



Board of Directors Meeting Agenda

Tuesday, March 19, 2024 at 5:30 PM

Board Room, 540 Jenner Drive, Allegan, MI 49010

*(To attend virtually via Microsoft Teams: [Click here to join the meeting](#)
or by audio only via telephone: [call 1-616-327-2708, and enter ID 598 536 159#](#))*

1. Call to Order – Commissioner Gale Dugan
2. Pledge of Allegiance
3. Roll Call – Commissioner Gale Dugan
4. Provision for Public Comment (agenda items only, 5” limit per speaker)
5. Approval of Agenda
6. Review and Approval of Minutes for 2/20/2024 Closed Session Minutes
7. Consent Agenda
(All items listed are considered routine and will be enacted by one motion without separate discussion of each item. If discussion is desired, a board member may request the removal of any item from this list.)
 - a. **Motion** – Approval of prior minutes:
 - i. Board Meeting (02/20/2024)
 - ii. Finance Committee (02/20/2024)
 - iii. Program Committee (02/20/2024)
 - iv. Recipient Rights Advisory Committee (12/19/2023)
 - v. Executive Committee (02/16/2024)
8. Special Guest: Alan Bolter, Associate Director, CMH Association of Michigan
9. Program Committee – Alice Kelsey
10. Finance Committee Report – Beth Johnston
 - a. **Motion** – Approval of Voucher Disbursements
11. Recipient Rights Advisory Committee (Mar/June/Sep/Dec) – Glen Brookhouse
12. LRE Updates – Mary Dumas or alternate
13. Chairperson’s/Executive Committee Report – Commissioner Dugan
 - a. Board Bylaws and Policies for approval
14. OnPoint Executive Director’s Report – Mark Witte
15. Provision for Public Comment (any topic, 5” limit per speaker) – Commissioner Gale Dugan
16. Board Member Comments – Commissioner Gale Dugan
17. Adjournment
18. Future Meetings:
 - a. April 12, 2024 @ 2:30 pm – Executive Committee
 - b. June 18, 2024 @ 3:00 pm – Recipient Rights Advisory Committee
 - c. April 16, 2024 @ 4:00 pm – Program Committee
 - d. April 16, 2024 @ 4:30 pm – Finance Committee
 - e. April 16, 2024 @ 5:30 pm – Full Board Meeting



OnPoint Board Finance Committee Agenda

Tuesday, March 19, 2024 at 4:30 PM

Hamilton Conference Room, 540 Jenner Drive, Allegan MI 49010

- 1) Call to Order – Beth Johnston
- 2) Public Comment (agenda items only, 5 minute limit per speaker)
- 3) Approval of Agenda
- 4) Approval of Minutes
- 5) Review of Written Reports
 - a) Facilities & Human Resources – Andre Pierre
 - b) Administrative Services Report – Andre Pierre
- 6) Action Items
 - a) Motion – to Recommend Board Approval of Voucher Disbursement(s)
- 7) Informational Items
 - a) Financial Reports
- 8) Finance Committee Member Comments
- 9) Public Comment (any topic, 5” limit per speaker)
- 10) Adjournment – Next Meeting April 16, 2024 at 4:30 pm, 540 Jenner Drive, Allegan, MI

Finance Committee: Beth Johnston, Chair; Glen Brookhouse, Vice Chair; Commissioner Mark DeYoung; Commissioner Gale Dugan, Pastor Craig VanBeek

OnPoint
DRAFT Finance Committee Minutes
February 20, 2024 – 4:30 pm
Location: 540 Jenner Drive

Board Members Present: Glen Brookhouse, Gale Dugan, Beth Johnston, Mark DeYoung, Pastor Craig VanBeek

Board Members Absent: None

Staff Members: Andre Pierre, Mark Witte

Public Present: None

1. **Call to Order** – Beth Johnston – Chairperson, called the meeting to order at 4:33 pm.

2. **Public Comment** – None

3. **Approval of Agenda**

Moved approval as presented: Mr. Dugan Supported: Pastor VanBeek

Motion carried.

4. **Approval of Minutes**

Revision proposed by Chairperson Johnston. Second sentence in 7.a. revised to read: “Have cost per unit provided for similar data point in comparison with other like CMH’s.”

Moved approval as amended: Pastor VanBeek Supported: Mr. Brookhouse

Motion carried.

5. **Review of Written Reports:**

a. Facilities & Human Resources

Mr. Pierre reviewed his Administrative Services report. We are now on Draw #20 which will be captured for next month’s report.

Human Resources – One voluntary separation which as since been refilled. Active posting for 7 positions.

IT – Additional cell phone boosters installed. Balancing HVAC system. Progressing well with Rehmann on review and development of IT policies and now, similar work in four distinct project areas in the HR arena. This also includes review and utilization of current Lakeshore Regional Entity policies as a guideline for OnPoint policies.

b. Administrative Services Report

Mr. Pierre reviewed report submitted.

6. **Action Items:**

a. The Finance Committee recommends that the OnPoint Board approve the January 2024 disbursements totaling \$3,395,434.46.

Moved: Mr. Brookhouse Supported: Comm. Mark DeYoung

All in favor. Motion carried.

b. The Finance Committee recommends that the OnPoint Board approve the list of two additional providers as listed in the board packet motion.

Moved: Mr. Dugan Supported: Pastor VanBeek

All in favor. Motion carried.

7. Informational Items

a. Financial Reports

Mr. Pierre reviewed the financial reports contained in the board packet on pages 8-11. He noted that he is focusing on 1,975 visits in October 2023, 1,939 visits in November 2023, and 1586 visits in December 2023. That's approximately 5,500 actual visits as compared to the 4,928 visits that were budgeted. This is good and is deemed sustainable. Even a conservative stance would allow us to estimate a positive achievement of budgeted revenues. Quality measures performance represents another positive result that is currently too early to estimate in terms of available bonus earnings.

He answered various questions about expenses incurred in visits, revenues from private insurances, and our capacity to collect co-pays in the future. On the statement of Revenue and Expenses, he answered questions about interest expense (at 57% of annual budget). He also noted that we budgeted some \$245K in regional performance-based incentive payments and are hopeful that this will materialize.

Mr. Pierre distributed draft dashboard reports and posed the question as to which counties/CMH's we would prefer to use as a benchmark for future analyses. Good discussion ensued. Andre will continue to work on this with his team and return for continued consideration in the next meeting.

