ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
3111 Electric Avenue
Port Huron, Michigan 48060

GROUP MEETING:	SCC Community Mental Health Board
SUBJECT:	Regular Meeting
PLACE:	St. Clair County Community Mental Health 3111 Electric Avenue, Port Huron
DATE:	December 6, 2022
TIME:	6:00 p.m.
PRESIDING:	Nancy Thomson, Chairman

IN PERSON:	L. Ames, J. Bligh, M. Partipilo, M. Paulus E. Priemer, K. Schieweck (out at 6:16pm), N. Thomson, J. Totty, A. Tucker
VIDEO CONFERENCE:	None
ABSENT:	C. Cutright, A. Essian, J. Jowett-Lee
ALSO PRESENT:	Guests Video Conference: R. Kiehler Guests In Person: None Staff In Person: K. Farr, D. Hayes, M. Measel-Morris, K. Gallagher, T. Pingitore, T. Wells Staff Video Conference: None

I. CALL TO ORDER

The meeting was called to order at 6:03 p.m. by Chairman Thomson.

II. CITIZENS WISHING TO ADDRESS THE BOARD – None

III. AGENDA CHANGES – N. Thomson

IV. PRESENTATION OF PREVIOUS MEETING MINUTES

A. Regular Board Meeting Minutes – November 1, 2022

It was moved by Mr. Priemer, seconded by Mr. Schieweck, to approve the Regular Board Meeting Minutes of November 1, 2022 as written. **MOTION CARRIED**

V. PRESENTATION OF RECEIPTS/DISBURSEMENTS

It was moved by Ms. Partipilo, seconded by Ms. Totty, to approve the Receipts/Disbursements for the month ending October 31, 2022, as presented. **MOTION CARRIED**

VI. PRESENTATION OF BILLS TO BE PAID

It was moved by Ms. Totty, seconded by Ms. Ames, to approve the Bills to be Paid for November 2022 in the amount of $5,352,358.77, as presented. **MOTION CARRIED**

VII. ITEMS FOR ACTION

A. 2023 CMH Board Calendar

It was moved by Mr. Schieweck, seconded by Ms. Totty, to approve the 2023 SCCCMH Board Calendar. The calendar reflects the SCCCMH Board Meetings occurring the second Tuesday of the month at 5:00pm. **MOTION CARRIED**

B. Board Policies for Approval

Ms. Pingitore presented the Board Policies for Approval. The policies up for approval were presented to the board for review at September's meeting.

It was moved by Ms. Totty, seconded by Ms. Partipilo to approve the policies as presented. **MOTION CARRIED**

C. Personnel Committee Report: Chief Executive Officer Evaluation

Ms. Thomson announced that Ms. Johnson's evaluation was completed prior to tonight's meeting. All evaluation feedback received from board members was compiled by the Personnel Committee and presented to Ms. Johnson. Ms. Johnson expressed gratitude to the board for the continued opportunity to serve our individuals, staff, and the community.

It was moved by Mr. Priemer, seconded by Mr. Schieweck, to accept the Personnel Committee's Report of the evaluation of Ms. Deb Johnson for 2022. **MOTION CARRIED**

D. Contract Amendment, Debra Johnson, CEO

Ms. Pingitore presented a Contract Amendment for Ms. Johnson.

It was moved by Ms. Partipilo, seconded by Ms. Totty, to accept the Contract Amendment for Debra Johnson, CEO as written. **MOTION CARRIED**

E. Contract Management

1. Peak Autism Center – ABA Services Contract

Ms. Measel-Morris presented the Peak Autism Center – ABA Services Contract.

It was moved by Ms. Totty, seconded by Ms. Tucker, to accept the Peak Autism Center – ABA Services Contract as written. **MOTION CARRIED**

2. First Day Homecare, LLC – Professional Services Agreement

Ms. Measel Morris presented the First Day Homecare, LLC – Professional Services Agreement.

It was moved by Mr. Schieweck, seconded by Ms. Tucker, to accept the First Day Homecare, LLC – Professional Services Agreement as written. **MOTION CARRIED**

F. FY2022 Retirement Contribution

Ms. Farr reviewed a potential FY2022 Retirement Contribution Memo. Each year we fund our St. Clair County Employees Retirement Plan according to the amount that is calculated as actuarially required by Nyhart, the actuarial firm hired by the County.

