

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: June 2, 2020
TIME: 6:00 p.m.
PRESIDING: Nancy Thomson, Chairman

PRESENT: A. Essian
VIDEO CONFERENCE: L. Ames, J. Bligh, J. Jowett-Lee, M. Partipilo, M. Paulus, E. Priemer, N. Thomson
CALL IN: None
ABSENT: S. Armstrong, E. Rieves, K. Schieweck, S. White
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 6:04 p.m. by Chairman Thomson.

II. CITIZENS WISHING TO ADDRESS THE BOARD – None

III. AGENDA CHANGES – None

IV. PRESENTATION OF PREVIOUS MEETING MINUTES

A. It was moved by Mr. Essian seconded by Mr. Priemer, to approve the minutes of the May 5, 2020 meeting of the CMH Board. **MOTION CARRIED**

V. PRESENTATION OF RECEIPTS/DISBURSEMENTS & ELECTRONIC TRANSFERS

A. It was moved by Mr. Essian, seconded by Ms. Partipilo, to approve the April 2020 Receipts/Disbursements and Electronic Transfers, as presented. **MOTION CARRIED**

VI. PRESENTATION OF BILLS TO BE PAID

It was moved by Ms. Partipilo, seconded by Mr. Paulus, to approve the Bills to be Paid for May 2020 in the total amount of \$3,149,552.29, as presented. **MOTION CARRIED**

VII. ITEMS FOR ACTION

A. FY2020 Revised Budget

Ms. Farr presented the FY2020 Revised Budget:

- FY 20 Projected Expenditures are projected to be approximately \$1,707,000 over the Original Budget.
- Direct Run payroll costs are projected to be approximately \$1,092,000 over the Original Budget.
- Contractual costs are projected to be approximately \$616,000 over the Original Budget, mainly in the Autism department.
- Residential and Supported Housing are projected to be approximately \$2,439,000 over the Original Budget.
- Self Determination costs are projected to be approximately \$63,000 over the Original Budget.
- Contract Agencies are projected to be approximately \$2,433,000 under the Original Budget. Many Agencies only received partial payments for March and will receive little or no payments for the remainder of the year due to program closures.
- Non-Oasis Services are projected to be approximately \$551,000 under the Original Budget.
- Hospitals are projected to be approximately \$187,000 over the Original Budget.
- Technology, Software, Network expenditures and building related expenditures are collectively projected to be approximately \$294,000 over the Original Budget.

Region 10 PIHP Contract Funding: Pending an increase of \$646,675 Medicaid funding.

- FY 20 Projected Medicaid Expenditures are projected to be approximately \$515,000 under the Original Budget, with a YTD Surplus of approximately \$1,156,000.
- FY 20 Projected HMP Expenditures are projected to be approximately \$1,170,000 over the Original Budget, with a YTD Deficit of approximately \$1,156,000.

The Total FY 20 Projected Net Surplus due to Region 10 PIHP Funding is approximately \$0.

St. Clair CMH GF Contract Funding

- FY 20 Projected GF Expenditures are projected to be approximately \$8,700 over the Original Budget with a YTD surplus of approximately \$82,000.
- FY 20 Projected COFR Expenditures are projected to be approximately \$159,500 under the Original Budget. Deficit spending of approximately \$54,700 covered by Medicaid.

The Total FY 20 Projected Net Surplus for St Clair CMH GF Contract Funding is \$82,000.

St. Clair CMH Other Funding

- FY 20 Projected Expenditures for Earned Contracts are projected to be approximately \$31,000 under the Original Budget, with no YTD deficit.
- FY 20 Projected Local / Other Expenditures are projected to be approximately \$230,000 under the Original Budget, with a YTD Surplus of approximately \$238,000.
- FY 20 Projected CCBHC Expenditures are projected to be approximately \$1,465,200 over the Original Budget. Redirected SUD deficit of \$122,000 is being covered by CCBHC funding.
- FY 20 Projected SUD Expenditures are projected to be approximately \$1,300 under the Original Budget, with a YTD deficit of approximately \$122,000 covered by CCBHC funding.

It was moved by Ms. Jowett-Lee, seconded by Mr. Priemer, to approve the FY2020 Revised Budget, as presented. **MOTION CARRIED**

B. Residential Contract Amendments (DCW Wage Increase):

1. Blue Water Developmental Housing
2. Innovative Housing Development Corporation
3. IMPACT

Ms. Measel-Morris presented contract amendments for three residential corporations: Blue Water Developmental Housing, Innovative Housing Development Corporation and IMPACT. The purpose of the amendments are to reflect rate increases due to the Medicaid L – Letter 20-28 authorizing funding of the \$2.00 per hour Premium Pay increase for Direct Care Workers, as well

as increased staffing needs due to Program Closures as a result of the COVID-19 pandemic, effective May 1, 2020 through September 30, 2020.

