



**Board of Directors Meeting Agenda**  
Tuesday, August 20, 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. 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 (07/16/2024)
    - ii. Finance Committee (07/16/2024)
    - iii. Program Committee (07/16/2024)
    - iv. Executive Committee (07/12/2024)
7. Program Committee – Alice Kelsey
8. Finance Committee Report – Beth Johnston
  - a. **Motion** – Approval of Voucher Disbursements
  - b. **Motion** – Approval of Fiscal Year 2025 General Fund contract with Michigan Department of Health and Human Services
  - c. **Motion** – Approval of the expenditure of \$32,500 to Schley-Nelson Architects for Interior Build-Out of MAT Area and authorize the Executive Director to accept the proposal from Schley-Nelson Architects and execute all related documents on behalf of OnPoint
9. Recipient Rights Advisory Committee (Mar/June/Sep/Dec) – Glen Brookhouse
10. LRE Updates – Mary Dumas or alternate
11. LRE Board Nominations – Alice Kelsey
12. Chairperson’s/Executive Committee Report – Commissioner Dugan
13. OnPoint Executive Director’s Report – Mark Witte
14. Provision for Public Comment (any topic, 5” limit per speaker) – Commissioner Gale Dugan
15. Board Member Comments – Commissioner Gale Dugan
16. Adjournment
17. Future Meetings:
  - a. September 13, 2024 @ 2:30 pm – Executive Committee
  - b. September 17, 2024 @ 3:30 pm – Recipient Rights Advisory Committee
  - c. September 17, 2024 @ 4:00 pm – Program Committee
  - d. September 17, 2024 @ 4:30 pm – Finance Committee
  - e. September 17, 2024 @ 5:30 pm – Full Board Meeting



## **OnPoint Board Finance Committee Agenda**

Tuesday, August 20, 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 Disbursements
    - b) Motion – to Recommend Board Approval of Fiscal Year 2025 General Fund contract with Michigan Department of Health and Human Services
  - 7) Informational Items
    - a) Financial Reports
  - 8) Finance Committee Member Comments
  - 9) Public Comment (any topic, 5” limit per speaker)
  - 10) Adjournment – Next Meeting September 17, 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

**OnPoint Finance Committee Minutes - DRAFT**  
**Tuesday, July 16, 2024, at 4:30 pm**  
Hamilton Conference Room, 540 Jenner Drive, Allegan MI 49010

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

**Board Members Absent:** None

**Staff Members:** Andre Pierre, Nikki McLaughlin

**Public Present:** None

1. **Call to Order** – Beth Johnston - Chairperson, called the meeting to order at 4:36 pm.

2. **Public Comment** – None

3. **Approval of Agenda**

Moved: Pastor VanBeek

Supported: Mr. Dugan

Motion carried.

4. **Approval of Minutes**

Moved: Mr. Dugan

Supported: Pastor VanBeek

Motion carried.

5. **Review of Written Reports:**

a. Facilities & Human Resources

Human Resources – Job Description reviews are complete and information will be brought forward to Finance Committee next month. The month of June, there were 3 separations and 2 new hires.

Facilities – Working on gas issues with new generator with Esper Electric and Michigan Gas Utilities.

Information Technology – A schedule has been developed to replace laptops beginning with June/July distribution of laptops that have been purchased. Staff have been identified to receive equipment upgrade.

Feedback was received on security testing of the network. Talks with the County continue on segregating OnPoint from the County network. Cell phone discussion is taking place with upgrades being deployed in the near future with MOS 360 applied for security purposes of cell phones. OnPoint is currently receiving a lot of spam/phishing e-mails, increased the filter to decrease this frequency.

OnPoint is currently working with Rehmann to identify a vendor for cyber security.

Current priority is security of network.

b. Administrative Services Report

Mr. Pierre reviewed the administrative report with the committee. Draw #20 is being finalized and processed. Financials are doing well with \$1.48 million Medicaid Funds projected to return to LRE and \$463,000 returned to state for General Fund.

6. **Action Items:**

a. The Finance Committee recommends that the OnPoint Board approve the June 2024 disbursements totaling \$2,568,084.91.

Moved: Mr. DeYoung      Supported: Pastor VanBeek

Motion carried.

- b. The Finance Committee recommends that the OnPoint Board approve the following list of provider contracts for fiscal year 2024.

Moved: Mr. DeYoung      Supported: Pastor VanBeek

Motion carried.

