



NORTH COUNTRY

COMMUNITY MENTAL HEALTH

MINUTES OF THE BOARD

October 19, 2023, 2:30 PM

**North Country Community Mental Health
1420 Plaza Drive, Petoskey, Board Room**

BOARD MEMBERS ATTENDING:

Caroline Loper, Michael Newman, Ron Iseler, Jarris Rubingh, Dana Wingo, David White, Annemarie Conway, Karla Sherman, Edward Ginop, Gary Knapp, Robert Boyd

MEMBERS ATTENDING VIRTUALLY: Edward Belitz, Gary Knapp

BOARD MEMBERS ABSENT: None

STAFF: Brian Babbitt, Nancy Rhue, Tim Stapp Jr., Amy Christie, Ann Friend, Joseph Balberde, Kim Rappleyea

GUESTS: None

Mr. Ginop called the meeting to order at 2:30 PM

ROLL CALL

Mr. Ginop welcomed Board members and staff to the meeting. There is a quorum present.

ACKNOWLEDGEMENT OF CONFLICT OF INTEREST: No board members expressed a conflict with any agenda item.

PUBLIC COMMENT: None

CONSENT AGENDA

The consent agenda includes the agenda overview, minutes of the previous meeting, privileging recommendations and contracts signed in the past month. Items requiring approval will be placed on the meeting agenda.

MOTION BY ROBERT BOYD TO APPROVE THE CONSENT AGENDA; SUPPORT BY KARLA SHERMAN

MOTION CARRIED.

COMMITTEE RECOMMENDATIONS – BOARD ACTION*

Recipient Rights Advisory Council Minutes: Mr. Iseler reviewed the minutes of the September 15 RRAC meeting. Agenda items included an update on investigations and site reviews, and a training video was presented to the RRAC members.

Personnel Committee Report: Ms. Sherman reviewed the minutes of the October 3 Personnel Committee meeting in which Mr. Babbitt brought forward a new policy for recruitment and retention. Mr. Rubingh asked about the hiring of staff who may not have the licenses required but could learn and grow into positions. Mr. Babbitt explained that there are positions that require specific degrees to be compliant with state regulations, but there are some positions that a candidate could have a related degree and then get the needed certification to grow them into the position.

MOTION BY KARLA SHERMAN TO APPROVE THE RECRUITMENT AND RETENTION POLICY; SUPPORT BY ROBERT BOYD:

MOTION CARRIED

Finance Committee Report: Mr. White reviewed the Statement of Cash on Deposit and Disbursements through September 2023; Interim Financial Statements as of August 31, 2023 Revenue and Expense by Fund Source; Trending Revenue and Expenses as of August 31, 2023, the NMRE Funding Source Report, a proposal to continue the data warehouse contract with TBD solutions, and a proposal to renew the Relias Learning contract.

MOTION BY DAVE WHITE TO APPROVE THE CONTINUATION OF THE CONTRACT WITH TBD SOLUTIONS FOR THE DEVELOPMENT OF A DATA WAREHOUSE WITH A COST NOT TO EXCEED \$28,500.00 (TWENTY-EIGHT THOUSAND FIVE HUNDRED DOLLARS); SUPPORT BY KARLA SHERMAN:

ROLL CALL VOTE

AYE: DAVID WHITE, DANA WINGO, CAROLINE LOPER, JARRIS RUBINGH, RON ISELER, ANNEMARIE CONWAY, MICHAEL NEWMAN, ROBERT BOYD, KARLA SHERMAN, EDWARD GINOP

NAY: NONE

NOT VOTING: EDWARD BELITZ, GARY KNAPP

MOTION CARRIES

MOTION BY DAVE WHITE TO APPROVE THE RENEWAL OF THE CONTRACT WITH RELIAS LEARNING FOR 3 YEARS AT AN ANNUAL COST OF \$20,450.00 (TWENTY THOUSAND FOUR HUNDRED FIFTY DOLLARS); SUPPORT BY ANNEMARIE CONWAY

ROLL CALL VOTE

AYE: ANNEMARIE CONWAY, RON ISELER, DANA WINGO, MICHAEL NEWMAN, CAROLINE LOPER, DAVID WHITE, JARRIS RUBINGH, ROBERT BOYD, KARLA SHERMAN, EDWARD GINOP
NAY: NONE

NOT VOTING: EDWARD BELITZ, GARY KNAPP

MOTION CARRIES

Mr. Ginop requested the financial reports be placed on file for audit.