8. Finance Committee Member Comments

None

9. Public Comment

None

10. Next Meeting – March 19, 2024, at 4:30 pm.

11. Adjournment

Moved: Mr. Dugan Supported: Mr. Brookhouse

All in favor. Motion carried.

Meeting adjourned at 5:23 pm.

Administrative Services Board Report March 2024

Submitted by Andre Pierre, Chief Financial Officer

269.569.3238 – APierre@OnPointAllegan.org

We have officially taken occupancy of the new building on May 5, 2023. There still remains a “punch list” of small building items/projects to be completed. These items are on track to be completed over the next few months. We are processing the twentieth construction draw totaling \$58,926.00 which will be funded through the United States Department of Agriculture (USDA) loan and Michigan Economic Development Corporation (MEDC) grant. During the month of January, we did not execute any change order requests. We continue to meet with Cornerstone Construction and Schley Nelson Architects to review change orders, requests for information, and project status.

This month’s packet includes the monthly financial report for January 2024. We have now been one year under the agency’s new chart of accounts after implementing Standard Cost Allocation. We are required to track staff time and costs at a greater level of detail than in the past, and to change the methodology we use to allocate costs. Overall, this change in methodology has not resulted in a significant change in cost by funding source. The Summary Schedule of Revenues and Expenses by Fund Source shows the difference between the revenue received from the Lakeshore Regional Entity (LRE) and the State of Michigan Department of Health and Human Services (MDHHS) and the eligible expenses incurred by OnPoint. These fund sources are cost settled at the end of each year, and any unspent funds are required to be returned to the LRE or MDHHS. We are projecting to return approximately \$4,227,238 (MH Medicaid and SUD Medicaid combined) to the LRE and carry forward/lapse approximately \$ 322,513 in General Funds back to MDHHS.

During the COVID-19 Public Health Emergency (PHE), Medicaid clients were exempt from re-verifying their eligibility. However, since the end of the PHE last June, clients have been required to undergo annual re-enrollment over a rolling twelve-month period (based on their historical re-enrollment month). As shown in the attached report the number of clients who are being disenrolled during this process is significantly higher than projected by the Michigan Department of Health and Human Services (MDHHS) during their rate setting process for fiscal year 2024. As a result, only 95% of budgeted funding has been distributed, creating a shortfall of approximately \$61 million for the first four months of the fiscal year across the state. As the re-enrollment process spans a rolling twelve months and will continue through the third quarter of the fiscal year, we expect this shortfall to grow each month. To address this challenge, the Prepaid Inpatient Health Plans (PIHPs) are investigating the causes behind the disenrollment surge, presenting the information to MDHHS and requesting a mid-year rate adjustment to bridge the funding gap. Please refer to attached January 2024 Enrollment Trends from MDHHS.

In the month of January, the Human Resources department did not experience significant activity in the areas of turnover and internal transitions. The following activity occurred:

New Hires- 2

Separations- 0

Active Posting- 10

In the area of Information Technology, OnPoint through its partnership with Rehmann IT Security Solutions, has addressed the deficiencies of seven (7) policies with revisions and updates. This particular group of policies brought OnPoint in line with comparable policies administered by our regional PIHP. This is a significant first step in solidifying our technology infrastructure, as well as meeting our compliance initiative. We will begin work on Project II in our plan over the next few months. That work is expected to provide the preparation to OnPoint for the forthcoming June audit by the PIHP. Through our partnership with Allegan County Information Technology, we continue to work on items in the 2024 project list. The installation of two additional cellular signal boosters was completed in January. This brings our total unit count to four. During the month we finalized discussions with the Human Resource consulting arm of Rehmann on project deliverables and how best to approach each of the four projects. We expect to have the final agreement in place at the beginning of February. OnPoint is now in the active project launch and review stage and will provide periodic updates to key stakeholders as warranted.

Sincerely,

Andre Pierre
Chief Administrative Officer
March 8, 2024

Full Board ACTION REQUEST	Subject:	Voucher Disbursements		
	Meeting Date:	March 19, 2024		
	Requested By:	Beth Johnston, Finance Committee Chairperson		
<u>RECOMMENDED MOTION:</u>				
<u>The Finance Committee recommends that the OnPoint Board approve the February, 2024 disbursements totaling \$3,181,650.78.</u>				
<u>SUMMARY OF REQUEST/INFORMATION:</u>				
<u>Date Issued:</u>	<u>Voucher Number:</u>	<u>Type:</u>	<u>Amount:</u>	
February 1, 2024	N/A	Loan Payment	\$21,334.00	
February 1, 2024	N/A	On-Demand (Accident Fund Worker's Comp)	\$4,581	
February 2, 2024	P1720	Payroll	\$430,417.91	
February 14, 2024	V0934	USDA	\$65,534.19	
February 15, 2024	V0935	Vendor	\$1,553,292.04	
February 16, 2024	P1721	Payroll	\$427,121.99	
February 29, 2024	V0936	Vendor	\$679,369.65	
<u>BUDGET/FINANCIAL IMPACT</u>				
<ul style="list-style-type: none"> • These disbursements are part of the approved fiscal year 2024 operating budget for OnPoint. 				
BY: Nikki McLaughlin, Accounting Manager			DATE: March 19, 2024	

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Period Ended
January 31, 2024

Monthly Finance
Report

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Summary of Variances and Fluctuations

January 31, 2024

I. Operating revenue

- Performance Based Incentive Payment (PBIP) - This is a once-a-year payment, calculated based on quality metrics achieved. We anticipate this funding will be received in April, based on prior year timelines.
- Other reimbursements and local revenue - Third party billings have significantly increased due to the agency's CCBHC status and serving more clients with private insurance. Further, first party billings have increased as clients have to meet their Medicaid deductible each month after the end of the Public Health Emergency (PHE) and some clients have lost their coverage during the re-enrollment process.

