



Lenawee Community Mental Health Authority

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Board Meeting Minutes

March 28, 2024

Present: A. Palmer; J. Ackley; J Goetz; H. Terrill; N. Wilson; N. Eaton Gordon; N. Smith; E. Starlin; D. Reed

Absent: D. Stimpson; R. Tillotson; T. Kelly

Staff: K. Szewczuk; J. Bradley; B. Briggs; H. Owen; T. Gerdeman; N. Feller

1. CALL TO ORDER

The meeting was called to order at 3:02pm by Amy Palmer, Board Chair.

2. PREVIOUS MINUTES

MOTION BY J GOETZ to approve previous minutes dated January 25, 2024. **SUPPORTED BY N EATON GORDON. MOTION CARRIED.**

3. PUBLIC COMMENT

None.

4. AWARDS AND PRESENTATION

Board Chair Amy Palmer presented Jenni Zadorski with her Ten-Year Service award.

5. COMMITTEE REPORTS

a. Consumer Action Committee

ERace is May 19th. RCAC all county picnic will be held in Lenawee. Consumers can submit artwork for the Walk a Mile buttons. UFAM will be in Lansing in May. In-person regional training is November 10th. Child and I/DD reps are still needed.

b. Recipient Rights Advisory Committee

i. Q1 FY 2024 Data

Stephen Mitchell reported that in the 1st quarter 2024 there were 13 complaints received which involved 25 allegations, 2 of which had no right involved. 23 allegations were investigated with 14 allegations substantiated. There was 1 allegation of Class I Sexual Abuse allegation and 1 Class I Failure to Report

allegation, neither were substantiated. The list of providers involved, allegations and remedial action was reviewed.

ii. Policy Review/Training: Abuse and Neglect

Stephen Mitchell provided an overview of the Abuse and Neglect policy. The different classes of abuse and neglect were reviewed. Stephen highlighted the definitions of non-serious harm, degradation, and unreasonable force.

c. Operations & Budget Committee

i. Policies - Rescinding

- a. Policy #A-228 Temporary Emergency Leave
- b. Policy #A-232 Temporary Emergency Telecommuting
- c. Policy #A-234 LCMHA COVID-19 Pandemic Service Recognition Benefit and COVID 19 Vaccine
- d. **MOTION BY N. WILSON** to approve rescinding policies #A-228 Temporary Emergency Leave, #A-232 Temporary Emergency Telecommuting, #A-234 LCMHA COVID-19 Pandemic Service Recognition Benefit and COVID 19 Vaccine. **SUPPORTED BY H. TERRILL. MOTION CARRIED.**

ii. Policies

a. Clinical Practices Guidelines

MOTION BY N. SMITH to approve the Policy #R-822 Clinical Practices Guidelines. **SUPPORTED BY N. EATON GORDON. MOTION CARRIED**

b. Suicide Risk Assessment and Safety Planning

Policy recommended by Joint Commission. This policy will cover two of the findings in our recent survey.

MOTION BY N. SMITH to approve Policy #C-402 Suicide Risk Assessment and Safety Planning. **SUPPORTED BY J GOETZ. MOTION CARRIED.**

iii. Riverside Ave Kitchen Renovation Bids

For cabinet and countertop renovations.

MOTION BY N. SMITH to approve the bid from Integrity Painting Pros and KNR Services. **SUPPORTED BY J. ACKLEY. MOTION CARRIED.**

iv. Data Report

Kathryn reported that in February we had 100 mental health inquiries. 29 were initially referred out. 70 intakes were scheduled, 1 declined or had no need. 22 initial assessments were completed with 4 found to be ineligible, 18 eligible and

receiving services. 65% Medicaid, 30 % Healthy Michigan, 4% (2) General Fund due to spenddown.

Substance use disorder inquiries in February totaled 39, 1 was referred out with benefits, 5 declined or had no need. 33 were authorized. 21 Healthy Michigan, 9 Medicaid, 1 Block Grant.

Inpatient Hospitalizations – there were a total of 31 admitted to hospital in February. 45% Medicaid, 52% Healthy Michigan, 3% (1) General Fund. 32% had co-occurring mental health and substance use disorders. 58% were previously unknown to us. 6 reported the Family Medical Center as their primary health care provider, 11 with no primary healthcare provider. We were able to divert 2. 22 went in on petition. 4 no show for a follow up appointment.

v. **Finance Report**

We are 33% through the fiscal year, at 29% spent, 5% under budget. We are very slightly over budget in the Outpatient, Regional Administration/Recipient Rights, and State Inpatient-Local Share. These types of small fluctuations in specific budget line items can be expected, and will be adjusted in a budget amendment later this fiscal year. We are significantly underspent in Medicaid, but slightly overspent in Healthy Michigan. The General Fund carryforward from FY23 will cover the deficit in General Fund at this time. We are able to contribute about \$196,000 to the fund balance through January. Both investment accounts saw and increase for the month.

MOTION BY N. SMITH to approve the finance report and accounts payable report. **SUPPORTED BY J. GOETZ. MOTION CARRIED.**

d. **Personnel Committee**

iii. **Salary Study**

Leadership has been working on a salary adjustment. We are still struggling to fill positions. We currently have 20 open positions, including 8 Master’s level positions. We will still be almost \$400,000 under budget with the proposed adjustments. Leadership intends to conduct another salary study in FY25.

MOTION BY N. SMITH to recommend approval of the proposed pay scale, as well as pay grade adjustments. **SUPPORTED BY J. ACKLEY. MOTION CARRIED.**

iv. **Paid Leave Discussion**

Leadership is proposing to add another floating holiday, suggesting Indigenous Peoples Day in October. It is also being proposed that newly

hired staff start with 2 paid leave days, and continue to accrue at the normal rate.

MOTION BY N SMITH to recommend approving an additional floating holiday, and the 2 paid leave days for newly hired staff. **SUPPORTED BY J GOETZ. MOTION CARRIED.**

MOTION BY N EATON GORDON to include proposed additional floating holiday, and 2 paid leave days for newly hired staff in the employee handbook. **SUPPORT BY D. REED. MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

- Conflict free access and planning recent meeting with the PIHP. There are still many concerns with the process. There will be a meeting with CMH directors on April 1.
- Work with Adrian Ebide project is working on a presentation on stress and other mental health issues in Spanish.
- Opioid settlement money. Several issues with the data were brought up in Recovery Housing Subcommittee meeting. Any concerns have been raised about this whole planning process

REPORT FROM BOARD CHAIR

b. Terms Expiring

Deidre Reed, Holly Terrill, Nic Wilson and Ralph Tillotson terms were all approved at the County Commission meeting.

c. Slate of Officers

- Chair: Amy Palmer
- Vice Chair: Nic Wilson
- Secretary: Deidre Reed

MOTION BY N. SMITH to approve the proposed slate. **SUPPORT BY J. ACKLEY. MOTION CARRIED.**

d. Bylaws Committee

D. Reed, N. Eaton Gordon, N. Smith will make up the Ad-Hoc Bylaws Committee

REPORT FROM REGIONAL BOARD

None

BOARD MEMBER COMMENTS

None

ADJOURNMENT

The meeting was adjourned at 4:14pm.

D. Reed

Secretary

Date