

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: August 3, 2021
 TIME: 6:00 p.m.
 PRESIDING: Nancy Thomson, Chairman

ATTENDEES: L. Ames, T. Essian, J. Jowett-Lee, M. Partipilo, M. Paulus, E. Priemer, K. Schieweck
 (Video Conference; Port Huron), A. Tucker (Video Conference; St. Clair), N.
 Thomson, J. Totty
 ABSENT: J. Bligh, C. Cutright,
 ALSO PRESENT: Guest: Paul Bailey (out at 6:20), Renae Kiehler (Video Conference)
 Staff In Person: K. Farr, K. Gallagher, D. Johnson, M. Measel-Morris, T. Pingitore, T.
 Goyette

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Chairman Thomson.

II. CITIZENS WISHING TO ADDRESS THE BOARD – NONE

IV. SPECIAL PRESENTATION: UHY, LLC – Paul Bailey
 A. Financial Audit, Compliance and Singe Audit Reports

Overviewed by Mr. Paul Bailey, from the auditing firm of UHY LLP (Formerly Stewart, Beauvais & Whipple), were the following reports:

1. FY 20 Audit Communication Letter
2. FY 20 Annual Financial Statement
3. FY 20 Internal Control Letter
4. FY 20 Single Audit
5. FY 20 Compliance Report
6. FY 20 Supplementary Information to Financial Statements

Mr. Bailey stated that the audit was conducted in accordance with the generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards. It is the opinion of UHY that St. Clair County Community Mental Health Authority has no significant weaknesses; which means the financial reports met government report requirements.

In reviewing the FY 20 Annual Financial Statement, Mr. Bailey highlighted the significant information in each of the following documents: Statement of Net Position, Statement of Activities/ Revenues, Expenses, and Changes in Net Position.

Mr. Bailey referenced the letter “Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Governmental Auditing Standards.” The purpose of this letter addresses internal control over financial reporting of which no material weaknesses were found.

The second letter “Audit Communication Letter” addresses any significant audit findings, of which there are none.

Supplementary Information to Financial Statements (Federal Awards) audit is required for any agency receiving over \$750,000 in grants.

Compliance Examination: In the past this audit was completed by the Michigan Department of Health and Human Services and they now rely on the auditing firms to express an opinion on compliance of its contracts based on the audit of the type of compliance requirements. It is the opinion of UHY that we complied, with the types of compliance requirements referred to that could have a direct and material effect on the contracts for the year ended September 30, 2020.

IV. CLOSED SESSION

It was moved by Mr. Essian seconded by Mr. Priemer, to move into closed session at 6:20pm.

MOTION CARRIED

It was moved by Mr. Essian seconded by Ms. Totty, to move out of closed session at 6:45pm.

MOTION CARRIED

V. AGENDA CHANGES

Ms. Pingitore added:

X.B.2. Board Member Attendance

X.B.3. NorServ

VI. PRESENTATION OF PREVIOUS MEETING MINUTES

A. Regular Board Meeting Minutes – July 6, 2021

It was moved by Mr. Priemer, seconded by Ms. Totty, to approve the Regular Board Meeting Minutes of July 6, 2021, as presented. **MOTION CARRIED**

VII. PRESENTATION OF RECEIPTS/DISBURSEMENTS & ELECTRONIC TRANSFERS

A. June 2021 Receipts/Disbursements & Electronic Transfers

It was moved by Mr. Essian, seconded by Mr. Schieweck, to approve the Receipts/Disbursements & Electronic Transfers for the month ending June 30, 2021, as presented. **MOTION CARRIED**

VIII. PRESENTATION OF BILLS TO BE PAID

It was moved by Mr. Essian, seconded by Mr. Priemer, to approve the Bills to be Paid for July in the amount of \$5,122,149.39, as presented. **MOTION CARRIED**

IX. ITEMS FOR ACTION

A. SCCCMH Board Policies

Ms. Pingitore stated there is a memo in today's packet regarding Policy and Procedures of nine Board policies. The strikethrough and finalized versions were available electronically to view. It was asked that the Board approve the updated policies.

