

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: April 6, 2021
TIME: 6:00 p.m.
PRESIDING: Nancy Thomson, Chairman

CALL/VIDEO IN: L. Ames, J. Bligh, A. Essian, J. Jowett-Lee, E. Priemer, K. Schieweck, J. Totty, A. Tucker
IN PERSON: M. Paulus, N. Thomson
ABSENT: M. Partipilo
ALSO PRESENT: Guests Video Conference: R. Kiehler, C. Cutright
Staff Video Conference: K. Farr, K. Gallagher, M. Measel-Morris, T. Pingitore
Staff In Person : T. Delor, D. Johnson, W. Martindale, T. Goyette

I. CALL TO ORDER

The meeting was called to order at 6:12 p.m. by Chairman Thomson. Ms. Thomson stated that the meeting was taking place with the majority of participants being virtual due to the State of Emergency that exists in St. Clair County as a result of the COVID-19 pandemic.

II. CITIZENS WISHING TO ADDRESS THE BOARD – None

III. PROGRAM PRESENTATION – Wendy Martindale, Veterans Navigator

Ms. Martindale joined tonight's board meeting to present on the Veteran's Navigator program. St. Clair County Community Mental Health's Veteran's Navigator program is a benefit available to all Veteran's seeking Mental Health Services. Veterans Navigators can assist any Veteran's with housing, education, employment, as well as assist in applying for benefits. Ms. Martindale shared success stories of the program and provided an overview of everything included in the program.

IV. ELECTION OF OFFICERS

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. The board was asked if there were any nominations from the floor, three times. Hearing none, the nominations were closed.

It was moved by Mr. Priemer, seconded by Mr. Schieweck, to close the nominations and unanimously accept the 2021-22 Slate of Officers, as presented. **MOTION CARRIED**

The Officers of the St. Clair County Community Mental Health Board for 2021/22 are:

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

V. AGENDA CHANGES

Informational Item X.C. Agency Written CARF Board Statements was moved up to Action Item IX.I.

VI. PRESENTATION OF PREVIOUS MEETING MINUTES

It was moved by Ms. Jowett-Lee, seconded by Mr. Paulus, to approve the minutes of the March 2, 2021 meeting of the SCCCMH Board, as presented. **MOTION CARRIED**

VII. PRESENTATION OF RECEIPTS/DISBURSEMENTS & ELECTRONIC TRANSFERS

A. It was moved by Mr. Priemer, seconded by Ms. Jowett-Lee, to approve the February 2021 Receipts/Disbursements and Electronic Transfers, as presented. **MOTION CARRIED**

VIII. PRESENTATION OF BILLS TO BE PAID

It was moved by Mr. Schieweck, seconded by Ms. Totty, to approve the Bills to be Paid for March 2021 in the total amount of \$5,966,861.28, as presented. **MOTION CARRIED**

IX. ITEMS FOR ACTION

A. MDHHS Annual Submission Requirements

It was moved by Mr. Essian, seconded by Ms. Totty, to approve the MDHHS Annual Submission Requirements as presented. **MOTION CARRIED**

B. Amended Budget – FY 21

Ms. Farr presented the FY2021 Revised Budget:
Notes:

- FY 21 Revised Budget Expenditures are projected to be approximately \$5,496,800 over the Original Budget.
- Payroll costs are projected to be approximately \$1,189,600 over the Original Budget. Increases due to a one-time wage adjustment for staff, new IPS program for ID/DD individuals, and DCW premium pay.
- Contractual costs are projected to be approximately \$1,116,600 over the Original Budget. Mainly in the Autism department and CCBHC.
- Residential and Supported Housing projected to be approximately \$2,213,000 over the Original Budget. Mainly due to DCW Premium Pay.
- Contractual Agencies, Outpatient, Self Determination and Non-OASIS Services are projected to be approximately \$900,600 over the Original Budget. Mainly due to an increase in Self Determination, Outpatient and CCBHC.
- Hospitals are projected to be approximately \$114,000 over the Original Budget.

- Technology, Software, Network expenditures and building related expenditures are collectively projected to be approximately \$37,000 under the Original Budget.

Region 10 PIHP Contract Funding

- YTD Medicaid Expenditures are projected to be approximately \$5,900,000 (including the COFR deficit of \$48,000) over the Original Budget.
 - YTD HMP Expenditures are projected to be approximately \$245,000 over the Original Budget.
- The total request for additional funding from Region 10 PIHP is \$6,118,400.

