

## Branch County Community Mental Health Authority

Minutes of the October 27, 2020 Zoom Meeting 6:00 p.m.

**Members Present:** Ericka Kruszka, Leonard Kolcz, Bing Johnson, Jon Houtz, Joe Scheid, Carrie Stout, Tom Schmelzer, Wendy Salyer, Tracy Richer, John Wellet, and Gina Wright

**Staff Present:** Sue Germann, Kim Molnar, Tammy Winchell, Sue Enos, and Jean Weber

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

**Approval of the Agenda:** Motion was made by Leonard Kolcz and supported by Wendy Salyer to approve the agenda as presented. Roll Call Vote: Ericka Kruszka-Yes, Wendy Salyer-Yes, Bing Johnson-Yes, Carrie Stout-Yes, Leonard Kolcz-Yes, Joe Scheid-Yes, Gina Wright-Yes, John Wellet-Yes, Jon Houtz-Yes, Tracy Richer-Yes, Tom Schmelzer-Yes. *Motion carried.*

**Minutes of the September 22, 2020 Meeting:** A motion was made by Leonard Kolcz and supported by Ericka Kruszka to approve the minutes of the September 22, 2020 meeting and put them on file. Roll Call Vote: Ericka Kruszka-Yes, Wendy Salyer-Yes, Bing Johnson-Yes, Carrie Stout-Yes, Leonard Kolcz-Yes, Joe Scheid-Yes, Gina Wright-Yes, John Wellet-Yes, Tracy Richer-Yes, Jon Houtz-Yes, Tom Schmelzer-Yes. *Motion carried.*

### CEO Report:

#### **Pines Update:**

- **Pines Scarecrow:** Check out the four corners in town and vote for Pines Scarecrow!
- **EMR:** CEO reported that meetings are being scheduled to begin with PCE to build the new Electronic Medical Record that was approved by the Board. CEO informed the Board that our costs for this project will be lower as three CMH's are now participating.
- **Flu Shots:** Pines has informed Public Health that we are available to assist with flu clinic, but they have not officially accepted our offer to assist yet.
- **Public Meetings:** Pines will continue Zoom meetings, for all public Board Meeting through the end of December, unless a new emergency order is put into place.

#### **SWMBH:**

- **SWMBH:** Focusing on strategic planning.

#### **MDHHS Update:**

- **State is finalizing budget which is stable this year.**

## Case Management Report:

- Kim Molnar reported that we are currently interviewing candidates for a Case Manager position and that she has been involved in SUD/Clinical audits for SWMBH.

## Utilization Management:

- Tammy Winchell reviewed the hospitalization statistics for September 2020 and informed the Board on what happens when a person is deferred from hospitalization.

## Outpatient Department:

- Jean Weber reported that there are four new referrals for the Wraparound/SED Waiver; Jean and Mandy are attending a one-day workshop for mental health professionals on assessing suicide risk, planning treatment, and managing the ongoing care of the at-risk client.; Prevention will present to ProMedica Mental Health First Aide training; Staff members Katlyn and Shane are continuing with Trauma/DBT training as they receive younger children referrals who are at high risk; Jean will present to the Branch County Counselors in December on Pines services.

## Board Reports

### Personnel Committee: Committee met on October 27, 2020 and discussed the following;

- General discussion on union negotiations. SEIU union representative and Pines union president Sally Parshall approached CEO and discussed they would like to extend the current union contract until November 30, 2021. Staff would continue to get step pay increases as stated in union contract. Discussion held. A motion was made by Jon Houtz and supported by Bing Johnson to extend the SEIU Union Contract for one year through November 30, 2021 and continue staff step increases, and give CEO and Board Chairperson permission to sign a memorandum of understanding related to this. Roll call vote: Ericka Kruszka-Yes, Wendy Salyer-Yes, Bing Johnson-Yes, Carrie Stout-Yes, Leonard Kolcz-Yes, Joe Scheid-Yes, Gina Wright-Yes, John Wellet-Yes, Jon Houtz-Yes, Tom Schmelzer-Yes. *Motion carried.*
- Pines staff position changes; new mobile crisis positions.

### Finance Committee: Committee met on October 26, 2020. Budget: \$14,815,025.

- The financial report for the period ending September 30, 2020 was presented and reviewed. This represented 100% of the fiscal year. Revenue was at 98% while expenditures were at 82%. The committee recommended and a motion was made by Tracy Richer and supported by Leonard Kolcz that the Board take action to approve the financial report as presented. Ericka Kruszka-Yes, Wendy Salyer-Yes, Bing Johnson-Yes, Carrie Stout-Yes, Leonard Kolcz-Yes, Joe Scheid-Yes, Gina Wright-Yes, John Wellet-Yes, Tracy Richer-Yes, Jon Houtz-Yes, Tom Schmelzer-Yes. *Motion carried.*
- Budget line items changes totaling \$591,300 were reviewed by committee. Tracy Richer made the motion to approve the budget adjustments totaling \$591,300 and the motion was supported by Wendy Salyer. Roll Call Vote: Ericka Kruszka-Yes, Wendy Salyer-Yes, Bing

Johnson-Yes, Carrie Stout-Yes, Leonard Kolcz-Yes, Joe Scheid-Yes, Gina Wright-Yes, John Wellet-Yes, Tracy Richer-Yes, Jon Houtz-Yes, Tom Schmelzer-Yes. Motion carried.

Program Committee: Committee met on October 26, 2020. Discussion on Opioid Consortium; Collaboration with ProMedica on Community Awareness Trainings will be held via outlets like radio social media, presentations and professional videos; ProMedica is working on a referral guide book.

Recipient Rights Committee: Committee met on October 13, 2020 and reviewed the following:

- RRO Officer Jason Porter reviewed information from the Recipient Rights Conference;
- Jason reviewed type of violations he is seeing in his first two months of the position;
- Site review requirements were shared with the committee;
- Jason gave a PowerPoint training on How to Make Your Advisory Committee Click and the Appeals Process.
- CEO stated the budget for RR is the same as FY20 and committee was given assurance if that amount needed to be changed it would be brought to her attention by rights officer.

Old Business: None

New Business:

- Board and Committee Meetings for November and December: Discussion held. A motion was made by Leonard Kolcz and supported by Jon Houtz that the following meetings will be held in November and December 2020-
  - November meetings will be Finance Committee, Personnel Committee and Board Meeting; December meetings will be Public Relations Committee and Recipient Rights Committee. Roll Call Vote: Ericka Kruszka-Yes, Wendy Salyer-Yes, Bing Johnson-Yes, Carrie Stout-Yes, Leonard Kolcz-Yes, Joe Scheid-Yes, Gina Wright-Yes, John Wellet-Yes, Tracy Richer-Yes, Jon Houtz-Yes, Tom Schmelzer-Yes. Motion carried.
- CEO Evaluation: Board members will receive and email with a Survey Monkey link to evaluate the CEO.

Public Comments: Leonard Kolcz mentioned that the Board of Commissioners discussed that all Branch County board members should get the same per diem.

Adjournment: Motion was made by Leonard Kolcz and supported by Wendy Salyer that the meeting be adjourned at 6:45 p.m. Roll call vote: Ericka Kruszka-Yes, Wendy Salyer-Yes, Bing Johnson-Yes, Carrie Stout-Yes, Leonard Kolcz-Yes, Joe Scheid-Yes, Gina Wright-Yes, John Wellet-Yes, Tracy Richer- Yes, Jon Houtz-Yes, Tom Schmelzer-Yes. Motion carried.

Sue Enos, Recorder