

## WOODLANDS BEHAVIORAL HEALTHCARE NETWORK BOARD MEETING

April 27, 2021

4:02 pm – 5:02 pm

**PRESENT IN PERSON:** Judy Brown, Louis Csokasy, Dwight Dyes, Michael Grice, Jeanne Jourdan, Karen Lehman, Mary Middleton, Terry Proctor, Clint Roach

**PRESENT VIA PHONE:** None

**ABSENT:** Terry Ausra, Joseph Ryan

**WBHN STAFF:** Timothy Smith, Executive Director; Robert Weber, SUD Director; John Ruddell, CFO; Scott Williams, Operations Director

**CALL TO ORDER:** The meeting was called to order by Vice-Chair Middleton at 4:02 pm.

**INTRODUCTION OF GUESTS:** Steve Lehman

### **APPROVAL OF THE MARCH 23<sup>rd</sup>, 2021 BOARD MINUTES:**

- MOTION to approve the March 23, 2021 board minutes by Grice; supported by Lehman.
  - MOTION carried.

### **COMMUNICATIONS:**

- Written Comment: None
- Public Comment: None

### **AGENDA APPROVAL**

- Csokasy – Add Board Retreat under Old Business
- MOTION to approve April 27, 2021 agenda as amended by Proctor; supported by Roach.
  - MOTION carried.

### **BOARD COMMITTEE REPORTS:**

- Administrative: Jourdan
  - Committee met today.
  - Members in attendance were Proctor, Grice, and Jourdan. Brown attended as an observer. Anyone is welcomed to attend as an observer.
  - Responsibilities of the committee were outlined.
    - Smith will appoint a staff member to the committee.
    - We will meet an hour before the board meeting.
    - We will submit a verbal report to board which will be followed by written report.
    - We will be reviewing Woodlands Employment policies first.
- Finance: Csokasy
  - Ruddell reviewed the Revenue Report and Program Report which were included in the packet.
    - Grice – Can local and Medicaid dollars be combined?
    - Ruddell – No, there are very specific rules on how the Medicaid and Local monies may be used.
    - Csokasy – The local dollars decreased from last year due to county reduced contribution and foundation contribution consideration changed to Medicaid dollars.
  - Finance committee met on today.
    - Csokasy, Lehman, Middleton, Smith, and Ruddell.
    - We reviewed the Revenues/Expenditures and Payable reports.
    - Ruddell will research questions that were not answered.
    - We returned \$2 million in Medicaid last year and looking at the possibility again this year.
    - A list of all contracts will be submitted to the Board for approval in the same format currently being used for payables.

- MOTION to approve payments for March 2021 totaling \$1,497,709.66 by Csokasy; supported by Roach.
    - MOTION carried.
- Policy: Middleton
  - Have not met officially.
- Executive Committee: Middleton
  - Minutes not completed yet; will be in the next packet.
  - Community Needs assessment going forward should be based more on Mental Health needs not community needs. Sarah Bannon will be available for questions at the retreat.
  - 2020/2021 goals for Tim were updated.
  - Csokasy – The Board policy states that members who attend meetings should be paid a per diem. Woodlands currently pays for Board meetings and not official meetings. A meeting is official if written minutes are taken. Yvonne is requested to take these minutes.
    - Brown –What does the per diem include?
    - Csokasy – \$40
    - Brown – Does the per diem pay for mileage/food?
    - Csokasy – Yes, covered but this is just for committee meetings.
    - Lehman – I think it is covered in the Mental Health Code.
    - Grice – Should this be looked at by the policy committee?
    - Middleton – Smith will look at the Mental Health Code for clarification. I believe every meeting should have minutes.
    - Jourdan – Assuming that the option is to be paid; should the Board-Chair officially appoint the committee members? Members get paid but not observers.
    - Csokasy – Role of the Treasurer is to approve payments. Yvonne sends to me for approval.
    - Smith – I have the Mental Health code in front of me; a per diem shall be paid for meetings.

#### **BOARD CHAIR REPORT:**

- SWMBH Board Report: Middleton
  - April 9<sup>th</sup> meeting synopsis was shared in the packet.
    - Meetings are quite interesting.
    - If you want more detail contact Middleton.
    - Included in your packet was a presentation regarding Gambling Disorder.
      - Smith – I will have EJ do a presentation next month on the prevention program.

