

DRAFT

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

IV.

GROUP MEETING: SCC Community Mental Health Board

SUBJECT: Regular Meeting

PLACE: St. Clair County Community Mental Health
3111 Electric Avenue, Port Huron

DATE: November 3, 2020

TIME: 6:00 p.m.

PRESIDING: Nancy Thomson, Chairman

PRESENT: A. Essian, J. Jowett-Lee, M. Paulus, E. Priemer, K. Schieweck, N. Thomson

CALL IN: J. Bligh, M. Partipilo, S. White

ABSENT: L. Ames

ALSO PRESENT: Guests Video Conference: None
Staff: K. Gallagher, D. Johnson, M. Measel-Morris, T. Pingitore, T. Goyette

I. CALL TO ORDER

The meeting was called to order at 6:01 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. Priemer, seconded by Ms. Jowett-Lee, to approve the minutes of the October 6, 2020 meeting of the CMH Board. **MOTION CARRIED**

V. PRESENTATION OF RECEIPTS/DISBURSEMENTS & ELECTRONIC TRANSFERS

A. It was moved by Ms. Jowett-Lee, seconded by Mr. Schieweck, to approve the September 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 Ms. White, to approve the Bills to be Paid for October 2020 in the total amount of \$4,677,726.65, as presented. **MOTION CARRIED**

VII. ITEMS FOR ACTION

A. CMH Board By-Laws

Ms. Pingitore presented revised Board By-Laws. Changes include language that needed to be added as required by the Mental Health Code and removing language that was not required. Ms. Pingitore noted that since the last board meeting the Governor signed a bill that made changes to the open meetings act. The bill added language that after January 2021 attendance must be in person unless there is an illness, someone cannot attend due to being in the military or there are pandemic related restrictions. After January 2022 attendance must be in person unless the person's military involvement prohibits them from doing so. Ms. Pingitore asked that the board approve the revised board By-Laws.

Ms. Thompson asked that language throughout the By-Laws be altered to non-gender specific pronouns. This will be changed.

It was moved by Mr. Essian, seconded by Mr. Schieweck, to approve the CMH Board By-Laws.
MOTION CARRIED.

B. Contract Renewals – Revised:

Ms. Measel Morris reviewed the protocol for contract renewals noting that although the contracts are for two years the rates are approved annually. This practice increases collaboration with contract agencies and increases efficiency of CMH Staff.

1. Blue Water Developmental Housing – Residential

Ms. Measel Morris presented this contract to the board. No questions.

It was moved by Mr. Essian, seconded by Ms. Jowett-Lee, to approve Blue Water Developmental Housing – Residential Contract as written. **MOTION CARRIED.**

2. Blue Water Developmental Housing – Supported Living Arrangement

Ms. Measel Morris presented this contract to the board. No questions.

It was moved by Mr. Essian, seconded by Ms. Jowett-Lee, to approve Blue Water Developmental Housing – Supported Living Arrangement contract as written. **MOTION CARRIED.**

3. Innovative Housing

Ms. Measel Morris presented this contract to the board. No questions.

It was moved by Mr. Schieweck, seconded by Mr. Priemer, to approve the Innovative Housing contract as written. **MOTION CARRIED.**

4. Community Enterprises

Ms. Measel Morris presented this contract to the board. No questions.

It was moved by Mr. Priemer, seconded by Ms. Jowett-Lee to approve the Community Enterprises contract as written. **MOTION CARRIED.**

5. Life Skills

Ms. Measel Morris presented this contract to the board. No questions.

It was moved by Ms. Jowett-Lee, seconded by Mr. Essian, to approve the Life Skills contract as written. **MOTION CARRIED.**

VIII. INFORMATIONAL ITEMS

A. Administrative Services:

1. Corporate Compliance Annual Report FY 20

This report details activities over the past year in the areas of utilization management, grievance and appeals, complaints including fraud, waste and abuse and HIPAA concerns and contract monitoring. Also included are prevention activities. Also conducted is a Risk Management Assessment which review of OASIS access levels, electronic health record use and security and enhancement of agency cyber security practices and follow up with a Risk Management Plan.

In reviewing the recommendations, Ms. Pingitore noted that gains have been made in the world of IT. A new software called papercut has been implemented that requires CMH Staff to release print jobs with their ID badges. This will decrease the amount of documents containing protected health information that are accidentally printed and left on printers.

2. Corporate Compliance Plan FY 21

Ms. Pingitore stated that much of the FY 21 Corporate Compliance Plan is a continuation of the FY 20 Corporate Compliance Plan with minor tweaks being made. The overall purpose of the Corporate Compliance Program is internal control, educate and train staff, identifying misconduct in the areas of fraud, waste and abuse as well as doing investigations. The FY 21 Goals are a continuation of the FY 20 Goals.

