

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
3111 Electric Avenue
Port Huron, Michigan 48060

GROUP MEETING: SCC Community Mental Health Board
SUBJECT: Regular Meeting
PLACE: St. Clair County Community Mental Health
3111 Electric Avenue, Port Huron
DATE: May 5, 2020
TIME: 6:00 p.m.
PRESIDING: Nancy Thomson, Chairman

VIDEO CONFERENCE: L. Ames, J. Jowett-Lee, M. Partipilo, M. Paulus, E. Priemer, N. Thomson, S. White
CALL IN: None
ABSENT: S. Armstrong, J. Bligh, A. Essian, E. Rieves, K. Schieweck
ALSO PRESENT: Guests Video Conference: Renee Kiehler
Staff: K. Gallagher, D. Johnson, T. Pingitore, K. Farr, M. Measel-Morris, T. Goyette

I. CALL TO ORDER

The meeting was called to order at 6:10 p.m. by Chairman Thomson.

II. CITIZENS WISHING TO ADDRESS THE BOARD - None

III. AGENDA CHANGES – None

IV. ELECTION OF OFFICERS

Ms. Jowett-Lee, Nominating Committee Chairman, conducted the Election of Officers. She stated that the Nominating Committee met and developed the Slate of Officers that was presented at the last Board meeting. The Slate of Officers is as follows: Chairman – Ms. Nancy Thomson; Vice Chairman – Ms. Julie Jowett-Lee; Secretary/Treasurer – Ms. Martha Partipilo; each have indicated a willingness to serve.

The Election of Officers was then conducted beginning with the Office of Chairman. The Nominating Committee has recommended Ms. Nancy Thomson. Ms. Jowett-Lee asked if there were any nominations from the floor, three times. Hearing none, the nominations were closed. It was moved by Ms. Jowett-Lee, seconded by Ms. Priemer, to close the nominations and unanimously accept the 2020-21 Slate of Officers, as presented. **MOTION CARRIED**

The Officers of the St. Clair County Community Mental Health Board for 2020/21 are:

Chairman:	Nancy Thomson
Vice Chairman:	Julie Jowett-Lee
Secretary/Treasurer:	Martha Partipilo

V. PRESENTATION OF PREVIOUS MEETING MINUTES

- A. It was moved by Mr. Priemer seconded by Ms. Partipilo, to approve the minutes of the March 3, 2020 Public Hearing meeting of the CMH Board. **MOTION CARRIED**
- B. It was moved by Ms. Jowett-Lee seconded by Ms. White, to approve the minutes of the March 3, 2020 meeting of the CMH Board. **MOTION CARRIED**

VI. PRESENTATION OF RECEIPTS/DISBURSEMENTS & ELECTRONIC TRANSFERS

It was moved by Mr. Primer, seconded by Ms. Jowett-Lee, to approve the January, February, and March Receipts/Disbursements and Electronic Transfers, as presented. **MOTION CARRIED**

VII. PRESENTATION OF BILLS TO BE PAID – MARCH 2020 & APRIL 2020

Ms. Partipilo questioned the cost to Diem's Collision in the amount of \$2,019.96. Ms. Farr stated that an agency vehicle had been involved in a vehicle accident. There was also discussion about the charge from Blue Water Area Transit included and it was stated that that cost is for transportation of individuals receiving CMH Services.

It was moved by Ms. Jowett-Lee, seconded by Ms. Ames, to approve the Bills to be Paid for March 2020 and April 2020 in the total amount of \$7,690,985.39, as presented. **MOTION CARRIED**

VII. ITEMS FOR ACTION

A. Agency Written CARF Board Statements

Ms. Measel-Morris stated that these Work Plans are required by CARF for accreditation. These Work Plans are: Legal Requirements & By-Laws, Risk Management, Accessibility, Rights of Persons Served, Technology, Human Resource Management, Cultural Competency/Diversity, Health & Safety, Financial Planning & Management, Marketing Code of Ethics and Addressing Behavior Concerns Involving Individuals Receiving CMH Services.

It was moved by Ms. Jowett-Lee, seconded by Ms. Partipilo, to adopt the 2020 Agency Written CARF Board Statements, as presented. **MOTION CARRIED**

B. Appointment to Board of Committees

Presented by Chairman Thomson was the 2020-21 CMH Board Committee Appointments as follows:

Annual Awards:

Julie Jowett-Lee
Martha Partipilo
Sue White

Advisory Council:

Nancy Thomson, Chairman
Martha Partipilo
Mark Paulus

Personnel Committee:

Martha Partipilo
Lori Ames

Region 10 PIHP Board (Board Rep & Chairman)

Ms. Thomson
Mr. Priemer

Recipient Rights Advisory Committee

Nancy Thomson, Chairman	John Duddy
Lori Ames	Julie Jowett-Lee
Sue Bolton	Rosella Mirabelli
Georgina Day	Joann Wilton
Barbara Deegan	
Joshua Koehn (Port Huron Hospital Representative)	

It is noted that the CMH Board Chairman is an ex-officio member to all Committees.