#### **EXECUTIVE DIRECTOR: Smith**

- Triennial Recipient Rights System Assessment
  - Smith - This audit is completed every three years. There are 3 levels of scoring. We received “less than compliant”. We have not passed the last three audits (9 years). We completed a Memo of Understanding with Kalamazoo CMH for guidance and assistance for our new Recipient Rights Officer.
  - Lehman – I was aware of the previous two audits. Plan of corrections were given each time. The previous Recipient Rights Officer job duties were changed to part time for a time and this is not a part time job. You cannot fix past items as they are time sensitive.
  - Smith – We are going to work to fix this. Our plan of correction is due May 1<sup>st</sup>. They will be monitoring our process.
  - Middleton – I have a question, MDHHS is recommending contract sanctions. Will it affect our Medicaid dollars?
  - Smith – I was advised to write a good plan of correction and show progress and there will not be monetary sanctions.
  - Brown – The people who did the review are working with us as they want us to succeed.
  - Lehman – I was talking with Regina. She has set a high standard for herself and agency.
  - Smith – They were very nice and professional at the exit conference.
- Csokasy – We received a zero on Recipient Rights policies even though they were right out of the

“book”.

- Smith – We received a zero because we missed the deadline to turn them in. We will attach them with our correction plan.
- Jourdan – Site visits were a monumental loss.
- Grice – What is a site review?
- Lehman – The Recipient Rights Officer is required to visit every contractual site annually; there is a list of items you must review.
- Smith – There may have been visits but we can’t find the documents.
- Jourdan – So from their prospective it was not done.
- Csokasy – Can Regina attend a board meeting, so we can meet her?
- Smith – Yes, we will add her on the agenda.
- Federally Funded Healthcare Program Disclosure Form
  - Smith – The OIG needs to do a background check.
    - Page 4 – Contract Entity Information is Woodlands information
    - Page 7 – Managing employees - they request the same information of the Board of Directors.
    - You will need to decide what information you want to submit.
- We have had a COVID outbreak at the M60 location. We are working at bare bones at that location. Staff are working at home if job allows. We are looking into doing an extreme clean of the building.

#### **OLD BUSINESS:**

- Community Needs Assessment Update – Smith
  - Executive committee requested the update be included in the board packet for full board for approval.
  - MOTION to approve the Community Needs Assessment by Csokasy; supported by Lehman.
    - MOTION carried.
  - Csokasy – I have compared the current Needs Assessment with the previous year. Is it better? Yes. I would like to suggest that next year perhaps the board form a committee (combination of board/staff) to complete.
  - Smith – Needs Assessment recommendations are for Woodlands staff to work on. We will keep the board informed of progress.
- Board Retreat – Csokasy
  - The retreat is scheduled for May 6<sup>th</sup>. An agenda has been prepared. A power point presentation and board manual will be reviewed. We are ready to go. However, I am requesting we move the date out 30 – 45 days? I would like to review the documentation in more detail.
  - Grice – How does that affect where it is held?
  - Csokasy – We were planning on having it at CFC but can hold it here.
  - Middleton – Does it matter if that document is finish? I will go along with the board vote.
  - Csokasy – It is never finished but I am close to completion.
  - Grice – Out of respect I do not have an issue moving the date.
  - Csokasy – The judge is breaking from a meeting to attend. Either way is fine.
  - Proctor – I have no problem to delay so new members can attend.
  - Csokasy – I will search out a date. Any thought of having Woodlands staff attend?
  - Grice – If we are using their information it would be nice to have someone available to answer questions.
  - Roach – Yes, it would be nice to have them there. I agree for the reschedule.

#### **NEW BUSINESS:**

- None

#### **OTHER BUSINESS:**

- None

#### **ADJOURN:**

- MOTION to adjourned by Grice; supported by Lehman.
  - MOTION carried.
  - Meeting adjourned 5:02 p.m.

**NEXT MEETING: May 25<sup>th</sup>, 2021 at 4:00 p.m. (meeting location TBD)**

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**Board Secretary or Designee**

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**Date**

*Woodlands Behavioral Healthcare works in partnership with individuals,  
families and the community to inspire hope promote resiliency and achieve  
recovery by providing effective behavioral health services*

**Interpreters for interested persons with deafness/hearing impairments, wishing to attend, will be provided by CMH providing a request is made 48 hours prior to the m request is made 48 hours prior to the meeting**