IV. Operating expenses

- Depreciation expense - The original budget was prepared prior to the final asset values and useful lives being calculated. The depreciation expense used for the budget was based on the buildings useful life, but components were capitalized separately with shorter useful lives resulting in higher annual depreciation

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Summary Schedule of Revenues and Expenses by Fund Source

October 1, 2023 through January 31, 2024

	Capitation Revenue	Grant & COB Revenue	Expense	Redirects	Lapse or (Deficit)
Medicaid					
Medicaid - Mental Health	\$ 7,468,018	\$ -	\$ (6,576,721)	\$ -	\$ 891,297
Medicaid - Autism	1,361,148	-	(598,249)	-	762,899
Medicaid - SUD	251,253	-	(50,397)	-	200,856
Healthy Michigan Plan - Mental Health	436,928	-	(491,629)	-	(54,701)
Healthy Michigan Plan - SUD	400,358	-	(155,174)	-	245,184
Medicaid subtotal	<u>\$ 9,917,705</u>	<u>\$ -</u>	<u>\$ (7,872,170)</u>	<u>\$ -</u>	<u>\$ 2,045,535</u>
CCBHC Demonstration					
CCBHC - Medicaid	\$ 2,585,513	\$ -	\$ (1,995,947)	\$ -	\$ 589,566
CCBHC - Healthy MI Plan	802,772	-	(712,594)	-	90,178
CCBHC - NonMedicaid	-	373,995	(393,500)	19,505	-
CCBHC Subtotal	<u>\$ 3,388,285</u>	<u>\$ 373,995</u>	<u>\$ (3,102,041)</u>	<u>\$ 19,505</u>	<u>\$ 679,744</u>
General Fund	<u>\$ 654,632</u>	<u>\$ -</u>	<u>\$ (312,614)</u>	<u>\$ (19,505)</u>	<u>\$ 322,513</u>
SUD Treatment Block Grant	<u>\$ -</u>	<u>\$ 65,444</u>	<u>\$ (65,444)</u>	<u>\$ -</u>	<u>\$ -</u>

This financial report is for internal use only. It has not been audited, and no assurance is provided.

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Statement of Revenue, Expenses and Change in Net Position

October 1, 2023 through January 31, 2024

Percent of Year is 33.33%

	Total FY 2024 Budget	YTD Totals 1/31/24	Under/(Over) Budget	Percent of Budget - YTD
Operating revenue				
Medicaid capitation	\$ 26,568,936	\$ 9,080,419	\$ 17,488,517	34.18%
Medicaid settlement	(924,438)	(1,855,052)	930,614	
Healthy Michigan capitation	3,286,276	837,286	2,448,990	25.48%
Healthy Michigan settlement	(408,682)	(190,483)	(218,199)	
CCBHC capitation and supplemental	7,656,476	3,471,629	4,184,847	45.34%
State General Fund formula funding	1,793,123	654,632	1,138,491	36.51%
State General Fund settlement	-	(322,513)	322,513	
Grants and earned contracts	2,362,800	849,578	1,513,222	35.96%
Local funding	346,095	115,365	230,730	33.33%
Performance based incentive payment (PBIP)	245,757	-	245,757	0.00%
Other reimbursements and revenue	561,711	470,783	90,928	83.81%
Total operating revenue	\$ 41,488,054	\$ 13,111,644	\$ 28,376,410	31.60%
Operating expenses				
Salaries and wages	\$ 10,829,937	\$ 3,265,322	\$ 7,564,615	30.15%
Fringe benefits	3,621,548	1,036,014	2,585,534	28.61%
Supplies and materials	164,312	86,431	77,881	52.60%
Provider Network services	23,603,305	6,761,169	16,842,136	28.65%
Contractual services	2,182,827	777,391	1,405,436	35.61%
Professional development	154,994	41,827	113,167	26.99%
Occupancy	150,706	69,514	81,192	46.13%
Miscellaneous expenses	145,467	77,687	67,780	53.41%
Depreciation	158,215	126,028	32,187	79.66%
Total operating expenses	\$ 41,011,311	\$ 12,241,383	\$ 28,769,928	29.85%
Nonoperating expenses				
Interest expense	46,998	35,785	11,213	76.14%
Change in net position	\$ 429,745	\$ 834,476	\$ (404,731)	

