

WOODLANDS BEHAVIORAL HEALTHCARE NETWORK BOARD MEETING

March 23, 2021

4:00 pm – 5:18 pm

PRESENT IN PERSON: Terry Ausra, Judy Brown, Louis Csokasy, Michael Grice, Jeanne Jourdan, Mary Middleton, Terry Proctor, Clint Roach

PRESENT VIA PHONE: Karen Lehman, Joseph Ryan

ABSENT: Dwight Dyes, Ruth Newton

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 Chair Ausra at 4:00 pm.

INTRODUCTION OF GUESTS:

- None

APPROVAL OF THE FEBRUARY 23rd, 2021 BOARD MINUTES:

- MOTION to approve the February 23, 2021 board minutes by Csokasy; supported by Proctor.
 - MOTION carried.

COMMUNICATIONS:

- Written Comment: None
- Public Comment: None

AGENDA APPROVAL

- Smith – Under Board Committee Reports - Finance - FY2019-2020 Audit (less FSR) for approval; remove “(less FSR)” as final report received
- Csokasy – Under Old Business – Add “Board Retreat”
- MOTION to approve March 23, 2021 agenda as amended by Jourdan; supported by Roach.
 - MOTION carried.

FY2019/2020 AUDIT REPORT:

- Christina Schuab of Roslund, Prestage, & Company
 - Appreciate John Ruddell assistance
 - Review – Board Packet – condensed audit document
 - Independent Auditor’s Report
 - Financial responsibilities are shown for management and auditors
 - Other reporting required by Government Auditing Standards
 - Net Position (pg. 1) – balance sheet assets, liabilities, deferred outflows and inflows of resources
 - Income statement (pg. 2) – revenues, expenses and changes
 - Fiduciary Net Position (pg. 4 & 5) – postemployment benefits trust funds
 - Notes to the Financial Statements (pg. 12) – Capital Assets, due to other governmental units
 - Upcoming accounting pronouncements (pg. 18)– effective dates were pushed back
 - Letter Independent Auditor’s report on Internal Control (pg. 21)
 - Questions:
 - Csokasy – The audit went a lot smoother this year. The 7% of annual expenses (pg.1); what would you normally see from other CMHs audit? Is this number low, middle, or high?
 - Schuab – Some businesses like to see higher; however, the differences could be due to benefit plans offered to employees.
 - If you have any other questions, don’t hesitate to contact me.

- MOTION to approve the FY2019/2020 Audit, presented by Roslund, Prestage, & Company, by Csokasy; supported by Roach.
 - MOTION carried.
- Csokasy – I would like to acknowledge John Ruddell on behalf of the board; we appreciate your work.
 - As most board members were aware of, we were in a difficult situation with the county two years ago which has since improved.
 - We meet on 4th Tuesday and county meets 3rd Tuesday which could cause issues with reporting. The communication this year between the county and Woodlands has improved.
 - Smith – John came to Woodlands this past November and he assisted with the financial for the time frame he was not here.

BOARD COMMITTEE REPORTS:

- Administrative: Jourdan
 - No report
- Finance: Csokasy
 - Finance committee met on today.
 - We reviewed the Revenues/Expenditures and Payable reports.
 - There was a discussion about financial policies. We are in the process of comparing Berrien County, St. Joseph County and Woodlands policies.
 - The finance committee agreed to set a time to meet at 3 p.m. on the 4th Tuesday of the month before board meeting.
 - MOTION to approve payments for February 2021 totaling \$1,003,517.05 by Middleton; supported by Proctor.
 - MOTION carried.
- Policy: Middleton
 - No report.
- Executive Committee: Middleton
 - Included in your packet was minutes from the February 22nd and March 11th meetings.
 - We are meeting once a month.

BOARD CHAIR REPORT:

- Ausra – I would like to recognize Ruth Newton for her service. The county is going to recognize her at a future meeting.
- SWMBH Board Report: Middleton
 - March 12th meeting synopsis was shared in the packet.
 - There was discussion of “unrestricted” bonus money to be returned to the CMHs.
 - If you want more detail contact Middleton.
 - Proctor – Question: there are performance measures which are reviewed at the meetings. I think we can get performance bonuses and if year-end monies are “short” other counties can assist. If we receive the bonus how can it be spent? Board should be informed when bonus is received to determine how to be spent.
 - Smith – Woodlands has met the performance indicators with SWMBH. SWMBH was “#1” in the state.
 - Ausra – What did we do better?
 - Jourdan – What is it based on?
 - Smith – It is divided based on size of your county and performance. Last fiscal year we were recipient of GF dollars from another county, so these dollars may need to be held to cover end of year.
 - Proctor – The amount SWMBH received is \$2.8 million; Woodlands share is \$100,000+.