PRESENTATION – LEAN – Joe Balberde – Mr. Balberde presented an overview of the LEAN process and how it is implemented throughout NCCMH. LEAN has its roots in manufacturing and started with Toyota. LEAN thinking is finding the value for the client/customer through each step. It looks for flaws, overkill, idle time, neglect of talent, unnecessary movement of staff, inventory, unnecessary motions, and extra processing. Introducing LEAN into an organization starts with selecting staff to complete what is called Yellow Belt Training. This training educated the staff on LEAN process methodology and project management; once completed, staff can lead full LEAN projects. At NCCMH new hires participate in a LEAN simulation which is a 3 hour in-person training which requires 10 staff, this simulates patient flow in a hospital. At the end of the training, staff understand how to identify waste in processes and create a “pull through” system rather than a “push through” system. NCCMH staff have also participated in A-3 training at all but 2 clinics so far. This is an 8-hour in-person training and staff choose 3-4 local issues to address. The training includes lectures and immediate practice with an A-3 action plan completed by the end of the day. NCCMH uses LEAN in 3 ways; Just Do it are small issues with obvious solutions that may not require a team, A-3 is for larger issues specific to a clinic or location, require a small team and the entire project is recorded on the A-3 template, and full LEAN projects, these are for large issues that affect the entire agency, consist of a larger team, have a project sponsor and a Yellow Belt leader. LEAN is continuous improvement, projects are revisited to make sure that what was suggested is working, data is analyzed, and processes are streamlined.

ACTION ITEMS WITHOUT COMMITTEE REVIEW: At the previous meeting it was discussed and agreed upon that potentially amending the bylaws to change a quorum from 8 to “1/2 + One of appointed members” and also to have the meeting be in a static location, agreed upon to be Petoskey every month instead of holding a quarterly meeting in Bellaire to reduce confusion for staff, board members, and community members.

MOTION BY KARLA SHERMAN TO APPROVE THE BYLAWS AMMENDMENTS IN ARTICLE THREE SECTION SEVEN AND ARTICLE SEVEN; SUPPORT BY JARRIS RUBINGH:

ROLL CALL VOTE

AYE: KARLA SHERMAN, ANNEMARIE CONWAY, ROBERT BOYD, RON ISELER, JARRIS RUBINGH, DANA WINGO, DAVID WHITE, MICHAEL NEWMAN, CAROLINE LOPER, EDWARD GINOP

NAY: NONE

NOT VOTING: EDWARD BELITZ, GARY KNAPP

MOTION CARRIES

Mr. Babbitt brought forward through discussion the FY24 NMRE/NCCMH contract. The only change in this contract from the previous contract is the effective date.

MOTION BY DAVID WHITE TO APPROVE SIGNING THE FY24 NMRE/NCCMH CONTRACT; SUPPORT BY ROBERT BOYD:

ROLL CALL VOTE

AYE: RON ISELER, JARRIS RUBINGH, DAVID WHITE, CAROLINE LOPER, MICHAEL NEWMAN, GARY KNAPP, DANA WINGO, KARLA SHERMAN, ROBERT BOYD, ANNEMARIE CONWAY, EDWARD GINOP

NAY: NONE

NOT VOTING: EDWARD BELITZ, GARY KNAPP

MOTION CARRIES

CHIEF EXECUTIVE OFFICER'S REPORT/COMMUNICATIONS: Mr. Babbitt referred to several items in his report. September 28-29 he was in Lansing for the CMHA Directors Forum. He drew attention to two documents in the packet detailing state hospital capacity and state hospital waiting lists. Children were moved to Walter Reuther at the closing of the Hawthorne Center, where there were 30 Children's beds. Walter Reuther is hoping to add 20 more children's beds, bringing the capacity to 50 for children, however this means that adult beds will decrease. Caro Hospital is now open with 100 beds online. The waitlist for forensic psychiatric beds means that these individuals are either waiting in jail, or in the community on an AOT. It is unknown what the plan is for increasing the number of beds. He drew the board's attention to a presentation given at the NWCHIR regarding the 41-bed crisis residential unit that is planned in Traverse City. They are about 1 year out from opening. On October 11 Mr.