**7. Informational Items**

**a. Financial Reports**

Mr. Pierre reviewed the financial reports from May. Mr. Pierre informed the Finance Committee that the CCBHC PPS rate will change mid year, but go retro-active back to October 1<sup>st</sup>, 2024 with a rate reduction.

Finance Committee reviewed dashboards provided.

**8. Finance Committee Member Comments**

None

**9. Public Comment**

None

**10. Next Meeting** – August 20, 2024, at 4:30 pm.

**11. Adjournment**

Moved: Pastor VanBeek      Supported: Mr. Dugan

Motion carried.

Meeting adjourned at 5:24 pm.

**Administrative Services Board Report August 2024**  
Submitted by Andre Pierre, Chief Administrative Officer  
269.569.3238 – [APierre@OnPointAllegan.org](mailto:APierre@OnPointAllegan.org)

It has been one year since we officially began occupancy of the new building on May 5, 2023. We are processing construction draw twenty total of \$59,783.55 which will be funded through the United States Department of Agriculture (USDA) loan and Michigan Economic Development Corporation (MEDC) grant. During the month of June, we did not execute any change order requests. However, we did meet with Cornerstone Construction, Schley Nelson Architects, and the USDA to conduct a walk-through of the building to identify any outstanding work to be completed to close-out the project. The result was a project close “punch list” of deliverables to be completed over the next few months. Work has begun on many of the items.

This month’s packet includes the monthly financial report for June 2024. We have now fully implemented Standard Cost Allocation under a new chart of accounts which allows us to track staff time and costs at a greater level of detail than in the past. Overall, this change in methodology has been successful and 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 \$1,848,070 (MH Medicaid and SUD Medicaid combined) to the LRE and carry forward/lapse approximately \$380,392 in General Funds back to MDHHS.

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

New Hires- 1

Separations- 3 (1 voluntary, 2 involuntary)

Active Posting- 12

In the area of Information Technology, we continue to work with Allegan County Information Technology on items in the 2024 project list. In addition to the project work we had our annual Lakeshore Regional Entity site review (audit). Overall, the audit went well, with findings indicating that we made improvements from last year, particularly in the areas of data submission and the development of policies. One item that remains an opportunity, is that of a comprehensive Disaster Recovery Plan. With this finding we began conversations with our County IT partner towards the establishment of a better plan. The Human Resource project work with the consulting arm of Rehmann continued during June. During the month we completed a compensation analysis of all the job descriptions, with the intent to ensure that they reflect the “market” as well as OnPoint’s future compensation strategy. Lastly, in the area of Facilities, we saw the delivery and installation of the building generator (Kohler Model: KG200) on June 19. The testing of the generator went well. However, we are working to resolve an issue with the volume of natural gas flowing to the equipment. Further assessment is being made by the contractors. We have been encouraged by all the interactions we are having and feel optimistic about the end deliverables. OnPoint is in the active project launch and review stage and will provide periodic updates to key stakeholders as warranted.

Sincerely,

Andre Pierre  
Chief Administrative Officer  
August 9, 2024

<b>Finance Committee ACTION REQUEST</b>	<b>Subject:</b>	<b>Voucher Disbursements</b>	
	<b>Meeting Date:</b>	August 20, 2024	
	<b>Requested By:</b>	Beth Johnston, Finance Committee Chairperson	
<b><u>RECOMMENDED MOTION:</u></b>			
<b><u>The Finance Committee recommends that the OnPoint Board approve the July, 2024 disbursements totaling \$4,541,633.</u></b>			
<b><u>SUMMARY OF REQUEST/INFORMATION:</u></b>			
<u>Date Issued:</u>	<u>Voucher Number:</u>	<u>Type:</u>	<u>Amount:</u>
July 1, 2024	V0944	Vendor	\$861,249.49
July 5, 2024	N/A	Loan Payment	\$21,334.00
July 5, 2024	P1732	Payroll	\$433,640.56
July 9, 2024	V0945	USDA Vendor	\$59,783.55
July 15, 2024	V0946	Vendor	\$1,419,413.49
July 19, 2024	P1733	Payroll	\$432,742.68
July 31, 2024	V0947	Vendor	\$1,313,469.23
<b><u>BUDGET/FINANCIAL IMPACT</u></b>			
<ul style="list-style-type: none"> <li>• These disbursements are part of the approved fiscal year 2024 operating budget for OnPoint.</li> <li>• Final voucher batch for July was paid out on July 1, 2024.</li> </ul>			
<b>BY:</b> Nikki McLaughlin, Accounting Manager		<b>DATE:</b> August 20, 2024	

