

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: September 1, 2020
TIME: 6:00 p.m.
PRESIDING: Nancy Thomson, Chairman

PRESENT: L. Ames, J. Jowett-Lee, M. Paulus, E. Priemer, K. Schieweck, N. Thomson
CALL IN: J. Bligh, M. Partipilo, S. White
ABSENT: A. Essian
ALSO PRESENT: Guests Video Conference: R. Kiehler
Staff: T. Delor, K. Gallagher, D. Johnson, M. Measel-Morris, T. Pingitore, K. Farr, J. Stoutmeyer, K. Zultak, T. Goyette

I. CALL TO ORDER

The meeting was called to order at 6:03 p.m. by Chairman Thomson.

II. CITIZENS WISHING TO ADDRESS THE BOARD – None

V. AGENDA CHANGES – None

VI. PRESENTATION OF PREVIOUS MEETING MINUTES

A. It was moved by Mr. Schieweck, seconded by Ms. Jowett-Lee, to approve the minutes of the August 4, 2020 meeting of the CMH Board. **MOTION CARRIED**

VII. PRESENTATION OF RECEIPTS/DISBURSEMENTS & ELECTRONIC TRANSFERS

A. It was moved by Mr. Priemer, seconded by Ms. Jowett-Lee, to approve the July 2020 Receipts/Disbursements and Electronic Transfers, as presented. **MOTION CARRIED**

VI. PRESENTATION OF BILLS TO BE PAID

It was moved by Ms. Jowett-Lee, seconded by Ms. Ames, to approve the Bills to be Paid for August 2020 in the total amount of \$ 3,940,710.22, as presented. **MOTION CARRIED**

VII. ITEMS FOR ACTION

A. Contract Amendments

1. Innovative Residential Services

Contract Amendment #5 for Innovative Housing Development Corporation was reviewed. This contract amendment updates Attachment B3 to revise the rates for residential services for September 2020 to include increased costs related to the extension of the Direct Care Worker Premium Pay for July 1, 2020 – September 30, 2020. The estimated cost for this is \$161,000.00.

It was moved by Ms. Partipillo, seconded by Ms. Jowett-Lee, to approve Contract Amendment #5 for Innovative Housing Development Corporation. **MOTION CARRIED.**

2. Innovative – Lincoln

Contract Amendment #6 for Innovative Housing Development Corporation was reviewed. This contract amendment would provide a one-time, lump sum cost settlement payment to Innovative Housing for Lincoln Home. Lost revenue has occurred at Lincoln Home due to decreased occupancy since the opening of Liberty Home. It is expected that this cost will level off once knowledge and utilization of the crisis beds offered occurs. The estimated cost for this is \$155,287.00.

It was moved by Ms. Partipilo, seconded by Mr. Schieweck, to approve Contract Amendment #6 for Innovative Housing Development Corporation. **MOTION CARRIED.**

3. Community Enterprises

Contract Amendment #2 for Community Enterprises of St. Clair County (CESCC) was reviewed. The purpose of this amendment is to provide an advance of funds to CESCC. St. Clair County Community Mental Health (CMH) is issuing an advance of \$236,608 to CESCC. CESCC is agreeing to repay the advance, in full, to SCCCMH no later than September 30, 2020 with funds obtained through alternative funding sources and/or funds received through the SCCCMH Network Stability Strategy to be implemented prior to September 30, 2020.

It was moved by Ms. Jowett-Lee, seconded by Ms. Partipilo, to approve Contract Amendment #2 for Community Enterprises of St. Clair County. **MOTION CARRIED.**

4. Life Skills Center

Contract Amendment #4 for Life Skills Center, Inc. was reviewed. The purpose of this amendment is to provide an advance of funds to Life Skills Center Skill Building and Memory Care Services (LSC). Specifically, SCCCMHA is issuing an advance of \$104,352.47 to LSC. LSC is agreeing to repay the advance, in full, to CMH no later than September 30, 2020 with funds obtained through alternative funding sources and/or funds received through the CMH Network Stability Strategy to be implemented prior to September 30, 2020.

It was moved by Mr. Schieweck, seconded by Ms. Jowett-Lee, to approve Contract Amendment #4 for Life Skills Center, Inc. **MOTION CARRIED.**

B. Network Stability Strategy

Ms. Farr presented the St. Clair County CMH Network Stability Plan. The plan has been submitted to Region 10 and approved. The objective of the plan is to ensure the financial stability of the Providers within the CMH network through the development of an adjusted rate, that will

be retroactively applied, to the services provided April 1, 2020 through September 30, 2020 that would result in funding the full cost of service provision during this time of unpredictable and unpreventable significant reduction in service utilization.

Ms. Farr reviewed the process for information submittal to develop the adjusted rate.

