

Branch County Community Mental Health Authority

Minutes of the June 22, 2021 Zoom Meeting 6:00 p.m.

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

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

Approval of the Agenda: Motion was made by Bing Johnson and supported by Wendy Salyer to approve the agenda as amended removing IX-Outpatient Services Report. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Tom Schmelzer-Yes, Gina Wright-Yes, Wendy Salyer-Yes, Jay Gallagher-Yes, and John Wellet-Yes. Motion carried.

Minutes of the May 25, 2021 Meeting: A motion was made by Jon Houtz and supported by Wendy Salyer to approve the minutes of the May 25, 2021 meeting and put them on file. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Tom Schmelzer-Yes, Wendy Salyer-Yes, Gina Wright-Yes, Jay Gallagher-Yes, and John Wellet-Yes. Motion carried.

Public Comments: None

CEO Report:

Pines Update:

- **Future Board Meetings:** Board Members, Staff and Public, beginning with July's Board Meeting, will be able to choose if they wish to attend in person in the Board Room, or continue to you Zoom. Both options available to all.
- **Annual Report:** CEO reviewed with the Board the draft version of the Annual Report. Suggestions were made and CEO will revise report and send via email the final version.
- **CARF:** August 16 & 17 CARF will conduct their review remotely to re-credential our agency.
- **Report on Staff/Covid:** CEO reported that staff that were out of the office due to COVID have all returned to the building. Public Health has offered to do an onsite vaccination clinic for staff and clients.
- **Grants:** We have not yet heard if we have been awarded either the SAMHSA or CCBHC grants.
- **Additional Space:** CEO is exploring additional space (approx. 1300 square feet) that is available within the building structure.

MDHHS Update:

- Legislature reviewing budgets and the two plans to redesign the structure of the mental health system.

SWMBH Update:

- Heading into budget and audit season.
- Also conducting SWMBH audits of affiliates and gearing up for the MDHHS audit.

Department Reports:

Customer Advisory Council Report: Kammy Ladd reported the Council reviewed the Customer Advisory Committee Policy; were updated on staff changes and open positions at Pines; discussed Person Centered Planning, Smart Recovery and Strengthening Families. Next meeting is August 12, 2021.

Case Management Report: Kim Molnar reported we have a new respite provider in Branch County; a contracted provider Braintrust is moving centered based autism services in Coldwater, and reviewed the three positions that are being interviewed for in her department.

Utilization Management: Tammy Winchell reviewed stats for May 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.

Compliance Report: Jason Porter reviewed the semi-annual rights report that will be sent to the State. A motion was made by Jon Houtz and supported by Wendy Salyer to approve the report as presented. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Tom Schmelzer-Yes, Wendy Salyer-Yes, Gina Wright-Yes, Jay Gallagher-Yes, and John Wellet-Yes. *Motion carried.*

Board Reports

Personnel Committee: No report.

Public Relations Committee: No report.

Finance Committee: Committee met on June 18, 2021. Budget: \$15,914,892.

- The financial report for the period ending May 31, 2021 was presented and reviewed. This represented 67% of the fiscal year. Revenue was at 66% while expenditures were at 52%. The committee recommended and a motion was made by John 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, Tom Schmelzer-Yes, Wendy Salyer-Yes, Gina Wright-Yes, Jay Gallagher-Yes, Antar Nassar-Yes Tracy Richer-yes and John Wellet-Yes. *Motion carried.*
- CFO presented to the committee \$609,065 in budget adjustments. A motion was made by Wendy Salyer and supported by Jon Houtz to approve the budget line item changes totaling \$609,065. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Tom Schmelzer-Yes, Wendy Salyer-Yes, Gina Wright-Yes, Jay Gallagher-Yes, Antar Nassar-Yes Tracy Richer-yes and John Wellet-Yes. *Motion carried.*

Recipient Rights Advisory Council: Committee met on June 8, 2021. Rights Officer Jason Porter introduced new committee member Jay Gallagher to the committee; the committee elected a new Chair of Committee, Jay Gallagher and Jason reviewed the semi-annual report with the committee.

Old Business: A reminder that Board expense vouchers are due this month.

New Business: None

Public Comments: None

Adjournment: Motion was made by Bing Johnson and supported by Wendy Salyer that the meeting be adjourned at 7:08 p.m. Roll Call Vote: Bing Johnson-Yes, Jon Houtz-Yes, Tom Schmelzer-Yes, Wendy Salyer-Yes, Gina Wright-Yes, Jay Gallagher-Yes, and John Wellet-Yes. Motion carried.

Sue Enos, Recorder