## OnPoint Board of Directors Meeting

<b>Finance Committee ACTION REQUEST</b>	<b>Subject:</b>	<b>MDHHS-OnPoint Contract for FY2025</b>
	<b>Meeting Date:</b>	August 20, 2024
	<b>Requested By:</b>	Mark Witte
<b><u>RECOMMENDED MOTION:</u></b>		
<p><b><u>The Finance Committee recommends that the Board authorize the Executive Director to sign the FY2025 General Fund contract with the Michigan Department of Health and Human Services (MDHHS) on behalf of OnPoint (DBA for Allegan County Community Mental Health Authority), including any subsequent non-substantial amendments or extensions to the agreement which may be offered by the department.</u></b></p>		
<b><u>SUMMARY OF REQUEST/INFORMATION:</u></b>		
<ul style="list-style-type: none"> <li>• OnPoint is the Community Mental Health (CMH) entity for Allegan County.</li> <li>• This contract is the avenue through which MDHHS distributes state general funds to OnPoint according to the funding formula specified by MDHHS.</li> <li>• OnPoint has an ongoing opportunity to address concerns directly with MDHHS and/or through Contracts and Financial Issues (CFI) committee of the Community Mental Health Association (CMHA).</li> <li>• The Executive Director and members of the Management Team have had the opportunity to review the terms of the draft agreement and support its execution and implementation. It is the practice of the Board to provide initial authorization for the Executive Director to sign this contract on behalf of OnPoint, as well as all subsequent non-substantial amendments or extensions.</li> <li>• The recommended motion would establish that this action is authorized.</li> </ul>		
<b><u>BUDGET/FINANCIAL IMPACT</u></b>		
<ul style="list-style-type: none"> <li>• At the budget presentation scheduled to be given to the board in August 2024, we project that \$1,707,737.00 in state general fund revenues will result from this contract in FY2025.</li> </ul>		
<b>BY:</b> Mark Witte, Executive Director	<b>DATE:</b> August 20, 2024	



## OnPoint Board of Directors Meeting

<b>Finance Committee ACTION REQUEST</b>	<b>Subject:</b>	<b>Architecture Fees for “MAT Room” Buildout</b>
	<b>Meeting Date:</b>	August 20, 2024
	<b>Requested By:</b>	Mark Witte
<b><u>RECOMMENDED MOTION:</u></b>		
<p><b><u>The Finance Committee recommends that the Board authorize the expenditure of \$32,500 to Schley-Nelson Architects for Interior Build-Out of MAT Area and authorize the Executive Director to accept the proposal from Schley-Nelson Architects and execute all related documents on behalf of OnPoint (DBA for Allegan County Community Mental Health Authority).</u></b></p>		
<b><u>SUMMARY OF REQUEST/INFORMATION:</u></b>		
<ul style="list-style-type: none"> <li>• When OnPoint redeveloped the 540 Jenner Drive property, we opted to defer development of a space within the building, known as the “MAT Room”, until a later time.</li> <li>• Continued conversation and increased demand due to CCBHC expansion has resulted in a unified vision for Medication Assisted Treatment and other services in the “MAT Room” space. The space will be used to create several individual and group treatment rooms to augment the available clinical consultation rooms in the OnPoint facility.</li> <li>• OnPoint has obtained a grant for implementation of Medication Assisted Treatment through HRSA that includes renovation funds that will cover this expense.</li> <li>• The recommended motion would establish that this action is authorized.</li> </ul>		
<b><u>BUDGET/FINANCIAL IMPACT</u></b>		
<ul style="list-style-type: none"> <li>• \$32,500, paid for through the HRSA grant.</li> </ul>		
<b>BY:</b> Mark Witte, Executive Director		<b>DATE:</b> August 20, 2024

ONPOINT



Period Ended  
June 30, 2024

Monthly Finance  
Report

# ONPOINT

## Summary of Variances and Fluctuations

June 30, 2024

### I. Assets

- Cash and cash equivalents - Increase is due to the accumulation of the year-to-date surplus in both Medicaid capitation (which is offset by the increase in Due to PIHP below) and CCBHC (which is shown as an increase to net position) funding.
- Due from other governmental units - Significant increase is due to the timing of payment received from LRE for CCBHC Supplemental Payments, which are paid two months after the month of service based on when funding is received by the LRE from MDHHS as well as encounter reporting timelines.