It was moved by Ms. Partipilo, seconded by Mr. Essian, to approve Board Policies, as presented.

MOTION CARRIED

X. INFORMATIONAL ITEMS

A. Finance – K. Farr

1. June 2021 Funding Bucket Report and Financial Statement

Ms. Farr presented the Funding Bucket Report for the 7 Month Period of October 1, 2020 through June 30, 2021.

Highlights included:

Notes:

- Year-To-Date Expenditures are running approximately \$2,911,500 under the Revised Budget.
- Payroll costs are running approximately \$1,374,000 under the Revised Budget.
- Contractual costs are running approximately \$275,000 under the Revised Budget.
- Residential and Supported Housing running approximately \$633,000 under the Revised Budget.
- Contract Agencies, Outpatient and Self Determination are running approximately \$460,000 under the Revised Budget.
- Hospitals are running approximately \$17,500 under the Revised Budget.
- Technology, Software, Network expenditures and building related expenditures are collectively running approximately \$152,000 under the Revised Budget.

Region 10 PIHP Contract Funding

- YTD Medicaid Expenditures are running approximately \$2,133,000 under the Revised Budget, with a YTD surplus of approximately \$3,651,000.
- YTD HMP Expenditures are running approximately \$320,000 under the Revised Budget, with a YTD Surplus of approximately \$350,000.

The Total YTD Net Surplus due to Region 10 PIHP Funding is approximately \$4,001,000.

St. Clair CMH GF Contract Funding

- YTD GF Expenditures are running approximately \$105,000 over the Revised Budget with a YTD surplus of approximately \$78,000.
- YTD COFR Expenditures are running approximately \$52,000 under the Revised Budget. Deficit spending of approximately \$2,000 covered by Medicaid.

The Total YTD Net Surplus for St Clair CMH GF Contract Funding is \$77,500. \$80,371 maximum to be carried forward to FY 2022.

St. Clair CMH Other Funding

- YTD Expenditures for Earned Contracts are running approximately \$82,700 under the Revised Budget, with no YTD deficit.
- YTD Local / Other Expenditures are running approximately \$51,000 over the Revised Budget, with a YTD Surplus of approximately \$41,000.
- YTD CCBHC Expenditures are running approximately \$504,000 under the Revised Budget. Redirected SUD deficit of \$166,000 is being covered by CCBHC funding.
- YTD SUD Expenditures are running approximately \$23,000 over the Revised Budget, with a YTD deficit of approximately \$166,000 covered by CCBHC funding.

Financial Statement

Ms. Farr overviewed the Preliminary Financial Statements as of June 30, 2021 which are unaudited. On the Statement of Net Position – Summarized our total current asset for our Mental Health Operating are \$17,488,153. Our total current liabilities are \$8,917,017, leaving a current Net Position of \$8,571,136. If you add in the other Non Current Asset of \$6,066,954, and our Net Deferred (Inflow)/Outflow of Resources of (\$228,940), and our Long – Term Liabilities Revenue of \$9,114,104 our net position is \$5,295,046, in our Mental Health Operating.

B. Administrative Operations Updates – T. Pingitore

1. SCCCMH Board Policies up for Review

Ms. Pingitore stated there is a memo in today's packet listing the board policies that are up for review. Ms. Pingitore asked that board members review listed policies and submit feedback to Ms. Goyette by August 13, 2021.

2. Board Member Meeting Attendance

Ms. Pingitore reviewed board member meeting attendance. After looking into it further, video conferencing in board meetings is an option, due to the Renewal of Determination that a Public Health Emergency Exists nationwide. Board Members video conferencing in will need to identify the city and state of where they are calling from.