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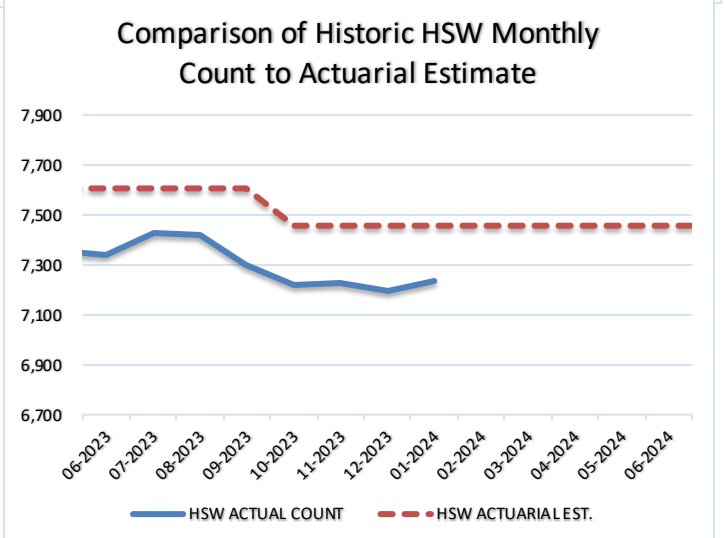
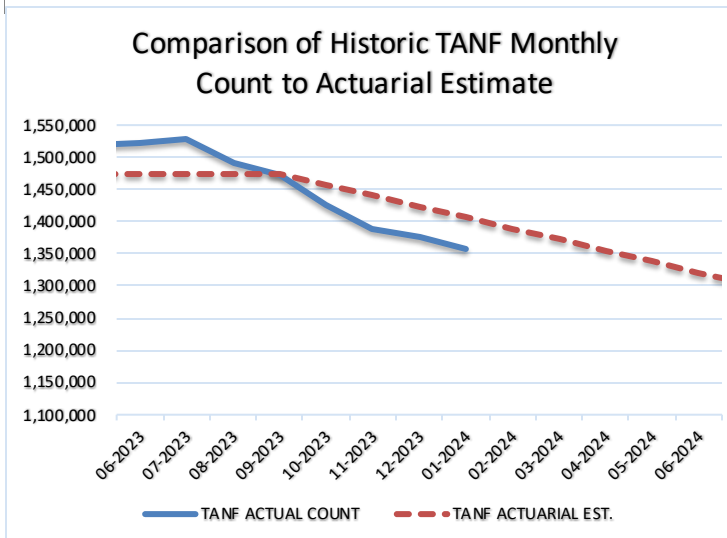
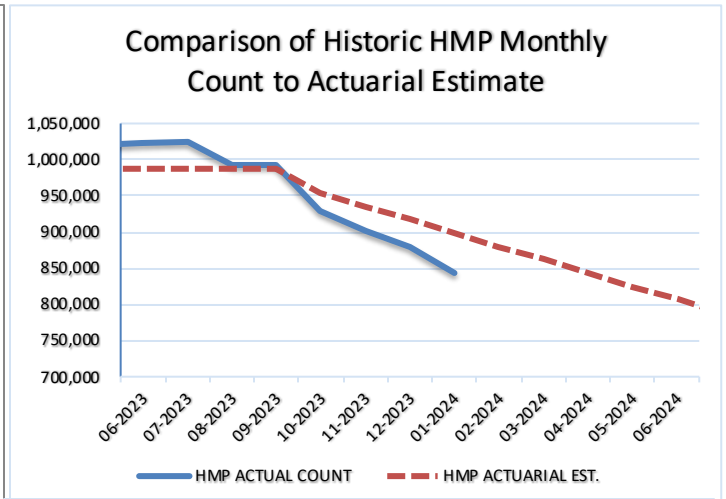
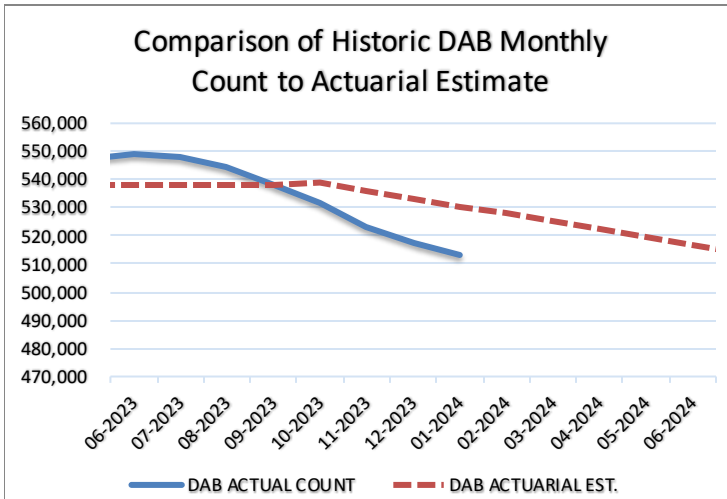
Community Mental Health Association of Michigan - Comparison of Actuarial Projected Funding versus Actual Funding Advances FY24

As of: 2/9/24

Funding per Date Comparison *	YTD of Projected Funding in Certification	Actual Advanced on A YTD Basis	Number of Months of Advances	Year to Date Over+ & (Under -)	Percentage Advanced
DAB Capitation Behavioral Health	\$ 736,504,322	\$ 701,087,818	4	(\$35,416,504)	95.2%
DAB Capitation Substance Use Disorder	\$ 14,788,561	\$ 13,815,698	4	(\$972,863)	93.4%
TANF Capitation Behavioral Health	\$ 132,498,467	\$ 127,733,625	4	(\$4,764,842)	96.4%
TANF Capitation Substance Use Disorder	\$ 16,400,916	\$ 16,271,811	4	(\$129,105)	99.2%
HSW,CWP, & SED Payments	\$ 221,833,333	\$ 212,781,639	4	(\$9,051,694)	95.9%
HMP Capitation Behavioral Health	\$ 108,039,768	\$ 103,930,932	4	(\$4,108,836)	96.2%
HMP Capitation Substance Use Disorder	\$ 49,226,926	\$ 47,909,883	4	(\$1,317,042)	97.3%
Autism all Populations	\$ 107,310,115	\$ 101,626,797	4	(\$5,683,318)	94.7%
Total:	\$ 1,386,602,408	\$ 1,325,158,203	4	(\$61,444,205)	95.6%

Capitation Populations	*Projected Per Certification Document	Actual Paid Census YTD Ave.	Difference	As a Percentage
DAB Average Population per month	524,336	521,208	(3,129)	99.4%
TANF Average Population per month	1,368,450	1,386,956	18,506	101.4%
HMP Average Population per month	857,058	885,317	28,260	103.3%
HSW Average paid per month	7,457	7,220	(237)	96.8%

* Population projection is from appendix 5 of Capitation Rate Certification Document



Public Health Emergency Comparison	DAB	HMP	TANF	All Populations
Aprox. Monthly PHE Start Count	486,718	642,395	1,182,755	2,311,868
FY24 Ave. Actuarial Expectation Count/Mo	524,336	857,058	1,368,450	2,749,844
Difference	37,618	214,663	185,695	437,976
% Higher than PHE Start:	8%	33%	16%	19%



Recipient Rights Advisory Committee (RRAC) Meeting Agenda

Tuesday, March 19, 2024 at 3:30 PM

Hopkins Conference Room, 540 Jenner Drive, Allegan, MI 49010

1. Call to Order – Glen Brookhouse, Chairperson
2. Public Comment – Agenda Items Only, Subject to 5-Minute Limit Per Person
3. Approval of/Additions to Agenda
4. Approval of Prior Meeting Minutes – December 2023
5. Review ORR Status Report – Kelsey Newsome
6. Other Business
 - a. Upcoming Triannual Assessment
7. Public Comment – Any Topic, Subject to 5-Minute Limit Per Person
8. Adjournment, Next Meeting

RRAC members are:

Glen Brookhouse, Chair; Stacy Engelsman, Vice Chair;
Craig VanBeek, Richard Wiley, Pam Brenner, Kim Bartnick, Jessica Castañeda

2024 Meeting Months: March, June, September, December

Recipient Rights Advisory Committee (RRAC) Minutes - DRAFT
Tuesday, December 19, 2023, at 3:08 PM
Hopkins Conference Room, 540 Jenner Drive, Allegan, MI 49010

Committee Members Present:

Glen Brookhouse, Chairperson
Stacy Engelsman, Vice Chairperson
Craig VanBeek, Board Member
Pam Brenner, Board Member
Kim Bartnick, Board Member

Committee Members Not Present:

Jessica Castañeda, Board Member

Staff Present:

Kelsey Newsome, Recipient Rights Director
Allison Kridler, Recipient Rights Officer

