

**Branch County Community Mental Health Authority**

**Minutes of the November 30, 2021 Zoom Meeting 6:00 p.m.**

**Members Present:** Tom Schmelzer, Wendy Salyer, Joe Scheid, Antar Nassar, Karl Duda, Jon Houtz, Tracy Richer, Bing Johnson and Lori LaBundy.

**Staff Present:** Sue Germann, Sue Enos, Jean Weber, Tim Brown, Jessica Singer, Kyle Kenny, Kammy Ladd and Jason Porter.

**Public Present:** Kelly Nettleman

**Chairman Tom Schmelzer called the meeting to order at 6:00 pm.**

**Tom welcomed and introduced newly appointed Board Member, Lori LaBundy.**

**Approval of the Agenda:** Motion was made by Wendy Salyer and supported by Bing Johnson to approve the agenda as amended by adding IV-Review Tentative Union Agreement. Roll Call Vote: Tom Schmelzer-Yes, Wendy Salyer-Yes, Joe Scheid-Yes, Antar Nassar-Yes, Karl Duda-Yes, Jon Houtz-Yes, Tracy Richer-Yes, Bing Johnson-Yes and Lori LaBundy-Yes. *Motion carried.*

**Minutes of the November 30, 2021 Meeting:** A motion was made by Jon Houtz and supported by Wendy Salyer to approve the minutes of the November 30 ,2021 meeting and put them on file. Roll Call Vote: Tom Schmelzer-Yes, Wendy Salyer-Yes, Joe Scheid-Yes, Antar Nassar-Yes, Karl Duda-Yes, Jon Houtz-Yes, Tracy Richer-Yes, Bing Johnson-Yes and Lori LaBundy-Yes. *Motion carried.*

**Public Comments:** None

**Review of Proposed Labor Agreement:** The proposed one-year Labor Agreement with Pines employees was reviewed and discussed. The employees ratified the agreement on November 29, 2021. After review a motion was made by Karl Duda and supported by Jon Houtz to ratify the December 1, 2021 through November 30, 2022 Labor Agreement with discussed changes. Roll Call Vote: Tom Schmelzer-Yes, Wendy Salyer-Yes, Joe Scheid-Yes, Antar Nassar-Yes, Karl Duda-Yes, Jon Houtz-Yes, Tracy Richer-Yes, Bing Johnson-Yes and Lori LaBundy-Yes. *Motion carried.*

**CEO Report:**

**Board Education:** Kyle Kenny, Quality Improvement Specialist reviewed with the Board the Annual Quality Performance Review for FY 2021. Kyle reviewed the objectives, key performance indicators, event reporting, as well as victories and successes, opportunities for improvement, and recommendations for FY2022.

**Pines Update:**

- **John Swanson:** CEO informed the Board of the passing of John Swanson, who had served on our Board for over 35 years.
- CEO informed the Board that one of the management staff members is seriously ill.

- **Vaccine Mandate:** At this time, since there has been no final decision if CMH's meet the federal definition of a CMHC, Pines is going forward and asking staff to provide documentation of being vaccinated, or filing a religious/medical exemption.
- **Shirkey Bill:** reviewed status of Shirkey bill.

**Customer Advisory Committee:** The advisory committee met and were given information on Pines mobile crisis unit, Care Coordinators, and how the PCE implementation is going. They announced that SWMBH will soon be doing phone surveys on customer service across our region.

**Utilization Management:** Report was provided in Board packet for review.

**Outpatient Services:** Jessica Singer announced the following staff changes:

- Amanda Hudson, OP Therapist has resigned effective December 9, 2021; Rhonda Harmon has been hired for this position and will begin on December 13, 2021;
- Austin Lehman and Kelly Corum have been hired to provide Access Services;
- Jim Cance will be transferring to the ACT Department.

**CCBHC:** Jean reported that we have hired an energetic dynamic team to expand services for Pines consumers. Reviewed the services that will be provided; team is working on how they will impact services at Pines moving forward, working on coordinating agreements and producing a newsletter.

