

Branch County Community Mental Health Authority

Minutes of the March 28, 2023 Meeting 6:00 p.m.

Members Present: Tom Schmelzer, Bing Johnson, Jay Gallagher, Joe Scheid, Wendy Salyer, Tracy Kelley, John Wellet, Lori LaBundy, Karl Duda (Zoom), Gina Wright (Zoom)

Staff Present: Sue Germann, Jennifer Giron, Tammy Winchell, Renee Mundy, Tim Brown, Kyle Kenny (Zoom), Julie Robert (Zoom)

Public: Ashley Levesque

Chairman Tom Schmelzer called the meeting to order at 6:02 p.m.

Approval of the Agenda: Motion was made by Wendy Salyer and supported by Jay Gallagher to approve the agenda as amended with the deletion of IX-CCBHC Veterans Services report. **Motion carried.**

Minutes of the January 24, 2023 Meeting: A motion was made by Jay Gallagher and supported by Bing Johnson to approve the minutes as presented. **Motion carried**

Public Comments: None

CEO Report:

- **Board Education:** Jennifer Giron presented education regarding the Applied Behavioral Analysis (ABA) services contracted by Pines for youth with Autism Spectrum Disorder, as well as our internally provided ABA services for non-Medicaid youth with behavioral challenges.
- **Pines Update:**
 - Implicit Bias training will be provided to all staff April 7th. Board members are welcome to attend.
 - The CCBHC - Innovation/ Advancement Grant has been released
 - April is Autism Awareness month; Pines will have information displays, blue ribbons, and staff will be wearing blue on April 6th
 - May is Mental Health month; Pines is planning a “Steps Against Stigma” campaign encouraging the public to count their steps taken during the month.
 - The MiKidsNow Loan repayment has just been released for round 2. Currently, Pines has 7 staff taking advantage of this repayment program.
- **MDHSS:**
 - Focusing on the Executive Budget
 - Potential of a Supplemental Budget which may include the expansion of the state’s CCBHC Demonstration program by an additional 3-4 sites.
- **SWMBH:**
 - Performance Based Indicator Performance (PBIP) results are in. SWMBH received 100% on all measures under it’s control and a partial on the measure shared by them and the Medicaid Health Plans (Molina health plan did not meet the measure). As a result, the total of dollars is more than 2.2 million which will be shared (according to population percentages) across the CMH’s. The amount for Pines is not yet known, but usually around \$80,000.

Department Reports:

- A. Outpatient/ Intake Report:** Julie reported that the 3 interns have been very helpful providing therapy and assistance with intakes as they apply their education skills to therapeutic situations.
- B. Integrated Health Report:** Renee Mundy that we are now doing full vitals on everyone receiving an intake assessment which also includes glucose testing. This has increased our ability to identify health concerns, leading to greater follow up with the person's primary care physician. As a result, we are also able to better refer to the metabolic syndrome project in which there have been an additional 14 people who have started, in addition to the 13 that are still in the program with the dietician. Unfortunately, however, 93 people at risk, have refused this program in the past 2 months. Lastly, Renee reported that our Medication for Opiate Use Disorder prescriber has quickly increased her caseload to 8, and is willing to expand her hours to accommodate more.
- C. Utilization Management:** Tammy Winchell reviewed the statistics related to inpatient prescreens, admissions, discharges, and recidivism. It was noted, that a helpful data point would be how many persons that were SUD identified, were hospitalized.
- D. Compliance:** Tammy Winchell provided the Compliance Plan and reviewed. The Board was encouraged to further review the plan.
- E. Quality Management:** Kyle presented the 2nd quarter QI report outlining areas that had improved from 1st Quarter, as well as recommendations for further improvements based on both quarters thus far.

Board Reports

- **Public Relations:** Bing presented the meeting minutes from the February public relations meeting which largely consisted of Mental Health Awareness activities, and a formal public relations plan. No board action requested.
- **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.
- **Finance Committee:**
 - The committee met on February 24, 2023 to review the December Data. The budget should be at 25% as the end of December, 2022. Our actual YTD Revenue is at \$4,648,559, vs our budget of \$5,539,462, for an actual of 21%. Primary factors for variance of 4% are CCBHC of \$307k, CMHC of \$259k, Medicaid of \$237k & Medicare of \$82K. The actual YTD Expenditure is at \$4,018,979 vs budgeted \$5,371,474, for an actual of 18.7%. There is a net surplus of \$629,580. The board reviewed the check register for December, 2022. John Wellet made a motion to accept the Finance report, supported by Bing Johnson. *Motion carried.*
 - The committee met on February 24, 2023 to also review the January Data. The budget should be at 33.33% as the end of January, 2023. Our actual YTD Revenue is at

\$6,522,657, vs our budget of \$7,450,172, for an actual of 29.2%. Primary factors for variance of 5% are CCBHC of \$390k, CMHC of \$351k, Medicaid of \$110k, Medicare of \$47K & MI Kids Now grant of \$55k (started Jan 1). The actual YTD Expenditure is at \$5,734,774 vs budgeted \$7,384,408, for an actual of 25.9%. There is a surplus of \$787,883. The board reviewed the check register for January, 2023. John Wellet made a motion to accept the Finance report, supported by Wendy Salyer. *Motion carried.*

- During the February 24, 2023 meeting, Tim presented a request for Budget Line Item Change Report: revenue \$192,667.52 expenditure \$771,774.08, the Internal Expense of \$150,106.52, External Providers of \$654,000.00 and Grant's (\$32,332.44). John Wellet made a motion to accept the Budget Line Item Changes, supported by Lori LaBundy. *Motion carried.*
- During the February 24, 2023 meeting, Sue presented a request to pay the bill from the Community Mental Health Authorization for dues totaling \$10,660. John made a motion to accept payment for the dues with support by Wendy Salyer. *Motion carried.*
- The committee met on March 24, 2023 to review the February Data. The budget should be at 41.67% as the end of February, 2023. Our actual YTD Revenue is at \$8,104,303 vs our budget of \$9,312,714, for an actual of 36.3%. Primary factors for variance of 5.37% are CCBHC of \$114k, CMHC of \$87k, Medicaid of \$198k & Medicare of \$28K. The actual YTD Expenditure is at \$6,950,660 vs budgeted \$9,230,510, for an actual of 31.4%. The board reviewed the check register for February, 2023. John made a motion to accept the Finance report, supported by Lori LaBundy. *Motion carried.*

- **Program Committee:** Wendy presented the meeting minutes from the Program Committee of March which included information about the CCBHC grant, ProMedica meetings regarding alternatives to emergency care, and community suggested service expansion including services in the jail and senior respite. No board action requested.
- **Recipient Rights Committee:** Jay presented the meeting minutes from March of the recipient rights committee which consisted of an overview of rights complaints thus far, as well as education about what "Services Suited to Condition" and what that right entails. No board action requested.

Old Business: None

New Business: Next meeting in April will consist of our organizational meeting which will be the nomination/approval of officers, setting meeting dates/time, and committee assignments.

Public Comments: None

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

Sue Germann, Recorder