Staff Not Present:

Samantha Dereski, Recipient Rights Officer
Melisse Hughes, ORR Specialist

Members of the Public Present:

1. **CALL TO ORDER** ~ Chairperson Glen Brookhouse meeting called to order at 3:08pm.
2. **PUBLIC COMMENT** ~ Chairperson Glen Brookhouse opened an opportunity for public comment. No public comment. Chairperson Glen Brookhouse closed the opportunity for public comment.
3. **APPROVAL OF ADDITIONS TO AGENDA** ~ Chairperson Glen Brookhouse proposed to approve agenda as written with no additions. Kim Bartnick supported to approve, 2nd by Pam Brenner.
4. **APPROVAL OF PRIOR MEETING MINUTES** ~ Chairperson Glen Brookhouse motioned to approve the August 2023 meeting minutes. Board Member Pam Brenner supported the motion, 2nd by Kim Bartnick. Unanimously approved by a voice vote.
5. **REVIEW OF ORR STATUS REPORT** ~ Recipient Rights Director Kelsey Newsome reviewed the ORR Status Report and answered questions as they arose.
6. **REVIEW OF FY 23 ANNUAL REPORT** ~ Recipient Rights Director Kelsey Newsome reviewed the Annual Report and answered questions as they arose. Board Member Stacey Engelsman noted a typo/error on the first page. Kelsey made a plan to amend this. Chairperson Glen Brookhouse asked the committee if there were any recommendations the committee would like to present to the board. None were given at this time. Chairperson Glen Brookhouse motioned to approve the Annual Report with the corrections noted. Board Member Pam Brenner 2nd. Unanimously approved by a voice vote.

7. **OTHER BUSINESS** ~ Chairperson Glen Brookhouse opened the floor for Other Business. The committee discussed the meetings scheduled for 2024. The committee will meet every 3rd month (March, June, September, and December 2024) and will continue to meet at 3:30pm.

8. **Public Comment** ~ No public comment.

9. **ADJOURNMENT** ~ Motion to adjourn made by Kim Bartnick and supported by Pam Brenner. Unanimously approved by voice vote. Adjourned at 3:40pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Allison Kudr".

Recipient Rights Officer

**RECIPIENT RIGHTS ADVISORY COMMITTEE (RRAC)
March 2024 STATUS REPORT**

Reporting Period: December 2023 – February 2024
Submitted by Kelsey Newsome, LMSW, Recipient Rights Director
knewsome@onpointallegan.org

December 2023 – February 2024 Allegations

Abuse II - Exploitation	1
Abuse II- Unreasonable Force	3
Abuse III	1
Dignity & Respect	7
Mental Health Services Suited to Condition	8
Neglect II	1
Neglect III	2
No Right Involved	2
Prior Consent	1
Restrictions/Limitations without authorization	1
Sanitary & Humane Treatment Environment	1
Total Allegations	28

FY 24 Timeliness Report:

	No Right Involved/ Out of Jurisdiction (Acknowledgement Letter Only)	≤ 30 days	≤ 60 days	≤ 90 days	> 90 days	Total
Previously Closed Allegation	2	1	1	0	0	4
Allegations Closed During Reporting Period	2	0	0	22	0	24
Open Allegations	0	9	11	5	0	25
Total						53

2024 Annual Report Goals:

ORR will train all internal staff on Incident Reporting standards and expectations.	Curriculum outlined. Tentative May 2024 implementation plan. Kelsey will review implementation plan with OnPoint Leadership team to solidify.
ORR will work with recipients to develop examples to include in recipient rights trainings.	TBD



**OnPoint Board of Directors – Program Committee Meeting Agenda
Tuesday, March 19, 2024 @ 4:00 pm**

Board Room, 540 Jenner Drive, Allegan MI 49010

*(To attend virtually via Microsoft Teams: [Click here to join the meeting](#)
or by audio only via telephone: [call 1-616-327-2708, and enter ID 598 536 159#](#))*

- 1) Call to Order – Alice Kelsey, Chairperson
- 2) Public Comment (agenda items only; 5” limit per speaker)
- 3) Approval of Agenda
- 4) Approval of Minutes
- 5) Program Presentation:
 - a) Access, Crisis, and Mental Health Treatment Court – Melissa Potvin, Alison Schuyler, & Dreka Payne
 - b) Evidence Based Practices – Geniene Gersh
- 6) Review of Written Reports
 - a) COO Report – Leanne Kellogg
 - b) Prevention Report – Heidi Denton
 - c) Quality, Innovation and Compliance – Mandy Padget
 - d) Provider Network Report – Amy Kettring (Quarterly)
- 7) Program Committee Member Comments
- 8) Public Comment (any topic; 5” limit per speaker)
- 9) Adjournment – Next Meeting April 16, 2024 at 4:00 pm, 540 Jenner Drive, Allegan, MI

Program Committee: Alice Kelsey, Chairperson; Kim Bartnick, Vice-Chairperson;
Pam Brenner; Jessica Castañeda; Jane Ferrel; Dr. Robin Klay; Karen Stratton

OnPoint Board of Directors
DRAFT Program Committee Minutes
February 20, 2024

Board Members Present: Alice Kelsey, Chairperson; Kim Bartnick, Vice-Chairperson; Jessica Castañeda; Dr.; Karen Stratton; Pam Brenner (virtual); Robin Klay (virtual)

Board Members Absent: Jane Ferrel

OnPoint Staff Present: Mandy Padget; Susan Conrad; Meagan Currie; Geniene Gersh; Tracy Monroe; Tara Poore; Emma Higgs; Amy Kettring; Kelsey Newsome