St. Clair CMH GF Contract Funding

- YTD GF Expenditures are projected to be approximately \$64,400 under the Original Budget with a YTD surplus of approximately \$207,500 to be redirected to CCBHC.
 - YTD COFR Expenditures are projected to be approximately \$246,000 under the Original Budget. Deficit spending of approximately \$48,000 covered by Medicaid.
- The Total YTD Net Surplus for St Clair CMH GF Contract Funding is projected to be \$207,500 and redirected to CCBHC.

St. Clair CMH Other Funding

- YTD Expenditures for Earned Contracts are projected to be approximately \$165,000 under the Original Budget, with no YTD deficit.
- YTD Local / Other Expenditures are projected to be approximately \$118,600 over the Original Budget, with a YTD Surplus of approximately \$125,000.
- YTD CCBHC Expenditures are projected to be approximately \$300,500 under the Original Budget.
- YTD SUD Expenditures are projected to be approximately \$58,000 over the Original Budget, with a YTD deficit of approximately \$196,000 covered by CCBHC funding.

It was moved by Mr. Essian, seconded by Ms. Totty, to approve the FY2021 Revised Budget, as presented. **MOTION CARRIED**

C. Bond Payment Approval – Building Funds Reserve

Ms. Farr presented that in 2007 SCCCMH made arrangements to purchase the Electric Ave. site through a bond. The board was presented with a schedule that explains how we are able to pay back the bond utilizing a separate building fund reserve. The reserve is funded by the Medicaid allowable expenses which provides funding for future periods of negative cash flows. Mr. Priemer noted that this was all discussed by the board years ago when the arrangements were made to purchase the Electric Ave. site, and does not come as a surprise.

It was moved by Mr. Priemer, seconded by Ms. Totty, to approve funding the reserve as needed to provide for years when the total bond payments exceed the allowable expense funding from Medicaid. **MOTION CARRIED**

It was moved by Ms. Jowett-Lee, seconded by Mr. Essian, to approve the transferring out the amount of principle owed by April 1st each year for the next six years. **MOTION CARRIED**

D. Contract Management

1. Innovative Residential Contract Amendment

Ms. Measel-Morris presented that the amendment for Innovative Housing is for their Residential Services contract and is due to the increase in the Premium Pay and an increase in staffing costs related to the passing of HB4047.

It was moved by Ms. Jowett-Lee, seconded by Ms. Totty, to approve the Innovative Residential Contract Amendment, as presented. **MOTION CARRIED**

2. Res Care Premier Specialized Foster Care

Ms. Measel-Morris presented the ResCare Premier Specialized Foster Care Contract. This is a new contract that would be a COFR placement for individuals in Shiawasee and Saginaw. The cost of the placements have the potential to exceed \$150,000.00.

It was moved by Ms. Jowett-Lee, seconded by Ms. Totty, to approve the ResCare Premier Specialized Foster Care contract, as presented. **MOTION CARRIED**

3. Comfort Care Companion

Ms. Measel-Morris presented the new Comfort Care Companion contract. This is a new contract that would provide CLS Services. They currently serve Sanilac and Lapeer counties.

It was moved by Ms. Totty, seconded by Ms. Ames, to approve the Comfort Care Companion contract, as presented. **MOTION CARRIED**

E. Appointments to Board Committees

Presented by Chairman Thomson was the 2021-22 CMH Board Committee Appointments as follows:

Annual Awards:

Julie Jowett-Lee
Martha Partipilo
Kyle Schieweck

Advisory Council:

Nancy Thomson, Chairman
Martha Partipilo
Mark Paulus
Tosia Tucker

Personnel Committee:

Martha Partipilo
Lori Ames
Jessica Totty

Region 10 PIHP Board (Board Rep & Chairman)

Ms. Thomson
Mr. Priemer

Recipient Rights Advisory Committee

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|---|-------------------|
| 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 Ms. Jowett-Lee, seconded by Ms. Ames, to approve the 2021/22 CMH Board Committee Appointments, as presented. **MOTION CARRIED**

F. Mission, Vision and Values Statement

It was moved by Ms. Totty, seconded by Ms. Tucker, to adopt the 2021 Agency Mission, Vision & Values Statement, as presented. **MOTION CARRIED**

G. Code of Ethics

It was moved by Ms. Totty, seconded by Ms. Tucker, to adopt the 2021 Code of Ethics, as presented. **MOTION CARRIED**

H. Board Polices for Approval

Ms. Pingitore presented the Board Policies for Approval. The board policies were presented at February's board meeting for board member review and feedback. A link to the policies was included prior to tonight's board meeting, in the meeting handout.

