

Branch County Community Mental Health Authority

Minutes of the March 22, 2022 Board Meeting

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

Staff Present: Sue Germann, Jean Weber, Tim Brown, Megan Daws, Toni Gardner, Yasmen Alsuraimi, Doug Baker, Tammy Winchell, Sareina Sechler, Kyle Kenny

Public Present: None

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

Board and Staff Members reintroduced themselves and their positions.

Approval of the Agenda: Motion was made by Wendy Salyer and supported by Bing Johnson to approve the agenda.

Minutes of the January 25, 2022 Meeting: A motion was made by Wendy Salyer and supported by Jay Gallagher to approve the minutes of the January 25, 2022 meeting and put them on file. *Motion carried.*

Public Comments: None

CEO Report:

Pines Update

- **Board Reappointments:** The following board members have been reappointed by the Branch County Commissioners for a three-year term: Karl Duda, Tracy Richer, Wendy Salyer and Antar Nassar;
- MDHHS reorganized its organizational structure and a summary of the reorganization was discussed and distributed to board members;
- Sue Germann reported on CCBHC updates;
- The packet outlines both bills of Shirkey and Whiteford. Pines being a CCBHC helps if either bills pass according to how both bills are written.

State Update: Shirkey bill has made it to the Senate. Whiteford proposed bill has had a hearing for testimony.

Customer Advisory Committee: The advisory committee met on February 10, 2022, and March 10, 2022 and discussed were the following

- Quality Improvement Report and survey;
- Lee David discussed CCBHC Updates;
- Building a Brighter Future project was discussed;

- CEO discussed telehealth services;
- Pines new hires and staff position changes were reviewed;
- The committee is trying to recruit new members since the committee dropped to three.

Outpatient Services: No Report

Quality Improvement Report: Kyle Kenny reported on FY22 Quarter 1 quality review report on our new EMR system ViewPoint. The quality report reviews objectives regarding Access, Effectiveness, Satisfaction, and Business Function; it reviews psychiatric population and risk metrics as well as reports events on Grievances, Appeals, Incident Reporting, Critical Incidents and Risk events. Sue Germann discussed that staff are going to team meetings at the hospital to build a relationship with client before they are discharged.

CCBHC: Jean reported that we are closing in on six months since becoming a CCBHC. Jean reported that January was truly the kick off month for CCBHC. CCBHC has over 30 different groups a week; discussed how team provides enhanced services to fill in service gaps; and working on a Facebook page. Trying to get the word out that CCBHC serves the mild to moderate people. Staff are working on more community outreach. Very proud of the progress that has been made by this group of staff. Next month we can provide more data on CCBHC. Also, the Mobile Crisis clinician position has been filled by Lacey King.

Utilization/Compliance Management: Tammy Winchell has been appointed Compliance Officer. Reviewed hospitalization reports that the board was given. Tammy will begin to report on hospital stays from mobile crisis.

Recipient Rights: Sareina Sechler introduced herself as the new Rights Officer and she began two weeks ago. She stated she has submitted everything for the upcoming Right's audit this coming April.

Board Reports

Personnel Committee: met on February 15, 2022 and March 15, 2022 and discussed the following topics;

- Staffing changes which include resignation of the BCBA, Rights Officer resignation, psychiatric moves, and the hire of child psychiatrist who will provide evening hours;
- Discussed CMHC grant (Restoring Wellness) which will provide self-care training to staff who are struggling with burn out;
- Sue discussed staffing changes including new Recipient Right's officer Sareina Sechler (Compliance has been moved to Tammy Winchell), retirement of Linda Engle, return of Amanda Hudson and a recent termination. Also reviewed was administrative changes to support the needs of staff.

Finance Committee: Committee met on February 18, 2022 and March 18th, 2022.
Budget: \$23,222,797.

- February 18, 2022 Financials, including the statements of revenue and expenditures are delayed due to SWMBH and state deadlines impacting reporting. Therefore, only the check registers were reviewed. Several provider checks were made during January totaling 1,470,829.54, payroll at 352,056.16, check and bank charges totaling 708.06, with a grand total of 1,823,593.76. A motion was made by Tracy Richer and supported by Jon Houtz to approve the check register review, payroll and check and bank charges totaling \$1,823,593.76. No discussion. Motion carried.
- Sue and Tim reviewed a revised proposal by Rick Gates regarding assuming the remainder of the building. The Board had previously approved a motion to expand the lease and take on additional space from 17,735 sq. feet to 24,417, however, Rick has countered that proposal with a blended rate. Negotiated discussions resulted in a proposal of the continuation of the additional former ADAPT space currently being occupied by Pines free of charge until 10/1/22, and Pines taking on the remainder of the building (space left vacant by MI Works) beginning July 1, 2022 with a 2% year over year increase through the end of fiscal year 2036-2037. With an additional 6,682 of additional space, the square foot cost averages \$7.68. At 9/30/37, the square foot is \$12.51 in comparison to local commercial square foot currently between \$14-16 (per Ken Keeton). This proposal, in comparison to the previous approval, is a \$51,336.87 variance. To offset some of the increase from the original board approval, Rick agreed to replace all lighting with LED lights throughout the entire building, build an adjoining hallway between MI Works space and Pines rather than a door, and replace the signage. A motion was made by Tracy Richer and supported by Jon Houtz to approve the updated building expansion proposal of \$51,336.87. Motion carried.
- The financial report for the period ending January 31, 2022, was presented, and reviewed. This represented 33.33% of the fiscal year. Revenue was at 24.9%, while expenditures were at 32.6%. Revenue was lower due to delays in payment but are on track currently. Checks were reviewed as were comparable expenses and financial trends. A motion was made by Tracy Richer and supported by Jon Houtz to approve the financial reports for the period ending January 31, 2022. Motion carried.
- Sue reviewed personnel changes needed to better support the increased staff, and the minimal financial impact in making these changes. This discussion was informational only, and no action is necessary.