It was moved by Mr. Essian, seconded by Ms. Jowett-Lee, to approve the Contract Amendments for Blue Water Developmental Housing, Innovative Housing Development Corporation and IMPACT, as presented. **MOTION CARRIED**

VIII. INFORMATIONAL ITEMS

A. Finance:

1. April Funding Bucket Report & Financial Statement – K. Farr

April YTD Funding Bucket Report: This report covers the period of October 1, 2019 through April 30, 2020. It compares the actual spending for the seven months to the original budget. There have been a lot of changes between the time the original budget was developed and the revised budget for 2020.

Financial Statement: In reviewing the Statement of Net Positions, it was noted that the total current net assets is sufficient to cover our total current liabilities. It was noted that when factoring in the Non-Current Assets and Deferred InFlow/Outflow of Resources and Long Term Liabilities, we are back to being in the positive opposed to last year.

2. Community Foundation Fund Activity

Ms. Farr provided an overview of the fund activity from January 1, 2020 – March 31, 2020. The current available balance is \$60,490.73.

B. Program Operations Update – K. Gallagher

1. EOM/TOM

Ms. Gallagher provided highlights of the Employee of the Month for February and April and Team of the Month for February, March, and April.

February Employee of the Month – Ashley Troy. Ashley recently helped an individual she encountered at Meijer who was struggling with a Mental Health crisis. She contacted the Mobile Crisis Unit, who responded to assist the individual. Upon further investigation it was discovered that gaps in this individuals transfer out of jail is what resulted in the crisis. Beyond the immediate health and safety of this individual, this episode alerted CMH to care coordination barriers with the jail that were able to be addressed ensuring that this will not happen in the future.

April Employee of the Month – Cathy Daniel. Cathy has gone above and beyond daily during the COVID-19 pandemic. During this time Cathy has increased her contact with people in need, kept and responded to calls on the DBT coaching phone that in the past has only been available after regular business hours, and taken on extra nights of on call duty for the coaching line.

February Team of the Month – Katherine Allen and Cheyenne Johnston. Katherine and Cheyenne demonstrated great team work and innovative thinking to assist two individuals

with their housing situations. Working together both Cheyenne and Katherine's individuals moved into environments that will be extremely beneficial for both of them to achieve their recovery goals.

March Team of the Month – I.T. Department Staff, Shawn McGarvie, Tommy Rankin, Pat Wells, Mike Medrano and supervisor Dann Hayes. The CMH I.T. Department is top notch on a regular basis. Recently due to the COVID-19 pandemic CMH Staff needed to be able to work from home practically overnight. In only eight days the IT Department deployed 89 devices, responded to 167 additional help desk tickets, installed new video conferencing equipment with training, set up a COVID support line with phone, text, and email options, and provided assistance in setting up a new website for the CSCB. All of this was accomplished with a friendly and can-do attitude.

April Team of the Month – Nancy Richards, Manny Gonzales, Alica Cline, Courtney Warsinski, Megan DeStefanis, Lauren Higgins, Stacie Garvey, Missy Nicholson, Diane Bubel, Jessica Dunn, Mary Croteau and Karen Recker. This team was recognized for being CMH's front line since the COVID-19 pandemic situation took hold in St. Clair County. Screenings have taken place with this crew manning the front door. All surfaces touched are almost instantly wiped down and sanitized. All of these precautions have allowed us to continue to provide vital, essential services to people who need them most, while protecting the health and safety of staff and everyone who enters the building.

2. Program Resumption Plans / Lifesize Services

Ms. Gallagher provided summary of the CMH services resumption plans.

- The Electric Ave. location will continue to be open five days a week with outlying sites increasing from one day a week, to two and eventually to five.
- Staff rotations are being looked into departmentally. Ms. Johnson and Ms. Gallagher met with supervisors to determine the next level of need. The next tier of staff has been identified and will be brought in next week.
- Some groups will be resuming next week. Lifesize video conferencing may be utilized.
- CIS to begin the week of June 15th.
- inShape has been participating in a walking challenge with individuals who receive CMH services as well as posting exercise videos and participating in a Healthy Minds Health Bodies four part series through the YMCA.
- The Galley Program is looking into possibly doing some teaching through Lifesize.
- Contract Agencies have submitted their reopening plans to Ms. Measel-Morris.

