

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: August 4, 2020
TIME: 6:00 p.m.
PRESIDING: Nancy Thomson, Chairman

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

III. CLOSED SESSION

It was moved by Mr. Essian seconded by Mr. Priemer, to move into closed session at 6:04pm.

MOTION CARRIED

It was moved by Mr. Essian seconded by Mr. Schieweck, to move out of closed session at 6:35pm.

MOTION CARRIED

IV. SPECIAL PRESENTATION: UHY, LLC – Paul Bailey

A. Financial Audit, Compliance and Single Audit Reports

Overviewed by Mr. Paul Bailey, from the auditing firm of UHY LLP (Formerly Stewart, Beauvais & Whipple), were the following reports:

1. FY 19 Audit Communication Letter
2. FY 19 Annual Financial Statement
3. FY 19 Internal Control Letter
4. FY 19 Single Audit
5. FY 19 Compliance Report
6. FY 19 Supplementary Information to Financial Statements

Mr. Bailey stated that the audit was conducted in accordance with the generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards. It is the opinion of UHY that St. Clair County Community Mental Health Authority has no significant weaknesses; which means the financial reports met government report requirements.

In reviewing the FY 19 Annual Financial Statement, Mr. Bailey highlighted the significant information in each of the following documents: Statement of Net Position, Statement of Activities/ Revenues, Expenses, and Changes in Net Position.

Mr. Bailey referenced the letter “Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Governmental Auditing Standards.” The purpose of this letter addresses internal control over financial reporting of which no material weaknesses were found.

The second letter “Audit Communication Letter” addresses any significant audit findings, of which there are none.

Supplementary Information to Financial Statements (Federal Awards) audit is required for any agency receiving over \$750,000 in grants.

Compliance Examination: In the past this audit was completed by the Michigan Department of Health and Human Services and they now rely on the auditing firms to express an opinion on compliance of its contracts based on the audit of the type of compliance requirements. It is the opinion of UHY that we complied, with the types of compliance requirements referred to that could have a direct and material effect on the contracts for the year ended September 30, 2019.

V. AGENDA CHANGES – None

VI. PRESENTATION OF PREVIOUS MEETING MINUTES

A. It was moved by Ms. Jowett-Lee seconded by Mr. Priemer, to approve the minutes of the July 7, 2020 meeting of the CMH Board. **MOTION CARRIED**

VII. PRESENTATION OF RECEIPTS/DISBURSEMENTS & ELECTRONIC TRANSFERS

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

VI. PRESENTATION OF BILLS TO BE PAID

It was moved by Ms. Essian, seconded by Ms. Jowett-Lee, to approve the Bills to be Paid for July 2020 in the total amount of \$3,682,359.22, as presented. **MOTION CARRIED**

VII. ITEMS FOR ACTION

A. Construction Contractor Award

Mr. William Vogan, with William Vogan Associates, Architects and Planners reviewed the bids submitted for a construction project at SCCCMHA that involves renovating the area located behind reception. Bids for the project were received from LaBelle Companies, Brenal

Contractors, National Business Supply / Commercial Interiors and KEO Associates. Labelle Companies was the bid recommended for acceptance.

It was moved by Mr. Essian, seconded by Mr. Schieweck, to accept the recommendation of William Vogan Associates, Architects and Planners, and accept the bid of Labelle Companies as presented. **MOTION CARRIED.**

B. MDHHS FY 2021 Allocation for Community Mental Health Services Programs

Ms. Pingitore reported that an email was issued regarding the FY2021 Allocation for Community Mental Health Services Programs that contained an allocation amount and related document in an amount that was not anticipated. The discrepancy prompted Ms. Farr to further investigate and it was discovered that there was an error in the allocation amount. MDHHS just earlier this afternoon acknowledged the error. SCCCMHA was informed that the online signature system could not be changed and we would need to approve the amount currently reflected, and it will be later corrected.

It was moved by Ms. Jowett-Lee, seconded by Mr. Essian to approve the MDHHS FY2021 Allocation for Community Mental Health Services Programs once it comes through with reflected changes. **MOTION CARRIED.**

C. Contract: Spectrum

The Spectrum Contract was presented by Ms. Pingitore. This contract is for CLS and Respite Services. While the administrative tasks are currently housed out of Westland, should a need present they could move more locally. This is a pay for service contract which means that SCCCMHA only pays if the service is utilized.

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

VIII. INFORMATIONAL ITEMS

A. Finance:

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

June YTD Funding Bucket Report: This report covers the period of October 1, 2019 through June 30, 2020. It compares the actual spending for the seven months to the original budget. Ms. Farr provided an overview of this report.

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:

1. CMH Board Policy: SCCCMHA Board Member Meeting Attendance

The CMH Board Policy: SCCCMHA Board Member Meeting Attendance was reviewed. Anyone with any feedback related to the policy was asked to send it to Ms. Pingitore.

