

Branch County Community Mental Health Authority

Minutes of the January 25, 2022 Board Meeting

Members Present: Tom Schmelzer, Wendy Salyer, Joe Scheid, Karl Duda, John Wellet, Jay Gallagher, Gina Wright, Bing Johnson and Lori LaBundy.

Staff Present: Sue Germann, Sue Enos, Jean Weber, Tim Brown, Jessica Singer, Megan Daws, Toni Gardner, Yasmen Alsuraimi, Doug Baker, Tammy Winchell

Public Present: Kelly Nettleman

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

Board and Staff Members reintroduced themselves and positions as this was Pines first in person Board meeting since Covid restrictions were lifted.

Approval of the Agenda: Motion was made by Wendy Salyer and supported by Bing Johnson to approve the agenda as amended by removing item X-Compliance/Recipient Rights. Motion carried.

Minutes of the November 30, 2021 Meeting: A motion was made by Wendy Salyer and supported by Jay Gallagher to approve the minutes of the November 30, 2021 meeting and put them on file. Motion carried.

Public Comments: None

CEO Report:

Board Education: Strategic Plan Update. Sue reviewed an update of the Strategic Plan in regards to Access to Services, Improved SUD services, Collaborative Care (Integration), and Aligning Services with Stakeholder's Perceived Value.

Pines Update:

- Sue Germann reported on training that was provided to Branch County Law Enforcement on Mental Health.
- Discussed with Program Committee the need to step back from being the HARA which is the fiduciary for Housing Grants. These grants are 2.5 million dollars broken down into 6-8 grants each with different regulations. Pines prefers to concentrate on mental health and substance use of the homeless population and serve their needs. We believe this needs to go to an agency that can devote 100% of their time to the grants. MSHDA wants a coordinated approach. No other CMH's in the State are fiduciary's anymore because it is such a large task. Our option is to provide a letter to local collaborating body indicating we would like to step out of this role by 9/30/2022 or earlier, and then transition would occur. The next agency assigned this task, could take on our Housing Specialist if the employee would like to move to the new HARA. A motion was made by John Wellet and supported by Jay Gallagher to write a letter of intent to MSHDA of our intent to step out of this role with their approval. Motion carried.

State Update: Shirkey and Whiteford proposed bills have had no legislative movement on either bill.

Customer Advisory Committee: The advisory committee met with four members and two Pines staff present. Discussed was Quality Improvement Report, Jail Diversion Information, and Pines new hires and staff position changes. The committee is trying to recruit new members. Kelly Nettleman announced her resignation from the committee and we thank her for her service to Pines in this role.

Outpatient Services: Jessica Singer announced that Katlyn Hill is temporarily assigned as acting Outpatient Director and Jessica will focus on directing the Case Management Department since the loss of Kim Molnar. There are several positions posted for these departments.

CCBHC: Jean reported that we have hired an energetic dynamic team to expand services for Pines consumers and shared many of their successes. January was kick off month for 34 different groups; discussed Intensive Case Management contacts; reviewed graph on advocacy/consumer supports; discussed how team provides enhanced services to fill in service gaps; and working on a "Branches Newsletter" which will come out soon. Very proud of the progress that has been made by this group of staff.

Utilization Management: Tammy reported on the Care Connectors and their involvement with consumers after Intake service has been received. Care Connectors make phone calls to consumers and help bridge the gap between consumer's appointments with clinical staff. Outpatient staff will utilize Care Connectors on an as needed basis for their consumers as well. Statistics were given on the number of contacts made by our Care Connectors.

Board Reports

Personnel Committee: met on January 18, 2022 and discussed the following topics;

- Discussed the CMS Medicare/Medicaid Vaccine Mandate that has been determined it does not pertain to Pines;
- Discussed that OP Staff Katlyn Hill has temporarily taken on the role as Outpatient/Intake Supervisor to assist with the management gap;
- Discussed several personnel changes (leaving, returning, replacing) and in addition the upcoming new staff that will be part of the SAMHSA Restoring Mental Wellness grant.

Finance Committee: Committee met on January 21, 2022. Budget: \$23,222,797.

- The financial report for the period ending October 31, 2021 was presented and reviewed. This represented 8.33 % of the fiscal year. Revenue was at 5.5%, while expenditures were at 6.9%. 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 October 31, 2021 and supported by Bing Johnson. *Motion carried.* Also a motion was made by John Wellet and supported by Bing Johnson to approve budget line changes amounting to \$1,628,141.60. *Motion carried.*
- The financial report for the period ending November 30, 2021 was presented and reviewed. This represented 16.67 % of the fiscal year. Revenue was at 11.2%, while expenditures were at 10%. 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 November 30, 2021 and it was supported by Wendy Salyer. Motion carried.

- The financial report for the period ending December 31, 2021 was presented and reviewed. This represented 25 % of the fiscal year. Revenue was at 12%, while expenditures were at 13.6%. Checks were reviewed as were comparable expenses and financial trends. Discussion was held regarding the negative dollars under salaries and wages which relates to (which you cannot use Medicaid funds for) and the need to maximize Medicaid encounters. The financial report was reviewed and the committee recommends and John Wellet makes the motion to approve the Finance Report ending December 31, 2021 and supported by Wendy Salyer. Motion carried.
- Pines professional liability and building coverage is up for it 3 year renewal and the annual premium is \$88,710.38. A motion was made by John Wellet and supported by Wendy Salyer to renew the Professional Liability at a cost of \$88,710.38. Motion carried.

Program Committee: Committee met on January 24, 2022 and discussed the following;

- Mobile Dispatch: We currently use Gryphon Place and CEO will gather information to see if a change is needed;
- Discussion regarding potential changes in children services involving more coordination with school therapists.

Recipient Rights Committee: The Rights Committee met on December 14, 2022 and reviewed the following;

- Committee reviewed the Rights Budget and determined the amount was appropriate;
- The Annual Rights report was reviewed and discussed. A motion was made by Bing Johnson and supported by Jay Gallagher to approve the 2021 Annual Rights Report that is being sent to the State.

Old Business: None

New Business: Board member reported that he had heard what a great job the crisis and mobile team has done and it's a great addition to improved services from Pines.

Public Comments: None

Adjournment: Motion was made by Bing Johnson and supported by Wendy Salyer that the meeting be adjourned at 7:31 p.m. Motion carried.

Sue Enos, Recorder