This year it was recommended by the Region 10 CFO that we consider having the actuary recalculate our recommended contributions due to the significant investment losses the plan has experienced this year. This recommendation was made due to the fact that Region 10 has a significant surplus of Medicaid that will lapse back to the State unless it is spent on allowable costs.

After further discussions with Richard Carpenter, Region 10 CFO and our actuary, Nick Meggos it has been determined that St. Clair County CMH can contribute up to an additional $5 million towards our Unfunded Accrued Liability without overfunding the plan. Nick Meggos is preparing a calculation that will support the additional contribution for us to document for our Auditors, UHY.

The Administrative recommendation: We fund up to an additional $5 million into the St. Clair County Retirement Plan on behalf of SCCCMHA by February 15, 2023

It was moved by Ms. Totty, seconded by Mr. Paulus, to fund up to the additional $5 million into the St. Clair County Retirement Plan on behalf of SCCCMHA. **MOTION CARRIED**

G. FY22 Office of Recipient Rights Annual Report

Ms. Delor presented the Office of Recipient Rights FY22 Annual Report.

The Recipient Rights Advisory Committee conducted their quarterly meeting on November 22, 2022. The meeting agenda and annual report were provided to the board for their review.

ANNUAL REPORT (Agenda Item #6.a.i.)

Section 330.1755(6) of the MHC states each CMHSP must submit to its Board of Directors an annual report detailing its current status of rights protection. After the Board of Directors approves the report, the CMHSP must submit the report to the Department by December 30th.

FY2022 Annual Report Summary

Appeals
During fiscal year 2022, the ORR received one (1) request for an appeal, which was approved. The RRAC upheld the findings of the ORR, and the action taken by the responsible provider agency.

Operations and Complaint Data
During fiscal year 2022, SCCCMHA served 5,551 individuals (unduplicated count).
During fiscal year 2022, the ORR operated with the equivalent of 3.07 Full-Time Employees (based on a 37.5 hour work week).
During fiscal year 2022, the ORR received 136 complaints consisting of 207 allegations.
*FY2021 = 145 complaints consisting of 205 allegations.
No Right Involved Allegations – 4
Outside Provider Jurisdiction Allegations – 4
Not Substantiated Allegations – 124
Substantiated Allegations – 75

Substantiated Allegations – By Category (TOP 5)
Dignity & Respect = 56 received/18 substantiated
SS = 49 received/20 substantiated
Neglect: Class III = 18 received/13 substantiated
Confidentiality = 16 received/7 substantiated
Abuse: Class III = 18 received/6 substantiated

Remediation Data
The 75 substantiated violations are listed by category, provider type, and remediation type.
Remedial Action Types – By Category (TOP 5)
Written Reprimand: 32
Training: 22
Employment Termination: 21
Written Counseling: 9
Suspension: 9

Training Received by ORR Staff
The ORR staff received 114 training hours in rights protection.
Telly Delor: 20 hours
Tracy Duncan: 54 hours (+Basic I and II)
Marissa George: 20 hours
Sandy O'Neill: 20 hours

Training Provided by ORR Staff
The ORR provided training to 1,490 employees/volunteers.
New-Hire Training (Virtual): 442
Annual Refresher Training (Computer): 351 trainees
Annual Refresher Training (Paper): 697 trainees

Outcomes for the SCCCMHA-ORR
Desired Outcomes for FY2022
Two desired outcomes were accomplished (training for RRAC members and ORR staff [SUD]), and two desired outcomes will move forward to fiscal year 2023 (statewide registry and investigative reports completed within 60 days/80% of the time).
Desired Outcomes for FY2023
Two desired outcomes moved forward from FY2022 (see above), with the addition of the following three (3) desired outcomes:
Provide new-hire training in-person 50% of the time.
Enhance training materials by incorporating videos and visual aides.
Create recognition certificates for full-compliance ratings (site visits).