It was moved by Ms. Jowett-Lee, seconded by Mr. Essian, to approve the revised CMH Board Policies, as presented. **MOTION CARRIED**

I. 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. Tucker, to adopt the 2021 Agency Written CARF Board Statements, as presented. **MOTION CARRIED**

VIII. INFORMATIONAL ITEMS

A. Recipient Rights Advisory Committee Meeting

Ms. Delor provided the Office of Recipient Rights Quarterly Report to the Board of Directors. The Recipient Rights Advisory Committee conducted their quarterly meeting on March 9, 2021. There were five items of note from the meeting, to include:

1. Aggregate Complaint Data Report – During this reporting period, the Office of Recipient Rights received 35 new complaints consisting of 47 allegations, and completed 24 previously pending complaints consisting of 35 allegations.
2. Annual Monitoring Form – Our agency is required to submit this form to MDHHS-ORR by January 31st each year. The information included in this form is used to assess our agency's

compliance with the standards outlined in the Mental Health Code and subsequently the MDHHS-ORR Triennial Assessment.

The report captures revisions to staffing levels and agency policies, identifies the process for ensuring rights protection in the absence of the Recipient Rights Director and/or Executive Director, identifies the number of complaints filed against the Executive Director, identifies the number of complaints that alleged harassment or retaliation, and identifies the number of appeals received/reviewed by our agency. The report was submitted on January 14, 2021.

3. Parent / Guardian Monitoring Program – Each year, the ORR sends a questionnaire to the parents/guardians of the individuals served by SCCCMHA who reside in licensed facilities throughout the State of Michigan. The questionnaire asks for feedback on the personal care provided by each facility, the physical structure of each facility, the quality of the meals prepared/provided by each facility, and the transportation services provided by each facility. The feedback received is shared with residential providers.

This year, the questionnaire was mailed on March 16th with a request for responses by April 2, 2021. Once all the questionnaires are received and the summary report is prepared, the RRAC and the Board of Directors will be notified of the final results/participation in the program.

4. Rights Champions of the Year
 - a. Individual: Mary Beth Fleury, Supervisor, Life Skills Centers: Memory Care Services (Dignity and Respect)
 - b. Team: CE COVID-19 Team (Service Excellence)
5. Other: Triennial Assessment – May 4 – 6, 2021 (virtual)

B. Funding Bucket Report & Financial Statement

Ms. Farr presented the February FY 21 Funding Bucket Report

Notes:

- Year-To-Date Expenditures are running approximately \$383,500 under the Original Budget.
- Payroll costs are running approximately \$564,000 under the Original Budget. Mainly in CCBHC and Adult Services.
- Contractual costs are running approximately \$373,000 over the Original Budget. Mainly in the Autism department and CCBHC.
- Residential and Supported Housing running approximately \$170,000 over the Original Budget.
- Hospitals are running approximately \$78,000 over the Original Budget.
- Technology, Software, Network expenditures and building related expenditures are collectively running approximately \$165,000 under the Original Budget.

Region 10 PIHP Contract Funding

- YTD Medicaid Expenditures are running approximately \$213,000 over the Original Budget, with a YTD deficit of approximately \$129,000.
- YTD HMP Expenditures are running approximately \$101,000 under the Original Budget, with a YTD Surplus of approximately \$73,000.

The Total YTD Net Deficit due from Region 10 PIHP Funding is approximately \$56,000.

St. Clair CMH GF Contract Funding

- YTD GF Expenditures are running approximately \$310,300 under the Original Budget with a YTD surplus of approximately \$362,300.
- YTD COFR Expenditures are running approximately \$127,000 under the Original Budget. Deficit spending of approximately \$30,000 covered by Medicaid.

The Total YTD Net Surplus for St Clair CMH GF Contract Funding is \$362,300. \$80,371 maximum to be carried forward to FY 2022.

