

Allegan County Community Mental Health Services  
County Services Building (CSB) ~ 3283 122<sup>nd</sup> Avenue, Allegan, MI 269-673-3384

**MINUTES**  
**Program Committee**  
**May 18, 2021**  
**4:15 pm – 5:15 pm**

Join Zoom by calling: 312-626-6799 (Chicago) or 929-205-6099 (New York) or 301 715 8592 (Washington DC)  
Join Zoom Meeting <https://zoom.us/j/95027414550?pwd=ahITTE1cWdFWlI3cTR5Z2VDKy9OQT09>  
Meeting ID: **950 2741 4550**  
Passcode: **051835**

**Committee Members Present:**

<input checked="" type="checkbox"/> Jim Storey, Chair	<input checked="" type="checkbox"/> Kim Bartnick
<input checked="" type="checkbox"/> Alice Kelsey, VC	<input checked="" type="checkbox"/> Emily Schwartz
<input checked="" type="checkbox"/> Amy Clugston	<input type="checkbox"/> Gale Dugan (ex officio)

**Staff Members Present:**

<input checked="" type="checkbox"/> Dr. Geniene Gersh	<input checked="" type="checkbox"/> Adam Brink
<input checked="" type="checkbox"/> Leanne Kellogg	<input checked="" type="checkbox"/> Sara Milnikel
<input checked="" type="checkbox"/> Dan Welburn	<input checked="" type="checkbox"/> Liz Totten
<input checked="" type="checkbox"/> Myrna Simon	

**Others present:** Jay Roberts Eveland

**1. Call to Order ~ Jim Storey, Chair**

Mr. Storey called the meeting to order at 4:15 p.m. A quorum was present.

**2. Public Comment ~ Agenda Items Only, Subject to 5-Minute Limit Per Person**

No comments from the public were submitted.

**3. Approval of Agenda**

Mr. Storey called for a motion to approve agenda. MS. KELSEY MOVED TO APPROVE AGENDA. SUPPORTED BY MS. SCHWARTZ. MOTION PASSED WITH ALL YES VOICE VOTE.

**4. Approval of Minutes**

Mr. Storey called for a motion to approve minutes. MS. KELSEY MOVED TO APPROVE MINUTES. SUPPORTED BY MS. CLUGSTON. No discussion. MOTION PASSED WITH ALL YES VOICE VOTE.

**5. Program Presentation: Supports Intensity Scale (SIS), Adam Brink & Sara Milnikel**

Adam Brink introduced himself, SIS assessor for ACCMHS. Reviewed SIS written report and chart. AAIDD guides the training of all SIS assessors. SIS assessments are completed once every three years. Those that receive a SIS have a primary diagnosis of developmental disability; total number of people are around 298-312 (see graph). The SIS measures what supports are needed for a person to engage in their preferred activities. Assessments take about two hours to complete. Mr. Brink reviewed from the graph how many were completed each year: 3 in 2015, 3 in 2016, 78 in 2017, 43 in 2018, 82 in 2019, 31 in 2020, 5 in 2021, and 31 to be scheduled. Ms. Milnikel introduced herself and reported that our UM Committee does data pull for auditors and that data is sent to state. She reviewed how SIS assists person-centered planning process and reviewed stats.

**6. Written Reports to Program Committee**

a) Integrated Health ~ Leanne Kellogg/Angel Hopkins/Amy Embury/Housing. See attached. Ms. Kellogg reviewed her written report. Covid update: CDC gave new guidelines, we are still in phase zero. Will move slowly into next phase. There is audit of caseloads to identify consumers' telehealth preference and vaccination status. We are also asking staff to submit a copy of their vaccination card. Ms. Kellogg noted that last week was national nurse's week. A follow up to last month's question about how many homeless individuals do we serve is included in report (27); this does not include all other services we provide. When federal moratorium ends December 2021, we expect an increase in

homelessness; but there may be an extension. Reviewed SUD report. There are plans in discussion with MSHDA about it; we have gotten Covid funding for rapid rehousing programs.

- b) Clinical Services ~ Dr. Geniene Gersh. Dr. Gersh reviewed her written report. May is National Mental Health Awareness Month; pandemic has raised awareness around the world. H&S continues to honor all face to face service requests. Ms. Kelsey commented maintaining service level numbers are miraculous. Dr. Gersh noted this is a tribute to staff and their hard work.
- c) Quality Improvement/Performance Mgt ~ Dan Welburn. Mr. Welburn reported we are working on HSAG corrective action plans, 3 are due end of May. Now have new staff person, Tyler Ward. Working on massive phone update project. New item: picked up 5515 multiparty consent form.
- d) Customer Service ~ Cathy Haas (Feb/May/Aug/Nov). Ms. Haas reviewed her written report. She met with two new hires this week. She received two requests for in person services; she connects them with their clinician and relays info to H&S Committee.

**7. Program Committee Member Comments**

None.

**8. Public Comment ~ Any Topic, Subject to 5-Minute Limit Per Person**

None.

**9. Adjournment ~ Next meeting June 15**

MS. KELSEY MOTIONED TO ADJOURN. SUPPORTED BY MS. BARTNICK. MOTION PASSED WITH ALL YES VOICE VOTE. Meeting adjourned at 5:20 p.m.

Program Committee: Jim Storey, Chair; Alice Kelsey, Vice Chair;  
Amy Clugston, Kim Bartnick, Emily Schwartz

**2021 Program Committee meeting dates:**

January 19 (Zoom)	April 20 (Zoom)	July 20	October 19
February 16 (Zoom)	May 18 (Zoom)	August 17	November 16
March 16 (Zoom)	June 15 (Zoom)	Sept 21	December 21

***Program Committee. (Excerpt from Board Bylaws, Art. VII. Section 1c (page 5) approved by ACCMHS Board May 2020.)***

*The Program Committee shall consist of not less than 4 and not more than 6 Board members and shall include the Authority's chief program officer as an advisor. It shall review data and narrative information provided by Authority staff regarding services delivered by community-based service providers and hospital providers; review proposed new programs and existing programs and make recommendations relating thereto; make recommendations which encourage improvement in quality of services; review information with a view towards policy which encourages accountability in areas of programmatic, fiscal, compliance and clinical performance; and review compliance program issues and initiatives and make recommendations relating thereto. The Program Committee shall meet monthly, on a regular basis, at a date and time determined by the committee chairperson.*