

## Branch County Community Mental Health Authority

Minutes of the August 25, 2021 Zoom Meeting 6:00 p.m.

**Members Present:** Bing Johnson, Tom Schmelzer, Gina Wright, Wendy Salyer (6:13 p.m.), Jay Gallagher, Joe Scheid, Karl Duda (6:23 p.m.), and John Wellet.

**Staff Present:** Sue Germann, Sue Enos, Tammy Winchell, Jean Weber, Tim Brown, Renee Mundy, Kyle Kenny and Jason Porter.

**Others Present:** Kelli Nettleman

Chairman Tom Schmelzer called the meeting to order at 6:02 pm.

**Approval of the Agenda:** Motion was made by Bing Johnson and supported by John Wellet to approve the agenda as amended with the deletion of Case Management Report, Health Services Report and Recipient Rights report and the addition of Housing Policies under New Business. Roll Call Vote: Bing Johnson-yes, Tom Schmelzer-yes, Gina Wright-yes, Jay Gallagher-yes, Joe Scheid-yes, and John Wellet-yes . Motion carried.

**Minutes of the July 27, 2021 Meeting:** A motion was made by Jay Gallagher and supported by Bing Johnson to approve the minutes of the July 27,2021 meeting and put them on file. Roll Call Vote: Bing Johnson-yes, Tom Schmelzer-yes, Gina Wright-yes, Jay Gallagher-yes, Joe Scheid-yes, and John Wellet-yes . Motion carried.

**Public Comments:** None

### CEO Report:

#### **Pines Update:**

- **Power Outage:** CEO reported that power was lost during the storm and the building was closed at 9:00 a.m. Crisis and Mobile staff were on site; Psych Services continued and a receptionist was here to greet consumers if they walked in for services.
- **CARF:** CARF virtual accreditation took place on August 16<sup>th</sup> and 17<sup>th</sup>. CEO impression is that everything went well and we will most likely receive another three year accreditation along with a Correction Plan for standards that need to be improved upon.
- **CCBHC:** Next week is the office start date of being awarded the CCBHC grant. Pines will have four months to meet the requirements and standards of the grant.
- **PCE EMR Go Live:** Go live with the new EMR is October 1, 2021. Documents are being converted, staff are attending many trainings.
- **FY21/22 Budget:** Next month we will have a budget hearing for FY21/22 budget.
- **Mental Health Privatization Plans:** CEO reviewed the Shirkey and Whiteford plans and said a new democratic version will be presented in the fall.

#### **Department Reports:**

**Customer Advisory Committee:** Kelli Nettleman reported that they had 4 members attend meeting with one person being a new member; committee was updated on new hires to Pines; updated on the CCBHC grant; and updated on the implementation of the 988 text and talk crisis line.

**Utilization Management:** Tammy Winchell reviewed stats for July 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 Services:** Jean Weber reported the clients that were interviewed by CARF had very positive things to say about Pines, our services and staff; mobile crisis calls are increasing; and two new staff join the outpatient department-Hadijah Auble as Home Based Therapist and Cynthia King as SU Therapist.

**Quality Improvement:** Kyle Kenny shared quality improvement from the Michigan Mission Based Performance Indicator System. He shared Pines strengths and areas that could be improved upon.

### **Board Reports**

**Personnel Committee:** met on 8/17/21 and discussed personnel related issues. No action needed

**Finance Committee:** Committee met on August 20, 2021. Budget: \$15,914,892.

- Committee representation from both the Program and Finance met to discuss renting additional building space. Sue and Tim presented a proposal that was made to Rick Gates regarding leasing 1394 square feet adjacent to the case management area which is currently vacant, in addition to an estimated 4,750 square feet where MIWorks currently occupies but is considering a move. The arrangement would involve 2 years free rent for the 1,394 space beginning October 1, while assuming the remaining square feet at current rental rate with 2.5% year over year increase through 2025. Beginning 2026, the year over year increase would drop to 1.8% through 2036. Use plans would include a moving the mobile team to a central “command” point which could double as a private law enforcement drop off, and using the remaining 4,750 as a crisis/recovery center to provide intensive services for those high risk of needing hospitalization, as well as prevention services.

The committee discussed pros and cons, including the direct savings to Pines as anticipated hospitalizations are avoided, and the community savings as police are returned to the streets instead of within the ER's. The committee recommends board action to approve the expansion of building space as outlined above. Jon Wellet made the motion to approve acquiring the additional 4,750 square feet adjacent to our current office space which would involve 2 years free rent for the 1,394 space beginning October 1, while assuming the remaining square feet at current rental rate with 2.5% year over year increase through 2025. Beginning 2026, the year over year increase would drop to 1.8% through 2036. Use plans would include a moving the mobile team to a central “command” point which could double as a private law enforcement drop off, and using the remaining 4,750 as a crisis/recovery center to provide intensive services for those high risk of needing hospitalization, as well as prevention services. Motion supported by Wendy Salyer. Roll Call Vote: Bing Johnson-yes, Tom Schmelzer-yes, Gina Wright-yes, Jay Gallagher-yes, Joe Scheid-yes, Karl Duda-yes, Wendy Salyer-yes and John Wellet-yes . Motion carried.

The financial report for the period ending July 30, 2021 was presented and reviewed. This represented 83% of the fiscal year. Revenue was at 81%, while expenditures were at 67%.

Checks were reviewed as were comparable expenses and financial trends. The financial report was reviewed and the committee recommends and John Wellet makes the motion to approve the Finance Report ending July 30, 2021 and supported by Jay Gallagher. Roll Call Vote: Bing Johnson-yes, Tom Schmelzer-yes, Gina Wright-yes, Jay Gallagher-yes, Joe Scheid-yes, Karl Duda-yes, Wendy Salyer-yes and John Wellet-yes . Motion carried.

Public Relations Committee: Committee met on 8/12/2021. CEO discussed the increase in Facebook contacts since working with Lilly Beckmyer (advertising student from MSU) this summer, and website stats which is garnering interest on the employment page. Additional strategies for awareness of services includes creating publications for the public similar to BCCADV (the Shelter), and/or converting our recent Shoppers Guide advertisement into an easy to read reference for community members. No action needed.

Program Committee: No Report.

Old Business: None

New Business: New operating policies are needed for HMIS (Homeless Management Information System) contract for Privacy, Security and Confidentiality and Data Quality. Jason Porter will review the policies tomorrow and if Jason finds them satisfactory, we need Board permission to allow Tom Schmelzer to sign off on the policies. A motion was made by Bing Johnson and supported by John Wellet to allow Chairman Tom Schmelzer to sign off on the two policies needed by HMIS once Jason Porter reviews and approves the language in the policies. Roll Call Vote: Bing Johnson-yes, Tom Schmelzer-yes, Gina Wright-yes, Jay Gallagher-yes, Joe Scheid-yes, Karl Duda-yes, Wendy Salyer-yes and John Wellet-yes . Motion carried.

Public Comments: None

Adjournment: Motion was made by Bing Johnson and supported by Wendy Salyer that the meeting be adjourned at 6:55 p.m. Roll Call Vote: Bing Johnson-yes, Tom Schmelzer-yes, Wendy Salyer-yes, Gina Wright-yes, Jay Gallagher-yes, Karl Duda-yes, Joe Scheid-yes, and John Wellet-yes. Motion carried.

Sue Enos, Recorder