

## WEST MICHIGAN COMMUNITY MENTAL HEALTH

### BOARD OF DIRECTORS MEETING MINUTES

November 19, 2024

1. Call to Order: The West Michigan Community Mental Health Board of Directors met for its regular meeting in person in the Conference Room at the Harold E. Madden Center located in Ludington, at 5:30 p.m. on Tuesday, November 19, 2024. Chairperson Larry VanSickle presided.
2. Roll Call: The following members were present: Mary Alway, Ron Bacon, Linda Baierl, Pat Bettin, Kay Seng, Lucinda Shafer, Jim Prince, Larry VanSickle, and Robert Walker. Absent: Dr. Jennifer Branning and Todd Dancz (excused). A quorum was present. CMH staff members present were: Lisa Williams, Michele Condit, Ellen Plummer, Bethany Sherfinski, Josh Snyder, Angie Kuhn and Kelly Hein.
3. Introductions: Angie Kuhn, Director of Human Resources.
4. Delegations, Communications and Expressions from the Community: There were none.
5. Approval of Agenda: Mr. Walker made the motion, seconded by Mr. Bacon, that the West Michigan Community Mental Health Board of Directors approve the agenda as presented. The motion carried.
6. Conflict of Interest Question: Mr. VanSickle asked if any board member wished to declare a conflict of interest regarding any matter to be considered by the West Michigan Community Mental Health governing body. No such declarations were made.
7. Consent Agenda: Mr. Bacon made the motion, seconded by Mr. Walker, to approve the item on the consent agenda:
  - 7.1 Minutes from the 10/15/2024 WMCMH Board of Directors Meeting. The motion carried.
8. Executive Committee Meeting Report: Mr. VanSickle reported that the Executive Committee report from the November 5<sup>th</sup> meeting is available for review.

Ms. Kuhn, Director of Human Resources, presented the WMCMH Board with a Recruitment Strategy/Plan for the next Chief Executive Officer. She presented the proposed timeline for the recruitment and selection of candidates. She discussed there will be a small search committee that consists of members of the Executive Committee, Mr. Jim Prince, Ms. Kuhn, and Ms. Hein. Ms. Shafer made the motion, seconded by Mr. Welford, to approve the Recruitment Plan for the new CEO. The motion carried.

Ms. Kuhn also discussed the proposed WMCMH Board meeting to be held on Wednesday, December 18<sup>th</sup>, for the interviewing and final selection of the next Chief Executive Officer. Mr. VanSickle made the motion, seconded by Mr. Bacon, to approve holding a Special WMCMH Board meeting for the purpose of interviewing and selecting the next WMCMH CEO on December 18<sup>th</sup> at 5:30. The motion carried.

Mr. VanSickle expressed to the WMCMH Board his appreciation and dedication for Dr. Williams during her 25 years of service at WMCMH.

Mr. VanSickle reported that the November 12<sup>th</sup>, Executive Committee report is available for review. He stated that everyone was sent a copy of the 2024 CEO Annual Appraisal for their review. The summary shows that our CEO is well respected by the board and is exceeding expectations in nearly every aspect.

9. Finance Committee Recommendation: Mr. Bacon reported that the Finance Committee did not meet but was forwarded with a list of contracts over \$50,000 for review and to bring to the full board for its approval. Ms. Sherfinski stated that all contracts are for Specialized Residential settings that are expenditures in addition to existing contracts already approved. Mr. Prince made the motion, seconded by Mr. Bacon, to approve the list of contracts over \$50,000 as presented. The motion carried.
10. CCBHC Advisory Committee Report: Mrs. Seng reported that the committee met last week and was provided with an overview of the CCBHC-IA Grant and the Demonstration. She reviewed the FY23/24 service goals, and stated that WMCMH has exceeded its goal for the year. Mrs. Seng discussed the IPP Indicators and noted WMCMH has also exceeded its targets for all 4 goals.

Mrs. Seng also reviewed the agency's CCBHC Demonstration progress for Year 3 and noted the full-time Veteran Liaison has had 308 encounters for FY24, compared to 160 encounters for this same time frame the year prior.

Mrs. Seng reviewed Quality Based Payment (QBP) metrics for Demonstration Years 1-3 in the CCBHC Demonstration. WMCMH met the performance measures for Demonstration Year 2 and was the only CCBHC in the state who achieved all 7 QBP Measures to receive a payment of roughly \$1.6 million. For Demonstration Year 3, we are above target for all 6 QBP measures.

11. Programs and Services Committee Recommendation: Mrs. Seng reported that the committee met last week and reviewed the annual Quality Assurance Performance Improvement Plan (QAPIP) for FY25. The majority of the changes were title changes and there were a few additions related to required timeliness metrics. The revised plan is being recommended for approval by the board. Mr. Bacon made the motion, seconded by Mr. Welford, to approve the QAPIP for FY25. The motion carried.

Mrs. Seng also reported that the committee reviewed the DEI Plan for FY25. She discussed the philosophy and purpose of the plan. She noted that much like the QAPIP plan, there were title changes throughout. The revised plan is being recommended for approval by the board. Mrs. Seng made the motion, seconded by Ms. Bettin, to approve the DEI Plan for FY25. The motion carried.

Mrs. Seng discussed two new policies for review & approval. Policy 2-21-01, Trauma Informed Care & Policy 2-21-02, Zero Suicide. She briefed that both of these policies were created to embed trauma informed care and zero suicide into the organizational work at WMCMH. Mrs. Seng made the motion, seconded by Ms. Bettin, to approve the DEI Plan for FY25. The motion carried.

