

WOODLANDS BEHAVIORAL HEALTHCARE NETWORK BOARD MEETING

February 23, 2021

4:00 pm – 5:51 pm

PRESENT IN PERSON: (None)

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

ABSENT:

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

CALL TO ORDER: The meeting was called to order by Vice Chair Middleton at 4:00 pm.

INTRODUCTION OF GUESTS:

- Welcome new board member, Joseph Ryan. I am a father of five; two of which receive services from Woodlands. I was a foster child. I received my Associates Degree.
- Woodlands will follow up on the appointment letter from the Cass County Commissioners.

APPROVAL OF THE JANUARY 26th, 2021 BOARD MINUTES:

- MOTION to approve the January 26, 2021 board minutes by Csokasy; supported by Brown.
 - MOTION carried.

APPROVAL OF THE AMENDED DECEMBER 15th, 2020 BOARD MINUTES:

- Add Terry Proctor to Present via "Zoom"/Phone.
- MOTION to approve the amended December 15, 2020 board minutes by Proctor; supported by Lehman.
 - MOTION carried.

COMMUNICATIONS:

- Written Comment: None
- Public Comment: None

AGENDA APPROVAL

- Ryan – When can I ask questions about the documents included in the board packet?
 - Middleton – Is something specific or we can review as we go thru them?
 - Ryan – As we go thru them is fine.
- Proctor – I am requesting the following be added under New Business for discussion:
 - Location (in person/zoom) of March 23rd board meeting
 - Board workshop in the month of May
- MOTION to approve February 23, 2021 agenda as amended by Proctor; supported by Grice.
 - MOTION carried.

BOARD COMMITTEE REPORTS:

- Administrative: Jourdan
 - Committee is waiting to see whether the Executive Committee's completes the Executive Director's evaluation and report to board.
 - Middleton – see Executive Committee below
- Finance: Csokasy
 - Finance committee met on today.
 - Financial policies - reviewed the fixed asset policy which John has made the suggested changes

- and returned for approval. We have requested other CMH's financial policies for comparison.
- Financial reports – discussed the content and availability. We cannot close any month until the financial audit is complete.
- Payables were reviewed.
- Ryan – I would like more detail on the amounts of LADD. Are we talking houses and services? Does Woodlands own the homes?
 - Ruddell – Payment is included monthly for approval is the check register.
 - Smith – LADD includes Residential Services, Semi Independent services and Community Base Services. Woodlands does not own the homes.
 - Ryan – I would like more detail.
 - Smith – I can sit down with you and show you privately as we must follow HIPAA guidelines regarding consumer's privacy (need to know).
 - Middleton – The board typically does not get into detail. I am sure Smith will sit down with you.
- Grice – What is Midwest Family Broadcasting?
 - Smith – Purchased air time for public service announcement regarding available mental health COVID services
- Grice – What are the checks for area hospitals?
 - Smith – I am sure it is inpatient psych services. I will get you detail.
 - Ruddell – we have been getting petitions from the court for inpatient and we are trying to stay local.
- Roach – Lakeland/St Joseph hospital beds?
 - Middleton – They have inpatient psych beds.
- MOTION to approve payments for January 2021 totaling \$1,649,952.60 by Csokasy; supported by Brown.
 - MOTION carried.
- OPEB Report/Plan Change
 - Ruddell
 - Other post-employment benefit plan was closed as of 2010 to new employees.
 - This is a fully funded plan; at 2019 we were at 150%.
 - In your packet is the 2019 and 2020 IRS financial for approval.
 - We are proposing a change for eligibility from 59 ½ years old to 59 ½ years old OR 25 years of service.
 - Csokasy – How much will it cost?
 - Ruddell – No cost, fully funded, this is just to change the access for employees
 - Csokasy – How many staff does this help?
 - Ruddell - There are 26 eligible staff, and this will help about a dozen of the staff to have access earlier.
 - Proctor – I think the request for change should be presented to the financial committee before coming to the board.
 - Csokasy – Can we approve the 2019 and 2020 IRS financial without approving the requested change?
 - Ruddell – Yes
 - MOTION to approve the 2019 and 2020 IRS financial by Csokasy; supported by Ausra.
 - MOTION carried.
- Policy: Middleton
 - No report.
- Executive Committee
 - Committee met yesterday and reviewed the status of the six goals set for Smith.
 - Consensus was with the challenges this year; we are proposing we roll goals forward to the next year.
 - Csokasy – It was a good solid meeting; good ideas were suggested.
 - Lehman – Is there a deadline for his evaluation this year?
 - Middleton – Jourdan put together an evaluation form. It was decided to just have a discussion

with Smith this year and form will be used going forward.