Recommendations to the Governing Board for FY2023
The Board of Directors continues to designate adequate funding for the operation of the Office of Recipient Rights, to include funding for staffing at a minimum of the equivalent of 3.07 full-time employees, as well as adequate funding for prevention, education, monitoring, and complaint resolution activities.
The Board of Directors to support the designation of three separate offices for the operation of the Office of Recipient Rights to ensure each investigator has full access to a private office to conduct confidential meetings/interviews, when office space becomes available within the agency.
The Board of Directors continues to support the development of a statewide registry to capture the names of the employees/volunteers with substantiated recipient rights violations in the

categories of Abuse (I and II) and Neglect (I and II). This registry would be accessible by all Offices of Recipient Rights in the State of Michigan. This support would include representation from the St. Clair County Community Mental Health Authority – Office of Recipient Rights on a statewide workgroup in support of this initiative.

AGGREGATE COMPLAINT DATA REPORT (Agenda Item #6.b.i.)
During this reporting period, the Office of Recipient Rights (ORR) processed 45 complaints consisting of 72 allegations (22 new complaints/27 allegations; 23 previously pending complaints/45 allegations).

The outcomes for this reporting period include:
No Right Involved Allegations: 2 Allegations
Not Substantiated Allegations: 42 Allegations
Outside Provider Jurisdiction Allegations: 0 Allegations
Substantiated Allegations: 28 Allegations
Abuse: Class II – Emotional Harm (2)
Abuse: Class II – Exploitation (1)
Abuse: Class III (1)
Confidentiality (2)
Dignity & Respect (9)
Neglect: Class II (1)
Neglect: Class III (4)
Neglect: Class III – Failure to Report (1)
Photo – Prior Consent (1)
Restrictions/Limitations (1)
Seclusion (1)
Services Suited to Condition (4)

It was moved by Ms. Totty, seconded by Ms. Ames, to fund up to the additional $5 million into the St. Clair County Retirement Plan on behalf of SCCCMHA. **MOTION CARRIED**

VIII. INFORMATIONAL ITEMS

A. Finance Updates – K. Farr

1. Community Foundation

   Ms. Farr provided an investment update from the Community Foundation.

2. Preliminary FBR FY22

   Ms. Farr provided an overview of the preliminary FBR for FY22.

B. Administrative Updates

1. Board Policies for Review

   Ms. Pingitore presented the board policies out for review. She asked that board members send their feedback to Ms. Wells by December 16, 2022.

C. Data / Contract Management

1. QIC Annual Plan FY23

   Presented by Ms. Measel-Morris the SCCCMHA FY 23 Quality Improvement Program/Plan. The purpose of this plan is to continue and/ or improve current Quality Improvement structures and systems used to monitor, maintain and improve quality care throughout all programs. All population groups are included within the Quality Improvement Program/Plan. Clinical outcomes and organizational process reviews may be system-wide or population specific. The Quality Improvement Plan Goals for FY 2023 are listed within the report. It was noted by Ms. Measel-Morris that it should be expected for changes to occur within the document in the future as need presents.

2. QIC FY22 Summary

   Ms. Measel-Morris provided a summary of the FY 22 Quality Improvement Plan Annual Report.

   The purpose of this report is to provide the annual status of the Quality Improvement Plan for St. Clair County Community Mental Health, which is developed and approved annually. The data included in this report covers the reporting period of October 1, 2021 through September 30, 2022.

   This report summarizes the status of priority goals / key tasks that were established by the Committees and Workgroups of the Quality Improvement Council. The goals focused on efforts in specific areas designed to improve the SCCCMH's overall systemic processes. All Workgroups, Committees and Sub-Committees have reported the status of each goal assigned.

3. FY23 Strategic Plan

   Ms. Measel-Morris presented the Strategic Plan for FY23. St. Clair County Community Mental Health reviews its strategic plan annually. The strategic plan is a framework for the Quality Improvement Plan, annual budget, program plans and the agency goals. The annual goals are reviewed and based on strategic priorities are given status updates based on completion of objectives and components of the goals. The Quality Improvement Plan is reviewed quarterly and goals status updated at those intervals. The Strategic Plan, along with the Quality Improvement Plan is reported to the board, staff, community partners and providers, and individuals served.

4. FY22 Post Discharge Summary

   The FY22 Post Discharge Summary represents the Quality Improvement departme effort to evaluate the satisfaction and status of individuals who were discharged from services during the period of October 1, 2021 through September 30, 2022.