B. Contract Management:

1. Contract Monitoring Aggregate Report – FY 20

Reviewed by Ms. Measel-Morris was Contract Monitoring Aggregate Report for FY 20. Ms. Measel-Morris indicated that the scores are quite good. COVID-19 had an effect on areas of staff training with much of that being outside our control. Members of Contract Management complete this report by utilizing an assessment tool that results in either full, partial or non-compliance.

C. FY20 Agency Goals Year End Report

Overviewed by Ms. Johnson was the year-end status report of the FY 20 Agency Goals. She noted that FY 20 saw a lot of challenges related to the COVID-19 pandemic but all the goals were completed and no problem areas noted. Should Board members have any questions after further review, Ms. Johnson asked that they please contact her.

D. Executive Director Evaluation

Provided to the Board were copies of the evaluation form for Ms. Johnson for 2020. Board members were asked to complete and submit no later than November 18 to allow time for

aggregation and review by the Personnel Committee. The Personnel Committee will meet starting at 5:00pm prior to the December board meeting.

E. Program Operations:

1. TOM/EOM

Ms. Gallagher presented on the Team of the Month and Employee of the Month.

Employee of the Month: Keaton Bumgardner

Recently, a local Adult Foster Care home announced its pending closure. This can be a stressful experience for residents, who may be fearful of a negative outcome when faced with moving from a familiar setting to a new, unknown environment. Adding this responsibility to an already busy schedule, Keaton proactively took the lead on addressing the housing issues created for these residents, not only for individuals on her caseload but also for individuals on another staff's caseload. Ensuring residents were part of the decision-making process, Keaton used her rapport with service providers and knowledge of local living options to deliver as smooth a transfer as possible for each and every resident, while also providing residents assistance and emotional support as necessary. For her outstanding teamwork, strong work ethic, and exceptional empathy for individuals we serve, Keaton Bumgardner has been named St. Clair County Community Mental Health's August Employee of the Month.

Team of the Month: Program Supervisors

Throughout the COVID-19 pandemic, Program Operations Supervisors have provided superior leadership and served as excellent examples to staff. In addition to having to acclimate themselves to work remotely like other staff, they bore the added responsibility of addressing both common and unique concerns and anxieties experienced by staff. They also developed creative approaches allowing staff to continue the training phases for their positions. During a time designed to discourage, they remained confident and in control, communicating their support, acknowledging their staff and their efforts, and strengthening teams and morale. As necessary, different Program Operations Supervisors provided coverage in other programs, worked the entire period in the building, and performed their duties in an exemplary fashion despite being new to their position. As the school year began, they worked with staff to help them achieve an effective work and home life balance. For providing outstanding support, encouragement, and leadership to CMH staff, thereby ensuring a positive service experience during the pandemic to individuals we serve, the Program Operations Supervisors have been named St. Clair County Community Mental Health's August Team of the Month.

Ms. Gallagher announced that a change in business hours to CMH is resulting in more options for meeting room availability.

F. Region 10 PIHP Update

1. **Board Meeting Minutes** – Mr. Priemer stated that the minutes properly reflect the meeting. Mr. Priemer stated that the Region 10 Medical Director Dr. Browne is retiring. Region 10 has contract with a doctor from Wayne State to fill this position and so far that seems to be a good fit.

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.

- CMH now has a page through LinkedIn.
- Teen Virtual Yoga is taking place.
- A Tree Planting Ceremony will take place on November 18th honoring Mike McCartan as the 2019 Community Service Award Recipient.
- NAMI Affiliate meeting that took place on October 22nd went really well. Ms. Johnson is optimistic that St. Clair County will be getting a NAMI chapter soon. A person who attended the meeting will be submitting the application.
- Implicit Bias training is being completed by staff.

B. Policy update

Ms. Johnson stated that we have spoken with other CMHs as well as consulted with Ms. Lisa Morse regarding the board policy protocol. How and what policies to bring to the board was discussed. One suggestion is to bring the full policies to the board. Another suggestion would be a hybrid. Ms. Thomson suggested pulling procedures out of the policies and creating “administrative procedures” for those things that are more procedural and do not necessarily need board review. This will continue to be reviewed and please send suggestions to Ms. Goyette.

C. 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 and attendance was a combination of in person and virtual. The minutes properly reflect the meeting.

B. Other

1. It was announced that Ms. Tasia Tucker was approved to join the CMH Board. It is expected that she will be in attendance at December's board meeting.

XII. ADJOURNMENT

It was moved by Mr. Schieweck, seconded by Ms. Partipilo, to adjourn. **MOTION CARRIED**. With no further business to discuss the meeting was adjourned at 7:24 pm.

Respectfully submitted,

St. Clair County CMH Authority Board

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Tracy Goyette, Recording Secretary

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