



Mission: To promote hope, recovery, resilience, quality of life and wellness in Washtenaw County by providing high quality, integrated services to eligible individuals.

WASHTENAW COUNTY COMMUNITY MENTAL HEALTH (WCCMH) BOARD MEETING AGENDA

**** In person at 4135 Washtenaw Ave, Ann Arbor
OR**

Virtually at <https://zoom.us/j/91235978320>

February 23, 2024

9:30 – 11:30AM

- I. Roll Call (5 minutes)
- II. Audience Participation (see guidelines below) (5 minutes)
- III. Board Response to Audience Participation (5 minutes)
- IV. Consent Agenda (Attachment #1) (5 minutes) **ACTION**
 - A. WCCMH Millage Advisory Committee Meeting Minutes and Actions 12/11/23 (Attachment #1A)
 - B. WCCMH Quality-Finance Committee Meeting Minutes and Actions 12/11/23 (Attachment #1B)
 - C. WCCMH Board Meeting Minutes and Actions-12/15/23 (Attachment #1C)
 - D. WCCMH Consumer Advisory Council Meeting Minutes and Actions-10/11/23 (Attachment #1D)
 - E. WCCMH Consumer Advisory Council Meeting Minutes and Actions-11/8/23 (Attachment #1E)
 - F. WCCMH Consumer Advisory Council Meeting Minutes and Actions-12/13/23 (Attachment #1F)
- V. Treasurer's Report **ACTION** (10 minutes)
 - Financial Status Report (Attachment #2) - **N. Phelps ACTION**
 - WCCMH Millage Financial Status Report (Attachment #3) **N. Phelps ACTION**
- VI. Executive Director Report - **T. Cortes** (15 minutes) (Attachment #4)
- VII. CMHPSM Regional Update (5 minutes)
- VIII. New Business (65 minutes)
 - Consumer Advisory Council – **M. Concannon/B. Higman**
 - Contracts and Leases (recommended approval by WCCMH Quality-Finance Committee on 2/12/24) (Attachment #5) **M. Taylor**
 - Executive Director Authorizations (recommended approval by WCCMH Quality-Finance Committee on 2/12/24) (Attachment #16)
 - Office of Recipient Rights Annual Report (Attachment #7) **K. Snay ACTION**
 - Homelessness Presentation – (Attachment #8) **K. Hoener/S. Ray DOUMENTS TO BE WALKED**

IN AT MEETING

- IX. Old Business (5 minutes)
 - December 15, 2023, Closed Session Minutes (Distributed at the Meeting) **ACTION**
- X. Items for Future Discussions (5 minutes)
 - Development of Reserve Capital
 - Employee Engagement Survey
 - Single Point of Access
 - Youth Assessment Center

Audience Participation Guidelines:

- Three (3) minutes are allowed per speaker
- Speakers are asked to bring a copy of their concerns/comments in writing
- Resolutions on issues will be brought to the appropriate committee as necessary



Mission: To promote hope, recovery, resilience, quality of life and wellness in Washtenaw County by providing high quality, integrated services to eligible individuals.

XI. Adjournment of Public Meeting (Next WCCMH Board Meeting: April 26, 2024)

****Board members are required to participate in person to count towards a quorum**

VIRTUAL MEETING LINK IS:

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. <https://zoom.us/j/91235978320>

Or One tap mobile:
+12678310333, 91235978320# US (Philadelphia)
+13126266799, 91235978320# US (Chicago)

Or join by phone:
Dial (for higher quality, dial a number based on your current location):
US: +1 267 831 0333 or +1 312 626 6799 or +1 646 518 9805 or
+1 929 205 6099

Webinar ID: 912 3597 8320

International numbers available: <https://zoom.us/u/aezgXoFPmK>

Audience Participation Guidelines:

- Three (3) minutes are allowed per speaker
- Speakers are asked to bring a copy of their concerns/comments in writing
- Resolutions on issues will be brought to the appropriate committee as necessary



WASHTENAW COUNTY COMMUNITY MENTAL HEALTH (WCCMH) BOARD

FEBRUARY 23, 2024

CONSENT AGENDA

- A. WCCMH Millage Advisory Committee Meeting Minutes and Actions 12/11/23 (Attachment #1A)
- B. WCCMH Quality-Finance Committee Meeting Minutes and Actions 12/11/23 (Attachment #1B)
- C. WCCMH Board Meeting Minutes and Actions-12/15/23 (Attachment #1C)
- D. WCCMH Consumer Advisory Council Meeting Minutes and Actions-10/11/23 (Attachment #1D)
- E. WCCMH Consumer Advisory Council Meeting Minutes and Actions-11/8/23 (Attachment #1E)
- F. WCCMH Consumer Advisory Council Meeting Minutes and Actions-12/13/23 (Attachment #1F)

**WASHTENAW COUNTY COMMUNITY MENTAL HEALTH AGENCY (WCCMH)
WCCMH MILLAGE ADVISORY COMMITTEE MEETING MINUTES *DRAFT*
December 11, 2023
Learning Resource Center-Michigan Room (in person)
<https://zoom.us/j/98220834331> (virtual)
3:30–5:00 pm**

N. Graebner-Sundling called the meeting to order at 3:30 pm.

ROLL CALL:

- A. Carlisle attending in person
- N. Graebner-Sundling attending in person
- H. Heaviland attending in person
- B. Higman attending virtually
- R. Rion attending in person
- M. Udow-Phillips attending in person
- G. Waddles Jr attending in person
- K. Walker attending in person

MEMBERS ABSENT: D. Jackson (non-voting), M. Radzik, A. Rooks, A. Somerville

STAFF PRESENT: R. Avedisian, T. Cortes, N. Phelps, M. Harding, L. Gentz, E. Montgomery, T. Florence, M. Tasker

OTHERS PRESENT: J. Roy, L. Lutomski, M. Creekmore, M. Hill, P. Cornell-Allen, K. Snodgrass

- I. Introductions
 - None
- II. Audience Participation
 - NONE
- III. Committee Response to Audience Participation
 - NONE
- IV. Millage Advisory Committee Minutes and Actions from 10/16/23 (Attachment #1)
 - Millage Advisory Committee Minutes and Actions of 10/16/23 were reviewed

MOTION BY M. UDOW-PHILLIPS, SUPPORTED BY N. GRAEBNER-SUNDLING TO RECOMMEND APPROVAL OF THE MINUTES AND ACTIONS FROM THE OCTOBER 16, 2023, MILLAGE ADVISORY COMMITTEE MEETING AS PRESENTED.

ROLL CALL VOTE:

CARLISLE	Y	GRAEBNER-SUNDLING	Y
HEAVILAND	Y	HIGMAN	Y
RADZIK	N/A	SOMERVILLE	N/A
RION	Y	ROOKS	Y
UDOW-PHILLIPS	Y	WADDLES, JR.	Y
WALKER	Y		

MOTION CARRIED

V. Discussion Items

- Millage Process, Investments and Progress Update (Attachment #2)
 - o L. Gentz presented the Millage Process, Investment and Progress update to the Committee.

VI. Financial Budget Update

- Financial Budget Update (Attachment #3)
 - o N. Phelps presented the Financial Budget update ending October 31, 2023, to the Committee.
- Fund Balance Discussion
 - o N. Phelps and T. Cortes lead the fund balance discussion to the Committee.

VII. Old Business

- Washtenaw County Sheriff's Office (WCSO) Millage and Financial Status Update
 - o None

VIII. New Business –

- CRU Presentation
 - o M. Tasker and J. Roy provided a presentation on the Co-Response Unit (CRU) to the Committee.

IX. Items for Future Discussions

- Millage Investment Plan
- Washtenaw Coordinated Funding Partnership Update
- CHRT gaps analysis

MOTION BY M. UDOW-PHILLIPS, SUPPORTED BY N. GRAEBNER-SUNDLING TO ADJOURN THE WCCMH MILLAGE ADVISORY COMMITTEE MEETING.

Meeting adjourned at 4:35 pm.

**WASHTENAW COUNTY COMMUNITY MENTAL HEALTH AGENCY (WCCMH)
WCCMH QUALITY-FINANCE COMMITTEE MEETING MINUTES
DRAFT**

December 11, 2023

Learning Resource Center-Michigan Room (in person)

<https://zoom.us/j/94167268721> (virtual)

2:00-3:30 pm

ROLL CALL: A. Dusbiber attending virtually
B. Higman attending virtually
N. Graebner-Sundling attending in person
M. Udow-Phillips attending in person

MEMBERS ABSENT: S. Antonow, H. Heaviland

STAFF PRESENT: R. Avedisian, T. Cortes, M. Harding, L. Gentz, N. Phelps, K. Snay, H. Linky, L. Higle, S. Ray, Tim Florence, K. Snay, S. Amos O'Neal, K. Hoener, E. Montgomery, M. Tasker

OTHERS PRESENT: K. Walker, M. Creekmore, K. Homan

N. Graebner-Sundling called the meeting to order at 2:06 pm.

:

- I. Introductions
 - None
- II. Audience Participation
 - None
- III. Committee Response to Audience Participation
 - None
- IV. Quality-Finance Committee Meeting Minutes and Actions from 10/16/23 (Attachment #1)
 - Quality-Finance Committee Meeting Minutes and Actions of 10/16/23 were reviewed.

MOTION BY A. DUSBIBER SUPPORTED BY M. UDOW-PHILLIPS TO RECOMMEND APPROVAL OF THE MINUTES AND ACTIONS FROM OCTOBER 16, 2023, QUALITY-FINANCE COMMITTEE MEETING AS PRESENTED.

ROLL CALL VOTE:

ANTONOW	N/A	DUSBIBER	Y
GRAEBNER-SUNDLING	Y	HIGMAN	Virtual (N/A)
HEAVILAND	N/A	UDOW-PHILLIPS	Y

MOTION CARRIED

- V. Financial Status Report

- N. Phelps presented the Financial Status Report for the period ending June 30, 2023 (Attachment #2)

MOTION BY M. UDOW-PHILLIPS SUPPORTED BY N. GRAEBNER-SUNDLING TO RECOMMEND APPROVAL OF THE FINANCIAL STATUS REPORT ENDING OCTOBER 31, 2023, AS PRESENTED.

ROLL CALL VOTE:

ANTONOW	N/A	DUSBIBER	Y
GRAEBNER-SUNDLING	Y	HIGMAN	Virtual (N/A)
HEAVILAND	N/A	UDOW-PHILLIPS	Y

MOTION CARRIED

- VI. Contracts and Leases
- M. Taylor presented the Contracts and Leases to the Committee. (Attachment #3)

MOTION BY M. UDOW-PHILLIPS, SUPPORTED BY N. GRAEBNER-SUNDLING TO RECOMMEND APPROVAL OF THE CONTRACTS AND LEASES AS PRESENTED.

