

## WOODLANDS BEHAVIORAL HEALTHCARE NETWORK BOARD MEETING

July 28, 2020

4:00 p.m. – 5:00 p.m.

**PRESENT:** None

**PRESENT VIA PHONE:** Terry Ausra, Judy Brown, Louis Csokasy, Michael Grice, Karen Lehman,  
Michael McShane, Mary Middleton, Ruth Newton, Terry Proctor, Clint Roach

**ABSENT:** Dwight Dyes

**WBHN STAFF:** Tim Smith, Executive Director

**CALL TO ORDER:** The meeting was called to order by Chair Ausra at 4:00 p.m.

**INTRODUCTION OF GUESTS:** None

**APPROVAL OF THE June 28, 2020 BOARD MINUTES:**

- MOTION to approve the June 28, 2020 minutes by Grice; supported by Brown.
  - MOTION carried.

**COMMUNICATIONS:**

- Written Comment: None.
- Public Comment: None.

**AGENDA APPROVAL:**

- Csokasy requested the agenda be amended to add the following:
  - Under Finance: Add "Finance Committee Report."
  - Under Old Business: Add "Status of Needs Assessment."
  - Under New Business: Add "Meeting with Cass County Foundation."
- Proctor requested the agenda be amended to add under New Business: Add "Discussion of Meetings Held via Zoom/Phone."
- MOTION to approve July 28, 2020 agenda as amended by McShane; supported by Proctor.
  - MOTION carried.

**FINANCE:**

- Finance Report
  - Tim Smith stated he has been unable to run the month-end financial/ income statement due to technical difficulties, which are currently being addressed.
- Finance Committee Report
  - Csokasy stated the Committee met on July 21.
  - Committee discussed how to have the budget in place by the beginning by next fiscal year as required.
  - Organizational chart indicates staff by department, which will be addressed in the budget.
  - Goal is to present a draft budget to the Board at its August meeting.
  - Budget will include organizational tasks; capital items; personnel count; breakdown of FY19/20; and forecast for FY20/21.
- Payments for Approval
  - MOTION to approve payments for June 2020 totaling \$984,973.24 by Csokasy; supported by Newton.
    - MOTION carried.

**BOARD CHAIR REPORT:**

- SWMBH Board Report: McShane
  - July 10 meeting was brief and routine; minutes are available on the SWMBH website.
  - Brad Casemore stated some staff members are leaving and morale is being affected by the State's ongoing intention to dissolve SWMBH and its counterpart PIHP's around the State by October 2022.

- MI Health Link program: Operating in the positive; biggest challenge is enrolling people during the pandemic.
- SUD Treatment services cannot outspend their Block Grant dollars by law; concern on how these services will be adequately funded in the future, as Block Grant revenue is diminished.
- Some at the State level, especially in the Executive Branch, hold the inaccurate view that MDHHS has 'outrageous' overhead costs; examination of the data does not bear this out at all.
- SWMBH's "rainy day fund" is showing a temporarily increase that will likely all be spent by FY20/21.
- There has been a temporary and artificial reduction in costs and expenses due to the pandemic; concern is the state will not view these figures as outliers, and decide to significantly reduce the budget.
- Anyone having relationships with state legislators is encouraged to speak with them now to express concern about future funding for CMH's and PIHP's.
- Csokasy stated the timeline for WBHN's FY20/21 budget makes it necessary to receive revenue numbers by mid-August. He asked McShane to inquire at the upcoming SWMBH Board meeting about when WBHN can expect to have these figures. McShane stated he will ask during the next meeting. Csokasy voiced concern that SWMBH won't have the numbers available in time, so he will ask the Board to use figures currently available, such as this year's, and amend the budget when final numbers are received.

#### **EXECUTIVE DIRECTOR – Tim Smith**

- Organizational Chart/Open Positions
  - Access/UM Access: Question marks denote intent to combine UM with Access position.
  - CFO: SWMBH CFO Tracy Dawson agreed to participate in the interview scheduled for tomorrow.
  - Compliance Specialist: Tim stated WBHN needs to achieve more in-depth compliance.
    - Middleton asked whether WBHN needs two compliance positions, to which Tim answered "Yes."
  - IDD: Candidate will be interviewed this Friday.
  - Youth Peer Support: Position has been open for a significant period.
- Quarterly Personnel Report
  - Shows new staff, staff openings, and staff leaving, April 1 through June 30.
- PA2 Funds
  - PA2 funds are from the Alcohol Liquor Tax. Cass County forwards monies to SWMBH, which disburses the funds to WBHN for SUD treatment. SWMBH does not retain any of the funds. SWMBH called Tim, stating it had not received the PA2 funds from the County; therefore, SWMBH will withhold WBHN's SUD payments. Tim spoke with SWMBH CFO Tracy Dawson and Jeff Carmen, Cass County Administrator, and there was discussion on monies coming directly to WBHN. Grice stated funding comes before the Board of Commissioners, but he was not certain whether it requires a vote. Tim stated WBHN is proceeding as if there is no change. He remarked that WBHN has no say in the matter, as it is between SWMBH and the County. Grice stated he will speak to Jeff Carmen tomorrow to get more information. Proctor stated he is not sure why the county is holding the money, as state law requires its disbursement. Tim stated he wanted to be clear he is not being critical of the Board of Commissioners or SWMBH.

#### **OLD BUSINESS:**

- Needs Assessment
  - Csokasy remarked the Board has had this process under discussion since December 2019, but the pandemic has resulted in no progress. He asked how and when this process will be performed. Tim Smith noted that Middleton shared names of persons who facilitate this type of organizational process, and asked how we might solicit input during the pandemic. Middleton indicated the presence of an online forum concerning needs assessments. Proctor noted many of the figures used in the assessment are delivered from the State, and having a consultant review the data could be a starting point for the process. Csokasy asked if this means the Board is directing Tim to select a consultant and move forward with the data-gathering process; consensus seemed to be positive.

#### **NEW BUSINESS:**

- Csokasy stated a meeting was held with the Cass County Mental Health Foundation. It has a list of building needs, and work will start with removal of the wooden siding on M60 in order to insulate the building.
- Proctor noted the Board's Bylaws create the presence of three committees, and he asked Board members to

volunteer for these committees. During the pandemic, most meetings will probably need to take place virtually/electronically.

- Ausra asked for volunteers.
- Committees:
  - FINANCE: Csokasy, Ausra, Lehman.
  - POLICY: Proctor, Newton; Roach.
  - ADMINISTRATIVE: McShane, Jourdan, Grice.
  - Tim Smith suggested adding Woodlands staff to the committees, i.e. Borsa for the Administrative, and stated he will speak to the appropriate staff members.
- Zoom Meetings: Proctor mentioned Ausra, as Board Chair, may need to determine how committees are to meet by coordinating with WBHN IT Director Pete Murphy.

**CONTRACTS FOR APPROVAL:**

- None.

**OTHER BUSINESS:**

- None.

**ADJOURN:**

- MOTION to adjourn by McShane; supported by Newton.
- MOTION carried.
- Meeting adjourned 5:00 p.m.

**NEXT MEETING: August 25, 2020 at 4:00 PM. (Ausra anticipates another virtual/"Zoom" meeting; 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 meeting**