Public Present: Stephanie VanDerKooi

- 1) **Call to Order** – Ms. Kelsey called the meeting to order at 4:04pm.
- 2) **Public Comment** – No comments from members of the public.
- 3) **Approval of Agenda** – Kim Bartnick moved to approve the agenda. Jessica Castañeda supported the motion. Motion carried by unanimous consent.
- 4) **Approval of Minutes** – Karen Stratton moved to approve the minutes from the meeting on January 16, 2024. Kim Bartnick supported the motion. Motion carried by unanimous consent.
- 5) **Program Committee Reports** – Susan Conrad, Director of Program Operations, gave an overview of OnPoint Services. Susan started by going through the six departments at OnPoint, the services offered within those departments, the supervisors over those services, and how many FTEs the supervisors oversee. Next, the rationale for program leadership restructuring was discussed. The reasonings behind the restructuring were focused leadership, maximizing experience and skill set, grouping services with similar model of care, maximizing licensure and credentialing, and creating an integrated program management structure. Jessica asked about how Wraparound is going with being under one roof and making sure we have enough staff? Susan responded by saying we don't have enough staff, but we try to maximize our resources to avoid repetitive work. Also, OnPoint is considering bringing back internships. Furthermore, Susan shared services in detail where she shared the range of duties performed and specifically the CCBHC required services to show the connection. Finally, OnPoint's journey since becoming a CCBHC was shared. Jessica asked if the SAMHSA would cover a juvenile in detention that needs adult services? Susan and Tara Poore responded by stating they try to bridge the gap in services if we are serving that individual prior to them going to the detention center. Alice asked what was meant by "creating efficiencies in access." Susan responded by stating we are trying to streamline the access process with PCE so it's not as time consuming and can maximize everyone's skills.

Tracy Monroe, Wraparound and Peer Services Supervisor, and Emma Higgs, Wraparound and Peer Services Supervisor presented on Wraparound, Homebased and Infant Mental Health. Tracy started by explaining what Wraparound is, who the team members are, who qualifies, and the expectations with Wraparound. Alice asked if this occurs during access or when someone is already in a treatment program? Tracy responded with Wraparound could be a primary service but also a secondary service. Next, the current service provision and the Wraparound Facilitators were discussed. Alice questioned whether the meetings could occur over Zoom and Tracy responded that the Wraparound Facilitator must be in-person with the family, however, anyone else that is a part of the Wraparound team can join virtually. Kim asked how the individuals join the Wraparound team, Tracy stated that if Wraparound

isn't the person's primary service, then they are referred usually by Outpatient Therapists, Case Managers, etc. Also, Wraparound usually has a waitlist, but the team can bump somebody up if there is an intense need. Finally, Tracy shared the successes of Wraparound, which included receiving an ACF grant and an appreciation post from Outlook. Emma started out her presentation on Homebased Therapy and Infant Mental Health by describing the services. Next, she touched on the current team, who qualifies, and current service provision. Emma stated one of the biggest hurdles to IMH is missing a lot of the earlier cases due to the lack of birthing hospitals in Allegan County. Furthermore, current home-based data was provided. Also, HB/IMH successes were shared, including being awarded IECMHC grant, and 3 therapists and 1 supervisor are in current cohort for certification of PMTO. Jessica questioned what occurs during PMTO, Emma stated it is a structured model to encourage positive interactions with families. Finally, a client praise story was shared.

Amy Kettring, Provider Network Manager, was asked by Alice about whether the Clinical Laboratory Services MOU was the drug testing that we are going to continue to offer in the med clinic. An MOU was completed with Forensic Fluid. Alice also questioned the rate requests and having them coordinated throughout the LRE. Amy stated there wasn't a formal process in place, so a policy and procedure was created so when a provider makes a request, we get the information we need. There was a lot of back and forth but ultimately a form was created and it has been helpful. Next, Amy shared that all the providers in-network need to have liability insurance, however, there was a gap where we didn't have proof of insurance, so a document was put together to create a tracking process. Finally, Amy shared that Provider Network meetings have been taking place quarterly. During these meetings, it offers a chance for providers to collaborate, provide updates, listen to guest speakers, and gain knowledge to deliver the best services. Robin asked if Amy receives any written reports from the providers, Amy responded with there are specific reports to types of service and Mandy added that providers that offer services to residential patients will report back to Case Managers.

- 6) **Program Committee Member Comments** – Alice suggested Red Project board training, there will be follow-up from either Mandy or Susan. Robin plans on attending in-person at the March meeting.
- 7) **Public Comment** – No comments from members of the public.
- 8) **Adjournment** – Motion by Karen Stratton, supported by Jessica Castañeda to adjourn the meeting. Motion carried by unanimous consent. Meeting adjourned at 5:13pm.

Submitted by,

Meagan Currie

OnPoint COO Report March 2024

Submitted by Leanne Kellogg, MS, BSN, RN, Chief Operating Officer
269-673-6617 ext. 4868 – lkelllogg@onpointallegan.org

Continued progress towards CCBHC implementation, workflow adjustments and quality measures occur throughout the month. We are tying necessary features into our current EMR as needed. Planning for implementation in PCE is ongoing through the internal workgroups and additional subcommittees connected to CCBHC work as well as our organizational-wide needs.

OnPoint will need to complete recertification to updated CCBHC criteria by June 1st, 2024. This will be an ongoing project until the deadline involving many parties.

Great news to share- after a lengthy process and a large voter turnout, the PCE Implementation Team is proud to announce the winner of the PCE system name and logo contest. The winner of our internal contest is Lauren Todaro, Community Based Recovery Services Program Manager and the Recovery Management Team! We thank them for their work and creative process in developing and submitting this idea, congratulations!

Below is the new logo:



Sincerely,

Leanne Kellogg, MS, BSN, RN
Chief Operating Officer
March 12, 2024

SUD Services: Prevention Services March 2024

Submitted by Heidi Denton, MSW, CPS-M, SUD Prevention Supervisor
269-633-9719 – hdenton@onpointallegan.org

Allegan County Substance Abuse Prevention Coalition (ASAP):

We partnered with the Red Project to offer training for staff and outside agencies that would like to be trained in administering Naloxone/Narcan. We had 22 people attend including agency staff and law enforcement.

Prime for Life:

Adult: Next class is in June. (no one signed up for the March class)

Youth: 8 youth total attended classes in February.

Cheever -We have 3 males, and 1 female currently going through the program. This group has a high need for intensive SUD services. 3 of the 4 are truly addicted to THC, and 1 has other illicit drug use history and identifies methamphetamine as his drug of choice.

Suicide Prevention Coalition:

Heidi and Erin completed the QPR (question, persuade and refer) training with all the agency staff in February. We will begin community presentations in the spring.

Saugatuck PALs also teamed up with OnPoint staff, Nikki Barth and Nicole Galloway to present the Signs of Suicide curriculum to the freshman health classes. This has been added to the health curriculum for all freshmen at Saugatuck. PALs work with students in small group to process the SOS videos and encourage greater participation by all students.

