

Branch County Community Mental Health Authority

Minutes of the April 25, 2023 Meeting 6:00 p.m.

Members Present in Person: Lori LaBundy, Bing Johnson, Gina Wright, Tom Schmelzer, Ashley Levesque, Jay Gallagher, Wendy Salyer

Members Present by Zoom: Karl Duda, Joe Scheid

Members Absent: Jon Houtz, Tracy Kelley, Kaid Saleh

Guests/Staff: Derek Miller / Trevor Kapp (auditors from Roslund Prestage & Company); Sue Germann, Tammy Winchell, Jennifer Giron, Jean Weber, Jessica Singer, Tim Brown, Kammy Ladd, Julie Robert

- A. Call to Order:** Chairman Tom Schmelzer called the meeting to order at 6:00 p.m.
- B. Approval of the Agenda:** Motion was made by Bing Johnson and supported by Lori LaBundy to approve the agenda as amended:
- i.* The Audit Report will be presented following Public Comments, and will then be followed by the Finance Committee report.
 - ii.* Thereafter, the organizational meeting discussion within New Business will be discussed.
 - iii.* The above changes will then be followed by the CEO report and remainder of the meeting. *Motion carried.*
- C. Minutes of the March 28, 2023 Meeting:** A motion was made by Gina Wright and supported by Wendy Salyer to approve the minutes as presented. *Motion carried*
- D. Public Comments:** None
- E. Audit Report:** The annual audit report was presented, including the supplemental federal single audit. The audit resulted in a clean opinion, which was explained as the highest rating. In the future, GASB 87 regarding how leases are accounted for will be applicable to Pines. A motion was made by Lori LaBundy and supported by Wendy Salyer to accept the audit report as presented. *Motion carried.* A motion was also made by Lori LaBundy with support by Jay Gallagher to accept the supplemental federal single audit as presented. *Motion carried.*
- F. Finance Committee Report:**

The committee met to review the March Data. The budget should be at 50% as the end of March, 2023. Our actual YTD Revenue is at \$9,864,689 vs our budget of \$22,070,218, for an actual of 44.7%. The actual YTD Expenditure is at \$8,639,562 vs budgeted \$20,130,146, for an actual of 42.9%. In addition, the check register for March, 2023 was reviewed. The committee recommends approval of this report as presented. Motion was made by Lori LaBundy and supported by Wendy Salyer to accept this report. *Motion carried.*

During committee, Tim presented budget adjustments based on actuals. Revenues decreased 280,296.87 and expensed decreased 2,023,396.78. The committee recommends

approval of these budget adjustments as presented. Motion was made by Lori LaBundy with support by Bing Johnson to accept these budget adjustments. *Motion carried*

G. New Business (Organizational Meeting)

- a. Committee assignments were discussed with member changes made to Personnel, Public Relations, Program, and Finance. The times of the committees and the time of the board meeting (6 pm. Every 4th Tuesday) was not changed. Tom Schmelzer motioned to accept the meeting assignments and board calendar as presented, with support by Ashley Levesque. *Motion carried.*
- b. Officer Nominations:
 - i. Board Chair - nominee: Tom Schmelzer. Motion by Bing Johnson with support by Ashley Levesque to accept Tom as Board Chair. *Motion carried*
 - ii. Vice Chair - nominee: Bing Johnson. Motion by Lori LaBundy with support by Ashley Levesque to accept Bing as Vice Chair. *Motion carried*
 - iii. Secretary - nominee: Jon Houtz. Motion by Ashley Levesque with support by Wendy Salyer to accept Jon as Secretary. *Motion carried*

[Gina Wright left the meeting]

H. CEO Report:

Pines Update:

- a. Pines will be hosting the first annual Steps Against Stigma during May (Mental Health Month) as a way to promote physical health and mental health by having community members track their steps during the month. Also during the month, the Mental Health Flag will be promoted as additional awareness.
- **MDHHS/SWMBH Update:**
 - Pines (and all other CMH's) have been invited to express their interest in becoming a participant in the CCBHC demonstration expansion. A survey of intent is due June 5th with cost data required by July 1st. Sue outlined the differences between the CCBHC I/A grant and the Demonstration as consideration is made to do both or one or the other.

I. Department Reports:

- a. **Customer Advisory Committee- Kammy reported on the recent customer advisory meeting**
- b. **Outpatient/Intake - Julie reported information on intensive outpatient program (IOP) for substance use disorder and that attendance is growing. Meanwhile staff are centering their attention on increased evidence based programs for clinical services.**
- c. **CCBHC - Jean updated the board on recent CCBHC statistics, and also passed around a bird that a consumer created that had meaningful impact for him that was created during one of the creative art classes that we have as a result of our CCBHC grant. The consumer wished to share a bird with each board member, and they were distributed. In response, the board provided a thank you card to the consumer.**
- d. **CMHC - Jessica reported on recent CMHC grant stats, and indicated that the Grant Program Officer (GPO) is recommending the use of Pines for her sustainability intern to**

work with to learn from Pines how other Community Mental Health Centers can sustain federal grants.

- e. **Case Management** - Jennifer reported on increased training being provided to the case managers to support their skills and quality of services.
- f. **Utilization Management / Compliance** - Tammy reviewed the hospitalization utilization reports.

Board Reports

- **Public Relations:** No report.
- **Personnel Committee:** Karl presented the meeting minutes from both the personnel meetings from February as well as March, which included notification of the retention/recruitment grant, and general personnel updates. No board action requested.
- **Program Committee:** No report.
- **Recipient Rights Committee:** No formal report as meeting was not held. However, Sareina Sechler has resigned. Jay (RR Chair) will participate in upcoming interviews.

Old Business: None

Public Comments: None

Adjournment: Motion was made by Wendy Salyer and supported by Lori LaBundy that the meeting be adjourned at 7:00 p.m.. *Motion carried.*

Sue Germann, Recorder