In the month of October, September services will be paid at the current rates. A separate payment will be issued for the retroactive application of the rate adjustment to fund the full cost of service provision for the period of April 1 through September 30, 2020. If the amount of the retroactive payment exceeds \$100,000 it will need to be approved by our Board of Directors.

It was moved by Ms. Jowett-Lee, seconded by Mr. Schieweck to approve the Network Stability Strategy. **MOTION CARRIED.**

C. Purchase Request Policy Revision

Ms. Farr presented a request to revise policy 07-003-0015 Purchase Requests. The policy was revised at this time last year so that the small purchase procedures would align the government issued regulations sited in 2 CFR 200. Ms. Farr consulted with Mr. Paul Bailey and it was suggested that we change our policy to allow our Executive Director to approve purchases up to \$150,000.00 without board approval. This will also help with being able to approve provider advances in the current climate of dealing with lost revenue due to the COVID-19 pandemic. Informing the board of purchases made that are between \$100,000.00 and \$150,000.00 will be added to the policy.

It was moved by Mr. Priemer, seconded by Ms. Partipilo, to approve the Purchase Request Policy Revision, with the addition that the board will be notified via email of purchases approved by the Executive Director that are between \$100,000.00 and \$150,000.00. **MOTION CARRIED.**

D. FY2020 Staff Wage Adjustment

Ms. Farr stated that Management is proposing a one-time, not to base, wage adjustment to regular full time and regular part time employees in the amount of \$2,500. Specific details of entitlement are stated in the Letter of Agreement between SCCCMH and AFSCME Council 25, Local 1518, Chapter 20 and AFSCME Council 25, Local 3385.

It was moved by Ms. Jowett-Lee, seconded by Ms. Ames, to approve the one-time, not to base, wage adjustment to regular full time and regular part time employees in the amount of \$2,500 as stipulated in the Letter of Agreement between SCCCMH and AFSCME Council 25, Local 1518, Chapter 20 and AFSCME Council 25, Local 3385 and Contract Amendments, as presented.
MOTION CARRIED

E. FY2021 Original Budget

Ms. Farr presented the FY2021 Original Budget:

- FY 21 Proposed Expenditures are approximately \$3,600,000 over the FY20 Revised Budget.
- Payroll costs are approximately \$2,045,000 over the FY20 Revised Budget.
- Contractual costs are approximately \$301,000 under the FY20 Revised Budget due to reductions in CCBHC and BWATA.

- Residential and Supported Housing approximately \$1,073,000 over the FY20 Revised Budget.
- Self Determination costs are approximately \$26,000 over the FY20 Revised Budget. Outpatient costs are approximately \$140,000 under the FY20 Revised Budget.
- Contract Agencies are approximately \$1,241,000 over the FY20 Revised Budget.
- Hospitals are approximately \$56,000 under the FY20 Revised Budget.
- Technology, Software, Network expenditures and building related expenditures are collectively approximately \$288,000 under the FY20 Revised Budget.

Region 10 PIHP Contract Funding

- FY 21 Projected Medicaid Expenditures are approximately \$2,557,000 or 5% over the FY20 Revised Budget.
 - FY 21 Projected HMP Expenditures are approximately \$347,500 or 6.0% over the FY20 Revised Budget.
- The Total FY21 Proposed allocation from Region 10 PIHP Funding is \$58,198,462.

St. Clair CMH GF Contract Funding

- FY 21 Projected GF Expenditures are approximately \$24,000 over the FY20 Revised Budget with a surplus of approximately \$248,000.
 - FY 21 Projected COFR Expenditures are approximately \$192,000 over the FY20 Revised Budget.
- The Total FY21 Projected Net Surplus for St Clair CMH GF Contract Funding is \$248,000.

St. Clair CMH Other Funding

- FY 21 Projected Expenditures for Earned Contracts are approximately \$233,000 over the FY20 Revised Budget, with no deficit.
- FY 21 Projected Local / Other Expenditures are approximately \$23,000 under the FY20 Revised Budget, with a Projected Surplus of approximately \$270,000.
- FY 21 Projected CCBHC Expenditures are approximately \$172,000 over the FY20 Revised Budget. Redirected SUD deficit of \$219,000 is being covered by CCBHC.
- FY 21 Projected SUD Expenditures are approximately \$110,500 over the FY20 Revised Budget, with a deficit of approximately \$219,000 covered by CCBHC.

VIII. INFORMATIONAL ITEMS

A. Finance:

1. July Funding Bucket Report & Financial Statement – K. Farr
July YTD Funding Bucket Report: This report covers the period of October 1, 2019 through July 30, 2020. It compares the actual spending for the seven months to the original budget. Ms. Farr provided an overview of this report.
 - Year-To-Date Expenditures are running approximately \$1,820,000 under the Revised Budget.
 - Payroll costs are running approximately \$349,000 under the Revised Budget.
 - Contractual costs are running approximately \$217,000 under the Revised Budget. BWATA costs are running approximately \$248,000 under the Revised Budget and Contracted Physicians is running approximately \$132,000 under the Revised Budget. CCBHC expenditures are running \$111,500 over the Revised Budget.

