

**Branch County Community Mental Health Authority**

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

**Members Present: Bing Johnson, Jon Houtz, Joe Scheid, Tom Schmelzer, Tracy Richer (6:12 p.m.) Karl Duda, Gina Wright, Antar Nassar, and John Wellet**

**Staff Present: Sue Germann, Kim Molnar, Tammy Winchell, Sue Enos, Tim Brown, Jean Weber and Jason Porter.**

**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 Gina Wright to approve the agenda as presented. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Karl Duda-Yes, Gina Wright-Yes, Antar Nassar-Yes and John Wellet-Yes. Motion carried.**

**Minutes of the February 23, 2021 Meeting: A motion was made by Gina Wright and supported by Jon Houtz to approve the minutes of the February 23, 2021 meeting and put them on file. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Karl Duda-Yes, Gina Wright-Yes, Antar Nassar-Yes and John Wellet-Yes. Motion carried.**

**Public Comments: None**

**CEO Report:**

**Pines Update:**

- **Covid Vaccinations:** Today it was announced that persons 16 years of age and above could receive vaccinations. Pines has offered the use of the Board room if it were needed to provide vaccinations as well as helping to register if needed.
- **CCBHC:** Certified Community Behavioral Health Clinic grant was completed March 1, 2021 and submitted. Our chances have increased in possibly being awarded a grant due an additional 450 million dollars will be awarded. At this stage the applications have been sent to the reviewers and we may know late April to late May if we were awarded a grant. If we do receive the grant, it will begin the end of August for two years.
- **Remote Work:** Most staff are returning to the building to work. We have identified a process for the positions that could be considered for remote work. The Fun Committee plans on having a back to work party in May.
- **Virtual Meetings:** We will continue virtual meetings until further notice. County is staying virtual through end of December 2021. We could try a hybrid model in July if Covid numbers have subsided and if all goes well maybe in October we can do face to face for everyone.

**MDHHS Update: Liz Hertel was appointed Director of MDHHS.**

**SWMBH Update: Reviewing end of year reports from last fiscal year with affiliates.**

## Department Reports:

**Compliance Report:** Jason Porter reviewed the 2021 Compliance Plan with the Board. Discussion held. A motion was made by John Wellet and supported by Karl Duda to accept the 2021 Compliance Plan. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Karl Duda-Yes, Tracy Richer-Yes, Gina Wright-Yes, Antar Nassar-Yes and John Wellet-Yes. *Motion carried.*

**Case Management Report:** Kim Molnar reported that staff are learning about the three different models of self-directed services which consumers will be able to elect as well as being educated on independent facilitation.

**Utilization Management:** Tammy Winchell reviewed stats for February 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 OP on call and mobile crisis teams are working together assisting consumer needs; SED Waivers are at full capacity, Amy Glover has been certified as a Recovery and Peer Supports Specialist, two positions are open in the OP department (Access and Homebased) and we have been preparing for CARF.

## Board Reports

**Personnel Committee:** Committee met on March 23, 2021 and discussed the following;

- Staff Updates and preparing for staff to return to building April 1, 2021;
- Discussed when Board and Committee meetings may return to in person;
- Two Board members Carrie Stout and Ericka Kruszka have resigned.

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

- The financial report for the period ending February 28, 2021 was presented and reviewed. This represented 42% of the fiscal year. Revenue was at 42% while expenditures were at 32%. The committee recommended and a motion was made by Tracy Richer and supported by Gina Wright that the Board take action to approve the financial report as presented and put on file. Roll Call Vote: Tracy Richer-Yes, Bing Johnson-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Karl Duda-Yes, Gina Wright-Yes, Antar Nassar-Yes and John Wellet-Yes. *Motion carried.*
- The committee also recommends the Board take action to approve line item adjustments in the amount of \$1,310,328. A motion was made by Tracy Richer and supported by Jon Houtz to approve the line item adjustments totaling \$1,310,328. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Tracy Richer-Yes, Karl Duda-Yes, Gina Wright-Yes, Antar Nassar-Yes, and John Wellet-Yes. *Motion carried.*
- The committee also recommends the Board take action to approve an updated amount for the new Financial Software System (previously approved for \$75,000). This would be for an estimated cost of up to \$140,000 which would include replacement of the software system and licensing/support for the first year, and consultation. The investment in our Financial Software System is to upgrade our system in preparation for new state requirements and in conjunction with the development of the new electronic medical record. Discussion held. A motion was made by Tracy Richer that the Board take action to approve an updated

amount for the new Financial Software System for an estimated cost of up to \$140,000 which would include replacement of the software system and licensing/support for the first year, and consultation. Motion supported by Bing Johnson. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Tracy Richer-Yes, Karl Duda-Yes, Gina Wright-Yes, Antar Nassar-Yes, and John Wellet-Yes. Motion carried

Program Committee: Committee met on March 22, 2021 and discussed the Board Bylaws and any recommended revisions. Sue reviewed suggested revisions with the Board. Bylaws will continue to be reviewed and presented at the next Board meeting. Committee will discuss mobile crisis teams at next committee meeting.

Recipient Rights Committee: Committee met on March 9, 2021 and discussed Recipient Rights trends which included Dignity and Respect violations and Mental Health Services suited to condition complaints. The committee then reviewed the policy and procedures on those two items.

Old Business: None

New Business: None

Public Comments: Antar Nasser has not yet been assigned to any committees,

Adjournment: Motion was made by Karl Duda and supported by John Wellet that the meeting be adjourned at 7:10 p.m. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Tracy Richer-Yes, Karl Duda-Yes, Gina Wright-Yes, Antar Nassar-Yes and John Wellet-Yes. Motion carried.

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Sue Enos, Recorder