

Branch County Community Mental Health Authority

Minutes of the January 24, 2023 Board Meeting

Members Present: Tom Schmelzer, Bing Johnson, Jon Houtz, Karl Duda, John Wellet, Lori LaBundy, Joe Sheid, Gina Wright, Tracey Kelley, Jay Gallagher and Wendy Salyer.

Staff Present: Sue Germann, Sue Enos, Tammy Winchell, Renee Mundy, Julie Robert (Zoom), Jennifer Giron, Jean Weber, Renee Mundy, Sareina Sechler, Jessica Singer, Tim Brown, Kammy Ladd (Zoom), Kyle Kenny (Zoom) and Kammy Ladd (Zoom).

Public Present: Kelli Nettleman

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

Approval of the Agenda: *Motion was made by Tracey Kelley and supported by Jay Gallagher to approve the agenda. Motion carried.*

Minutes of the November 22, 2022 Meeting: *A motion was made by Wendy Salyer and supported by Gina Wright to approve the minutes of the November 22, 2022 meeting and put them on file. Motion carried.*

Public Comments: None

CEO Report:

- CEO informed the Board that SAMHSA approved \$75,000 of the CCBHC year one informal carryover to be used towards renovation of the Michigan Works area of our building. We have submitted three quotes and received approval. We plan on having an open house in the spring.

MDHHS Update:

- Main focus discussed was regarding Michigan's discussion to move to transition its Dual Eligible demonstration project, Mi Health Link, to a Highly Integrated Dual Eligible Special Needs Plan (HIDE).

SWMBH Update:

- Upcoming SWMBH Audit in April 2023.

Customer Advisory Committee: Kelly reported the committee was informed of CCBHC updates, information on MI Health Link and learned about appeals and grievance process.

Outpatient Services: Julie reported that clinicians are attending trauma focus cohort for children; one staff is trained in EMDR; we have hired two interns under the supervision of Julie for the Intake/Access position and Outpatient Therapist position; one position continues to be open for outpatient therapist and we continue to interview and recruit.

Case Management: Report will be given next month.

CCBHC: Stats were given for Mobile contacts from October 1, 2022 through January 2023; 101 contacts and 70 follow up contacts. Jail Diversion stats were 23 assessments with 11 diverted.

Integrated Health: Renee reported stats on the MATT program; 11 follow-ups, one no show, two clients backed out and there have been 16 new referrals.

Utilization Management/Compliance: Board members in attendance received Corporate Compliance Training. Tammy also reviewed hospitalization stats for Quarter 1.

Quality Management: Kyle Kenny presented the Annual Quality Performance Review and the Continuous Quality Improvement Plan to the Board.

Board Committees:

Public Relations Committee: No Report.

Personnel Committee: Committee met on January 17, 2023 and discussed: Board member resignation; MI Kids Now Loan repayments awarded to several staff; and personnel changes.

Finance Committee: Committee met on January 20, 2023 and discussed the following topics:

- The committee met to review the October Data. The budget should be at 8.33% as the end of October, 2022. Our actual YTD Revenue is at \$1,404,144, vs our budget of \$1,846,487, for an actual of 6.3%. Primary factors for variance of 2% are CCBHC of \$114k, CMHC of \$87k, Medicaid of \$198k & Medicare of \$281k. The actual YTD Expenditure is at \$1,794,632 vs budgeted \$1,790,491, for an actual of 8.4%. There is a deficit of \$390,488. *A motion was made by John Wellet and supported by Jay Gallagher to approve the review of data ending October 2022. Motion carried.*
- The committee met to review the November Data. The budget should be at 16.67% as the end of November, 2022. Our actual YTD Revenue is at \$3,023,834, vs our budget of \$3,692,975, for an actual of 13.6%. Primary factors for variance of 3% are CCBHC of \$219k, CMHC of \$172k, Medicaid of \$205k & Medicare of \$58K. The actual YTD Expenditure is at \$3,155,887 vs budgeted \$3,580,983, for an actual of 14.7%. There is a surplus of \$425,096. *A motion was made by John Wellet and supported by Wendy Salyer to approve the review of data ending November 2022. Motion carried.*
- Discussion on investment policy and how often to review it and the investments as well as setting a meeting with the investment adviser, Trust Department at Century Bank & Trust. Questions to be gathered by board members ahead of time in preparation.
- SAMHSA is able to pay allowable renovations, so FOB Access on doors to the new space was asked for and awaiting approval. The doors include two going into the main building, the side entrance, and to the employee room. into building, one to outside, one to staff, one in waiting room. Three quotes sent to SAMHSA, with the recommendation for Rubix which is the current technology vendor and the software is not proprietary and off the shelf. *A motion was made by John Wellet and supported by Gina Wright to approve this purchase of \$22,872.68 in case funding does not come through. Motion carried.*
- Two insurance policies are coming up for renewal – the building insurance and the professional insurance policy. The quotes were reviewed by the committee. *A motion was made by John Wellet and supported by Gina Wright to approve both the professional insurance premium of \$100,710.38 and the building insurance premium of \$10,758. Motion carried.*
- Please add Lori LaBundy's name to the Finance Committee Minutes as she was in attendance.

Program Committee: Committee met on January 23, 2023 and discussed the following:

- ProMedica Updates
 - Sue discussed ongoing meetings with ProMedica regarding clients in the ER, letting the committee know that 2 proposed services were offered and will be further developed with ProMedica's input:
 - peers to be dispatched in the ER for client outreach, engagement, and referral
 - crisis stabilization programming to provide a resource that is more intensive than providing a quick crisis response and leaving the person at home but less intensive than inpatient.
- Grant Discussion
 - Sue discussed the targeted end dates for the CMHC and the CCBHC-Expansion grants and how each one could potentially be renewed separately; merged together; and/or becoming a part of the CCBHC state demonstration program. At this point there are a lot of options being considered, however, SAMHSA has given the heads up that the CCBHC-IA grant application - which is the continuation of the CCBHC-Expansion grant - is likely coming out in March.

Recipient Rights Committee: Committee met on January 11, 2023 and discussed the following:

- Set meeting dates for 2023;
- RRO educated committee on the steps of an investigation complaint process;
- The FY 2022 Annual Report was reviewed by the committee and with the Board. *A motion was made by Jay Gallagher and supported by Lori LaBundy to approve the FY 2022 Annual Report and submit to the State. Motion carried.*

Old Business: None

New Business: None

Public Comments: None

Adjournment: *A motion was made by Bing Johnson and supported by Gina Wright to adjourn the meeting at 7:25 p.m. Motion carried.*