## **Board Reports**

**Personnel Committee:** met on November 16, 2021 and discussed the following topics;

- Reviewed changes to Labor agreement for Pines union employees and will bring before Board to consider ratification;
- Discussed Medical Director, Dr. Sharma stepping down and consideration and contract discussions with another psychiatrist that contracts with our agency are in process;
- Open Board Member position has been offered and paperwork has been sent to Commissioners;

CEO evaluation results have been collected, tabulated and release. Results are very positive and have been discussed at tonight's Board meeting. Changes approved in the Union contract will carry over to the CEO Contract and Pines management staff. At this time Karl Duda made the motion to renew CEO Sue German's contract for two years awarding her the same updated changes that were ratified in the one-year Labor Agreement that was ratified tonight, along with a 3% wage increase. Motion supported by Jon Houtz. Roll Call Vote: Tom Schmelzer-Yes, Wendy Salyer-Yes, Joe Scheid-Yes, Antar Nassar-Yes, Karl Duda-Yes, Jon Houtz-Yes, Tracy Richer-Yes, Bing Johnson-Yes and Lori LaBundy-Yes. *Motion carried.*

**Finance Committee:** Committee met on November 19, 2021. Budget: \$15,909,892.

- The financial report for the period ending September 30, 2021 was presented and reviewed. This represented 100 % of the fiscal year. Revenue was at 102%, while expenditures were at 83%. Checks were reviewed as were comparable expenses and financial trends. The financial report was reviewed and the committee recommends and Tracy Richer makes the motion to approve the Finance Report ending September 30, 2021 and supported by Wendy Salyer. Roll Call Vote: Tom Schmelzer-Yes, Wendy Salyer-Yes, Joe Scheid-Yes, Antar

Nassar-Yes, Karl Duda-Yes, Jon Houtz-Yes, Tracy Richer-Yes, Bing Johnson-Yes and Lori LaBundy-Yes. Motion carried.

- CFO presented information about the changed financial structure required by the State to standardize the cost allocations across all of the CMH's in Michigan. As a result of the additional work that needs to be done, financial reports for the Board will be behind until the new allocation method becomes more efficient. Finance Committee will still be doing a check registry review and discussion of any trends related to expenditures that are being reviewed
- CEO presented a proposal from Rubix, Inc., to create a real-time data dashboard to track performance indicators especially related to pre and post CCBHC data, as well as overall organizational performance. The proposal is for \$12,750, which includes the design, build, document and testing with a monthly warehouse hosting cost of \$250.00. Since the initial proposal Rubix has increased their rates \$10.00 (\$75.00 an hour to \$85.00 an hour). The estimated proposal therefore may be \$13,600. The committee recommends and a motion is made by Tracy Richer and supported by Karl Duda to approve up to \$13,600 for Rubix, Inc. to create a real-time data dashboard and monthly warehouse hosting cost of \$250.00 per month. Roll Call Vote: Tom Schmelzer-Yes, Wendy Salyer-Yes, Joe Scheid-Yes, Antar Nassar-Yes, Karl Duda-Yes, Jon Houtz-No, Tracy Richer-Yes, Bing Johnson-Yes and Lori LaBundy-Yes. Motion carried.

**Public Relations Committee:** Committee met on November 4, 2021 and discussed the following:

- Lilly Beckmeyer reviewed Pines Facebook page that provides information about services and coping skills;
- Lee David was introduced as the CCBHC outreach coordinator and she explained her role in providing the community information;
- Discussed advocacy efforts by the Community Mental Health Association in regards to the integration of mental and physical health issues.

**Program Committee:** Committee met on November 18, 2021 and discussed the following;

- CCBHC Updates;
- Mobile Crisis Team
- CMHC Grant

**Old Business:** None

**New Business:** None

**Public Comments:** None

**Adjournment:** Motion was made by Wendy Salyer and supported by Jon Houtz that the meeting be adjourned at 7:35 p.m. Roll Call Vote: Tom Schmelzer-Yes, Wendy Salyer-Yes, Joe Scheid-Yes, Antar Nassar-Yes, Karl Duda-Yes, Jon Houtz-Yes, Tracy Richer-Yes, Bing Johnson-Yes and Lori LaBundy-Yes. Motion carried.

Sue Enos, Recorder