3. NorServ

Ms. Pingitore reminded the board that we had been contacted by the Attorney General regarding NorServ exceeding a billing code where they were utilizing the same code two or three times in a day. This resulted in 713 duplicate entries. SCCCMH feels that our software should have stopped that. After consulting with the Attorney General and Region 10, SCCCMH is going to pay 50% of that amount.

C. Program Operations Updates – K. Gallagher

1. EOM/TOM

Employee of the Month: Ms. Gallagher presented on the April 2021 Employee of the Month Dianne Champine. Dianne's well-deserved reputation as a staff who will do whatever is required to support individuals we serve was recently confirmed on two occasions when she again demonstrated an unparalleled ability to assist people in their recovery, particularly those for whom achieving and maintaining insight is a challenge they face on their road to recovery. Dianne's ability to show compassion and empathy, while still setting expectations, allows her to build rapport and creates the correct level of support.

On the first occasion, Dianne was assisting an individual with high medical needs, who was experiencing many ER trips and long recoveries without a positive resolution. Dianne advocated with the individual to the individual's medical providers that she receive a second opinion. She also helped the individual develop trust, which was indispensable in leading them to become more receptive to feedback from medical providers, something that had not been an option for this person in the past. In the second instance, Dianne assisted an individual whose increasing daily living needs generated an open APS case and complaints from neighbors. After not being receptive to much needed support for a long time, this person benefitted from Dianne's kind, yet firm approach. Subsequently, their apartment's cleanliness, personal hygiene, and other daily living activities measurably improved.

For her empathy, professionalism, and dedication to individuals served by St. Clair County Community Mental Health, Dianne Champine has been named SCCCMH's April Employee of the Month.

Team of the Month: Ms. Gallagher presented on the April 2021 Team of the Month, the Medical Emergency Staff. Nothing reveals character like a crisis, when our choices affect not only ourselves but also those around us. Recently, the members of the Impromptu Medical Emergency Team demonstrated excellent character as they responded to a medical emergency.

On April 28, as DBT skills group facilitators Lexi and Jeff were prepping for an upcoming group meeting, a person who participates in the group presented with a Grand Mal seizure outside of the meeting room. They immediately requested assistance and Nurses Mary and Lauren arrived to provide medical assistance while Lexi provided comfort to the individual and Jeff facilitated group alone. Telly arrived on scene to provide additional support and to advise regarding any Recipient Rights concerns that might arise during or following the incident. Throughout the event, the entire team demonstrated respect for the individual's dignity. Constant communication was maintained between the individual's case manager and this team, ensuring the best possible response. Jeff continued class where, cognizant of the potential for past trauma being triggered, provided support to the other class attendees. When EMS arrived, the individual initially declined transportation to the hospital. Lexi offered to go with her and the individual later shared that this was crucial in her agreeing to go to the hospital. Afterwards, she also expressed gratitude to everyone involved for the kindness and support she received during this challenging situation.

For reacting in a professional and commendable fashion, for supporting the dignity of an individual during a difficult medical crisis, this Impromptu Medical Emergency Team, Mary Croteau, Telly Delor, Alexandra Gabridge, Lauren Higgins, and Jeff Stoner, have been named SCCCMH's April Team of the Month.

D. Contract Management

1. RFP School for Success

Ms. Measel-Morris presented that we received one bid in response to the request for proposal for the School Success program. The bidder was NorServ. The evaluation team consisted of SCCCMH employees from various departments and Mr. Mike McMillan.

NorServ scored 84.5 points out of 100 possible points. The committee recommends entering into negotiations for a contract for Prevention Services - School Success Program. Their strengths include outstanding recommendations from the local schools, RESA, and the court, the ability to meet the needs of the local population with an office based in St. Clair County, and CARF Accreditation.

The committee recommended to pursue a contract with NorServ for Prevention Services – School Success Program with the following requirements:

- Enhanced Performance Indicators
- Increased Case Record Reviews
- Increased Auditing of the Reporting of Encounters

C. Region 10 Update

1. Region 10 Board Meeting

Mr. Priemer reported that the minutes from the meeting are reflective of the meeting. Mr. Priemer noted that Region 10 is currently looking for a new space to lease, preferably in the down town Port Huron area.