2. MDHHS Audit

The MDHHS Audit is occurring virtually this year. The audit will begin August 14, 2020. It is unclear as of yet if we are being audited as an SUD provider.

C. Program Operations Update – K. Gallagher

1. EOM/TOM

Ms. Gallagher provided highlights of the Team of the Month for May and June and the Employee of the Month for June.

The In-Shape staff was nominated the May 2020 Team of the Month. During the recent COVID-19 Stay at Home period, CMH staff were challenged to continue to provide effective and efficient services to individuals we serve, particularly services that traditionally require face-to-face interaction. This was especially true of the InShape Program, where staff work with individuals to support healthy eating habits while practicing a regular exercise program that for many requires external encouragement and support. The InShape staff met this challenge with a positive attitude and innovative spirit by staying in daily contact to provide encouragement and support. They also led walks, began their “Smiles to Miles” challenge (a virtual walk which resulted in participants logging enough miles to reach Topeka, Kansas and on their way to California). Instead of a period that might have led some InShape participants’ commitment to wane, they are emerging from the Stay at Home period ready, willing, and able to continue their march toward their health goals.

The Assertive Community Treatment (ACT) Staff was awarded the June 2020 Team of the Month. The ACT Team routinely goes the extra mile by working weekends, holidays, and during inclement weather events. This dedication continued with the onset of the COVID-19 pandemic. Despite the added level of stress involved the ACT Team continued to come into the office every day, see people in the community, and provide transportation as necessary. Throughout this period, the ACT Team has worked diligently to ensure the individuals they serve received their medications and any additional support they needed. In the face of the additional challenges created by COVID-19, they seamlessly managed multiple hospital discharges directly to ACT, received transfers from other programs, as well as individuals directly from Intake.

Delores Johnson was awarded the June 2020 Employee of the Month. Throughout the COVID-19 Pandemic, Delores has gone above and beyond expectations to facilitate the mission of the ABA Department. She provided staff training and resource opportunities while they were working from home, made innumerable masks to help protect against the COVID-19 virus, and created a welcoming environment to ABA team members as they returned to the office. Delores has a calm, professional, and can-do attitude in the face of continuous challenges. This has enhanced the ABA work environment and was an inspiration to her coworkers.

2. Staffing/Workloads and COVID-19

Ms. Gallagher reported that the department has issued codes for our utilization during the COVID-19 pandemic. We have seen many changes in services throughout the pandemic including a decline in services. Some populations are not good candidates for video

conferencing / phone calls. Community activities have slowed. Ms. Gallagher has met with Program Sups and plans are being developed to move staff into the areas that have a need for staff. Chairman Thomson referenced employee productivity and the need to be fiscally responsible. The process of calculating productivity was discussed. Accurate reporting is going to be vital. Options related to staffing were discussed.

Ms. Johnson reported on the number of laptops that have been deployed since the Stay Home Stay Safe order was issued. Cisco Jabber has been added to laptops to allow phone calls to be made from laptops.

D. CCBHC Update

Tabled until next meeting.

E. Region 10 Update

a. Region 10 Board Meeting

Ms. Thomson reported that the Region 10 Board Meeting occurred on July 17, 2020. Ms. Thomson noted that the GHS cost settlement remains ongoing.

X. DIRECTOR'S REPORT

A. Community Education / Public Relations Report & Upcoming Trainings

Ms. Johnson presented on what Community Related activities CMH has been participating in in the current climate. Rock the Block will be taking place in August. September will offer our Opioid Virtual Series. Upcoming runs in the Blue Water Run Series: PS. You're my Hero and the Run for Recovery. The Run for Recovery will likely be virtual. The Empty Bowl will be a drive through event this year.

The Community Perception Survey is in the process of being developed. A draft copy will be sent to the board. Any feedback on the survey should be sent to Ms. Goyette.

B. Community Mental Health Association Business:

1. Weekly Update

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

XI. BOARD FORUM

A. Advisory Council Meeting Minutes

The Advisory Council met for the first time since COVID on July 5, 2020. Ms. Thomson talked about the "Purple Leash" project which involves people who do not want to leave abusive situations for fear of leaving their pets.

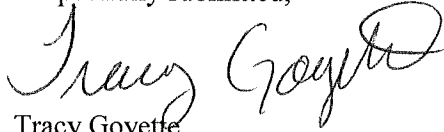
XII. ANY OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD

Mr. Essian announced that the SONS virtual kick off is upcoming. He will forward information to Ms. Goyette for distribution to the board.

XIII. ADJOURNMENT

It was moved by Mr. Essian, seconded by Ms. Jowett-Lee, to adjourn. **MOTION CARRIED.** With no further business to discuss the meeting was adjourned at 8:11 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tracy Goyette". The signature is written in black ink and is positioned above the printed name and title.

Tracy Goyette
Recording Secretary