EXECUTIVE DIRECTOR: Smith

- Board Committee Responsibilities
 - Committee Responsibilities in the Bylaws.

- Smith – I included this as it seems the Finance Committee is doing what it needs to, but the Policy and Administrative Committees are not clear on what they should be doing.
- Proctor – At the Executive Committee meeting; I was given the responsibility to put together a list of items:
 - I suggested the committee change from Administrative to Personnel
 - What should they do?
- Brown – You are just changing the name?
- Ausra – It was discussed as we felt that the name would fit the committee better.
- Middleton – They would cover issues regarding workforce (example: working at home or office, etc.)
- CCBHC – Q & A with Lisa Williams from West Michigan CMH (3/26)
 - We did a “field trip” to see how this is working at West Michigan and what were their issues.
 - I think this will be of great help.
- Board Composition
 - Survey was sent out and by the response we do comply regarding primary/secondary consumers.
- Did anyone attend the ALICE report regarding poverty? Response: No
 - Ryan – I read a previous report. It contains some good information.
 - Smith – When I received the new one I will distribute.

OLD BUSINESS:

- Community Needs Assessment Update – Smith
 - I received the final version and will distribute
 - The whole or portion of the board need to review; then get together to discuss moving forward.
 - Warrants it own meeting separate from the board meeting. Need to meet before April 27th to review/approve/suggestions.
 - Csokasy – This is on the May 6th Board retreat agenda
 - Jourdan – Do we need a committee?
 - Smith – No, the whole board should be involved
 - Ausra – This will be covered at retreat.
 - Grice – Tim, when do you think you can forward a copy?
 - Smith – Tonight
- Board Retreat - Csokasy
 - I went forward with planning the retreat when it was approved by board.
 - I the cost will be about \$5000 (research, preparation). I submitted this to the foundation for payment, but they declined. Therefore, this a cost will be paid by Woodlands but is Medicaid eligible.
 - I have scheduled Sarah Bannon as moderator.
 - The following will be included on the agenda:
 - Board responsibilities according to the MI Mental Health Code and CCBHC.
 - Reviewing needs assessment
 - Onboarding for board members
 - Who do we want to invite?
 - Csokasy – county and foundation member so they are aware of the direction of Woodlands
 - Grice – suggest Roach present for the Sheriff’s Department
 - Roach – yes, I can speak
 - Smith – suggest you ask Sarah as she gather all the information and may have insight
 - Jourdan – the report provides quotes anonymously? Can Sarah tell us who.
 - Smith – I don’t know.
 - Jourdan – Family court?
 - Csokasy – Bob, what do you think?
 - Weber – Judge Dobrich has knowledge of all
 - Csokasy – Woodlands staff not allowed
 - Scheduled for 8:30 am – Socialization; 9 am – 1 pm Retreat; location – CFC

NEW BUSINESS:

- Nominations of the Board Chair/Vice Chair/Secretary/Treasurer
 - MOTION to approve the following nominations and appointments:
 - Board Chair – Terry Ausra By: Proctor Supported: Grice
 - MOTION CARRIED
 - Vice Chair – Mary Middleton By: Proctor Supported: Grice
 - MOTION CARRIED
 - Secretary – Jeanne Jourdan By: Grice Supported: Proctor
 - MOTION CARRIED
 - Treasurer – Louis Csokasy By: Proctor Supported: Grice
 - MOTION CARRIED
- Appointments of Committee Members
 - Proctor – I requested this be added. I think Woodlands has made strides due to these committees. Committees need members to be committed. Encourage all the members to sign up. Maybe we can talk about this at the retreat.
 - Middleton – I think the discussion in the committee meeting is where you learn what is going on.
 - Ausra – There is room for help.
 - Lehman – Could you recap what was said?
 - Ausra – Yes, Value of committees
 - Ryan – I like to have more information on the committees and how to sign up?

OTHER BUSINESS:

- Smith – I think this Jeanne’s first time. WBHN staff please introduce yourself (Williams, Weber, Ruddell).
 - Smith – We have two more staff that could not attend tonight, Pamela Wenzel, IDD and David Gamble, Clinical Director.
- Grice – Question: Why are we turning over 2 million dollars back to the state?
 - Smith – We underspent Medicaid. I believe happened due to closing the CLS from program. Next year may be like this year due to restrictions because we can’t provide services.

ADJOURN:

- MOTION to adjourned by Asura; supported by Brown.
 - MOTION carried.
 - Meeting adjourned 5:18 p.m.

NEXT MEETING: April 27th, 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 meeting