ROLL CALL VOTE:

ANTONOW	N/A	DUSBIBER	Y
GRAEBNER-SUNDLING	Y	HIGMAN	Virtual (N/A)
HEAVILAND	N/A	UDOW-PHILLIPS	Y

MOTION CARRIED

- VII. Executive Director Authorizations
- None
- VIII. Regional Finance Update
- T. Cortes provided an update to the Committee
- IX. Old Business
- . None
- X. New Business
- Suicide Prevention Project (Attachment #4)
 - o E. Montgomery and K. Hoener presented on the Suicide Prevention Project to the Committee.
 - Program Committee Dashboard - FY23, Quarter 3 (Attachment #5)
 - o L. Hagle presented the Program Dashboard FY23 Quarter 3 for the Committee
 - Skill Building Network Update
 - o H. Linky and T. Cortes provided the Skill Building Network update to the Committee.
- XI. Items for Future Discussions
- Accounts Receivable

- Cost Per Case Comparisons

MOTION BY M. UDOW-PHILLIPS, SUPPORTED BY N. GRAEBNER-SUNDLING, TO ADJOURN THE WCCMH QUALITY-FINANCE COMMITTEE MEETING.

XII. Meeting adjourned at 2:51 pm.

DRAFT

**WASHTENAW COUNTY COMMUNITY MENTAL HEALTH AGENCY (WCCMH)
WCCMH BOARD MEETING MINUTES DRAFT**

***In Person: Learning Resource Center-Michigan Room
4135 Washtenaw Ave, Ann Arbor, MI***

Virtually: <https://zoom.us/j/93902375470>

December 15, 2023

9:30am

K. Walker called the meeting to order at 9:40am.

ROLL CALL:

S. Antonow attending virtually
A. Dusbiber attending virtually
N. Graebner-Sundling attending in person
B. Higman attending in person
B. King attending virtually
A. LaBarre attending virtually
K. Scott attending in person
A. Somerville attending in person
M. Udow-Phillips attending in person
K. Walker attending in person

MEMBERS ABSENT:

H. Heaviland, A. Rooks

STAFF PRESENT:

R. Avedisian, T. Cortes, M. Harding, S. Ray, M. Taylor, N. Phelps, S. Amos O'Neal, H. Linky, K. Diebboll; E. Montgomery, B. Hagaman, K. Scott, L. Higle; K. Diebboll

OTHERS PRESENT:

K. Columbus, A. Bolter

- I. Introductions
 - None
- II. Audience Participation
 - None
- III. Board response to audience participation
 - None
- IV. Consent Agenda Actions (Attachment #1)
 - WCCMH Millage Advisory Committee Meeting Minutes and Actions 10/16/23 (Attachment #1A)
 - WCCMH Quality-Finance Committee Meeting Minutes and Actions 10/16/23 (Attachment #1B)
 - WCCMH Executive Committee Meeting Minutes and Actions from 9/22/23 (Attachment #1C)
 - WCCMH Board Meeting Minutes and Actions-10/27/23 (Attachment #1D)
 - Program Dashboard FY23, Quarter 3 2023 (Attachment #1E)

MOTION BY M. UDOW-PHILIPS SUPPORTED BY K. SCOTT TO ACCEPT AND APPROVE THE DECEMBER 15, 2023, WCCMH BOARD CONSENT AGENDA AS PRESENTED.

ROLL CALL VOTE:

ANTONOW	Y	DUSBIBER	Y
GRAEBNER-SUNDLING	Y	HEAVILAND	N
HIGMAN	N	KING	Y (virtual)
LABARRE	Y (virtual)	ROOKS	N
SCOTT	Y	SOMMERVILLE	Y
UDOW-PHILLIPS	Y	WALKER	Y

MOTION CARRIED

- V. Treasurer's Report
- WCCMH Financial Status Report
 - o N. Phelps presented the Financial Status Report to the Board for the period ending October 31, 2023. (Attachment #2).

MOTION BY A. DUSBIBER SUPPORTED BY M. UDOW-PHILLIPS TO ACCEPT AND APPROVE THE FINANCIAL STATUS REPORT FOR THE PERIOD ENDING OCTOBER 31, 2023, AS PRESENTED.

ROLL CALL VOTE:

ANTONOW	Y	DUSBIBER	Y
GRAEBNER-SUNDLING	Y	HEAVILAND	N
HIGMAN	N	KING	Y (virtual)
LABARRE	Y (virtual)	ROOKS	N
SCOTT	Y	SOMMERVILLE	Y
UDOW-PHILLIPS	Y	WALKER	Y

MOTION CARRIED

- WCCMH Millage Financial Status Report (Attachment #3)
 - o N. Phelps presented the WCCMH Millage Financial Status Report to the Board for the period ending October 31, 2023.

MOTION BY A. DUSBIBER, SUPPORTED BY M. UDOW-PHILIPS TO ACCEPT AND APPROVE THE WCCMH MILLAGE FINANCIAL STATUS REPORT ENDING OCTOBER 31, 2023, AS PRESENTED.

ROLL CALL VOTE:

ANTONOW	Y	DUSBIBER	Y
GRAEBNER-SUNDLING	Y	HEAVILAND	N
HIGMAN	N	KING	Y (virtual)
LABARRE	Y (virtual)	ROOKS	N
SCOTT	Y	SOMMERVILLE	Y
UDOW-PHILLIPS	Y	WALKER	Y

MOTION CARRIED

- VI. Executive Director report
- T. Cortes presented the Executive Director report to the WCCMH Board
 - o T. Cortes presented H. Linky with a certificate of appreciation for her years of service.

B. Higman arrived late 9:52

- VII. CMHPSM Regional Update
- T. Cortes provided the CMHPSM regional update to the Board.
- VIII. New Business
- Community Mental Health Association of Michigan Update (Attachment #4)
 - o A. Bolter provided an update on the Community Mental Health Association of Michigan to the Board.
 - Washtenaw County Board Terms Expiring March 31, 2024
 - o M. Harding discussed the open WCCMH Board positions expiring on March 31, 2024.

- Washtenaw County Committee Members Terms Expiring March 31, 2024.
 - o M. Harding discussed the open WCCMH Committee position expiring on March 31, 2024.

IX. Old Business

- None

X. Items for future discussion

- Development of Reserve Capital
- Employee Engagement Survey
- Single Point of Access
- Youth Assessment Center

MOTION BY M. UDOW-PHILLIPS SUPPORTED BY N. GRAEBNER-SUNDLING TO MOVE THE WCCMH BOARD MEETING TO CLOSED SESSION.

MEETING MOVED TO CLOSED SESSION AT 10:43 AM.

PUBLIC MEETING RESUMED AT 11:10 AM

MOTION BY M. UDOW-PHILLIPS SUPPORTED BY N. GRAEBNER-SUNDLING TO ADJOURN THE WCCMH BOARD MEETING.

Meeting adjourned at 11:12 am.

**WASHTENAW COUNTY COMMUNITY MENTAL HEALTH AGENCY
WC-CMH ADVISORY COUNCIL MEETING – MINUTES
October 11, 2023**

Members Present on the Call: Melissa Concannon (Assistant Secretary), Leo Hanifin, Alayna Manzanares, Lisa Porzondek (Chair) Pam Rathbun (Co-Chair), Jason Zurawski (Secretary).

Staff: Mert Hershberger (Staff Liaison), Hayley Thompson

Guest: Mike Harding, CCBHC report; Ebony Montgomery, program administrator.

Potential new member:

Absent: Anton Clark, Barb Higman

Meeting called to order at: _12:30 _ pm_.

MOTION BY _ Leo _ - SUPPORTED BY _ Alayna _ : APPROVE WASHTENAW COUNTY COMMUNITY MENTAL HEALTH (WCCMH) ADVISORY COUNCIL (AC) CONSENT AGENDA. MOTION CARRIED

- I. Mike Harding:** He gave the report on the CCBHC and said that 100-150 are enrolled in the CCBHC per month, with a total of 6000 that have been seen over the past 4 years, though only some are still CMH clients. He talked about the lack of employees with many unfilled positions, and the way CMH is being represented at Job Fairs to fill job listings. 6 months ago, a grant was written for additional therapists for youth. We have yet to be approved, but there still is a possibility that we will be given the grant. Mike talked about how LOCUS was being used to score the services appropriate for each individual for the state of Michigan qualifications. He mentioned that Washtenaw County has been asked to mentor Monroe, so Mert will reach out to the Monroe CAC to talk about ways that reporting can be streamlined and maintained in contact with their local board. The CCBHC in Washtenaw has been extended another 4 years. Legislation is underway to make it permanent.
- II. Ebony Montgomery, Program Administrator:** First she shared a little of her experience as a Therapist, with residential team, etc. She reported what teams, responsibilities she has at CMH: OBRA, Therapy Team, Residential, Court, DD/SMI, Hospital Liaisons, Peers, and CRS. She has officially held the position since last December, but has only had a supervisor to replace her on the Residential team since June/July. She has only been able to hand off her case load since the end of September. She received the suggestion for a peer referral form. The next peer vertical meeting will take place on October 23rd at the LRC. Ebony also talked with a couple of peers present about their roles and responsibilities and how they might be entrusted with more responsibilities. She said that they would like to use more “evidence-based practices” for groups and activities.
- III. Council Recruitment Brochure:** We talked about the following edits: Clarifying who is eligible for the council, Clarifying the time commitments and frequency of meeting (Who, When, Where.) It was also discussed that the margins didn’t work well when printed from a laptop and that a lot of color was used. The CPSS will test a few edits. Currently, this brochure includes an invitation, info about the Celebration of Success, The Walk-A-Mile, the Speaker’s Bureau, and the periodic Art Show.
- IV. Front Doors:** Mert mentioned the proposal to close the front doors of CMH from noon-1pm. We talked about various pros & cons, including the fact that many medical offices and many pharmacies close over the noon-hour or at some point to give their staff a break. Most present were open to this possibility, while understanding that the decision has yet to be made.

- V. **Regional Matters:**
a. **Regional Training/Meeting ... ALL INVITED:** November 8, 2023 – 9:30am - 2:30pm – Mert will send out the schedule plan for that day soon. Leo said he would like a salad.
- VI. **Next Local meetings:** Will occur during the Regional training meeting.
- VII. **CMH Part-Time Peers:** Ebony was asked if she thought there might be room for part time peer positions in the agency, she was unsure at this time. Melissa offered to mention this to the CMH Board meeting in December.
- VIII. **Celebration of Success** – October 25, 2023 @ the LRC from 2-5pm.
- IX. **Newsletter: Fall 2023** We talked about having the next Newsletter early in the New Year.
- X. **NAMI:**
Peer-To-Peer class: Alayna said it is going on, with Anton Enrolled. She said that she didn't know anything about **Garrett's Space or things related to Chelsea Psychiatric Hospital closure.**
- XI. **New Business:**
Potential new members: People will be given some brochures once printed to give to potential members. Lisa mentioned inviting Denise Simpson back. Mert plans to reach out to Anton and April as well.
Other Program Administrators to join us to give presentations? It was suggested that we invite Liz Spring next, in December, to speak about Youth & Family programs and to discuss how to best invite secondary consumers: parents and guardians of youth.