3. CISM Pandemic Team

The Critical Incident Stress Management Team was recently revamped to include a pandemic event. Ms. Kathleen Gallagher, Ms. Amy Smith, Mr. Michael McCartan, Ms. Adrienne Luckenbacher and Ms. Julie Jowett-Lee are team leads for this team. Anyone in the community who has been effected by the pandemic can contact the CISM Team for support.

4. Informational Videos

Informational Videos are being created amongst program staff. An individual who receives CMH services suggested a returning to CMH after COVID-19 video so that people will know what to expect. The video is in process and expected out later next week.

C. Support Services

Ms. Measel-Morris reviewed the Indicator 10 plan of correction. This had to do with individuals being readmitted to the hospital after discharge. The most frequent reason for readmission was the lack of ability to get individuals with SUD diagnosis into a rehabilitation center due to a lack of beds. We are working to get more timely access to beds at rehabilitation centers.

D. Administrative Services

1. Voluntary Temporary Layoffs

Ms. Pingitore reported that the majority of CMH Staff have been working at home since the Stay Home Stay Safe Executive order was issued. Some staff expressed the desire to take a voluntary layoff due to feeling they do not currently have enough work to fill their day or for personal reasons. Staff wishing to take a layoff had to talk with their supervisor and apply for it. Thirty-two staff applied for the layoff. Three of the applications for layoff were denied due to agency need. CMH has recall rights. If an employee is recalled from layoff they must report to work within two calendar days. Furlough days were initially requested by employees, however this option was put to vote by the union and voted down. Union approval is not needed to offer a voluntary layoff and management was glad to provide this option to accommodate employee requests.

E. Region 10 PIHP Update

Mr. Priemer stated that the draft minutes of the Region 10 board meeting from May 8, 2020 properly reflect information provided. The following was highlighted from the meeting:

- PPE Equipment
- Slate of Officers for the coming year

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 great job has been being done on the CMH Facebook page. There has been a lot of movement. Ms. Johnson has been participating in a lot of community interviews and news articles.

The Annual Meeting was discussed. The tentative reschedule date is in August, however other options may need to be explored depending on the climate of COVID-19. Holding a small event outside may be a possibility.

B. Community Mental Health Association Business:

1. Weekly Update

The CMHA Weekly Updates are available online for board member review.

2. COVID-19 Updates

The daily COVID-19 email updates are going to be reduced down to three days a week. The COVID-19 email updates have included the daily communication of information to staff, as well as including staff spotlights and incorporated question and answer coding quizzes that staff can respond to and be entered to win gift cards.

Hazard Pay for employees is going to stop on June 5, 2020 with the ending of the Stay Home Stay Safe order. The Hazard Pay proposal needs to be approved by the union before it can be issued to staff.

Ms. Johnson is part of the Governor's reopening workgroup. Policies will need to be put into place, or existing policies revised to accommodate the changes being implemented.

D. Accurate Picture Campaign

Ms. Johnson reported that she has been a part of the Accurate Picture Campaign. The Accurate Picture Campaign was formed by the Community Mental Health Association of Michigan in response to the false narrative used as the impetus for a system redesign, with the goal being to paint an accurate picture of the current Community Mental Health system. The department has been pleased with the responses of Community Mental Health systems during the COVID-19 pandemic.

E. New Human Resources Director

Ms. Johnson announced that Ms. Jody Kruskie, Human Resources Manager is scheduled to retire. A new Human Resources Director has been hired. Mr. James Stoutmeyer is scheduled to start June 22, 2020. Mr. Stoutmeyer has a master's degree and eight years of experience managing Human Resources. Mr. Stoutmeyer will be a member of our management team.

XI. BOARD FORUM

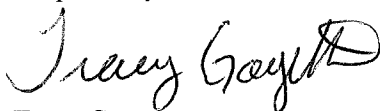
Ms. Thompson announced that there has been no progress on the Law Suit that has been filed against SCCCMHA and Ms. Johnson.

XII. ANY OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD – None

XIII. ADJOURNMENT

It was moved by Mr. Essian, seconded by Ms. Partipilo, to adjourn. **MOTION CARRIED.** With no further business to discuss the meeting was adjourned at 7:00 pm.

Respectfully submitted,



Tracy Goyette
Recording Secretary