- Residential and Supported Housing running approximately \$958,000 under the Revised Budget. Rates have been increased for the remainder of FY 20.
- Self Determination costs are running approximately \$44,000 over the Revised Budget. Outpatient costs are running approximately \$115,000 under the Revised Budget.
- Contract Agencies are running approximately \$198,000 under the Revised Budget.
- Hospitals are running approximately \$102,000 over the Revised Budget.
- Technology, Software, Network expenditures and building related expenditures are collectively running approximately \$129,000 under the Revised Budget.

Region 10 PIHP Contract Funding

- YTD Medicaid Expenditures are running approximately \$1,035,000 under the Revised Budget, with a YTD Surplus of approximately \$1,842,000.
 - YTD HMP Expenditures are running approximately \$56,500 over the Revised Budget, with a YTD Deficit of approximately \$1,172,600.
- The Total YTD Net Surplus due to Region 10 PIHP Funding is approximately \$669,000.

St. Clair CMH GF Contract Funding

- YTD GF Expenditures are running approximately \$59,500 under the Revised Budget with a YTD surplus of approximately \$137,000.
 - YTD COFR Expenditures are running approximately \$128,000 over the Revised Budget. Deficit spending of approximately \$223,000 covered by Medicaid.
- The Total YTD Net Surplus for St Clair CMH GF Contract Funding is \$137,000. The carryforward to FY21 is \$71,843 and the transfer to Sanilac is \$50,000

St. Clair CMH Other Funding

- YTD Expenditures for Earned Contracts are running approximately \$29,000 under the Revised Budget, with no YTD deficit.
- YTD Local / Other Expenditures are running approximately \$8,000 over the Revised Budget, with a YTD Surplus of approximately \$199,000.
- YTD CCBHC Expenditures are running approximately \$887,000 under the Revised Budget. Redirected SUD deficit of \$92,500 is being covered by CCBHC funding.
- YTD SUD Expenditures are running approximately \$4,300 under the Revised Budget, with a YTD deficit of approximately \$92,500 covered by CCBHC funding.

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 remain in the positive.

B. Administrative Services:

Ms. Pingitore provided an update on psychiatric services. Dr. Ali started working full time about one month ago. He is seeing children, adolescents and adults. Two new psychiatric nurse practitioners will be starting soon. The psychiatric nurse practitioners will be practicing over telepsych. Hopefully, having them on staff will reduce wait times as we have seen an increase in referrals with two psychiatrists recently leaving the area.

C. Human Resources Updates:

Mr. Stoutmeyer provided an update on happenings in the Human Resources department. The HR department consists of three staff with others who assist.

The new applicant tracking system (ATS) called Recruit, will be implemented though the Sage Platform hopefully by November.

Staff have been issued a “Work/Life Toolbox”. The toolbox presented all options possibly available to staff during impact created by the COVID-19 pandemic. Not all staff are eligible for every option. It is dependent on agency need. There was discussion surrounding the layoff option. Adding language that states staff who choose to be laid off may not come back to the same position due to restructuring and redistribution of work was suggested. The union would need to be included in this.

D. Support Services:

1. Policies out for Review

Ms. Measel-Morris stated that policy 07-002-0060 Credit Cards is due for review. The policy committee suggested a few grammatical changes to the policy.

2. Customer Satisfaction Report

Ms. Measel-Morris presented the Customer Satisfaction Report. Beginning June 1 through June 30, 2020, the annual SCCCMHA Customer Satisfaction Survey was conducted. The survey selection method included all individuals open to services between the period of April 1 through April 15, 2020. Surveys were mailed to all individuals receiving services or the parent /guardian of those individuals.

Using the responses from the following question: taken from the child and the adult survey “Overall, I am satisfied with the services I have received”, the cumulative overall rate of customer satisfaction was 95%.

3. Accessibility Report

Ms. Measel-Morris presented the Accessibility Report. Beginning June 1 through June 30, 2020, the annual SCCCMHA Accessibility to Services Survey was conducted along with the SCCCMHA Customer Satisfaction Survey. The survey selection method included all individuals open to services between April 1 through April 15, 2020, regardless of the type of funding source. All surveys were mailed to the individuals receiving services or the parent/guardian of those individuals. Plans of correction are developed for areas identified as needing improvement.

E. Program Operations Update

1. Restructuring of Services

Ms. Gallagher has been working with supervisors regarding restructuring of services due to the COVID-19 pandemic. Due to the way services are now being provided it has shifted the areas of need. Staff are being shifted to accommodate these changes. She noted that the Next Step program will be starting up. The Next Step program offers support services at a level

below the ACT program and a level above Outpatient. She also noted that IPS numbers are increasing.