Covid funds: We have contracted with “Speak it Forward” to provide presentations and workshops at Fennville MS & HS, as well as for a teen group through OnPoint.

They continue to conduct a 10 week series for Fennville middle school students, between two groups. They each meet one period a week, and will end the series with a showcase of spoken word to their stories. This empowering series is meant to help students recognize that even struggles & hardships can be meaningful tools for growth.

LARA funds: The funds for FY 2023 ended in September. The application for funds this FY was submitted to the state in December, pending approval the funding will start in March.

PAL’s and Pride: Allegan PALs took a trip to the Allegan Event Center. The trip was a huge success and PALs loved it! Allegan PALs have also recently completed their classroom training.



Nikki- PALs training in Plainwell (14 trained) and Wayland (11 trained) concluded March 1. Saugatuck is starting the second half of training this Spring trimester.

Saugatuck just concluded it's first ever PRIDE (Peer Relationships Improving Decisions and Empowerment) girls group. We had 4 PALs mentoring 14 girls over the 8 week group. In addition we paired each of the PALs with an additional 2-4 8th grade students to be mentored during weekly, one-on-one listening sessions. Students were referred for both programs in Saugatuck by counselor, social worker, and/or teachers. The PRIDE group and listening sessions concluded on March 1st with the end of the second trimester. Wayland and Plainwell are currently planning to add the one-on-one listening sessions to the placement opportunities for trained PALs.

Plainwell and Saugatuck have started the recruitment process for PALs classes for next year. Wayland has already selected its class for school year 2024-25.

PRIDE sessions at Hopkins will also begin starting March 11th.

Mental Health First Aid:

Erin Hurley and the Allegan County Sheriff's Department are working together to bring Mental Health First Aid for Public Safety Officers to Allegan. Currently, Erin is working with 4 representatives (3 school resource officers and 1 sergeant) to become certified trainers in MHFA. They have completed their first step in attending a MHFA for Public Safety course, and will be attending a 3 day train the trainer later this spring. Once they are certified we will develop a plan to get as many officers trained in Mental Health First Aid over the next year. We are hopeful that this is the beginning of building a strong relationship with our local police departments.

Tobacco Cessation: We currently have 3 active participants in smoking cessation groups, as well as 1 new referral.

Promotion for the Cessation Group at the Fennville Library continues. This group meets on Tuesdays from 5:00-6:00 in the boardroom of the library, with 1 active participant.

Go Media designed a campaign that promotes the cessation program for the New Year, with information on contacting OnPoint for more info. The campaign ended in February with the following results:

Campaign Run Dates: 12/14/23 – 2/1/24.

Total Web Banner Impressions: 252,750 with 208 Clicks (All web banners were served to Allegan County residents who visited a Tobacco Store in the past 90 Days.)

Total Snapchat Impressions: 40,801 with 677 Clicks

Sample web banner:



Elementary School Resiliency Groups-

Our partnership with Fennville Elementary School and the resiliency-based groups for 3rd to 5th grade students is continuing this school year, with the 5 small groups meeting for 30 minute sessions throughout the school day. Students are referred through a process using teachers and staff, utilizing tiered system of needs, to help wholly support students to be successful not only academically, but also with friends and family, and their own mindset.

Middle School Mindfulness Groups-

Erin is continuing mindfulness-based stress reduction groups at Fennville middle school this school year, starting at the beginning of the year, and has also started running 2 groups at Allegan Middle School.

Sincerely,

Heidi Denton, MSW, CPS-M
SUD Prevention Supervisor
3/4/2024

Quality Innovation, Utilization Management, Provider Network, Health Information Management, and Compliance March 2024

Submitted by Mandy Padget, MSW, CHC, Director of Quality Innovation and Compliance
(269) 673-6617 ext. 2718 – mpadget@onpointallegan.org

Quality Innovation Activities

Team QI continues to work on a variety of organizational initiatives to support quality service provision across OnPoint’s numerous service lines. Current work includes creating the structure for the 2024 LRE site review (more details to come), fine tuning WSA data entry, and MMBPIS reporting.

Corporate Compliance Activities

OnPoint has one open investigation at this time.

Utilization Management Activities

The Utilization Management team collectively reviewed and approved hundreds of internal and external service authorizations. The team continues to work on a number of projects related and is also actively involved in the development of OnPoint’s CRANE system and works closely with the implementation team and Rob Griffith, Project Manager.

Health Information Management

The Health Information Management team, in collaboration with the Chief Information Officer, have been diligently working on a number of organizational initiatives to support enhanced and improved security within OnPoint’s business practices. Policy and procedure work has been completed and submitted to the CEO for review and approval. The Health Information Management team has also been heavily involved in the development of OnPoint’s CRANE system and works closely with the implementation team and Rob Griffith, Project Manager to assure OnPoint’s transition to CRANE in October 2024 is a seamless one.

Provider Network

The Provider Network team has been hard at work creating a path forward for OnPoint’s impending implementation of Electronic Visit Verification (EVV) within self-determined arrangements. As part of the 21st Century Cures Act, the Centers for Medicare & Medicaid Services (CMS) requires states to implement an Electronic Visit Verification system. Electronic Visit Verification (EVV) is a validation of the date, time, location, type of Personal Care or Home Health Care Services provided, and the individual(s) providing and receiving services. This information helps to ensure that beneficiaries, clients, or participants receive the expected care (MDHHS, 2024). The Provider Network team will be working collaboratively with OnPoint’s finance and clinical teams to support the implementation of EVV in the upcoming months.

Respectfully submitted,

Mandy Padget, MSW, CHC
Director of Quality Innovation and Compliance
3/12/2024

Motion carried by unanimous roll call vote.

- b. Motion: To approve the list of provider contracts for fiscal year 2024 as recommended by the Finance Committee.

Moved: Beth Johnston

Supported: Alice Kelsey

Motion carried by unanimous roll call vote.

Ms. Kelsey asked where the Adult Foster Care homes we are contracted with are located. The homes are in Kalamazoo and Grand Rapids.

