD), including opioid use disorders; children and adolescents with serious emotional disturbance (SED); and individuals with co-occurring mental and substance disorders (COD). Pines is applying for this grant which will be awarded to 74 agencies across the United States. It is a two year grant expecting to bring 2 million dollars per year to each awarded agency.
- **CARE:** CARE accreditation end this year, and we expect them to audit our programs sometime between April and June of this year.
- **Board Bylaws:** Bylaws have been sent to Board members for review and suggestions for any changes. Bylaws may need changes made to conform with CCBMH requirements. Board members should review and bring any suggestions to the next Board meeting.
- **Additional Board Report:** A new report, Customer Advisory Committee, will be given during department meeting section of agenda. The committee members give input of

persons served. Kammy Ladd, Pines Customer Service Representative serves as chair of this committee.

SWMBH:

- SWMBH: The direct care wage increase of \$2.00 per hour for staff is being continued through the end of March. After March a decision will be made month by month if the increased wage will continue.

MDHHS Update:

- Robert Gordon, Director of the Michigan Department of Health and Human Services has resigned. Liz Hartell will be appointed to his position.

Department Reports:

Customer Advisory Committee: Kelly Nettleman reported that the committee was updated on the CCBHC Grant, given information on the Adult and Children Mobile Teams, informed of new staff at Pines, and update on Pines policies.

Case Management Report: Kim Molnar reported that we have hired Candi Moyer as a Case Manager. An update on Autism cases was given.

Utilization Management: Tammy Winchell reviewed stats for December 2020 regarding hospitalizations.

Outpatient Department: Jean gave updates on the two Navigator positions, Adult and Child Mobile Teams, Prevention Education, staff training and Covid vaccines made available to staff.

Quality Improvement Report: Sue Germann reviewed the 2020 QI Performance Report with the Board. She reviewed the different domains, staff survey, consumer satisfaction results as well as the analysis and recommendations for next year.

Board Reports

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

- Updated on hire of new Finance Officer;
- Resignation of child mobile staff, will post and rehire;
- Reviewed the evaluation of CEO with the Board. All Board members returned their evaluations. A motion was made by Bing Johnson and supported by Jon Houtz to accept the evaluation of the CEO and put it 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 and John Wellet-Yes. *Motion carried.*

Finance Committee: Committee met on January 25, 2021. Budget: \$15,914,892.

- The financial report for the period ending December 31, 2020 was presented and reviewed. This represented 25% of the fiscal year. Revenue was at 27% while expenditures were at 21%. The committee recommended and a motion was made by Tracy Richer and supported by Wendy Salyer that the Board take action to approve the financial report as presented. 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 and John Wellet-Yes. Motion carried.

- Professional Liability insurance renewal was presented and reviewed and a motion was made by Tracy Richer and supported by Bing Johnson to approve the amount of \$74,619.70 for professional liability insurance. 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 and John Wellet-Yes. Motion carried.

Old Business: None

New Business:

- Board By-Laws: Please review and bring suggestions to the next Board meeting.

Adjournment: Motion was made by Wendy Salyer and supported by Karl Duda that the meeting be adjourned at 6:50 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 and John Wellet-Yes. Motion carried.

Sue Enos, Recorder