_ Alayna_ motioned to adjourn the meeting at _ 1:23 pm_, Supported by _Pam _.

The next meeting will be November 8, 2023 at the LRC, only in Person, with things starting by 10am. Please arrive a few early (as early as 9:30am) if possible.

**WASHTENAW COUNTY COMMUNITY MENTAL HEALTH AGENCY
WC-CMH ADVISORY COUNCIL MEETING – MINUTES**

November 8, 2023

Members Present on the Call: Anton Clark, Melissa Concannon (Assistant Secretary), Leo Hanifin, Barb Higman, Lisa Porzondek (Chair), Pam Rathbun (Co-Chair), Jason Zurawski (Secretary).

Staff: Mert Hershberger (Staff Liaison).

Absent: Alayna Manzanares.

Meeting called to order at: _10:50 _ pm_.

MOTION BY _ Barb _ - SUPPORTED BY _ Lisa _: APPROVE WASHTENAW COUNTY COMMUNITY MENTAL HEALTH (WCCMH) ADVISORY COUNCIL (AC) CONSENT AGENDA. MOTION CARRIED

- II. Regional Matters: Regional Training/Meeting** ... went from 9:30am-2:30pm. Melissa led a discussion organizing one's living space. Later sessions covered SUD services and NARCAN training; varieties of peer services offered by CMHs of the region, county updates, and legislative updates.
- III. Melissa Concannon presented a need for prescribers to write letters of recommendation for Emotional Support Animals to be given to clients needing them for entering housing contracts.** She explained the benefits of emotional support animals, what they are and are not and their limitations. We discussed ways to enhance her draft letter. Melissa took these into consideration and reworked her letters and developed a separate definitions document. The motion to recommend this package of documents for approval by the CMH Board passed with unanimous consent.

_ Pam _ motioned to adjourn the meeting at _ 11:23 pm_, Supported by _ Barb _.

The next meeting will be December 13, 2023 at 2140 E Ellsworth, Ann Arbor, hybrid either in the boardroom or via Zoom with things starting by 12:30pm. Please arrive a few minutes early (as early as 12:15pm) if possible.

WASHTENAW COUNTY COMMUNITY MENTAL HEALTH AGENCY WC-CMH ADVISORY COUNCIL MEETING – MINUTES

December 13, 2023

Members potentially Present on the Call: Anton Clark, Melissa Concannon (Assistant Secretary), Barb Higman, Alayna Manzanares, Lisa Porzondek (Chair) Pam Rathbun (Co-Chair), Jason Zurawski (Secretary).

Staff: Mert Hershberger (Staff Liaison).

Potential new member:

Absent: Leo Hanifin, Hayley Thompson.

Meeting called to order at: _ 12:32 _ pm _.

MOTION BY _ Melissa _ - SUPPORTED BY _ Pam _ : APPROVE WASHTENAW COUNTY COMMUNITY MENTAL HEALTH (WCCMH) ADVISORY COUNCIL (AC) CONSENT AGENDA. MOTION CARRIED

- I. Council Recruitment Brochure:** 1. Put the cloud blurbs in double dotted lines or something like that rather than a solid contrast darker color, Alayna suggested. 2. A few wordings need to be revised for clarity and consistency, Mert noted. Most members were glad to see something like this available to give to potential members.
- II. Front Doors: Closure possible over noon hour** We talked about having to move this meeting to 1pm-2:30pm and other adjustments that might be necessary. We also talked about how this would align CMH more with the standard practices of other clinics to give front desk staff more of a break over the noon hour. We talked about how this closure might affect each one of us. The consensus was that this could be a good thing for the whole agency.
- III. Regional Matters: Regional Training/Meeting:** The main feedback was that it went well, despite Mert's poor health. Several appreciated the NARCAN training being presented. Melissa was applauded for her good work presenting on decluttering. Another person mentioned that the peer panel went well and that it was good to hear from such a diverse array of peers. The location seemed to work well for participants.
- IV. Celebration of Success:** People liked having so many of the staff present to hear accolades of those who received certificates. Barb mentioned that it would have been nice to have more who received certificates present. It was mentioned that it seemed like we didn't have those who had been nominated during other months presented certificates at the final celebration for the year. We would like to ensure that nominations can be made throughout the year but that all those nominated throughout the year can be recognized in October as well. Melissa said it would be nice to have the teams promoting the Celebration & nominations more consistently over time.
- V. Newsletter: Winter 2023-4:** Melissa has drafted a summary of her Fall training for the Regional Training into a narrative/prose format for the newsletter, and it seems long enough to fill the newsletter. Mert will edit that and include her pictures of her pets for the January/New Year issue of the newsletter and we will distribute it early in January. Then we will look for articles for the Spring/Summer edition(s).
- VI. NAMI:** Barb said that the Garrett's Space proposal passed and that they are moving ahead with the project. She also reported that 18 interviews have been conducted related to the Chelsea Psych. Hospital unit closing and invited any final interviewees before they code and analyze

these interviews. Mert and Pam mentioned one person (a Secondary consumer/parent) whom Mert will connect to Barb.

Peer-To-Peer class: Alayna said that fall classes went well. The next Peer to Peer course will be in January and will be online. Then a face-to-face Family-to-Family class will be held in March. Anton said he would like to be trained to be a Peer-To-Peer trainer. He said he got a lot out of it. He would also like to be available to speak to those on inpatient units on behalf of NAMI-Washtenaw to connect people to resources. People can sign up at namiwc.org for groups.

VII. New Business:

Nominations for the new year: New Co-Chair: Melissa. Co-Chair for 2023 to become chair for 2024: Pam. Secretary position to continue the same: Jason. Assistant-Secretary: Anton said he would try it.

Potential new members: Mert will reach out to Joy Duffy from Fresh Start to see if she is interested and will also reach out to Fresh Start staff to see if April (last Name?) is interested still. Mert will also reach out to Liz Spring to see if she has suggestions for family members from Youth & Family. Melissa gave Mert a couple phone numbers to this end.

Other Program Administrators to join us to give presentations: Try again to get Liz Spring to present, or Katie Hoener of Adult MI, and perhaps someone with Rights or Performance Improvement in April 2024.

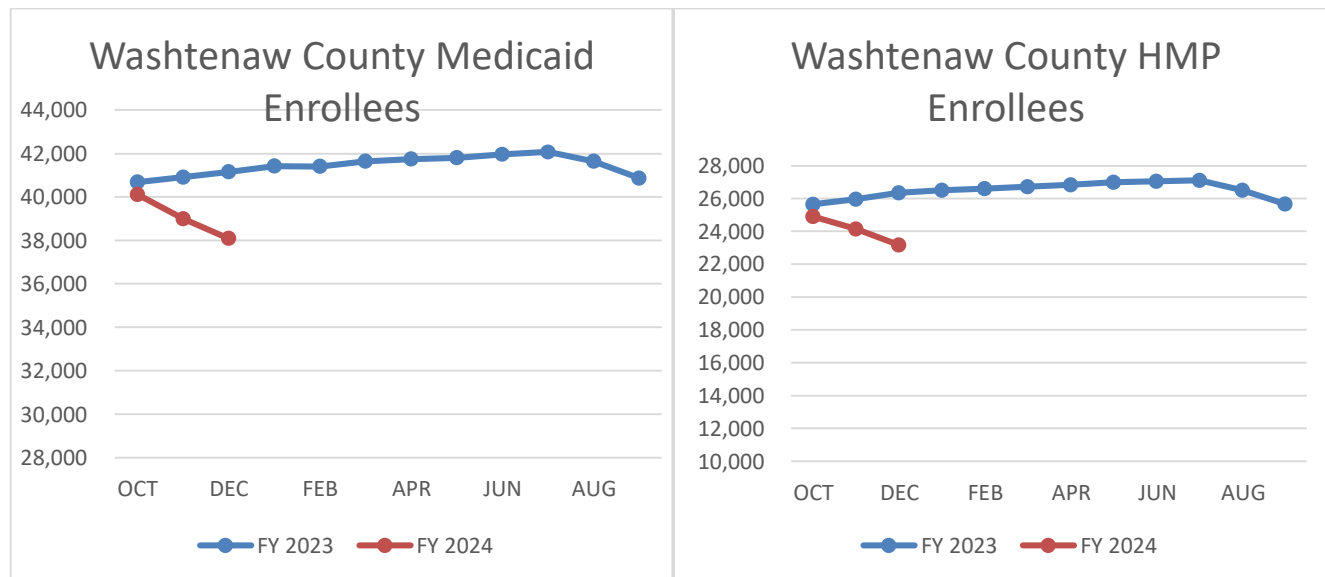
_ Alayna _ motioned to adjourn the meeting at _ 1:30 pm_, Supported by _ Melissa _.

The next meeting will be January 10, 2024 at 2140 E. Ellsworth, Ann Arbor; via Zoom or in person, with things starting by 12:30pm. Please arrive a few minutes early (as early as 12:15pm) if possible.

**WASHTENAW COUNTY COMMUNITY MENTAL HEALTH
YEAR-TO-DATE FINANCIAL STATUS
FISCAL YEAR 2023: For the period ending December 31, 2023
Prepared: February 7, 2024**

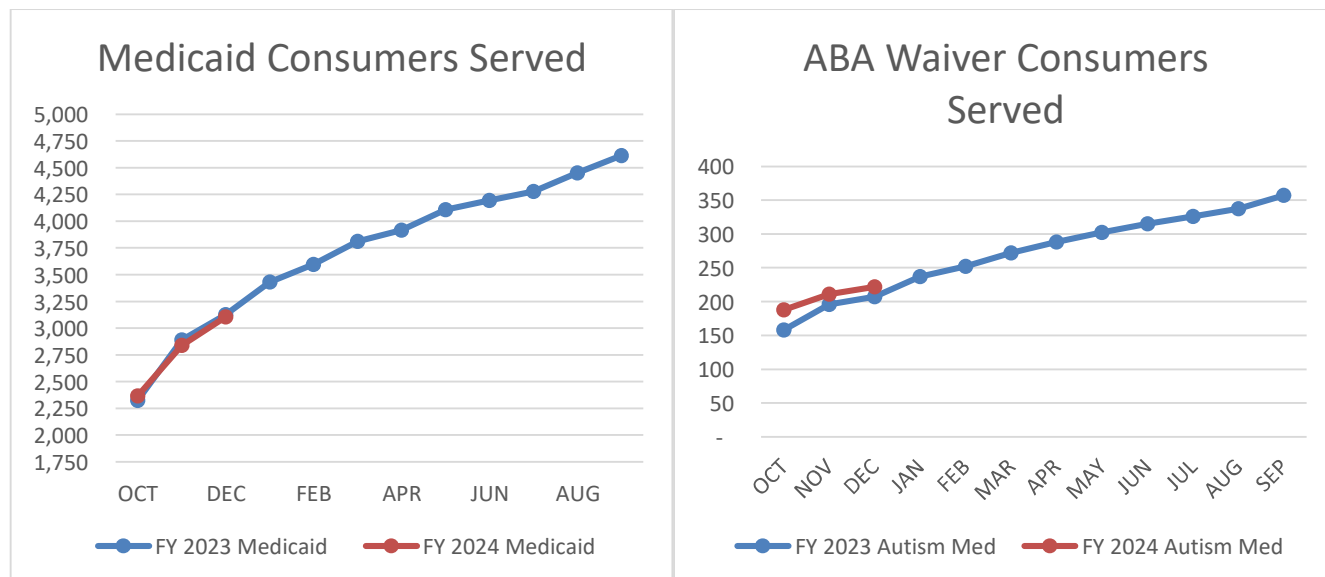
1. Washtenaw County Enrollees

A summary of FY 2024 Washtenaw County Medicaid and Healthy Michigan Enrollees is shown below:



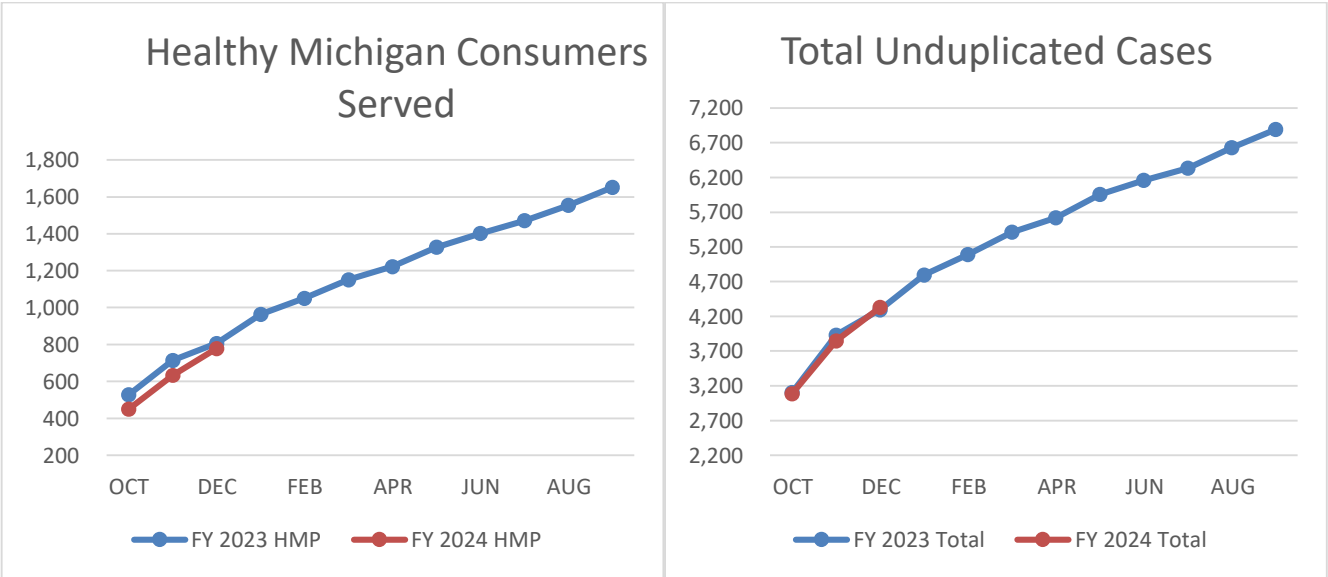
Washtenaw County Medicaid Enrollees were 38,089 in December 2023. This is a 7.47% decrease from the same time last year (3,073 less enrollees than in December 2022). Healthy Michigan enrollment in December 2023 was 23,169. This is a 12.04% decrease from the same time last year (3,170 less enrollees than in December 2022).

2. WCCMH Consumers Served to Date



Medicaid consumers served through December 2023 are 3,105. This is 21 less consumers than the prior year (3,126 consumers were served through December 2022).

ABA Waiver consumers served through December 2023 are 22. This is 15 more consumers than prior year (207 consumers were served through December 2022).



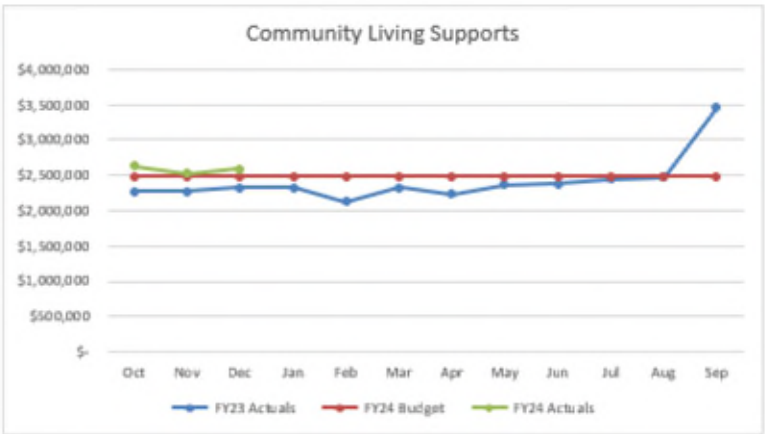
Healthy Michigan consumers served through December 2023 were 779. This is 27 less consumers than the same period last year.

The total unduplicated consumers served by WCCMH through December 2023 were 4,331. This is 37 more consumers than served last year.

3. Financial Statement Highlights

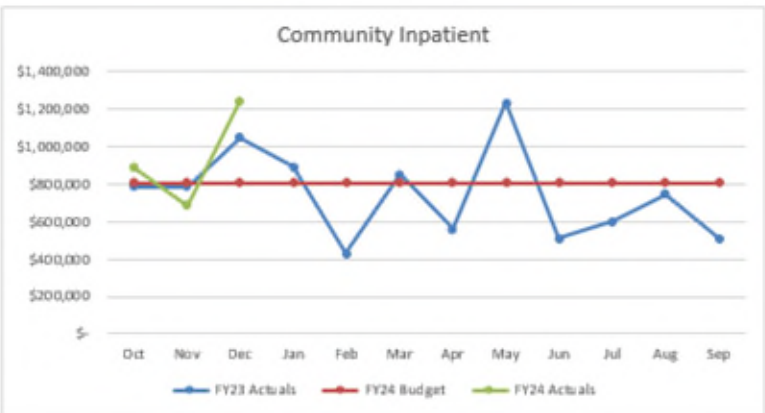
- a. CLS service costs to date are estimated to be \$7.7 Million and running just slightly over budget for the first quarter of FY 2024.

	FY23 Actuals	FY24 Budget	FY24 Actuals	YTD % Change
Oct	\$ 2,277,066	2,483,333	\$ 2,633,975	15.67%
Nov	2,268,391	2,483,333	2,524,233	13.48%
Dec	2,325,087	2,483,333	2,586,711	12.73%
Jan	2,322,970	2,483,333		
Feb	2,127,806	2,483,333		
Mar	2,324,287	2,483,333		
Apr	2,237,842	2,483,333		
May	2,362,630	2,483,333		
Jun	2,372,765	2,483,333		
Jul	2,444,471	2,483,333		
Aug	2,474,989	2,483,333		
Sep	3,451,817	2,483,333		



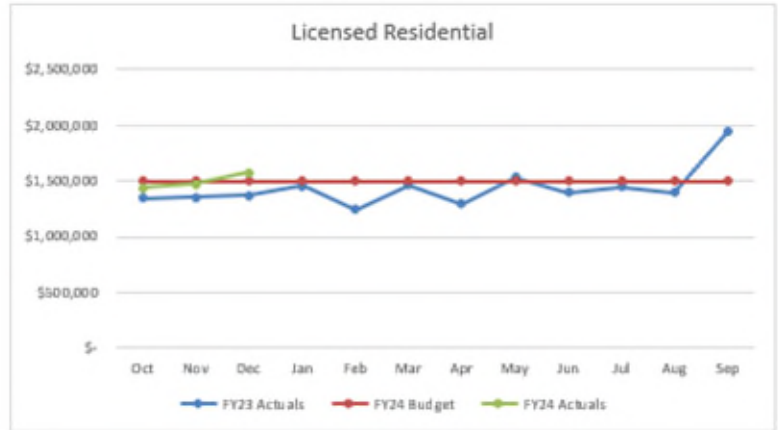
- b. Community Inpatient costs to date are \$2.8 Million. The costs year to date are 7% higher than this time last year and \$393,000 over budget.

	FY23 Actuals	FY24 Budget	FY24 Actuals	YTD % Change
Oct	\$ 783,838	\$ 808,333	\$ 888,374	13.34%
Nov	786,506	808,333	686,783	0.31%
Dec	1,046,711	808,333	1,243,366	7.70%
Jan	890,910	808,333		
Feb	428,822	808,333		
Mar	851,148	808,333		
Apr	558,658	808,333		
May	1,233,470	808,333		
Jun	511,519	808,333		
Jul	598,407	808,333		
Aug	743,351	808,333		
Sep	508,767	808,333		



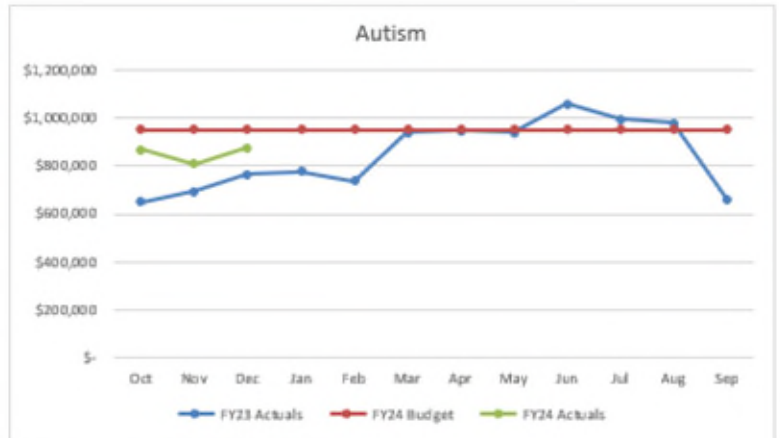
- c. Licensed Residential costs to date are \$4.5 Million and coming in right on budget. The costs year to date are 10% more than this time last year.

	FY23 Actuals	FY24 Budget	FY24 Actuals	YTD % Change
Oct	\$ 1,348,498	\$ 1,500,000	\$ 1,441,874	6.92%
Nov	1,351,230	1,500,000	1,476,079	8.08%
Dec	1,371,021	1,500,000	1,577,380	10.43%
Jan	1,456,672	1,500,000		
Feb	1,244,640	1,500,000		
Mar	1,466,361	1,500,000		
Apr	1,292,818	1,500,000		
May	1,529,546	1,500,000		
Jun	1,396,384	1,500,000		
Jul	1,451,490	1,500,000		
Aug	1,396,094	1,500,000		
Sep	1,952,399	1,500,000		



- d. Applied Behavior Analysis/Autism service costs to date are \$2.6 Million. The costs year to date are 21% more than this time last year and \$300,000 under budget.