Andre Pierre, Chief Administrative Officer, gave an overview of OnPoint's revenue, expenses and change in net position from October through December. As of the end of the first quarter, OnPoint projects an underspend of \$1.5 million in revenue provided through the LRE. As of the end of the first quarter, OnPoint has achieved a positive net flow of \$278,000. Additionally, Mr. Pierre believes we will continue to be at or better than budget throughout the year. Finally, OnPoint has utilized 24% of the budgeted revenue and 23% of the total operating expenses thus far. Ms. Kelsey asked if we budget revenue from the Performance Based Incentive Program (PBIP), Andre stated that it is budgeted based on prior year's performances. Ms. Kelsey also questioned how many people participate in OnPoint's Health Savings Account (HSA) program; Andre will follow-up. Ms. Kelsey inquired further about Medicaid funding and who determines how much OnPoint receives, Andre responded with OnPoint works with the LRE.

9. **Recipient Rights Advisory Committee** – No report

10. **Lakeshore Regional Entity (LRE) Updates** – Stephanie VanDerKooi, Chief Operating Officer of the LRE, gave an update on LRE matters. Ms. VanDerKooi reported that the full LRE Board meeting is next Wednesday, 2/28, at the Grand Valley Center. Also, the LRE has hired a Clinical Manager, Quality Assistant and Data Analyst. Next, the LRE received word from MDHHS that they received 30 additional Habilitation Supports Waiver (HSW) slots and are seeking additional spots for fiscal year 25. Finally, the LRE is working with the CMHs on a new contract for Fiscal Year 2024 and is seeking feedback. Ms. Klay asked what HSW slots are, and Ms. VanDerKooi stated they are for individuals who receive community-based services who could also be institutionalized, so this is a way to assist them with specific services to avoid institutionalization.

11. **Chairperson's/Executive Committee Report** – Commissioner Dugan reported that the BoardWorks workshop training due for the March Board meeting is *Intended Beneficiary Command*. Additionally, Gale and Mark shared the successes of former board member, John Weerstra. Mr. Dugan also informed the board to be on the lookout for a letter from our auditors to arrive in the mail.

- a. **Conflict of Interest and Board Policies Review** – Commissioner Dugan invited comments on Conflicts of Interest and the Board Policies. Commissioner DeYoung asked if he needs to disclose that he is on the Board of Commissioners as he does for other county committees. Staff will research and follow-up. The issue of board policies will return for approval next month.
- b. **Board Bylaws Review** – Commissioner Dugan invited comments on the Board Bylaws – No questions or comments by board members; will return for approval next month.
- c. **Nominations Committee** – Commissioner Mark DeYoung went on to share the minutes of the Nomination Committee meeting that occurred virtually on January 30th. At the March Board meeting, the Nomination Committee will formally present

the nominations; other nominations can be presented at that time or prior to the meeting by contacting Commissioner DeYoung.

12. **OnPoint Executive Director's Report** – Mr. Witte gave a brief overview of the HSW that was discussed during Ms. VanDerKooi's report. Next, an update on Conflict Free Access and Planning was provided. Furthermore, the state budget changes throughout the years were discussed. Additionally, Mark provided notes on the NACBHDD conference he attended last week in Washington, D.C.
13. **Provision for Public Comment** – No comments received.
14. **Closed Session** – At 6:28 pm, Commissioner Dugan moved, and Beth Johnston seconded, to enter into a closed session as authorized by section 8(1)(a) of the Open Meetings Act to consider a periodic personnel evaluation of the Executive Director, a public officer who has requested that this evaluation be discussed in a closed hearing.

Roll Call Vote:

Voting Yes – Kim Bartnick; Pam Brenner (virtual); Glen Brookhouse; Jessica Castañeda; Commissioner Mark DeYoung; Commissioner Gale Dugan; Beth Johnston; Alice Kelsey; Dr. Robin Klay (virtual); Karen Stratton; Pastor Craig VanBeek.

Voting No – None

Motion carried by unanimous roll call vote.

--- 6:33 pm – 7:18 pm CLOSED SESSION ---

15. **Board Member Comments** – Commissioner DeYoung thanked everyone for signing the card for John Weerstra. Ms. Johnston suggested a board retreat. Commissioner Dugan shared two inspirational quotes from a magazine.

16. **Motion to Adjourn**

Moved: Beth Johnston

Supported: Kim Bartnick

Motion approved by common consent.

Meeting adjourned at 7:23pm.

Respectfully submitted,

Meagan Currie
Executive Assistant

Gale Dugan
Board Chairperson

Executive Director Report March 2024
Submitted by Mark Witte, Executive Director
269-615-4893 – mwitte@onpointallegan.org

1. Agency

Time away... I had the opportunity to take a little time away in the past week or so. Generally, I would also tell you that it was someplace warmer, but that didn't seem to be the case given the unusual warmth in Michigan this winter! So, I'll just say it was somewhere south in the region of citrus and commercialized mice. The main impact of the time away for you is that I don't have nearly as much content in this month's board report. So, enjoy a little less reading and a little more normal content next month!

Funding Request Made – We were notified on 2/27/2024 that Michigan's US Senator Debbie Stabenow was offering opportunities to apply for FY2025 congressionally directed spending for local projects through 3/11/2024. I am so proud of our team at OnPoint who assembled the necessary materials and submitted a request in time for funding consideration. The two projects we requested assistance for were related to unfinished work from our building project: (1) parking lot repaving to support improved client and staff safety, and (2) generator to provide continuity of operations during power outages.

2. Board

Board Terms – We usually don't talk about it that much, but it's worth noting that our board members consist of people appointed by the Allegan County Board of Commissioners to three-year terms (or the remainder of unexpired terms). Four member terms expire each March 31. We certainly hope that each member's experience of board service is positive and fulfilling, and we are encouraged by your willingness to serve. This year, all four individuals whose terms expire have submitted requests for reappointment and we await the action of our county commissioners.

3. Community

Nothing to report this month.

4. Region

PIHP Contract – The process of producing a draft contract by the LRE continues. Some members are raising significant issues that require time to process. As of the date of this report, an in-person meeting of the five CMH CEOs and the LRE is scheduled to happen on Thursday, 3/14/2022. It's getting a little late in the year to issue a new contract, so we may see an extension/continuation after all.

5. State

CMHA – We have the privilege to welcome Alan Bolter, CMHA Associate Director, to our upcoming meeting on March 19 for an in-person presentation. This is an important opportunity to become more familiar with the state budget process and its various points of relevance for our work at OnPoint. I trust you'll benefit from his presence.

Mark Witte, Executive Director
March 12, 2024