   Each quarter, a Post-Discharge survey is completed on individuals who were discharged from services from St. Clair County Community Mental Health within ninety days prior. A survey, along with a self-addressed stamped envelope, is mailed out to each individual/guardian who received a service from our agency or through one of our contracted agencies, regardless of funding source. Any persons who requested no further contact, were hospitalized, are deceased, homeless, or in jail, received only an OBRA screening, received out of county

services, Central Intake Unit (CIU), or children who reached three (3) years of age using previous Early On services are not included in the survey.

The responses for each question are individually calculated based on the number of "Yes" and "No" answers selected. Responses left blank are removed from the baseline before calculating totals. Sample size (n) is included to clarify response percentages of each question as some individuals did not complete certain questions.

For fiscal year 2022, 1903 surveys were mailed out to individuals who were closed from services. Eighty-two individuals/guardians chose to participate in the survey, which calculates to a 4% response rate that is lower than the fiscal year 2021 response rate of 5%. Methods for an increased response rate for next year were discussed. Completing the survey in person is not an option, due to the survey being issued after discharge from services.

For fiscal year 2022, overall satisfaction is 70%, with 82 individuals responding to the question, "Overall, I am satisfied with the services I received from Community Mental Health".

D. Program Operations Updates

1. Employee of the Month & Team of the Month

Employee of the Month:

Ms. Gallagher presented on the August Employee of the month, Paula Doyle. Paula has exemplified providing service excellence and a recovery focus for an individual we serve. Her recent actions while working with an individual with PTSD have demonstrated her commitment to providing service that enriches or enhances the life of an individual we serve, even when it involves difficult decisions.

For her commitment to providing service excellence and recovery focus for the individuals we serve, and her willingness to make difficult decisions to ensure an individual's safety, Paula has been named SCCCMH's August Employee of the Month

Team of the Month:

Ms. Gallagher presented the August Team of the Month, SCCCMH Scheduling Staff. Teamwork is defined as the combined action of a group of people, especially when effective and efficient. The Scheduling Staff at CMH continues to demonstrate this definition! This group is hard working and always gets the job done, whatever the task is. They have a great team of individuals who always come through and are willing to help no matter what. They deserve recognition for always going above and beyond.

For their commitment to teamwork and taking action to strengthen communication and cooperation among the entire team, the Schedule Staff has been named SCCCMH's August Team of the Month.

2. LGBTQ Support Group

Ms. Gallagher reported that she recently received a phone call from a member of the community who was upset that information on SCCCMH's LGBTQ Support Group was being provided at a local trunk or treat. The community member later spoke with Ms.

Johnson and Ms. Gallagher together. The community member stated that other concerned members of his church would be coming forward, but no communications have been received. Extra supports are being provided at the groups.

3. Talk Space

Port Huron City Manager James Freed has designated funds for St. Clair County Community Mental Health to put a program called "Talk Space" in place. The program would allow for Port Huron Residents to talk on the phone, an allotted number of times, with a therapist for free. Additional funding is being sought for residents not located in Port Huron.

4. Other

Nothing.

E. Information Technology / Facilities

Mr. Hayes reported that the new Marine City building is coming along nicely. Walls are going up, and construction is underway. Flooring has been selected. NBS won the furniture bid. Late March is the expected move in date. Mr. Hayes also stated that with inflation, it is expected that we will go over the original budget, but that that information will be brought back to the board.

F. Office of Recipient Rights

1. Recipient Rights Advisory Committee Agenda

Provided to the Board by Ms. Delor was an overview of the Recipient Rights Advisory Committee meeting that took place on November 22, 2022. The next meeting will take place February 28, 2023.

G. Community Education / Public Relations Reports

Ms. Delor highlighted Community Education / Public Relations Events:

Community Outreach/Trainings

- 11/07/2022: St. Clair Rotary Club
  Deb Johnson presented at the St. Clair Rotary Club's weekly meeting. Topic covered SCCCMH services/programs, how to contact us, and a general update about the work SCCCMH does in the community. The Great Grocery Gift and Creative Arts Contests information was distributed along with a folder of SCCCMH resources. Approximately 12 members attended.
- 11/09/2022: St. Clair High School Staff Presentation
  St. Clair High School requested a presentation to their Social Work and Counseling staff on the topic of how to support students with anxiety and the impact it has on presenteeism/absenteeism. Melissa Hunt led the presentation and round table educational discussion with the group of 10. Information was provided on the topic as well as resources and information on SCCCMH and access to services.
- 11/17/2022: Great American Smoke Out
  SCCCMH supported the Great American Smoke Out and provided resources and support to each of the four SCCCMH locations. For the awareness event, resource tables were set up at each location, with SCCCMH peers providing information and answering questions

at the main site. Gum and suckers were provided as well as turkey sandwiches (quit cold turkey) at all locations.