Public Relations Committee: Committee met on March 18, 2022 and discussed the following:

- Sue Germann reviewed the most recent Facebook response to postings as well as the Pines website;

- Discussed as a group some strategies to promote the awareness of services outside of Facebook and website. Sue will pursue front pages of the Shoppers Guide, perhaps on a quarterly basis to assure that people know the services offered and how to access.

Program Committee: Committee met on March 21, 2022 and discussed the following;

- Update on the Transition of Housing Grants – following a public notice to local planning body (LPB) members, the Housing Commission is the only entity interested in taking over all of the housing grants. MSHDA has requested that CERA not be transitioned to the Housing Commission as it ends May 31st and is easier to remain with sub-contractor CAA and fiduciary being given to MSHDA. Expected date of CERA transition is March 31st. Expected date of transition will be discussed in a later meeting with the Local Planning Body (LPB) today.
- Update on SAMHSA grants:
 - CCBHC
 - Branches Health & Wellness – Approximately 37% of those entering services have participated in Branches, taking part of this day program that offers many different integrated mental health and physical health groups to those in crisis, needing more intense services, or those that wish to improve their overall health.
 - Addition of therapist to serve mild/moderate – Because a CCBHC is required to serve anyone in need of mental health services regardless of severity, a therapist was added to serve this milder population.
 - MAT services – a psychiatrist or nurse practitioner is being sought to fill the role of our MAT psychiatrist that resigned. MAT is a requirement of CCBHC.
 - Revitalization of the Suicide Prevention Coalition – due to the increased suicides that have occurred across the community since Covid, this coalition has become more popular and is sustaining membership.
 - CMHC (Restoring Wellness (Gap Support as a result of Covid)
 - Help with maintaining housing (different than homelessness housing) – this position has been added to help those that are at risk of losing their group home placement or individual housing placement, helping out the case managers
 - Help with inpatient placements – this position has been added to facilitate the admission to inpatient units outside of the county that has grown, helping out the therapists.

- Jail counselor – this position was added to providing a listening ear to inmates that otherwise access crisis services for this purpose.
 - Youth programming – A liaison between the CPS and Juvenile system is being added as well as in-home supports for children struggling and have increased behavioral concerns.
- Opiate Health Home
 - SWMBH has been tapped as having the region expand its OHH throughout all counties if SWMBH agrees to do so, and if so this is slated to begin October 2022. SWMBH would be the lead entity over the 8 counties and Pines would qualify to be a Health Home Partner. Essentially, the health home is the coordinating function for persons who have an opiate use disorder, engaging them in treatment as well as helping their maintenance in treatment while coordinating physical health care and prevention. Payment would consist of a monthly case rate (1 rate per each “case”) that would cover all coordinating services throughout the month for that person. Additional meetings with SWMBH are scheduled as well as if this moves ahead, state training.

Recipient Rights Committee: The Rights Committee met on March 3, 2022 and reviewed the following;

- New Recipient Rights Officer: Mike Sidener from St Joe CMH, updated the committee members on the status of filling in as Pines’ RRO subsequent to Jason’s resignation. Introduced was Sareina Sechler, whom based on the background of different candidates was chosen with the committee’s input to serve as the next RRO for Pines.
- The upcoming RR assessment was discussed including the process in general and preparation efforts. There were areas of improvement noted to the members including taking responsibility for all provider site reviews as the “shared” site review process leaves vulnerability for the rights officer; implementing a training tracking process; and the goal of all rights complaints completed within 30 days unless not feasible to do so.
- Year to Date Trends – Mike discussed patterns thus far, including 3 of 13 abuse complaints, and very few mental health suited to condition which is normally a high category.
- Mike presented committee education on the investigatory process including within/without jurisdiction, timelines, preponderance of evidence, reports, and appeal rights.
- Recipient Rights Budget – the budget has been revised (increased) to accommodate the salary of a RRO that is separate from Compliance. The

board reviewed and were satisfied that this salary amount was acceptable.

Old Business: None

New Business: None

Public Comments: None

Adjournment: Motion was made by Tom Schmelzer and supported by Wendy Salyer that the meeting be adjourned at 7:30 p.m. *Motion carried.*

Megan Daws, Recorder