12. Healthcare Integration and Clinical Services Report: M. Plummer highlighted the new scheduling practices the organization created a few months ago. For the month of October, the clinical team met 89% of the expected services delivered expectations. This increase was in part due to the utilization of nurse med reviews and the increase in the use of the “no show clinic”. This is the highest number of services delivered in one month for her team and a huge accomplishment .

Mr. Snyder highlighted the FY24 Service Units Goal. He noted annually the organization sets a goal for the # of Service Units to deliver to our consumers. He discussed all of the work that went into this goal and not only did the organization meet the goal, but it also exceeded it by 8%. This was another huge accomplishment for the clinical team.

13. Chief Financial Officer's Report: Ms. Sherfinski reviewed the financial report through the period ending September 30, 2024. She noted this is a preliminary summary of FY24. The excess revenue is related to the CCBC Quality Bonus Payment. On the expense side, we are finishing the year almost exactly as our amended budget projected.

Ms. Sherfinski also reviewed the Cash and Investment Report as of September 30, 2024. Most of our investments continue to be in T-bills as those are still getting the best interest rates. Interest income for the year was over 4 ½ % more than anticipated.

Ms. Sherfinski reviewed 2 letters that she is asking the board to approve as a Resolution to authorize signers for Cetera Investment Services and Flagstar Bank. These Resolutions are related to one new employee being added and one current employee who changed positions, both of which on the Finance team. Mr. Bacon made the motion, seconded by Ms. Alway, to approve the Resolutions for Cetera Investments and Flagstar Bank for the authorized signers as presented. The motion carried.

14. Chief Operations Officer's Report: Ms. Condit highlighted that throughout the month of November, Jamesport Brewing Company in Ludington is supporting WMCMH's suicide awareness and prevention efforts by hosting a “round up” campaign. Any diner can go for lunch or dinner and choose to round up their bill and that money is being donated to WMCMH's suicide awareness program. She encouraged staff and the Board that attend to take a photo of themselves and send to her and Kelly as our Director of PR would love to share the photos on our social media sites.

15. Community Mental Health Association of Michigan Update: Dr. Williams, Mrs. Seng, Ms. Hein, Ms. Condit and Ms. Shafer attended the Fall Conference at the end of October. They enjoyed the speakers, and there were lots of workshops that stressed the CCBHC outcomes, workforce shortages, and the collaboration between Trinity Health, Network 180, and Kent County on building a new Behavior Health Crisis Unit in Grand Rapids. Dr. Williams noted we support and encourage all board members to attend the conferences. If you are interested in attending the next CMHAM Conference in February, please let Dr. Williams or Ms. Hein know.

Dr. Williams stated that Bob Sheehan announced he will be retiring in two years and his replacement will be Mr. Alan Bolter. The other announcement was the CMHA board approved the development of a CCBHC Caucus which is a group made of only CMH's to advocate for the needs of CCBHC's in an attempt to transfer knowledge, information, and input, and be a voice with the department.

16. Lakeshore Regional Entity Update: Dr. Williams discussed that that the LRE and CMHs in the region have reached an agreement for the FY2024/2025 contract. Her recommendation is for the Board to allow her to sign the contract. Mr. Prince made the motion, seconded by Mr. Bacon to sign the FY2024/2025 CCBHC contract as presented. The motion carried.

Dr. Williams also discussed the CCBHC contract and stated all previous issues have been resolved. Mr. Prince made the motion, seconded by Mr. Bacon to sign the FY2024/2025 LRE/CMH contract as presented. The motion carried.

Both contracts were passed unanimously by the WMCMH Board of Directors.

17. CEO's Report: Dr. Williams reported that she was called to testify at the Behavioral Health subcommittee regarding CCBHC legislation. Representative Brabec is hopeful that the CCBHC Bills and the Social Work Licensure Bills will be passed by the House by the end of the session.

Dr. Williams reminded the Board that our next meeting is the Years of Service Awards. Members of the Team and Board Celebrating milestone work anniversaries this year will arrive early to meet the board and celebrate and there will be a presentation of awards at the beginning of the meeting. The reception will start at 5pm and the awards will be presented at the beginning of the Board meeting.

18. Upcoming Committee Meetings:

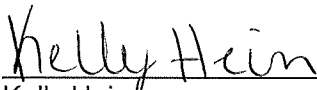
- LRE Board Meeting – Wednesday December 20<sup>th</sup> at 1:00 in Muskegon
- Executive Committee – Tuesday, December 12<sup>th</sup> at noon in Ludington
- Next WM Board Meeting: Tuesday, December 17<sup>th</sup> at 5:30, Ludington Office (Years of Service Reception starts at 5:00)
- Special WM Board Meeting: Wednesday, December 18<sup>th</sup> at 5:30, Ludington Office.

19. WMCMH Board Member Comments, Questions, Clarifications and Critique of Meeting: There were none.

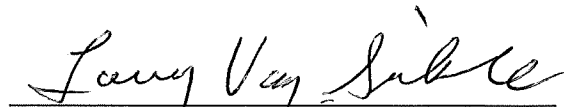
20. Delegations, Communications and Expressions from the Community: There were none.

21. Executive Session: There was none.

22. Adjournment: With no additional business, Ms. Shafer made the motion, seconded by Ms. Seng, to adjourn the West Michigan Community Mental Health Board of Directors meeting. The meeting adjourned at 6:34 p.m.

  
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Kelly Hein

Recording Secretary

  
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Larry VanSickle

Chairperson