It was moved by Mr. Jowett-Lee, seconded by Ms. Ames, to approve the 2020/21 CMH Board Committee Appointments, as presented. **MOTION CARRIED**

C. Mission, Vision & Values Statement

It was moved by Ms. Partipilo, seconded by Mr. Paulus, to adopt the 2020 Agency Mission, Vision & Values Statement, as presented. **MOTION CARRIED**

D. Code of Ethics

It was moved by Ms. White, seconded by Ms. Ames, to adopt the 2020 Code of Ethics, as presented. **MOTION CARRIED**

E. St. Clair CMH Board Meeting Calendar – 2020 – Proposed Annual Meeting Date Change

The SCCCMHA Annual Meeting Date needs to be postponed due to the COVID-19 pandemic. A tentative reschedule date of August 5, 2020 was submitted to the board for approval. Ms. White made a motion to approve the tentative proposed Annual Meeting Date, Ms. Ames seconded. **MOTION CARRIED**

F. CMH Policy: CMH Provider Advance

Ms. Farr presented the CMH Provider Advance policy for review. The policy was modeled after a similar Region 10 policy. The policy allows for a CMH Provider Agency to request an advance in payment to an amount representing one month of historical payments calculated as, the sum of all payments made to the provider of behavioral health services by SCCMHA over a consecutive three month period divided by three. Criteria for the advance is outlined in the policy.

It was moved by Mr. Priemer, seconded by Ms. Partipilo, to approve the CMH Provider Advance policy, as presented. **MOTION CARRIED**

VII. INFORMATIONAL ITEMS

A. Finance:

1. February & March Funding Bucket Report – K. Farr

Notes were provided for board member review within the Funding Bucket Report. It was noted that:

- Hospitals continue to run over budget.
- The CCBHC expansion funding is going to have an eight month overlap of the previous funding.
- There will be a significant increase to residential funding costs due to an increase in staffing in the homes as a result of program closures and staff over time due to the COVID-19 pandemic.
- We applied for and received a GF Grant. Five million was available state wide. Our portion of the grant was \$77,000.00. The grant was for COVID-19 related expenditures. We have purchased 68 laptops for virtual services.

2. Retirement System Annual Report

Ms. Farr provided an overview of the Retirement Systems Annual Report. It was noted as a positive that we are not considered underfunded.

B. Program Operations Update – K. Gallagher

1. EOM/TOM - January

Ms. Gallagher reviewed the Employee of the Month for January.

Employee of the month was Melanie Mailloux. Melanie was nominated for her consistently upbeat and motivating attitude as well as participating in Community Events.

Team of the Month went to Kellie Dunlap and Natalie Richard. Kellie and Natalie were nominated for going above and beyond with an individual who was having serious medical issues but had left the hospital against medical advice.

2. Ongoing Services

Ms. Gallagher reviewed the CMH services that have been ongoing and newly developed during the COVID-19 pandemic.

- Individuals are being talked with for appointments over the phone or utilizing the lifesize video conferencing system.
 - It was noted that there are approximately 15 individuals without phones that CMH is working to provide them with.
- Mobile Crisis Unit has still been working in house and in the community.
- The COVID-19 Support Line was developed for anyone in the community having stress from the pandemic and needing someone to talk to. It offers call, text, and email communication with a CMH Clinician.

- Nurses continue to be onsite for injections, medications and taking temperatures and performing screenings on anyone entering the building.
- InShape established a Smiles to Miles challenge that has been very successful to engage individuals in physical activity while being absent from program.
- Daily COVID-19 Updates have been going out to keep all staff informed. Recently staff were asked to submit their great ideas for CMH. One staff suggested a COVID 101 video that can be played so individuals know what to expect coming into the building.
- Ms. Johnson and Ms. Gallagher are meeting with all supervisors to develop transition plans for coming back to work and how to safely provide services.
- Polka Dot Panda has donated fabric masks to CMH and staff have also been sewing and donating. We also had two touchless thermometers donated to us by Genoa pharmacy.

C. Support Services

1. FY 19 Performance Indicators Summary & FY 19 Performance Indicators Table Summary

Ms. Measel-Morris reported on the FY 19 Performance Indicators Summary & FY 19 Performance Indicators Table Summary. Anything that the organization does not meet a standard on a corrective action plan must be developed. It was noted that there were not many things that require a corrective action plan for FY 19.

