

## WOODLANDS BEHAVIORAL HEALTHCARE NETWORK BOARD MEETING

October 27, 2020

4:00 pm – 5:30 pm

**PRESENT IN PERSON:** (None)

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

**ABSENT:** Jeanne Jourdan

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

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

**INTRODUCTION OF GUESTS:** Bob Weber, SUD Director; Scott Williams, Operations Director

### **APPROVAL OF THE SEPTEMBER 22, 2020 BOARD MINUTES:**

- Brown – Amend under Board Committee Reports/Administrative/Jourdan suggested the committee review "caused" ... change caused to "causes".
- MOTION to approve the September 22, 2020 minutes as amended by Lehman; supported by Newton.
  - MOTION carried.

### **COMMUNICATIONS:**

- Written Comment: None
- Public Comment: None

### **AGENDA APPROVAL:**

- Smith – Under Executive Director add "g. Electronic Health Record".
- MOTION to approve October 27, 2020 agenda as amended by Newton; supported by McShane.
  - MOTION carried.

### **FINANCE:**

- Finance Report
  - Finance committee met on October 2, 2020.
    - The structure of the Finance Department was discussed.
    - Roger Pierce, CFO Riverwood, suggested the department have at least 4 staff (CFO, Accountant, Payables, Reimbursement)
    - The Finance Committee is requesting an amendment to the Annual Budget for the addition of \$33,000 salary/\$15,850 benefits for the Reimbursement Officer position.
    - MOTION to approve the amendment of the Annual Budget by Csokasy; supported by McShane.
    - Grice – is it additional funds or moving dollars? Csokasy – moving dollars
    - MOTION carried.
  - Committee held CFO top candidate interviews on 10/20.
- Payments for Approval – Csokasy this is a "catch up".
  - MOTION to approve payments for July 2020 totaling \$1,251,372.84 by Csokasy; supported by Newton .
    - MOTION carried.
  - MOTION to approve payments for August 2020 totaling \$1,155,445.04 by Csokasy; supported by Newton.
    - MOTION carried.
  - MOTION to approve payments for September 2020 totaling \$1,024,960.43 by Csokasy; supported by Newton.
    - MOTION carried.

## **BOARD COMMITTEE REPORTS:**

- Administrative: McShane
  - Committee met today at 3 pm.
  - Committee is working on a form to gather information for the Executive Director job review. We have received several samples.
  - In the past an anonymous form was sent to the staff for their review. We would like to do this.
  - One concern was that there are no formal goals were provided upon hire. How do we evaluate?
  - Csokasy – Goals were part of the financial plan; could this be place to start?
  - Smith – I will redistribute them to the board. My understanding was that these were goals for the entire agency and I would be in part responsible to see them through and they would be part of my evaluation.
  - Proctor – Since we have a full board all should be involved with the evaluation. Good time to start the process.
  - McShane – I will do my best in getting the form together. Do we want to include staff?
  - Ausra – I don't think I have ever seen this done.
  - McShane – I think this could be a strength in morale for staff to have input. The Board would make the final decision.
  - Csokasy – I forwarded a sample to you. I have been involved in reviews. I am not in favor of staff input as Tim works for the board.
  - McShane – I don't see how the board can have a good insight into the day to day without input. If most of the board doesn't think this is helpful we don't have to do; as that is why we vote.
  - Grice – I think it is valuable for staff to feel part of the team. We don't know the day to day activities without their input. You keep everyone engaged. You always have negative versus the positive.
  - Middleton – I am not in favor of staff input as Tim reports to the board and the board should not be involved in the day to day information.
  - Brown – I think the staff should have input. The questionnaire does not have to be long – just 5 questions. How does the staff feel about him as a leader?
  - McShane – This will show that this is not a top down regime. This could be just one part of the eval. This would give a more candid and realistic opinions.
  - Ausra – Can you move forward and table this until next meeting.
  - McShane – I will move ahead on the eval form. Great value on staff buy in.
  - Proctor – Thought as to getting input from the employees on their perspectives and not part of the evaluation.
- Finance: Csokasy
  - Already presented during the above Finance Report.
- Policy: Middleton
  - No report