X. DIRECTOR'S REPORT

A. Community Education / Public Relations Reports

Ms. Johnson reported on Community Relations Activity for July 2021 and upcoming events and trainings being offered.

Highlights included:

- We continue to offer walk in COVID Vaccine clinics.
- Run for Recovery – October 9th – In Person – volunteers for this event are needed.
- Men's Health Series – Happening currently – Contact Mark Hutchinson for more information.
- Veterans Walking Group – Wednesday's at 10:00am
- Blue Water Habitat for Humanity Rock the Block.
- NAMI Walk
- National Night Out

B. Community Mental Health Association Business - Weekly Update – website link

Ms. Johnson noted that the CMHA conference will be coming up in Traverse City. Board members are encouraged to attend, in particular the Board Works sessions offered there. Ms. Goyette will forward more information as it becomes available.

C. COVID-19 Updates

Ms. Johnson stated that there have not been changes to SCCCMH protocols since the last meeting. We continue to offer the Johnson and Johnson vaccine.

D. Advocacy Efforts against Privatization

Ms. Johnson shared information with the board regarding a recent meeting that took place at SCCCMH with Senator Lauwers and Representative Eisen. There was a good turn out for the meeting and several key community members attended. Staff action alerts will be going out regarding the Children's beds capacity problem and lack of Children's Group Homes. Senator Lauwers would be willing to sponsor a bill regarding this. More information will be gathered and presented to him.

E. Parking Lot Update

Ms. Farr reviewed a memo regarding the 24th Street Parking Lot project. The memo contained information and recommendation from BMJ Engineers. Bids received were significantly higher than expected. BMJ Engineers feels that the high bids are likely due to contractors in the area having a lack of capacity to complete the work during this construction season. There is also issues with suppliers not having materials in stock to fill contractor orders. BMJ stated that this trend has been fairly consistent with pricing they have seen on other similar projects.

As a result of the bids received that were effected by the circumstances listed above, the financing request would need to be increased from \$500,000 to \$800,000.

Mr. Essian made a motion to move to action increasing the financing of the 24th Street Parking lot project from \$500,000 to \$800,000 and to move forward with Raymond Excavating. Ms. Totty seconded. **MOTION CARRIED.**

Mr. Essian made a motion to authorize Ms. Johnson to sign for the \$800,000 loan from North Star Bank to finance the 24th Street Parking Lot Build through Raymond Excavating. Ms. Totty seconded. **MOTION CARRIED.**

F. **Best Companies Group, Best Places to Work – Executive Summary**

Ms. Johnson reviewed the Best Companies Group, Best Places to Work Executive Summary, focusing on key statements. It was noted that the key statements were from employees were pretty impressive statements.

G. **Other**

- Ms. Johnson shared with the board a message she received giving praise to how life changing SCCCMH services has been for one of our individuals. It was a great testament to the work that is done here. Focus was on the individual's case holder, Ms. Jennifer Bailey.
- Regarding the People's Clinic – there are no updates regarding a move. Meetings have been occurring to ensure that the level of support SCCCMH has provided to the clinic is understood, and the impact that moving the clinic would have.
- Recruiting a new Human Resources Director is on hold for now. Ms. Prowse has been taking on some the Human Resources job tasks. Ms. Pingitore is also providing support.

XI. **BOARD FORUM**

A. **Advisory Council Meeting – No Minutes**

No meeting available.

XII. **ANY OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD**

Nothing noted.

XIII. **ADJOURNMENT**

It was moved by Ms. Totty, seconded by Ms. Jowett-Lee, to adjourn. **MOTION CARRIED.** With no further business to discuss the meeting was adjourned at 8:00 pm.

Respectfully submitted,

Tracy Goyette
Recording Secretary