2. CARF Accreditation

Ms. Measel-Morris announced that we received our three year CARF Accreditation. Due to the number of new programs added we had five reviewers on site this year. The report was provided for review and it provided many kudos to the agency. We received very good feedback from the review team.

D. Region 10 PIHP Update

Mr. Priemer stated that the draft minutes of the Region 10 board meeting from April 10, 2020 properly reflect information provided. The following was highlighted from the meeting:

- A policy has been put in place to help SUD providers during this time.
- Changes to people who have a spend down will not occur until this crisis is over.
- CMH can approve Medicaid during this time.

X. DIRECTOR'S REPORT

A. Community Education / Public Relations Report

Ms. Johnson presented on what Community Related activities CMH has been participating in in the current climate. A recent outreach not listed in the reports is that Ms. Johnson recently participated in a Chamber of Commerce Town Hall meeting. Members of Management Team are participating in calls twice a week with MDHHS to stay as up to date as possible.

B. Community Mental Health Association Business:

1. Weekly Update

The CMHA Weekly Updates were made available for board member review.

2. CMH PAC Campaign

Will be discussed at a future meeting.

3. CMHA Annual Spring Conference – Postponed until August 2020

4. Spring Conference (June 8 – 10, 2020) – Grand Traverse

The Spring Conference is taking place June 8 – 10, 2020 at Grand Traverse. Any board member interested in attending should let Tracy Goyette know as soon as possible.

C. COVID-19 Updates

Ms. Johnson provided updates related to the COVID-19 Pandemic.

- CSCB Website – a CSCB Website has been developed that offers a one stop location for all available resources in St. Clair County related to the COVID-19 pandemic.
- Nursing staff is posted at the front door taking temperatures and doing screenings of everyone entering the building.
- Facilities staff have been vigilant with cleaning and wiping down surfaces in the limited public areas as soon as they are touched.
- IT Staff has been doing an exceptional job of obtaining and distributing technology to a better allow staff to work off site.
- Currently there are 30 – 40 people working in house.
- Re-entry plans are being developed. Supervisors are scheduling to review their Safe Start Transitions with Ms. Johnson and Ms. Gallagher. CMH Staff seem to be a combination of eager to return to work or very apprehensive. Supervisors will be addressing concerns within their departments.

D. Director Gordon Letter

Included in the packet for review is a letter to Director Gordon. Ms. Johnson sent the letter to make him aware that SCCCMHA stepped up right away to keep services going during this pandemic.

E. Soup Kitchen Thank You

The Soup Kitchen sent a Thank You letter to SCCCMHA for lending them staff Chef Jim Kokendyski, Chef Mike Moretz and Mr. Josh Fehr during this time. They have been extremely helpful.

It was noted that some staff have been volunteering at the local food give aways.

F. Hazard Pay Proposal

A Hazard Pay Proposal was presented to the board. The proposal would offer staff who have been working in house and in the community a bonus of money, vacation time or a combination of the two. Staff have been tracking these hours in ADP by utilizing the “Hazzard Duty” code since the Stay Home Stay Safe order went into effect. The end date of the Hazzard Pay would be when the Stay Home Stay Safe order is lifted.

It was moved by Ms. Jowett-Lee, seconded by Ms. Partipilo, to move the Hazard Duty Proposal up for action. **MOTION CARRIED**

It was moved by Ms. Ames, seconded by Ms. Partipilo, to approve the Hazard Duty Pay Proposal. **MOTION CARRIED**

G. CCBHC Expansion

SCCCMHA was awarded the CCBHC Expansion Grant. This funding will overlap with the previous CCBHC Grant for eight months. The Expansion Grant offers four million dollars in funding beginning May 1, 2020 and ending April 20, 2021. Contracting with a phlebotomist is being looked into to be able to provide on site blood draws. Continuation of newly developed programs will occur. A school based clinic is being looked into.

H. Rights Champion Newsletter

The Rights Champion Newsletter was provided for board member review.

XI. BOARD FORUM

Ms. Thompson announced that a Law Suit has been filed against SCCCMHA and Ms. Johnson but that due to the courts being closed that may hold up proceedings.

XII. ANY OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD

Ms. Partipilo asked if there has been an increase in services and if there are any plans for parents. Our Parent Support Partners have been delivering approximately 60 activity packets per week. The parents and our individuals have been enjoying that. As things unfold safely increasing services is a top priority.

Ms. Johnson announced that we did close on the property next to the Children's building. Parking lot and playground design is being discussed with staff input.

XIII. ADJOURNMENT

It was moved by Mr. Paulus, seconded by Ms. Ames, to adjourn. **MOTION CARRIED**. With no further business to discuss the meeting was adjourned at 7:30 pm.

Respectfully submitted,



Tracy Goyette
Recording Secretary