

WOODLANDS BEHAVIORAL HEALTHCARE NETWORK BOARD MEETING

August 25, 2020

4:04pm – 5:22pm

PRESENT IN PERSON: (None)

PRESENT VIA "ZOOM"/PHONE: Terry Ausra, Judy Brown, Louis Csokasy, Dwight Dyes, Jeanne Jourdan, Karen Lehman, Michael McShane, Mary Middleton, Ruth Newton, Terry Proctor, Clint Roach

ABSENT: Michael Grice

WBHN STAFF: Tim Smith, Executive Director; Steve Anderson, Finance

CALL TO ORDER: The meeting was called to order by Chair Ausra at 4:04pm.

INTRODUCTION OF GUESTS: None

APPROVAL OF THE JULY 28, 2020 BOARD MINUTES:

- MOTION to approve the July 28, 2020 minutes by Newton; supported by Brown.
 - MOTION carried.

COMMUNICATIONS:

- Written Comment: None
- Public Comment: None

AGENDA APPROVAL:

- McShane requested "Administrative Committee" be added under New Business.
- Suggestion to add "Committee Reports" as a regular agenda item.
- MOTION to approve August 25, 2020 agenda, as amended by Middleton; supported by Lehman.
 - MOTION carried.

FINANCE:

- Finance Report
 - Anderson: July's finance report includes payroll, with the month having 3 pay dates.
- Payments for Approval
 - MOTION to approve payments for July 2020 totaling \$1,251,372.84 by Csokasy; supported by Newton.
 - MOTION carried.
- Budget Draft 2020/2021
 - Csokasy stated the Finance committee met and reviewed the budget.
 - Anderson stated the budget is summarized by accounts. It compares 2019 revenue and cost/current fiscal revenue with projected cost/revenue. Revenue is largely Medicaid-driven. External claim budget is based on current numbers from Streamline data. The employee compensation cost is based on fiscal year cost of a 3% wage increase; 15% medical insurance cost increase; 10% miscellaneous increase.
 - McShane requested line numbers be added to the report left margin. Anderson stated he will add these.
 - Csokasy noted that fiscal reports represent collaborative effort.
 - Lehman stated her thanks to Anderson and Smith for providing a detailed report.
 - Ausra voiced concern regarding the 15% increase in medical insurance costs. Smith responded that he is examining this increase in hope of reducing it. The County has suggested that WBHN consider joining with the County's medical insurance to realize a cost savings.
 - Smith stated the budget packet includes a "head count" and organization chart. Csokasy stated WBHN currently has 67.5 FTE's, including furloughed employees. Smith stated he hopes to increase staffing by 2

employees in FY20/21. He noted additional positions for the current fiscal year included a human resources professional, compliance specialist and finance person. Dyes asked if Smith hired a human resources person, and asked if he has considered sharing a human resources position with the County, again looking to save costs. Smith replied this idea would need to be reviewed and discussed.

- Csokasy stated the budget report is preliminary. At the August 12, 2020 SWMBH board meeting, McShane asked when WBHN could expect firm income figures from SWMBH in order to compose its budget in a timely manner. SWMBH CFO Tracy Dawson responded that those amounts have not yet been received from the State, and recommended that WBHN and other CMH's focus on expenses, not income, when composing their budgets.
- Csokasy asked whether WBHN needs to hold a public budget hearing in September. He stated the budget must be finalized by October 1, and can always be amended later when more definite figures have been received.
- Smith stated County Administrator Jeff Carmen had already asked to see WBHN's budget. Smith asked the Board's permission to share the preliminary budget, including a statement that it will likely change and has not yet been approved by the Board of Directors. The Board will allow Smith to share the preliminary budget with the statement regarding its provisional nature.
- Smith stated the organizational goals and objectives composed by the Executive Committee were included in the second portion of materials he shared electronically with Board members. As of next week, Smith stated WBHN should have its complete Leadership Team in place. He is working on building community relationships, identifying resources/funding to serve consumers not covered by Medicaid, and conducting a facilities review to determine whether space is being utilized effectively. He stated that space in WBHN's facilities is currently under-utilized and could be used more effectively. The Community Needs Assessment requires updating in order to reflect information that is useful. A capital expense report was included. Smith also stated WBHN is looking to change its electronic health record-keeping platform from Streamline to PCE, which is already used by the majority of other CMH's. WBHN would purchase the PCE platform with other CMH's in order to achieve a cost savings.
- Ausra asked about the purchase of a handicap van, as he thought its cost would be \$40-60K; however, it was listed at an even \$40K. Smith replied that WBHN's research indicates a previously-owned van can be purchased for \$40K.
- Brown asked how the second packet of documents for the Board was distributed, and Smith replied it was provided via email only (not printed).

BOARD CHAIR REPORT:

- SWMBH Board Report: Michael McShane
 - August 14^h meeting was held telephonically; it was another brief and routine meeting whose minutes are available on SWMBH's website. During the meeting, EO Brad Casemore presented on the most recent draft of SWMBH's Regional District Business Plan, which is currently a 60-page document and is still being compiled. While the plan is marked Confidential, McShane will make copies available to Board members upon request. Casemore also presented briefly on the preliminary budget for upcoming FY20/21. He stated that a funding increase has been proposed by the State, but SWMBH will not reflect an increase in its budget until it has been received, as the State is historically slow in disbursing funds.