- 11/18/2022 and 11/19/2022: CMH Players present *It's a Wonderful Life: A Live Radio Play*
  SCCCMH Players presented *It's A Wonderful Life: A Live Radio Play* at the Citadel Stage in downtown Port Huron. Three performances were held; individuals attending programs or living in facilities operated by SCCCMH contract agencies attended the Friday afternoon free show. Both Friday and Saturday evening presentations saw nearly 60 community members attending.
- 11/22/2022: Marine City Lighted Parade
  Team Marine City (Marine City staff) organized participation in the annual holiday parade. A decorated truck with SCCCMH marketing magnets escorted a blow up Santa in the back, more than 10 SCCCMH employees dressed in festive attire down the main street Marine City. The staff passed out candy to the children in the crowd, and the event was widely attended by residents of surrounding communities.
- 11/29/2022: Sexual Assault 101 Presentation
  SCCCMH is a member of the St. Clair County Sexual Assault Response Team (SART) and hosted a SART organized presentation on sexual assault. The presentation was free and open to SCCCMH staff and members of the community. The presentation was led by Rochelle Bannon of Safe Horizons and 54 individuals attended the presentation (both SCCCMH and members of other county organizations). Due to demand, an additional training has been added and will be offered on December 14, 2022.
- 11/2022: Annual Great Grocery Give
  SCCCMH employees and local community members packed and donated 110 bags of nonperishable items available to individuals that receive SCCCMH services. The donated bags were distributed to individuals in advance of the Thanksgiving holiday.

Critical Incident Stress Management Activities

- 11/14/2022: Blue Water Convention Center

Upcoming Activities

- 12/07/2022 – Presentation at the Algonac Rotary Club meeting
- 12/09/2022 – All Agency In-Service (buildings closed; all staff attending)
- 12/13/2022 – Leadership Lunch & Learn: How to Be a Real Success
- 12/14/2022 – SART Presentation: Sexual Assault 101
- 12/15/2022 – Autism Support Group
- 12/22/2022 – Mid City Nutrition Santa Visit
- January 2023 – CMHA Traveling Art Show
- 01/10/2023 – CMHA Traveling Art Show Reception (4:30 p.m., 3111 Electric Ave.)

H. Region 10 PIHP Update

1. Board Meeting Minutes

The Region 10 Board Meeting Minutes were included for board member review.

X. CHIEF EXECUTIVE OFFICER'S REPORT – T. Pingitore

A. CMHA Updates & Link

Link posted on the SCCCMH Website.

B. Update on State Legislative Leadership

Ms. Johnson provided an update on Senate Legislative Leadership and shared an election recap. Senator Shirkey continues to try to push section 597 & 598 through. Advocacy efforts need to continue to prevent privatization, and as a result a decrease in services to individuals served by the public mental health system.

C. Other

XI. BOARD FORUM – N. Thomson

A. Advisory Council Meeting Minutes

The minutes presented were reflective of the Advisory Council Meeting. Ms. Thomson noted that there are three new Advisory Council Members.

XII. ANY OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD

Ms. Thomson advised the board that she will make every effort to be at the January meeting, however has to be in Grand Rapids earlier in the day.

Prior to tonight's board meeting Ms. Cutright submitted her resignation to the SCCCMH Board. Ms. Cutright recently accepted an interim position in Lexington, while still maintaining her current job duties, and she did not feel she could give the SCCCMH the necessary attention. The board of commissioners will be contacted.

Ms. Johnson shared that former SCCCMH Eliza Smafield passed away. Memorial contributions may be made to NAMI or the Community Mental Health Players.

Ms. Johnson stated that there was a recent telephone outage that effected SCCCMH and many others in the area. SCCCMH staff did a great job of getting phone access to the building up and going again by using a cell phone work around.

XIII. ADJOURNMENT

It was moved by Ms. Ames, seconded by Mr. Priemer, to adjourn. **MOTION CARRIED**. With no further business to discuss the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Tracy Wells
Recording Secretary