St. Clair CMH Other Funding

- YTD Expenditures for Earned Contracts are running approximately \$103,000 under the Original Budget, with no YTD deficit.
- YTD Local / Other Expenditures are running approximately \$27,700 over the Original Budget, with a YTD Surplus of approximately \$78,000.
- YTD CCBHC Expenditures are running approximately \$41,500 over the Original Budget. Redirected SUD deficit of \$37,200 is being covered by CCBHC funding.
- YTD SUD Expenditures are running approximately \$24,000 under the Original Budget, with a YTD deficit of approximately \$37,200 covered by CCBHC funding.

Ms. Farr reviewed the SCCCMH Financial Statement. Board members were reminded if they ever have any finance questions to contact Ms. Farr anytime.

B. Agency Written CARF Board Statements – Moved up for action under Agenda Changes

C. Program Operations Updates

1. Team and Employee of the Month

Ms. Gallagher provided an overview of the Employee of the Month for December, Audrey Bell; Employee of the Month for January, Katlyn Sienkiewicz; Team of the Month for December, First Floor Scheduling Staff; and Team of the Month for January, First Floor Clerical Staff.

2. Block Grant Requests

CPT- Cognitive Processing Therapy – is an approved EBP at the Department of Defense to treat trauma (can be used to treat the Veterans we serve. CBT for LGBTQ, EMDR for Trauma and A CBT training for supervisors).

We are starting an IPS program for ID/DD population. Currently, the fidelity is with people with SMI, but we have had such success with it, and we are expanding this opportunity to the ID/DD population.

Ms. Gallagher also noted that we were approached by the jail to return to providing services there. Dr. Graham will be the psychiatrist for the jail one day a week. Postings are out for the other positions.

3. CMH Employee Update

Ms. Gallagher shared with the board that one of our CMH employees is very sick with COVID-19. She was recently transported to U of M Flint and is on a ventilator. We are doing everything we can to support her and her family.

D. Administrative Operations Updates

1. Board Policies for Review

Ms. Pingitore presented the board policies up for review. Included in these polies is a new draft policy that was created by Ms. Farr and will combine and replace 12 other policies. The board was asked to review these policies and send any feedback to Ms. Goyette to be passed along to the Policy and Procedure Committee. The policies will come back for board approval.

2. Open Meetings Act

Ms. Pingitore shared the most recent updates to the Open Meetings Act. Ms. Pingitore reviewed the requirements of the Open Meetings Act as they relate to virtual meetings. It was noted that if someone is calling in remotely we will need to have on record where that person is calling in from if not in St. Clair County. The new Resolution to Continue the Declaration of a State of Emergency for St. Clair County was presented. The State of Emergency for St. Clair County will continue through June 30, 2021.

E. Region 10 PIHP Update

1. Board Meeting Minutes

Mr. Priemer noted that there is a surplus of money at the Region. Currently Genesee County is seeking money from Region 10 to help pay for some retirement issues they are having.

IX. DIRECTOR'S REPORT

A. Community Education / Public Relations Report & Upcoming Trainings

Ms. Johnson presented on what Community Related activities CMH has been participating in. Ms. Johnson announced that CMH is working with the Port Huron Police Department on their upcoming special need and autism event.

Social Media:

- Facebook: Page Likes: 2,886
- Instagram: Followers: 166
- LinkedIn: Followers: 91
- YouTube: Subscribers: 32
- Website: Page Views: 18,850

B. Community Mental Health Association Business:

1. Weekly Update

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

C. COVID Updates

Ms. Johnson reported that St. Clair and Sanilac counties are known hot spots in Michigan for COVID-19. It has been reported that there are more vaccines coming but there is a shortage of staff to distribute them. SCCCMH is hosting a vaccination clinic this Saturday. If it goes well, we will host another one in the future.

Currently all three hospitals in St. Clair County are almost to capacity and hospital staffing is an issue.

D. Other

- A. Ms. Johnson announced that as a county we are seeing an increase in suicides. We are working on providing more school based services and are also looking into a peer to peer recovery model of Mental Health First Aid.
- B. The second annual Blue Water Race Series is getting ready to start with the SCCCMH Run for Recovery scheduled to take place in October.
- C. Dr. Sial is a psychiatrist who is visiting us and hopefully will be a new psychiatrist for SCCCMH.

X. 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.

XI. ANY OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD

- A. Chief Platzer has resigned from the St. Clair County CMH Board.
- B. Positive thoughts and Prayers to Mr. McCartan.

XII. ADJOURNMENT

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

Respectfully submitted,

Tracy Goyette, Recording Secretary