Babbitt was in Gaylord for the Office of School Safety and MDHHS Joint learning event. NCCMH's Director of Children's Services, Christine Dillon presented at the event and Bob Sheehan, CEO of CMHAM have a high-level overview of the behavioral health system versus the school. Mr. Babbitt said it was good to interact with law enforcement officers and schools.

QUALITY IMPROVEMENT UPDATE – No update this month

NORTHERN MICHIGAN REGIONAL ENTITY- NMRE Financials through August 2023 and the draft minutes of the September NMRE Board meeting were included in the packet.

OLD BUSINESS – There is no language in the bylaws regarding county appointed alternates. We would have to obtain a legal opinion on whether we could add language into our bylaws allowing county appointed alternates to vote. Mr. Babbitt stated he believes that the amendments to the bylaws approved today should correct the problem of having a quorum present at each meeting. Ms. Wingo stated that she asked Otsego County why they appoint alternates and the answer they gave was "just because we want them". She raised the question if NCCMH's board would want to give alternates voting power as that could bring in a person who does not understand/know what is being proposed the power to vote. Mr. Babbitt stated that he would reach out to Kohn Fisher in Kalkaska County again to see if they would be able to appoint a commissioner to our board.

Mr. Babbitt stated that November is the standard month for the board to have its retreat. It was decided to hold a retreat in February this year as there were several new members and educating the new members about NCCMH was important. The board retreat is scheduled for November 16 from 10-4. The retreat will cover the mission of NCCMH and strategic planning, followed by the finance and board meetings.

The Alpine CRU is being funded by the NMRE for 2 years and will have 6 adult beds. NMRE is in the process of working on a children's CRU and an RFP is in the works.

The BHU in Cheboygan has been accepting and seeing patients with Medicaid, but, as of the 18th the new director has placed admissions on hold until they receive their full certification from CMS.

Sweep Accounts are active and NCCMH will see a partial impact for October with full impact in November. The interest is approximately 4.8% and Chase will be sweeping roughly 2.5 million dollars.

NEW BUSINESS – Mr. Babbitt asked the board if they wanted to have a holiday dinner again this year. Mr. Rubingh and Mr. White both said that they would not be able to attend the dinner as they have County Commissioner meetings that night. Mr. Babbitt suggested a holiday lunch ahead of the board and finance meetings. It was agreed that lunch would be a good alternative and Ms. Rhue was tasked with finding accommodation.

MichiCans is the intended process by which assessment information is organized, summarized, used, and communicated once collected. NCCMH had volunteered to participate in the soft launch of the MichiCANS. A memo was sent out stating that it is required to screen every child in the foster care system. Our Children's Services team's workload is very heavy. They do 500 full assessments on children per year. Each assessment takes 2 hours. This would essentially double the assessment time as the agency assessment and the MichiCANS assessment are both roughly 2 hours. The agency is considering withdrawing from the soft launch from a volume and ethical standpoint.

BOARD & STAFF COMMENTS – Ms. Sherman said that it was good to have most everyone here.

Mr. Boyd said that he feels there is still a need for a drop-in center in Cheboygan County. He states that several clients in the area have talked to him about it.

Mr. Rubingh asked about an anti-gambling ad that popped up on a phone when someone was near a casino. Geolocation targeted ads were discussed. NCCMH does not do geolocation targeted ads like that but has in the past used geolocation targeting through the recruiting banks we use for hiring.

Mr. Iseler stated that he felt a little uneasy not knowing why the 2 members of the public were at the meeting on the 28th. Mr. Ginop stated that they arrived after the scheduled public comment time, which is why he addressed them at the end of the meeting. Mr. Babbitt expressed that he thought giving the public more information as to who we serve by way of the annual report and that our budget isn't tied to one county, it is spread across our 6-county region would help members of the public who attend our meeting have a better understanding of our agency. Ms. Sherman echoed the sentiment and said that public comment during the meeting is not the time to educate as there is not time for any back and forth that could come from that.

ADJOURNMENT

The meeting was adjourned at 3:55 PM by Board Chair Ed Ginop


Ed Ginop, Board Chair