	FY23 Actuals	FY24 Budget	FY24 Actuals	YTD % Change
Oct	\$ 648,805	\$ 950,000	\$ 867,186	33.66%
Nov	694,140	950,000	808,841	24.80%
Dec	765,065	950,000	874,088	20.97%
Jan	776,181	950,000		
Feb	737,877	950,000		
Mar	939,566	950,000		
Apr	948,251	950,000		
May	939,851	950,000		
Jun	1,056,440	950,000		
Jul	992,730	950,000		
Aug	977,197	950,000		
Sep	658,111	950,000		



- e. Internal staffing expenses are trending under budget due to the difficulty recruiting for budgeted vacant positions.

4. PIHP Revenue Key Points

- a. Medicaid, CCBHC and Healthy Michigan Plan revenues are collected from the PIHP.
- b. By funding source, Medicaid and CCBHC is showing a surplus of \$3,052,478 through December.
- c. By funding source, HMP is showing a deficit of \$297,648 through December.
- d. Overall, the PIHP surplus is \$2,874,928 through December.

5. State General Fund Key Points

- a. General Fund programs and funding redirected to other Risk-Based programs is showing a surplus of \$77,936.

6. Local Key Points

- a. The majority of Local Funding comes from Washtenaw County.
- b. Local Funds are showing a surplus of \$61,059 through December.
- c. Uses of Local Funding include:
 - i. The 10% GF Match of non-residential services
 - ii. Local contribution – required by MDHHS
 - iii. Local share for State Facilities
 - iv. Shelter expenses and other Local needs

7. Fund Balance

- a. At the end of FY 2023, we have an estimated fund balance of \$2,122,027

Washtenaw County Community Mental Health
FINANCIAL PERFORMANCE BY FUND SOURCE
 DECEMBER 2023 FYTD

ATTACHMENT #2
 FEBRUARY 2024

	<u>Total</u>
Medicaid **	
<u>Revenue</u>	
B & 1115i	\$ 12,415,917
HSW	7,674,268
Behavioral Health Home	145,977
Child Waiver/SED Waiver	282,504
Autism	1,855,849
Prior Year Adjustments	-
Care for Caïd	-
Total Medicaid Revenue	<u>\$ 22,374,516</u>
Total Medicaid Expense	\$ 19,164,406
Medicaid Surplus/(Deficit)	<u><u>\$ 3,210,109</u></u>

CCBHC **	
Supplemental Revenue	\$ 5,612,017
CCBHC Non-Medicaid Expense	\$ 314,530
CCBHC HMP Expense	1,013,283
CCBHC Medicaid Expense	4,441,834
Total CCBHC Expense	<u>\$ 5,769,648</u>
CCBHC Surplus/(Deficit)	<u><u>\$ (157,631)</u></u>

Healthy Michigan **	
Revenue	\$ 1,538,814
Expense	1,836,462
Healthy MI Surplus/(Deficit)	<u><u>\$ (297,648)</u></u>

General Fund	
<u>Revenue</u>	
CMH Operations	\$ 1,149,417
CMH Operations Contra	-
GF Carryforward	-
Categorical	-
Redirect To Injectable Meds.	-
Funding Fr. Other Local Sources	(1,173)
Total General Fund Revenue	<u>\$ 1,148,244</u>
Total General Fund Expense	\$ 1,070,308
General Fund Surplus/(Deficit)	<u><u>\$ 77,936</u></u>

Washtenaw County Community Mental Health
FINANCIAL PERFORMANCE BY FUND SOURCE
 DECEMBER 2023 FYTD

ATTACHMENT #2
FEBRUARY 2024

	<u>Total</u>
Injectable Meds	
Revenue	\$ -
Expense	22,177
Inj. Meds. Surplus/(Deficit)	<u>\$ (22,177)</u>
Grants And Contracts	
Revenue	\$ 447,551
Expense	447,551
Grants & Cont. Surplus/(Deficit)	<u>\$ -</u>
CMHSP To CMHSP	
Revenue	\$ 243,661
Redirect to GF	1,173
Expense	244,835
CMHSP to CMHSP Surplus/(Deficit)	<u>\$ -</u>
Local	
Revenue	\$ 386,775
Expense	325,716
Local Surplus/(Deficit)	<u>\$ 61,059</u>
Private Grant & All NOR	
Revenue	\$ 24,739
Expense	21,460
Priv. Grant & NOR Surplus/(Deficit)	<u>\$ 3,280</u>
Grand Total	
Revenue	\$ 31,787,139
Expense	28,912,212
Grand Total Surplus/(Deficit)	<u>\$ 2,874,928</u>

** Denotes PIHP Medicaid Subcontracting Agreement Funds

PIHP Medicaid Surplus/(Deficit)	\$ 2,732,653
WCCMH Surplus/(Deficit)	142,275
	<u>\$ 2,874,928</u>

Washtenaw County Community Mental Health
Budget to Actuals
For Three Months Ending December 31, 2023

Current Fiscal Year					
	FY 2024 Approved Budget	FY 2024 Approved Budget YTD	FY 2024 YTD Actuals	YTD Actuals Over/(Under) YTD Budget	% O(U)
<u>Operating Revenue</u>					
PIHP Revenue					
Medicaid Capitation:					
Medicaid (b) & 1115i	\$ 49,619,192	\$ 12,404,798	\$ 12,415,917	\$ 11,119	0.09%
HSW	30,015,227	7,503,807	7,674,268	170,461	2.27%
Children & SED Waivers	1,335,478	333,870	292,153	(41,717)	-12.49%
Healthy Michigan Capitation	6,155,256	1,538,814	1,538,814	-	0.00%
Autism Capitation	7,423,397	1,855,849	1,855,849	(0)	0.00%
CCBHC Medicaid/HMP	8,500,000	2,125,000	5,612,017	3,487,017	164.09%
CCBHC Supplementary	8,500,000	2,125,000	-	(2,125,000)	-100.00%
Behavioral Health Home	390,000	97,500	145,977	48,477	0.00%
TOTAL PIHP Revenue	\$ 111,938,550	\$ 27,984,638	\$ 29,534,995	\$ 1,550,358	5.54%
MDHHS Revenue					
State General Funds	\$ 4,597,669	\$ 1,149,417	\$ 1,149,417	\$ (0)	0.00%
Grants & Earned Contracts	3,100,646	775,162	424,852	(350,310)	-45.19%
All Other Revenue					
County Appropriation	\$ 1,751,761	\$ 437,940	\$ 139,722	\$ (298,218)	-68.10%
Project Revenue	893,227	223,307	123,742	(99,565)	-44.59%
All Other	1,917,652	479,413	665,139	185,726	38.74%
TOTAL Operating Revenue	\$ 124,199,505	\$ 31,049,876	\$ 32,037,867	\$ 987,991	3.18%
<u>Operating Expenses</u>					
Administrative Expenses					
General Administration	\$ 8,329,146	\$ 2,082,287	\$ 1,834,868	\$ (247,419)	-11.88%
Program Administration	4,373,800	1,093,450	887,923	(205,527)	-18.80%
Residential Services					
Community Living Supports	\$ 29,800,000	\$ 7,450,000	\$ 7,530,800	\$ 80,800	1.08%
Licensed Residential	18,000,000	4,500,000	4,495,333	(4,667)	-0.10%
Outpatient Services					
Autism Services	\$ 11,400,000	\$ 2,850,000	\$ 2,550,115	\$ (299,885)	-10.52%
Case Management	6,038,299	1,509,575	1,343,834	(165,741)	-10.98%
Supports Coordination	3,405,893	851,473	743,773	(107,700)	-12.65%
Skill Building	4,594,775	1,148,694	1,071,937	(76,757)	-6.68%
Supported Employment	1,812,327	453,082	435,428	(17,654)	-3.90%
Psychiatry	4,678,306	1,169,577	860,063	(309,514)	-26.46%
Nursing Services	2,774,013	693,503	638,562	(54,941)	-7.92%
Therapy Services	2,896,063	724,016	619,219	(104,797)	-14.47%
All Other	12,204,965	3,051,241	2,615,092	(436,149)	-14.29%
Other Expenses					
Community Inpatient	\$ 9,700,000	\$ 2,425,000	\$ 2,818,522	\$ 393,522	16.23%
Local Matches & Shelter	1,091,272	272,818	292,618	19,800	7.26%
Grants & Earned Contracts	3,100,646	775,162	424,852	(350,310)	-45.19%
TOTAL Operating Expenses	\$ 124,199,505	\$ 31,049,876	\$ 29,162,939	\$ (1,886,937)	-6.08%
Revenue Over/(Under) Expenses	-	-	2,874,928	2,874,928	

Washtenaw County Community Mental Health
Budget to Actuals
For Three Months Ending December 31, 2023

Prior Year Comparison				
	FY 2024 YTD Actuals	FY 2023 Prior YTD Actuals	YTD Actuals Over/(Under) Prior YTD Actuals	% O(U)
Operating Revenue				
PIHP Revenue				
Medicaid Capitation:				
Medicaid (b) & 1115i	\$ 12,415,917	\$ 14,460,413	\$ (2,044,496)	-14.14%
HSW	7,674,268	6,767,169	907,099	13.40%
Children & SED Waivers	292,153	269,537	22,616	8.39%
Healthy Michigan Capitation	1,538,814	1,728,343	(189,529)	-10.97%
Autism Capitation	1,855,849	1,618,849	237,000	14.64%
CCBHC Medicaid/HMP	5,612,017	-	5,612,017	0.00%
CCBHC Supplementary	-	1,447,788	(1,447,788)	0.00%
Behavioral Health Home	145,977	78,930	67,047	0.00%
TOTAL PIHP Revenue	\$ 29,534,995	\$ 26,371,029	\$ 3,163,966	12.00%
MDHHS Revenue				
State General Funds	\$ 1,149,417	\$ 1,149,417	\$ -	0.00%
Grants & Earned Contracts	424,852	424,716	136	0.03%
All Other Revenue				
County Appropriation	\$ 139,722	\$ 26,148	\$ 113,574	434.35%
Project Revenue	123,742	159,912	(36,170)	-22.62%
All Other	665,139	805,470	(140,331)	-17.42%
TOTAL Operating Revenue	\$ 32,037,867	\$ 28,936,692	\$ 3,101,175	10.72%
Operating Expenses				
Administrative Expenses				
General Administration	\$ 1,834,868	\$ 1,935,931	\$ (101,063)	-5.22%
Program Administration	887,923	554,598	333,325	60.10%
Residential Services				
Community Living Supports	\$ 7,530,800	\$ 7,711,393	\$ (180,593)	-2.34%
Licensed Residential	4,495,333	4,070,750	424,583	10.43%
Outpatient Services				
Autism Services	\$ 2,550,115	\$ 2,108,010	\$ 442,105	20.97%
Case Management	1,343,834	1,223,654	120,180	9.82%
Supports Coordination	743,773	668,131	75,642	11.32%
Skill Building	1,071,937	980,453	91,484	9.33%
Supported Employment	435,428	466,492	(31,064)	-6.66%
Psychiatry	860,063	1,058,678	(198,615)	-18.76%
Nursing Services	638,562	574,528	64,034	11.15%
Therapy Services	619,219	609,115	10,104	1.66%
All Other	2,615,092	2,739,749	(124,657)	-4.55%
Other Expenses				
Community Inpatient	\$ 2,818,522	\$ 2,617,056	\$ 201,466	7.70%
Local Matches & Shelter	292,618	367,233	(74,615)	-20.32%
Grants & Earned Contracts	424,852	405,943	18,909	4.66%
TOTAL Operating Expenses	\$ 29,162,939	\$ 28,091,714	\$ 1,071,225	3.81%
Revenue Over/(Under) Expenses	2,874,928	844,978	2,029,950	