EXECUTIVE DIRECTOR: Tim Smith

- '236' Transfers
 - '236' Transfer is a way that CMH's can share General Fund dollars. This year, WBHN overspent by \$153K. It has a written commitment from St. Joseph County CMH for \$100K, and has received verbal offers from Kalamazoo and Van Buren CMH's. Middleton asked what General Funds are used for. Smith replied they primarily pay for the high cost of consumers' admissions to the State Psychiatric Hospital. Middleton asked if General Funds are restricted. Smith replied they are not so restricted as Medicaid funds. Middleton then asked whether she was understanding correctly that if WBHN overspends, it is able to ask its fellow CMH's for assistance at the end of the fiscal year. Smith assured her that is indeed the case. Ausra asked what led to the \$153K deficit. Smith replied that most of it was due to the high

- expense incurred when consumers require admission to community or State hospitals.
- 'PA2' Funds have been released by the County. Brown asked if there was an explanation as to why the funds were initially withheld. Smith replied that the State sends funds to the County, which sends funds to SWMBH, which in turn sends the funds to WBHN. The delay was caused because the County wanted to know why the funds must flow thru SWMBH first, instead of flowing directly from the County to WBHN. Smith stated the funding stream has always been thus; apparently, the County was not previously aware of this. He hastened to add this was a matter between SWMBH and the County.
 - The County received a grant to fund service provision to veterans. WBHN is looking to provide mental health and SUD treatment/services. McShane asked the amount of the grant; Smith replied \$70K.
 - The company that had previously been contracted to provide 'Transpo' (Cass County Transportation Authority) services made the business decision to leave the County. The County has put into place an alternative group, but its ability to provide transportation equal to the former service is not yet clear. Middleton asked if the County's assumption was that WBHN consumers represent the greatest number of users of the service. Smith stated this was true, but added that there will be a dramatic decrease in the need for 'Transpo' services among WBHN clients as the agency increases the amount of community-based services. McShane stated it is important that reliable public transportation be available in Cass County for its lowest-income citizens. Smith remarked that one of the largest barriers to accessing mental health services is the lack of transportation.
 - Smith alerted Board members that they might receive a call from a member of a certain consumer's very disgruntled family. He stated the family is looking for any way in which to express dissatisfaction with WBHN services. Smith is doing his best to deal with this family, and assured the Board that due diligence is being performed in providing the consumer with all of the services specified in her/his treatment plan.

OLD BUSINESS:

- None

NEW BUSINESS:

- Finance Committee Report: Stipends for Attending Board Meetings
 - Chair Csokasy stated that the process surrounding stipends for attending Board meetings was discussed by the Committee. The pandemic has made it challenging to follow the procedure involving the completion and signature approval of Expense Reports specified in the Board's Bylaws. Therefore, the Committee suggests that for future meetings, Yvonne Roebeck will send an attendance/stipend report to the Committee for approval. Csokasy, Smith, and Roebeck will finalize this process and communicate it to Board members.
- Administrative Committee Report:
 - Chair McShane stated that due to unforeseen circumstances involving the death of both of his parents over the past 4 months, the committee has not met yet. He asked Smith whether he has spoken to Andra Borsa, Human Resources, regarding joining this committee. Smith replied he has not yet spoken to her, but he gave his assurance that Borsa will join the Committee. McShane stated his preference for an initial in-person meeting, perhaps to be held outdoors. Csokasy commented that due to the pandemic, some persons may be hesitant about meeting in person, and he offered use of his "Zoom" account to schedule a meeting of the Committee. McShane asked whether IT Director Pete Murphy could set up a "Zoom" meeting, to which Smith answered in the affirmative. McShane made the point that an Administrative Committee's focus is not so clear as with Finance and Policy Committees, and asked Board members to provide input about topics the Administrative Committee should address.

CONTRACTS FOR APPROVAL:

- None

OTHER BUSINESS:

- Middleton asked if WBHN might be able to provide laptop computers to Board members who don't have computers, for the purpose of participating in "Zoom" meetings. Smith stated he will ask Pete Murphy about

the availability of laptops. The point was made that Board members would still need to have Internet access available in their homes in order to participate via "Zoom."

- Starting with the October Board meeting, Smith stated he wants to add reports from the IDD, Clinical and SUD program directors to meeting agendas for the purpose of providing updates regarding programming in their respective departments. Ausra commented that the length of Board meetings needs to be kept in mind, so that they don't become too lengthy. McShane stated he believes the reports are a good idea, provided they are very brief. Smith stated he will make it clear that the reports are to be kept short.
- Ausra stated his wish to compliment McShane on producing Board meeting minutes. McShane replied that thanks should go to Roebeck as well, so Ausra complimented both.

ADJOURN:

- MOTION to adjourn by Newton; supported by Dyes.
- MOTION carried.
- Meeting adjourned 5:22pm.

NEXT MEETING: September 22, 2020 at 4:00pm. (meeting location TBD)

Board Secretary or Designee

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 meeting