2. Service Delivery Concerns

Ms. Gallagher highlighted several service delivery concerns. A lot of staff have been meeting with individuals outside, both individually and for groups. With the changing winter season coming, that option will eventually not be there. We are looking for more space options in the area. Ms. Pingitore reached out to the church next door. Leasing some space from them might be an option.

3. Galley Redesign

The Galley recently had new flooring installed and will be re-opening on September 8, 2020. The Galley will have a reduced menu and be able to accommodate students again.

F. RRAC Update

Ms. Thomson presented updates from the Recipient Rights Advisory Committee. She stated that at the last meeting they had two presentations. The first one being about Community Enterprises and was presented by David Wagner, Executive Director, Thelma Taylor, Program Director, and Mary-Beth Fluery, Program Director. Mr. Koehn, Recipient Rights Advisor for McLaren Port Huron Hospital, presented a day in the life of someone admitted to the Mental Health Unit.

With the continued increase in the number of Recipient Rights Complaints the Recipient Rights Advisory Committee supported the Office of Recipient Rights maintaining the equivalent of three Full Time Employees.

The annual conference for the Office of Recipient Rights is taking place virtually this year. ORR Staff Members will be attending sessions as well as several committee members.

The next Recipient Rights Advisory Committee Meeting will take place December 1, 2020.

G. CCBHC Update

Ms. Zultak provided an update of happenings related to the CCBHC.

- A school based Physical and Mental Health Clinic is being developed. Yale Schools has agreed to have the clinic. REESA is working on getting participation from more schools. The nurse will be provided by the Health Department and the Social Worker will be provided by SCCCMHA.
- A phlebotomist is now on site for blood draws.
- The Opioid Summit started today. These sessions can be viewed on Facebook and the CMH You Tube channel.
- Prepare U is being offered at St. Clair and Marysville Schools. Marine City Schools is looking at implementing. Prepare U has been offered to many schools in the area.
- Per the request of the National Council we will be mentoring two new CCBHC Sites.
- The Calm App was offered for a time. We had about 150 people subscribe to it. After pulling usage reports of the app, we stopped offering. Head Space is currently being offered through the State of Michigan for free.

H. Region 10 PIHP Update

1. Region 10 Board Meeting

Mr. Priemer stated that the budget and preparation for next year was discussed at the Region 10 Board Meeting. Minutes were not yet available.

XI. DIRECTOR'S REPORT

A. Community Education / Public Relations Report & Upcoming Trainings

Ms. Johnson presented on what Community Related activities CMH has been participating in.

- The Opioid Virtual Series has begun.
- Upcoming runs in the Blue Water Run Series: PS. You're my Hero and the Run for Recovery. The Run for Recovery will be virtual.
- The Empty Bowl will be a drive through event this year on September 18, 2020.

SCCCMHA now has a LinkedIn Profile. Mr. Stoutmeyer headed this up. Employees were encouraged to create their own accounts and link up with the CMH page. LinkedIn has many valuable features including free job postings and training registration.

B. Community Mental Health Association Business:

1. Weekly Update

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

2. CMHAM Pack Campaign

Ms. Johnson stated that if anyone would like to contribute to the CMHAM Pack Campaign to let Ms. Goyette know.

3. CRAINS Article

Ms. Johnson shared a CRAINS Article. There has not been much movement reported lately on the privatization of the public mental health system campaign. She expects that more information to be coming on that soon. Ms. Johnson has been participating in the Accurate Picture Campaign that is meant to paint a more accurate picture of the Behavioral Health System.

Ms. Johnson participated in a call today regarding MiCal, a state wide access line that the state is trying to implement. The thought behind it is that people do not know where to call when in need of Mental Health Services. The Access Department would remain, however this may impact the after-hours contract with BHR down the road.

XI. BOARD FORUM

A. Advisory Council Meeting Minutes

The Advisory Council met and attendance was a combination of in person and virtual.

XII. ANY OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD

Ms. Thomson announced the resignation of Mr. Armstrong from the St. Clair County Community Mental Health Board. Mr. Armstrong was a valuable asset to the board for many years and will be missed.

It was announced by Ms. Thomson that the Law Suit that had been filed against SCCCMHA and Ms. Johnson has been dropped with prejudice. A case dismissed with prejudice is over and done with, once and for all, and can't be brought back to court.

XIII. ADJOURNMENT

It was moved by Mr. Paulus, seconded by Ms. Jowett-Lee, to adjourn. **MOTION CARRIED.** With no further business to discuss the meeting was adjourned at 7:47 pm.

Respectfully submitted,



Tracy Goyette
Recording Secretary