Washtenaw County Community Mental Health - Millage Advisory Committee
Millage Financial Update - For Twelve Months Ending December 31, 2023

*** Year End Processing is still taking place at the time of preparation - this is not a final report for 2023 ***

	Budget to Actuals				Commitments		
	Annual Budget	Budget YTD	Actuals YTD	Actuals YTD Over/(Under) Budget YTD	Committed Current Fiscal Year	Remaining Uncommitted Current Fiscal Year	Committed FY 2024
Community Wide Service Expansion							
<u>CARES Team</u>							
Access & Triage	\$ 577,500	\$ 577,500	\$ 561,208	\$ (16,292)	\$ 577,500	\$ -	\$ 606,375
Treatment & Stabilization Services	577,500	577,500	689,112	111,612	577,500	-	606,375
Crisis Response	787,500	787,500	794,158	6,658	787,500	-	826,875
Crisis Stabilization Center	367,500	367,500	351,966	(15,534)	367,500	-	385,875
Other CARES Team	417,480	417,480	384,477	(33,003)	417,480	-	438,354
<u>Criminal Justice Diversion & Deflection</u>							
WCCMH Staffing - LEADD/Jail Services	\$ 450,000	\$ 450,000	\$ 329,632	\$ (120,368)	\$ 400,000	\$ 50,000	\$ 450,000
Prosecutting Attorney Office	\$ 122,779	\$ 122,779	122,779	\$ -	\$ 122,779	\$ -	\$ 127,690
<u>Supportive Housing</u>							
Supportive Housing	\$ 172,870	\$ 172,870	\$ 152,371	\$ (20,499)	\$ 172,870	\$ -	\$ -
Avalon - Permanent Supportive Housing	480,000	480,000	263,383	(216,617)	480,000	-	180,000
Emergency Housing	50,000	50,000	188,134	138,134	50,000	-	50,000
<u>Youth Initiatives and Support</u>							
Washtenaw Intermediate School District	\$ 940,716	\$ 940,716	\$ 360,656	\$ (580,060)	\$ 940,716	\$ -	\$ 795,843
Student Advocacy Center	193,643	193,643	256,537	62,894	193,643	-	-
Health Dept - Anti Stigma Campaign	170,000	170,000	103,535	(66,465)	170,000	-	56,667
WCCMH - Wraparound Staff	95,000	95,000	92,110	(2,890)	95,000	-	100,000
Ozone House	100,000	100,000	113,302	13,302	100,000	-	-
Packard Health - YBMen	125,000	125,000	31,250	-	125,000	-	-
Other Youth Initiatives and Support	50,000	50,000	-	(50,000)	50,000	-	-
<u>Other Service Expansion</u>							
Washtenaw Health Plan	\$ 165,000	\$ 165,000	\$ 165,000	\$ -	\$ 165,000	\$ -	\$ 165,000
Other	125,000	125,000	49,503	(75,497)	125,000	-	-
TOTAL Community Wide Service Expansion	\$ 5,967,488	\$ 5,967,488	\$ 5,009,113	\$ (864,625)	\$ 5,917,488	\$ 50,000	\$ 4,789,054

	Budget to Actuals				Commitments		
	Annual Budget	Budget YTD	Actuals YTD	Actuals YTD Over/(Under) Budget YTD	Committed Current Fiscal Year	Remaining Uncommitted Current Fiscal Year	Committed FY 2024
Education & Prevention							
<u>Education & Outreach</u>							
NAMI Contract	\$ 263,550	\$ 263,550	\$ 263,550	\$ -	\$ 263,550	\$ -	\$ 169,425
MHFA Trainings	25,000	25,000	-	(25,000)	25,000	-	25,000
TOTAL Education & Prevention	\$ 288,550	\$ 288,550	\$ 263,550	\$ (25,000)	\$ 288,550	\$ -	\$ 194,425
Evaluate & Communicate							
<u>Evaluate</u>							
CHRT Contract	\$ 73,075	\$ 73,075	\$ 65,462	\$ (7,613)	\$ 73,075	\$ -	\$ -
<u>Communicate</u>							
CHRT Contract	\$ 261,890	\$ 261,890	\$ 200,013	(61,877)	\$ 261,890	\$ -	\$ -
TOTAL Evaluation & Communication	\$ 334,965	\$ 334,965	\$ 265,475	\$ (69,490)	\$ 334,965	\$ -	\$ -
Administration of the Millage							
WCCMH	\$ 555,000	\$ 555,000	\$ 582,466	\$ 27,466	\$ 540,000	\$ -	\$ 555,000
Grand Totals	\$ 7,146,003	\$ 7,146,003	\$ 6,120,604	\$ (931,649)	\$ 7,081,003	\$ 50,000	\$ 5,538,479

WASHTENAW COUNTY COMMUNITY MENTAL HEALTH BOARD COMMITTEES ROSTER

revised 2/20/24 rla

ATTACHMENT #4

FEBRUARY 2024

Last Name	First Name	Address	City	State	Zip	Phone No.	Board position/term
Antonow suzie.antonow@trinity-health.org	Suzie	Department of Psychiatry St. Joseph Mercy Health System, Huron Oaks Building, PO Box 995	Ann Arbor	MI	48106	734-786-4946 (w) 734-645-3265 (c)	Community Member County Term expires: 3-31-26 *****
Carlisle carlislea@washtenaw.org	Amanda	Washtenaw Housing Alliance PO Box 7993	Ann Arbor	MI	48107	734-222-3575 (w) 773-573-8298 (c)	Millage Advisory Committee member Washtenaw Housing Alliance Term expires: 3-31-25 *****
Dusbiber adusbiber@gmail.com	Anna	2335 Yost Blvd	Ann Arbor	MI	48104	734-971-4755 (h) 734-255-3741 (c)	Primary Consumer County Term expires: 3-31-24 *****
Graebner-Sundling gf1529golf@gmail.com	Nancy	2155 Amelia Place	Ann Arbor	MI	48104	734-904-2668 (c)	Community Member County Term expires: 3-31-24 *****
Heaviland hheaviland@washtenawisd.org	Holly	230 Crest Ave	Ann Arbor	MI	48103	734-994-8100 x1250 (w)	Millage Advisory Committee member Washtenaw Intermediate School District Term expires: 3-31-26 *****
				Admin: Jessica Carruba (jcarruba@washtenawisd.org)		734-994-8100	
Higman barb@namiwc.org	Barbara	2835 Parkwood Ave	Ann Arbor	MI	48104	734-971-2805 (c)	Primary Consumer County Term expires: 3-31-26 *****
Jackson jacksond@washtenaw.org	Derrick	Washtenaw County Sheriff 2201 Hogback	Ann Arbor	MI	48105	734-891-2243 (c) 734-973-4503 (w)	Millage Advisory Committee member Washtenaw County Sheriff *****
King bobtking@gmail.com	Bob	300 S. Revena	Ann Arbor	MI	48103	313-610-0997 (c)	Community Member County Term expires: 3-31-25 *****
LaBarre labarrea@washtenaw.org	Andy	2411 Meadowridge Ct	Ann Arbor	MI	48105	734-945-1298 (c)	BOC Representative County Term expires 3-31-25 *****
Radzik jimartin@umich.edu	Marlene	100 N Harris	Saline	MI	48176	734-325-3677 (c)	Millage Advisory Committee member Washtenaw County Sheriff Term expires: 3-31-25 *****
Rion rrion@packardhealth.org	Ray	3174 Packard	Ann Arbor	MI	48108	734-998-7120 (w) 734-276-7691 (c)	Millage Advisory Committee member Packard Health Term expires: 3-31-25 *****
Rooks arooks@med.umich.edu	Alfreda	KMS Building 3621 S. State St	Ann Arbor	MI	48108	734-645-1303 (c) 734-998-2156 (w)	Community Member County Term expires: 3-31-25 *****
				Admin: Guy Provesza		734-998-2156	
Scott	Katie	926 Loyola Drive	Ann Arbor	MI	48103	734-657-5980 (c)	Secondary Consumer

WASHTENAW COUNTY COMMUNITY MENTAL HEALTH BOARD COMMITTEES ROSTER

scottk@washtenaw.org

revised 2/20/24 rla

County
Term expires: 3-31-25
ATTACHMENT #4
FEBRUARY 2024

Somerville Somervillea@washtenaw.org (Regional Committee & Millage Advisory Committee member)	Annie	40 Cross Street Apt 5	Ypsilanti	MI	48198	734-309-1208	BOC Representative County Term expires: 3-31-26

Udow-Phillips mudow@med.umich.edu (Quality-Finance Committee & Millage Advisory Committee member)	Marianne	2280 Gale Rd	Ann Arbor	MI	48105	734-482-6410(c)	Community Member County Term expires: 3-31-24

Waddles, Jr. pastor@sbcypsi.org (Millage Advisory Committee member)	George	Second Baptist Church 301 South Hamilton	Ypsilanti	MI	48197	734-483-4342 (c)	Millage Advisory Committee member Community Member Term expires: 3-31-25

Walker kwalker@iamtgc.net (Board Chair, Executive Committee Chair & Millage Advisory Committee member)	Kari	5915 Sunrise Dr	Ypsilanti	MI	48197	734-644-6931 (c)	Secondary Consumer County Term expires: 3-31-24

Cortes cortest@washtenaw.org	Trish	555 Towner Blvd.	Ypsilanti	MI	48197	734-544-3017 (w) 734-368-8683 (c)	Executive Director WCCMH

Avedisian avedisianr@washtenaw.org	Rachel	555 Towner Blvd.	Ypsilanti	MI	48197	734-544-3071 (w) 734-474-2921 (c)	Management Analyst WCCMH Board Support Staff