- Minutes from the meeting was included in the board packet.
- Resolution for board consideration
 - Proctor – CCBHC resolution has been drafted, circulated, and messaged. It lays out the direction Woodlands should proceed to get certified to serve a larger population and accessing funding from federal government. This is probably a year process.
 - Csokasy – We have an obligation as a board to set the future for Woodlands. Woodlands staff has already started working on it. We need to make our voices heard that this is the direction we are going in. This will force us to expand our services and seek out partners. As a board we need to get ahead of this. This would be a significant increase in funding.
 - Ausra – I totally agree this is the direction we need to go but we need to work as a team with the staff. We need to make sure the staff has workloads they can handle.
 - Jourdan – as I recall in an earlier board meeting we were encouraged to pursue this and follow Smith’s guidance.
 - Middleton – When Cass Family Clinic move to this it is a tremendous amount of work. Federal government has high expectations. I feel it is one of those situations that you either lead, follow, or get out of the way. It will be a great opportunity for this agency. This will be a transformation for Woodlands.
 - Ryan – Is there certain amount of services we get certified?
 - Smith – This will expand services for more people. There will be things we will need to do that we have never done before. It will open our limitations; expand our audience.
 - Brown – It has been suggested that the staff who are working on this are very busy doing other jobs. Scott are you still working your “tail off”? Are things “lightening up” for you compare to two weeks ago?
 - Scott – Yes, it is a matter of prioritizing.
 - Middleton – The expectation of the certification in the future requires a lot of work towards completion and submission of the application.
 - Smith – We are shooting for the March 1st, 2022 deadline.
 - Lehman – Smith when we achieve the CCBHC does it eliminate the need for CARF?
 - Smith – I don’t believe so. We are required that accreditation.
 - MOTION to approve the Resolution by Jourdan; supported by Newton.
 - MOTION carried.

BOARD CHAIR REPORT:

- SWMBH Board Report: Middleton
 - A synopsis was shared in the packet.
 - Middleton – I am requesting that a Compliance report be shared with the board.
 - Smith - Evans reports quarterly to SWMBH; we will share.
 - If you want more detail contact Middleton.

EXECUTIVE DIRECTOR: Smith

- CCBHC Update: Summit Pointe (Calhoun County) visit
 - They recently achieved their accreditation.
 - They have built a crisis facility.
 - This visit will be a chance to ask questions.
 - I have requested March 4th in the a.m. to visit; no response from Summit Point yet.
 - If you would like to attend, let me know.
 - Csokasy – Suggestion to include a representative from the foundation.
 - Smith – I am meeting with Mahan, Executive Director, tomorrow.
- Skill Building program and furloughed staff
 - Effective, March 31st furloughed staff will be terminated, and program will cease to exist.
 - 11 terminated and/or retired.
 - 2 applied and hired for other positions.
 - We are reviewing what/how to replace this program through the personal center planning.

- Services will be community based.
- Williams – this is one of the reasons we asked for the OPEB change to cover some of these staff.
- Csokasy – Some activities happened at Austin Street; do we need this building now?
- Smith – If you look at square footage per person; good question to ask.
- Brown – Clarification need: what is happening to the skill building program
- Smith – Services replaced through the person-centered plan process. What needs to be in place to replace program?
- Brown – Who is on the committee?
- Smith – There is no committee; the “committee” is whoever is included in their planning team.
- Ryan – Was it vocational rehab? Was it for DD? Individuals receiving social security. Where do they live? Job coaches? Who is covering the cost for transportation? Concern individuals will fall through the holes. You are talking a lot of staff.
- Smith – Yes, mainly IDD. Some living in LADD, SIL, and their own home. Possibly job coaches. Transportation will be based on need. I will meet with Ryan and Brown to discuss concerns.
- Middleton – Request Smith bring update next month.

OLD BUSINESS:

- Community Needs Assessment Update - Smith
 - Draft included in packet; hopefully a final by next board meeting.
 - When we receive the final version, we can discuss have a more detail conversation.
 - Happy that we committed to expand the assessment.
 - Brown – Thank you for forwarding.
 - Csokasy – We will want Sarah Bannon to present; do we need to schedule a separate meeting as there is a lot to cover.
 - Lehman – Can I stop by the office to pick up a paper copy?
 - Smith – I will have copies at the front desk for pickup.
- FY2021 Goals
 - Update included in packet.
 - Middleton – Discussed previously under the Executive Committee
 - Ryan – Who are we collaborating with?
 - Smith – I think we need to meet so I can show you how we work.
 - Weber – We have a great deal collaboration with the treatment court, jail, sheriff, etc. No rehab facility in county. We do substance use jail groups (via zoom due to pandemic).
 - Ryan – How will the certification affect us working with churches? Homelessness?
 - Smith – We are not given dollars to treat homeless; however, we will not turn away if in need.
 - Weber – Closes homeless shelter is Kalamazoo, small one Decatur
 - Ryan – Has anyone consider what relationship we could have with the marijuana dispensaries coming in to our county? Can we ask for funding from them?
 - Smith – Good question. Right now, our contracts are not ones we do; they are thrust upon us.