## **BOARD CHAIR REPORT:**

- SWMBH Board Report: McShane
  - October 9, 2020 meeting was held telephonically; it was another brief and routine meeting whose minutes are available on SWMBH's website.
  - Brad Casemore, SWMBH CEO, stated there should be a 15 million surplus; should be carried into this fiscal year.
  - SWMBH's Cyber security test was completed and they scored 7.3 out of 8.5.
  - Integrated care survey results were shared. 95% viewed this care as valuable/somewhat valuable.
  - SWMBH's goal is 9% admin reduction
  - If the Affordable Care Act is overturned there will be a \$10 million shortfall.
  - Strategic planning sessions are being held after the meetings.
    - Concerns were expressed that the GF state budget could have a 2.2 million deficit.
    - Discussed how the election could affect Michigan budget.
    - Discussed dissolution of the PIHPs and what it would look like.
    - Discussion of breaking out IDD services to its own branch.

- There is a long waiting list for the state inpatient beds; many of the current patients are ready for discharge but nowhere to place them.
- Underfunding of public health initiatives.
- Addressed telehealth and what it may look like in the future and is it as effective as face to face.

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

- Board Training (Ethics/Corporate Compliance/HIPAA; PCP/Self-D/Recovery/FI; Cultural Diversity; Trauma Informed Care; Behavioral Support/Gentle Teaching; Workplace Violence; Sexual Harassment)
  - What is the board's preferences on how to complete these trainings?
    - Online or face to face training?
    - Proctor – Is there a mandate? Smith will research/provide clarification.
- Personnel Roster
  - Personnel Roster included in the packet shows terminations/new hires/open positions.
- CFO Search
  - Two candidates
    - An offer made last week to the candidate with the most knowledge of the CMH system. Smith left him a voice mail yesterday that it didn't seem like he was interested, and we will move on.
    - Smith will contact the other candidate tonight. If hired it will be a learning curve for the CMH system. SWMBH and Riverwood will assist with training.
- COLA – tabled from last meeting
  - We did a longevity bonus (14 qualified).
  - If you haven't reached you last step, you will be getting a raise. I let staff know that they will get their step increase and there will not be a COLA.
- Community Needs Assessment Update
  - We met as a leadership team with Sarah Bannon yesterday.
- Healthcare Agent of Record Change
  - We are moving from Lighthouse to Rose Street on Nov 1<sup>st</sup>.
  - Rates are lower, and this will allow us to roll up with the county.
  - Handles Health benefits only.
- EHR
  - RFP was completed, and we received four back.
  - We are moving towards PCE.
  - If you have any questions, do not hesitate to contact Pete, IT.

#### **OLD BUSINESS:**

- Brown – Authority Status
  - Refresh my memory on our authority status with the county as a year is approaching
  - Was the letter sent to the state?
  - Ausra – It is still on hold I believe, Mike?
  - Grice – Yes, it is still on hold.
  - McShane – I believe this affects staff as this is not resolved? Can we bring closure to this matter?
  - Smith – I have requested to be included in the commissioner's meeting. I will follow up as nothing will happen if I don't try.
- COVID update
  - Smith – A graph Cass County Cases was sent. This graph shows a spike recently. We are at the highest count in the county. Staff who are working in the building are out of necessity.
  - Grice – Cass county has 858 cases; 24 deaths. Question about Woodlands being open; are case workers meeting consumers face to face?
  - Smith – Yes, workers are meeting with consumers by phone, zoom, and face to face as needed.

#### **NEW BUSINESS:**

- None

**OTHER BUSINESS:**

- None

**ADJOURN:**

- MOTION to adjourned by Grice supported by Newton.
  - MOTION carried.
  - Meeting adjourned 5:30 p.m.

**NEXT MEETING: November 17, 2020 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 meeting**