WCCMH BOARD AND BOARD COMMITTEE MEMBERS CONTACT INFORMATION FOR 4/1/23-3/31/24

WCCMH Board

Name	Representation	Term expiring
Kari Walker (Board Chair)	Community Member	3/31/24
Suzie Antonow (Vice-Chair)	Community Member	3/31/26
Anna Dusbiber (Secretary)	Primary Consumer	3/31/24
Nancy Graebner-Sundling (Treasurer)	Community Member	3/31/24
Holly Heaviland	Community Member	3/31/26
Barbara Higman	Primary Consumer	3/31/26
Bob King	Community Member	3/31/25
Andy LaBarre	Board of Commissioners	3/31/25
Alfreda Rooks	Community Member	3/31/25
Katie Scott	Secondary Consumer	3/31/25
Annie Somerville	Board of Commissioners	3/31/26
Marianne Udow-Phillips	Community Member	3/31/24

WCCMH Executive Committee Members

Kari Walker (Chair)
Suzie Antonow
Anna Dusbiber
Nancy Graebner-Sundling
Bob King
Andy LaBarre

WCCMH Quality-Finance Committee Members

Suzie Antonow (Co-Chair)
Nancy Graebner-Sundling (Co-Chair)
Anna Dusbiber
Holly Heaviland
Barbara Higman
Marianne Udow-Phillips

Community Mental Health Partnership of Southeast Michigan (CMHPSM) Board Representatives

Bob King
Alfreda Rooks
Annie Somerville

WCCMH Millage Advisory Committee Members

Name	Representation	Term Expiring
Nancy Graebner-Sundling (Chair)	WCCMH Board Representative	3/31/24
Barbara Higman	WCCMH Board Representative	3/31/26
Amanda Carlisle	Washtenaw Housing Alliance Representative	3/31/25
Holly Heaviland	Washtenaw Intermediate School District Representative	3/31/24
Derrick Jackson (non-voting)	Washtenaw County Sheriff Office Representative	3/31/25
Alfreda Rooks	WCCMH Board Representative	3/31/25
Vacant	Community Member	
Marlene Radzik	Washtenaw County Sheriff Office Representative	3/31/25
Ray Rion	Packard Health Representative	3/31/25
Annie Somerville	WCCMH Board Representative Board of Commissioners Representative	3/31/26
Marianne Udow-Phillips	WCCMH Board Representative	3/31/24
George Waddles, Jr.	Community Member	3/31/25
Kari Walker	WCCMH Board Representative	3/31/24

REQUEST: To approve recommendations to the board for the following contract(s) and lease(s):

BACKGROUND:

1. Pine Rest Christian Mental Health Services.: provides licensed residential services.
2. DBT Institute of Michigan: provides licensed residential services.
3. Residential Opportunities, Inc. (ROI): provides licensed residential services.
4. Screenvision Direct Inc. DBA Screenvision Media: will provide a cinema ad campaign to support recruitment efforts.

Service Contracts

Contractor	Funding	Estimated Budget	Contract Term	Service Description
1. Pine Rest Christian Mental Health Services	Medicaid	As Authorized	January 27, 2024-September 30, 2024	Licensed Residential Services
2. DBT Institute of Michigan	Medicaid	As Authorized	February 1, 2024-September 30, 2024	Licensed Residential Services
3. Residential Opportunities, Inc. (ROI)	Medicaid	As Authorized	March 1, 2024-September 30, 2024	Licensed Residential Services
4. Screenvision Direct Inc. DBA Screenvision Media	Medicaid	\$25,717	February 1, 2024-January 31, 2025	Cinema Ad Campaign at Emagine Canton & Emagine Saline

**Executive Director Contract Authorizations
February 2024 Quality-Finance Committee Meeting**

REQUEST: Recommend acceptance of the Executive Director's signature on contracts with a value of less than \$25,000

Contractor	Amount	Term	Purpose	Approval Date
Leslie Deshazor	\$400	January 22, 2024	Musical Performer at Black Lives Matter MLK Event	
Anthony Finley	\$250	January 22, 2024	Musical Performer at Black Lives Matter MLK Event	
Washtenaw Community College	\$720	January 22, 2024	Venue for Black Lives Matter MLK Event	
Hummingbird Consulting, Inc.	\$6,430	January 1, 2024- June 30, 2024	Facilitation & Project Management of the seven partnering CCBHCs re: Safety Net Complex Care Integration Model Planning Project	
Alicia D. Smith, LLC	\$7,714	January 1, 2024- June 30, 2024	Consultant for the Safety Net Complex Care Integration Model Planning Project	

WCCMH - Office of Recipient Rights

Quarter IV- FY 22/23

Executive Summary

ORR Program Overview:

- The Rights Office attended the Annual Recipient Rights Conference in September 2023.
- The Rights Office and WCCMH served a record number of consumers in the 22/23 Fiscal Year (6016! Up from 4635 last year).
- The Rights Office experienced a brief staffing vacancy at the end of FY 22/23.

Report Complaint Data:

- Cases overall are trending upward.

Aggregate Summary

Fiscal Year	22/23	21/22	20/21	19/20
Complaints Received	161	150	123	142
Allegations Involved	215	202	164	206
Allegations Investigated	196	183	157	190
Allegations Resolved by Intervention	0	0	0	0
Allegations Substantiated	78	81	63	65
Percentage of allegations substantiated	39.80%	44.26%	40.13%	34.21%

The following is a four year comparison of **abuse and neglect cases**. Please note that the Abuse Class II data includes *all types* of Abuse II (nonaccidental act, unreasonable force and exploitation), and the Neglect data *does not* include Neglect-Failure to Report allegations.

	FY 22/23		FY 21/22		FY 20/21		FY 19/20	
	Received	Substantiated	Received	Substantiated	Received	Substantiated	Received	Substantiated
Abuse:								
Class I	0	0	0	0	0	0	0	0
Class II	27	5	26	6	19	5	23	3
Class III	19	4	10	4	13	4	18	1
Sexual Abuse	0	0	1	0	0	0	2	0
Neglect:								
Class I	0	0	1	0	0	0	1	1
Class II	3	2	0	0	3	1	3	1
Class III	47	26	54	35	45	26	60	33

The following is a four year comparison of **the top three complaint substantiations**:

FY 22/23	(Received) Substantiated	FY 21/22	(Received) Substantiated	FY 20/21	(Received) Substantiated	FY 19/20	(Received) Substantiated
Neglect Class III	(47) 26	Neglect Class III	(54) 35	Neglect Class III	(45) 26	Neglect Class III	(60) 33
Mental Health Services Suited to Condition	(29) 12	Mental Health Services Suited to Condition	(21) 13	Dignity and Respect	(31) 8	Neglect Class III: Failure to Report	(8) 8
Safe, Sanitary, Humane Treatment Environment	(18) 12	Dignity and Respect	(38) 7	Mental Health Services Suited to Condition <i>and</i> Abuse Class II	(20) 5 (19) 5	Mental Health Services Suited to Condition	(19) 6

Helpful definitions of the top three complaint substantiations:

Neglect Class III

Staff failed to follow a written standard (ie: IPOS, doctor's order, policy, etc.), AND it placed the consumer at risk of physical harm.

Mental Health Services Suited to Condition

Staff failed to follow a written standard (ie: IPOS, doctor's order, policy, etc.), BUT it did not place the consumer at risk of physical harm.

Safe, Sanitary, Humane Treatment Environment

Mental health services are to be provided in a safe, sanitary, and humane treatment environment.

- An **unsafe treatment environment** example might include staff drinking alcohol or smoking marijuana on shift.
- An **unsanitary treatment environment** example might include staff failing to change soiled bedding, failing to assist with hygiene/cleaning, or dropping a pill on the floor that they then administer to a consumer.
- An **inhumane treatment environment** example might include two staff members arguing or swearing in front of, but not at, a consumer.

The following chart is an explanation of **substantiations by service location**:

Service location type/Code	Number of substantiations
ACT	2
Case Management	2
Children's Foster Care	0
Clubhouse/Drop-in Center	1
Crisis Center	0
Day Program DD	1
Day Program MI	0
Inpatient	0
Other	5
Outpatient	2
Psychosocial Rehabilitation	0
Residential DD	17
Residential MI	5
Residential MI & DD	7
Respite Homes	0
Supported Independence Program (SIP)	35
Supported Employment	0
Workshop (prevocational)	1

COMPLAINT DATA FOR:	Washtenaw County
RIGHTS OFFICE DIRECTOR:	Katie Snay

Reporting Period:

FY23

October 1, 2022 - September 30, 2023

CMH

of Consumers Served
(unduplicated count)

6016

Rights Office
FTEs

4

LPH

Hours/40 Spent
on Rights

ALLEGATION TOTALS

Total Complaints Received	161	← DO NOT TYPE HERE - CELL WILL AUTO FILL
Allegations	196	← DO NOT TYPE HERE - CELL WILL AUTO FILL
Investigations	196	← DO NOT TYPE HERE - CELL WILL AUTO FILL
Investigations Substantiated	78	← DO NOT TYPE HERE - CELL WILL AUTO FILL
Interventions	0	← DO NOT TYPE HERE - CELL WILL AUTO FILL

Interventions Substantiated	0	 DO NOT TYPE HERE - CELL WILL AUTO FILL
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ALLEGATIONS BY CATEGORY

Code	Category	Received
0000	No Right Involved	12

Code	Category	Received
0001	Outside Provider Jurisdiction	7

Code	Category	Received	Investigations	Investigations Substantiated
7221	Abuse class I	0	0	0
72221	Abuse class II - Nonaccidental act	15	15	4
72222	Abuse class II - unreasonable force	6	6	1
72223	Abuse class II - emotional harm	0	0	0
72224	Abuse class II - treating as incompetent	0	0	0
72225	Abuse class II - exploitation	6	6	0
7223	Abuse - class III	19	19	4
7224	Abuse class I - sexual abuse	0	0	0

Code	Category	Received	Investigations	Investigations Substantiated
72251	Neglect class I	0	0	0
72252	Neglect class I - failure to report	0	0	0
72261	Neglect class II	3	3	2

72262	Neglect class II - failure to report	2	2	1
72271	Neglect class III	47	47	26
72272	Neglect class III - failure to report	1	1	1

Code	Category	Received	Investigations	Investigations Substantiated	Interventions	Interventions Substantiated
7550	Right Protection System	2	2	1	0	0
7555	Retaliation/harassment toward recipients	1	1	0		

Code	Category	Received	Investigations	Investigations Substantiated	Interventions	Interventions Substantiated
7040	Civil rights: Discrimination, Accessibility, Accommodation, etc.	0	0	0	0	0
7044	Religious practice	0	0	0	0	0
7045	Voting	0	0	0	0	0

Code	Category	Received	Investigations	Investigations Substantiated	Interventions	Interventions Substantiated
7081	Mental Health Services Suited to Condition (includes chapter 4 violations)	29	29	12	0	0
7082	Safe, Sanitary Humane Treatment Environment	18	18	12	0	0
7083	Least restrictive setting	0	0	0	0	0
7084	Dignity and Respect	30	30	8	0	0