NEW BUSINESS:

- 03/31/2021 – Expiration of four board members terms (Dyes/Jourdan/Grice/Newton)
 - Proctor requested to be added.
 - Every year we have 4 board member terms expire.
 - Please submit your application if you are interested in renewal.
- Selection of Board Officers
 - Proctor requested to be added.
 - Proctor - Officers serve from April 1st for a year. Election is usually held at the March meeting.
 - Middleton – How does it work?
 - Proctor – It would be beneficial for if current officers let us know if they want to continue.
 - Lehman – Question: One-year term; maximum of 3 years?
 - Proctor – Yes, must be elected each year.

- Csokasy – Nomination process; either nominated by another board member or their self. Nominations/elections next meeting.
- Ryan – I would like a copy of by laws.

➤ Board member composition

- Smith
 - Do we meet the criteria in the mental health code?
 - Clarification regarding members receiving mental services criteria – they can receive services anywhere
 - Do we want to take word we are meeting the criteria, or do we want to document?
 - How would you like to do it and maintain privacy?
 - My suggestion – I can send out a survey monkey, so it will be anonymous?
- Middleton – You will need to make the survey available to those who don't have computers.
- Smith – Last year there were questions about privacy?
- Brown – Don't we always filled out the form yearly?
 - Smith – Yes, but last year there was questions about individual data.
- Grice – What is the criteria in the mental health code? We need to know we are compliant.
- Smith – How do you want to respond?
- Grice – If we don't meet the criteria, how do we fix?
- Smith – I will be shocked if we don't meet.
- Middleton – When are you sending it out?
- Smith – By the end of the week?
- Ryan – Paper is fine for me.
- Jourdan – Can you send a form via email or snail mail?
- Smith – I will send every member via mail with return envelope. I will let the commissioners know the results.

➤ Board meeting March

- Proctor – I have heard from several board members that they would like to have an in-person meeting? Discussion?
- Grice – I agree we should try it. We could meet elsewhere due to space.
- Ausra – I agree to try; not in the little board room but a larger venue.
- Ryan – What are the regulations that need to be followed? What is it now?
- Ruddell – There are state rules to follow.
- Brown – How many can attend per meeting?
- Proctor – What I am hearing we need more info?
 - Smith can follow-up on the requirements.
- Smith – I can send out guidance prior to March meeting.
- Grice – I think we can do this; the village and local townships are meeting in person. You just need the space and follow precautions. I can check on the availability of my church fellowship hall.
- Brown – Smith will you check out the state requirements? If we agree, can we meet in person in March?
- Board Vote – Yes
- Middleton – Smith will get back with us and determine where.

➤ Board workshop

- Csokasy – Suggesting we have a Board retreat (4 hours/off premise).
 - What would be cover? We are bound by the mental health code; should we review what the requirements/responsibilities are. Report on certification process. We have been together for a while. I have reached out for a moderator. I need consensus from the board.
- Brown – How much will this cost?
- Csokasy – About \$1000 - \$2000
- Brown – I vote no.

- Csokasy – I have asked the foundation if this is something they would fund; they requested more information. I wanted to have feed back from the board before going into detail with the foundation.
- Middleton – I think this is a terrific idea and understand the concern about cost. This is drop in the bucket regarding CCBHC and is an investment for our agency. I vote yes.
- Ryan – How would it be paid for?
- Csokasy – If the foundation doesn't pay for it would fall on Woodlands.
- Smith – We can use some Medicaid dollars for board support/activity; we have the Medicaid dollars.
- Jourdan – If we are in fact going to discuss community needs; will Sarah Bannon need to come?
- Csokasy – There are two primary areas we need to review (Mental Health Code/Sarah Bannon on certification process). If it is just the certification process, there will be a cost for Sarah Bannon. I will present at the next board meeting.
- MOTION to approve May Workshop by Proctor; supported by Ryan.
 - Abstain - Brown
 - MOTION carried

OTHER BUSINESS:

- Woodlands staff COVID-19 vaccinations
 - Williams – Approximately 43 staff by the end of week will have/or scheduled to receive their 2nd dose. This is about 65% of our workforce.
 - Smith – Seeing more staff traffic in the building.
 - Grice – Question for Williams, about 65% staff, what about 35%?
 - Williams – Most of the 35% decline the vaccine.
 - Csokasy – Would it be inappropriate to ask about board members? Since we are discussing meeting in person do we need to know who has been vaccinated? Sounds like most of the board will be vaccinated by the next meeting.

ADJOURN:

- MOTION to adjourned by Lehman; supported by Newton.
 - MOTION carried.
 - Meeting adjourned 5:51 p.m.

NEXT MEETING: March 23, 2020 at 4:00 p.m. (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 m request is made 48 hours prior to the meeting