

Branch County Community Mental Health Authority

Minutes of the April 27, 2021 Zoom Meeting 6:00 p.m.

Members Present: Bing Johnson, Jon Houtz, Joe Scheid, Tom Schmelzer, Gina Wright, Antar Nassar, Wendy Salyer, Jay Gallagher and John Wellet

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

Others Present: Kelly Nettleman and Derek Miller

Chairman Tom Schmelzer called the meeting to order at 6:01 p.m. and welcomes new Board Member Jay Gallagher.

Approval of the Agenda: Motion was made by Wendy Salyer and supported by Jon Houtz to approve the agenda as amended with the removal of VII-Compliance and noting that John Wellet will present the Finance Report. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Gina Wright-Yes, Wendy Salyer-Yes, Jay Gallagher-Yes, Antar Nassar-Yes and John Wellet-Yes. *Motion carried.*

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

Public Comments: None

CEO Report:

Pines Update:

- **Finance Audit:** Derek Miller from Roslund, Prestage and Company presented the Finance Audit ending September 30, 2020. Discussion held. A motion was made by Jon Wellet and supported by John Houtz to accept the finance audit ending September 30, 2020. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Gina Wright-Yes, Wendy Salyer-Yes, Jay Gallagher-Yes, Antar Nassar-Yes and John Wellet-Yes. *Motion carried.*
- **SAMSHA Grant:** The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services (CMHS), is accepting applications for fiscal year (FY) 2021 Community Mental Health Centers (Short Title: CMHC) grant program. The purpose of this program is to enable community mental health centers to support and restore the delivery of clinical services that were impacted by the COVID-19 pandemic and effectively address the needs of individuals with serious emotional disturbance (SED), serious mental illness (SMI), and individuals with SMI or SED and substance use disorders, referred to as co-occurring disorder (COD). SAMHSA recognizes the needs of individuals with behavioral health conditions, including minority populations and economically disadvantaged communities, have not been met during the pandemic and that CMHC staff and other caregivers have been impacted. A decision has not yet been made if we will apply for this grant.

- **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 reviewed, but no word yet about who will be awarded the grants.
- **Weekend Mobile Crisis**: Sue reviewed this new program with the Board.
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MDHHS Update: The State House and Senate are responding to the Governor's budget.

SWMBH Update: Reviewing the two new proposed plans for privatization of mental health services. With either plan the PIHP would not exist. CMHA advocacy taking place which is against both plans.

Department Reports:

Customer Advisory Council Report: Committee met and Kelly Nettleman reported they learned about the CCBHC Certification; new staffing changes; telehealth updates, and self-directed services.

Case Management Report: Kim Molnar reported that she will be participating in the Home and Community Based Services Desk Audit along with Jason Porter, Compliance Officer; Kim also announced there is a new provider who will provide respite services for children.

Utilization Management: Tammy Winchell reviewed stats for March 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 discussed lack of inpatient beds; mobile teams; new staff; getting prepared for SWMBH, State and CARF audits; and getting prepared for our new PCE EMR software program.

Board Reports

Personnel Committee: Committee met on April 27, 2021 and discussed new position of Organizational Performance Specialist and Intensive Crisis Therapists.

Finance Committee: Committee met on April 26, 2021. Budget: \$15,914,892.

- The financial report for the period ending March 2021 was presented and reviewed. This represented 50% of the fiscal year. Revenue was at 50% while expenditures were at 39%. The committee recommended and a motion was made by Jon Wellet and supported by Wendy Salyer that the Board take action to approve the financial report as presented and put on file. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Wendy Salyer-Yes, Gina Wright-Yes, Jay Gallagher-Yes, Antar Nassar-Yes and John Wellet-Yes. *Motion carried.*

Program Committee: Committee met on April 26, 2021 and discussed the following:

- Board Bylaws and recommended revisions. Sue reviewed suggested revisions with the Board. 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. A motion was made by Wendy Salyer and supported by Jon Wellet to approve the By-laws revisions as presented. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Wendy Salyer-Yes, Gina Wright-Yes, Jay Gallagher-Yes, Antar Nassar-Yes and John Wellet-Yes. Motion carried.
- Committee discussed board per diem caps in accordance with mental health code and county by-law language;
- The State's intention for future crisis services discussed;
- Discussed the new SAMSHA grant which deadline to apply for is May 21, 2021.

Old Business: None

New Business:

- Election of Officers: A motion was entered by Jon Houtz and supported by Bing Johnson to nominate Tom Schmelzer for position of Chairman. A motion was made by Jon Houtz and supported by Bing Johnson to close nominations. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Wendy Salyer-Yes, Gina Wright-Yes, Jay Gallagher-Yes, Antar Nassar-Yes and John Wellet-Yes. Motion carried.
- A motion was entered by Tom Schmelzer and supported by Jon Houtz to nominate Jon Wellet for position of Vice-Chairman. A motion was made by Tom Schmelzer and supported by Jon Houtz to close nominations. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Wendy Salyer-Yes, Gina Wright-Yes, Jay Gallagher-Yes, and Antar Nassar-Yes. Motion carried.
- A motion was entered by Wendy Salyer and supported by Bing Johnson to nominate Jon Houtz for position of Secretary. A motion was made by Wendy Salyer and supported by Bing Johnson to close nominations. Roll Call Vote: Bing Johnson-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Wendy Salyer-Yes, Gina Wright-Yes, Jay Gallagher-Yes, Antar Nassar-Yes and John Wellet-Yes. Motion carried.
- A motion was entered by Wendy Salyer and supported by Bing Johnson to nominate Tracy Richer for position of Treasurer. A motion was made by Wendy Salyer and supported by Bing Johnson to close nominations. Roll Call Vote: Bing Johnson-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Jon Houtz-Yes, Wendy Salyer-Yes, Gina Wright-Yes, Jay Gallagher-Yes, Antar Nassar-Yes and John Wellet-Yes. Motion carried.
- Board Meeting Dates: A motion was made by Jon Houtz and supported by John Wellet to hold Board Meetings on the fourth Tuesday of each month at 6:00 p.m. Roll Call Vote: Bing Johnson-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Jon Houtz-Yes, Wendy Salyer-Yes, Gina Wright-Yes, Jay Gallagher-Yes, Antar Nassar-Yes and John Wellet-Yes. Motion carried.

- **Committee Meetings.** Discussion held on what date to hold committee meetings. The following decision was made:
 - **Public Relations:** First Thursday of the month at 4:00 p.m. held quarterly;
 - **Personnel Committee:** Tuesday the week prior to Board Meeting at 5:00 p.m.;
 - **Finance Committee:** Friday the week prior to Board Meeting at Noon;
 - **Program Committee:** Monday prior to Board Meeting at 11:00 p.m. usually held every two months unless determined additional meeting are needed.
 - **A new Board Committee Meeting calendar will be produced and distributed.**

Public Comments: None

Adjournment: Motion was made by Wendy Salyer and supported by Jon Houtz that the meeting be adjourned at 7:15 p.m. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Joe Scheid-Yes, Tom Schmelzer-Yes, Wendy Salyer-Yes, Gina Wright-Yes, Jay Gallagher-Yes, Antar Nassar-Yes and John Wellet-Yes. *Motion carried.*

Sue Enos, Recorder