Code	Category	Received	Investigations	Investigations Substantiated	Interventions	Interventions Substantiated
7100	Physical and Mental Exams	0	0	0	0	0
7110	Family Rights	7	7	1	0	0

7120	Individual Written Plan of Service (Person-Centered Process)	0	0	0	0	0
7130	Choice of Physician/Mental Health Professional	1	1	0	0	0
7140	Notice of Clinical Status/Progress	0	0	0	0	0
7150	Services of a Mental Health Professional (External to the Agency/Hospital)	0	0	0	0	0
7160	Surgery	0	0	0	0	0
7170	Electroconvulsive Therapy	0	0	0	0	0
7180	Psychotropic drugs (AR 7158)	0	0	0	0	0
7190	Medication Side Effects	0	0	0	0	0

Code	Category	Received	Investigations	Investigations Substantiated	Interventions	Interventions Substantiated
7240	Fingerprints, Photographs, Audiorecordings, Use of One-Way Glass	3	3	3	0	0
7249	Video Surveillance	0	0	0	0	0

Code	Category	Received	Investigations	Investigations Substantiated	Interventions	Interventions Substantiated
7261	Communications-Visits	0	0	0	0	0
7262	Communications-Telephone	1	1	0	0	0
7263	Communications-Mail	0	0	0	0	0

Code	Category	Received	Investigations	Investigations Substantiated	Interventions	Interventions Substantiated
7281	Property-Possession and use	1	1	0	0	0
7286	Personal Property – Limitations	0	0	0	0	0

Code	Category	Received	Investigations	Investigations Substantiated	Interventions	Interventions Substantiated
7360	Labor and Compensation	0	0	0	0	0
Code	Category	Received	Investigations	Investigations Substantiated	Interventions	Interventions Substantiated
7440	Freedom of Movement	0	0	0	0	0
7400	Restraint	1	1	0	0	0
7420	Seclusion	0	0	0	0	0
Code	Category	Received	Investigations	Investigations Substantiated	Interventions	Interventions Substantiated
7460	Complete Record	0	0	0	0	0
7480	Disclosure of Confidential Information	3	3	2	0	0
7481	Withhold of Confidential Information (Includes Denying Recipient Access to Records)	0	0	0	0	0
7490	Correction of Record	0	0	0	0	0
7500	Privileged communication	0	0	0	0	0
TOTALS		196	196	78	0	0

DO NOT ENTER DATA HERE. THESE COLUMNS WILL AUTO FILL

REMEDATION TOTALS		POPULATION TOTALS		PROVIDER TOTALS	
Verbal Counseling	9	SED	4	ACT	2
Written Counseling	1	SED-W	0	Case Management	2
Verbal Reprimand	0	DD-CWP	0	Children's Foster Care	0
Written Reprimand	26	HSW	34	Clubhouse/Drop-in Center	1
Suspension	7			Crisis Center	0
Demotion	1			Day Program DD	1
Staff Transfer	2			Day Program MI	0
Training	33			Inpatient	0
Employment Termination	17			Other	5
Employee left the agency, but substantiated	14			Outpatient	2
Contract Action	2			Psychosocial Rehabilitation	0
Policy Revision/Development	0			Residential DD	17
Environmental Repair/Enhancement	0			Residential MI	5
Plan of Service Revision	3			Residential MI & DD	7
Recipient Transfer to Another Provider/Site	1			Respite Homes	0
Other	7			SIP	35
Pending	0			Supported Employment	0
None	0			Workshop (prevocational)	1

Annual Appeals Data for:
County

Washtenaw

APPEALS INFORMATION

Appeals Type	Number
Appeal Requests Regarding the Rights Office Investigation Received	0
Appeal Requests Regarding the Rights Office Investigation Accepted	0
Number Upheld	0
Number Sent Back for Reinvestigation	0
Number Where External Investigation by MDHHS-ORR Was Requested	0
Appeal Requests Regarding the Action Taken Received	0
Appeal Requests Received Regarding the Action Taken Accepted	0
Number Upheld	0
Number Sent Back for Further Action	0

Washtenaw County					
ANNUAL TRAINING ACTIVITY					
Training Received by Office Staff					
(Please only list trainings related to rights protection)					
LIST THE NAMES OF ALL RIGHTS STAFF HERE	Staff Name (drop down: you have to scroll up to see the names)	MDHHS Course Number	Topic of Training Received	Category (drop down)	# Hours
Jessica Krefman	Sarah Smith	ORR23CMHQM	CMH Directors Quarterly Meeting	I - Operations	1.25
Leah Raehtz	Sarah Smith	ORR23LPHQC	LPH Quarterly Conference Call	I - Operations	1.00
Sarah Smith	Sarah Smith	ORR23cmhQm	CMH Directors Quarterly Meeting	I - Operations	1.75
	Sarah Smith	ORR23CHAP4	Assisted Outpatient Treatment	II - Legal Foundations	1.50
	Sarah Smith	ORR23CHAP4	Admission & Discharge - Children	II - Legal Foundations	1.50
	Sarah Smith	ORR23CHAP4	Admission & Discharge - Adults	II - Legal Foundations	3.00
	Sarah Smith	ORR23RT-01	MDHHS-Office of Recipient Rights Round Table	I - Operations	5.00
	Sarah Smith	RCA 23-35	Michigan Court Appointed Special Advocates (CASA)	IV - Augmented Training	1.50

CATEGORY TOTALS	
I - Operations	23.00
II - Legal Foundations	9.00
III - Leadership	0.00
IV - Augmented Training	20.00
Non-CEU	0.00

THESE NUMBERS WILL AUTO-FILL

	Sarah Smith	RCA 23-36	Applied Behavior Analysis (ABA)	IV - Augmented Training	2.00
	Sarah Smith	RCA 23-37	Oakland Mediation Services	IV - Augmented Training	0.25
	Sarah Smith	ORR23LPHQC	LPH Quarterly Conference Call	I - Operations	1.00
	Sarah Smith	RCA23-52	Four Pillars – Building a Framework of Trust	IV - Augmented Training	4.00
	Sarah Smith	RCA23-53	Behavioral Health Subcommittee (Rep. Felicia Brabec)	IV - Augmented Training	1.50
	Sarah Smith	RCA 23-54	Youth Mental Health – School Based Training	IV - Augmented Training	1.75
	Sarah Smith	ORR23LPHQC	LPH Quarterly Conference Call	I - Operations	1.50
	Sarah Smith	RC23 GSI	The Power of Advocacy	IV - Augmented Training	1.50
	Sarah Smith	RC23-03	Forensic Interviewing	I - Operations	1.50
	Sarah Smith	RC23 GSII	MDHHS Director Elizabeth Hertel	I - Operations	0.75
	Sarah Smith	RC23-06	Recipient Rights Advisory Committee Training	I - Operations	2.00
	Sarah Smith	RC23-07	Comparing ORR and CMS Complaint Systems	II - Legal Foundations	1.50
	Sarah Smith	RC23-12	Keeping Yourself Safe While Practicing Evidence-Based Techniques	IV - Augmented Training	1.50
	Sarah Smith	RC23-15	Implicit Bias and Measuring Ours	I - Operations	1.50
	Sarah Smith	RC23-GSIII	The Final Frontier: What Have We Learned and Where Do We Go From Here	IV - Augmented Training	1.50

	Leah Raehtz	RC23 GSI	The Power of Advocacy	IV - Augmented Training	1.50
	Leah Raehtz	RC23-03	Forensic Interviewing	I - Operations	1.50
	Leah Raehtz	RC23 GSII	MDHHS Director Elizabeth Hertel	I - Operations	0.75
	Leah Raehtz	RC23-06	Recipient Rights Advisory Committee Training	I - Operations	2.00
	Leah Raehtz	RC23-07	Comparing ORR and CMS Complaint Systems	II - Legal Foundations	1.50
	Leah Raehtz	RC23-12	Keeping Yourself Safe While Practicing Evidence-Based Techniques	IV - Augmented Training	1.50
	Leah Raehtz	RC23-15	Implicit Bias and Measuring Ours	I - Operations	1.50
	Leah Raehtz	RC23-GSIII	The Final Frontier: What Have We Learned and Where Do We Go From Here	IV - Augmented Training	1.50

Washtenaw County

SECTION II: ANNUAL TRAINING ACTIVITY

Part B: Training Provided by Rights Office

		NUMBER OF ATTENDEES BY TYPE				
Topic of Training Provided	How long was the training? (# Hours)	Agency Staff	Contractual Staff	Consumers	Other Staff	Method of Training Used
Recipient Rights Online Training	3.00	80	800			Computer
Recipient Rights Zoom Training	1.00	29	58			Teams/Zoom, etc
Recipient Rights Targeted Training	2.00	0	8			Face-to-Face

Type of Training Totals		Agency Staff	Contractual Staff	Consumers	Other Staff
Face-to-Face	1	0	8	0	0
Video	0	0	0	0	0
Computer	1	80	800	0	0
Paper	0	0	0	0	0
Video & Face-to-Face	0	0	0	0	0
Computer & Face-to-Face	0	0	0	0	0
Paper & Face-to-Face	0	0	0	0	0
Teams/Zoom, etc	1	29	58	0	0
Other (please describe)	0	0	0	0	0
These Numbers will self-fill					

Washtenaw County

SECTION III: DESIRED OUTCOMES FOR THE OFFICE & PROGRESS OF PREVIOUS OUTCOMES

Progress on Outcomes established by the office for FY 23. Pick from the drop-down in the STATUS column and indicate if goal was accomplished, was discontinued, or remains ongoing. Checking ongoing will result in that outcome being self-populated in the FY 24 goal section below.

	Outcomes	Status
1	Invite Sally Amos-O'Neal, WCCMH Director of Customer Service, to discuss ORR and CS relationship. Also address how recipients' needs are still being met this deep into the pandemic.	Discontinued
2	Reach out to closely related agencies, (LARA, APS, CPS...) to discuss their role in investigations and the guidelines they must follow.	Discontinued
3	Invite Katie Hoerner, WCCMH Program Administrator, about how county and local law enforcement work together for mental health crisis situations in the community.	Accomplished
4	Recruit new committee members to the Washtenaw RRAC	Ongoing
5		

	Outcomes established by the office for FY24
1	Hire, onboard, and train a Recipient Rights Officer for the WCCMH ORR
2	Identify administrative burdens within the ORR that can be streamlined
3	Recruit new committee members to the Washtenaw RRAC
4	
5	

SECTION IV: RECOMMENDATIONS TO THE GOVERNING BOARD

The ORR and Advisory Committee recommends the following:

Recommendations

1	The RRAC recommends that the WCCMH Board supports the 2023/2024 outcomes for the WCCMH Rights Office and continues to support and fund the WCCMH Rights Office at the level it needs to be effective.
2	
3	
4	
5	