### II. Liabilities

- Accrued payroll and benefits - Significant increase is related to the full accrual of the pay period ended June 28, 2024.
- Due to other governments - The increase is primarily related to the surplus fiscal year 2024 to date General Fund revenue due back to the State of Michigan and Medicaid revenue due back to the PIHP, net of the fiscal year 2023 surplus which was cost settled in April 2024.
- Unearned revenue - The reduction from prior year is primarily due to the utilization of Michigan Economic Development Corporation grant carryforward in current fiscal year for various building related items.

### I. Operating revenue

- Grants and earned contracts - The agency amended our budget last month based on all grant awards received. Due to staffing limitations, some planned grant activities have had to be delayed. OnPoint is moving forward with some of these activities now and will be requesting the carryforward of grant dollars for other items.
- Performance Based Incentive Payment (PBIP) - The Lakeshore Regional Entity has changed it's policy around this funding and is not passing it through to the CMHSP members in fiscal year 2024.

### IV. Operating expenses

- Supplies and materials - The budget includes certain one-time purchases, such as the annual replacement of IT equipment, which have not occurred yet. Further, certain grant funded expenditures have been delayed due to staffing constraints (see a corresponding difference in grant revenue above).
- Contractual services - The agency included funds in the budget amendment to allow for the use of contractors during the vacancy of staff positions, until the right candidates can be hired, as well as support key initiatives including certain grant activities.
- Miscellaneous expense - Certain grant funded expenditures have been delayed due to staffing constraints (see a corresponding difference in grant revenue above).

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

# ONPOINT

## Summary Schedule of Revenues and Expenses by Fund Source

October 1, 2023 through June 30, 2024

	MDHHS Revenue	Grant Revenue	Expense	Redirects	Lapse or (Deficit)
Medicaid					
Medicaid - Mental Health	\$ 16,644,924	\$ -	\$ (16,862,348)	\$ -	\$ (217,424)
Medicaid - Autism	3,114,575	-	(1,508,242)	-	1,606,333
Medicaid - SUD	546,808	-	(172,487)	-	374,321
Healthy Michigan Plan - Mental Health	906,218	-	(1,299,133)	-	(392,915)
Healthy Michigan Plan - SUD	859,638	-	(381,883)	-	477,755
Medicaid subtotal	<u>\$ 22,072,163</u>	<u>\$ -</u>	<u>\$ (20,224,093)</u>	<u>\$ -</u>	<u>\$ 1,848,070</u>
CCBHC Demonstration					
CCBHC - Medicaid	\$ 5,953,254	\$ -	\$ (4,723,511)	\$ -	\$ 1,229,743
CCBHC - Healthy MI Plan	1,789,417	-	(1,410,165)	-	379,252
CCBHC - NonMedicaid	-	525,855	(854,073)	328,218	-
CCBHC Subtotal	<u>\$ 7,742,671</u>	<u>\$ 525,855</u>	<u>\$ (6,987,749)</u>	<u>\$ 328,218</u>	<u>\$ 1,608,995</u>
General Fund	<u>\$ 1,366,189</u>	<u>\$ -</u>	<u>\$ (657,579)</u>	<u>\$ (328,218)</u>	<u>\$ 380,392</u>
SUD Treatment Block Grant	<u>\$ -</u>	<u>\$ 258,934</u>	<u>\$ (258,934)</u>	<u>\$ -</u>	<u>\$ -</u>

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

# ONPOINT

## Statement of Net Position

June 30, 2024

	September 2023	June 2024
<b>Assets</b>		
Current assets:		
Cash and cash equivalents	\$ 3,563,125	\$ 6,685,553
Accounts receivable	103,318	43,165
Due from other governmental units	1,110,805	1,821,467
Prepaid items	383,584	457,014
Total current assets	<u>5,160,832</u>	<u>9,007,199</u>
Non-current assets:		
Capital assets not being depreciated	225,600	319,562
Capital assets being depreciated, net	8,586,474	8,302,911
Total non-current assets	<u>8,812,074</u>	<u>8,622,473</u>
<b>Total assets</b>	<u>\$ 13,972,907</u>	<u>\$ 17,629,672</u>
<b>Liabilities</b>		
Current liabilities:		
Accounts payable	\$ 2,659,827	\$ 2,797,101
Accrued payroll and benefits	314,484	774,447
Due to other governmental units	2,025,640	3,170,714
Unearned revenue	516,455	349,703
Compensated absences - current portion	99,289	99,289
Notes payable - current portion	256,008	256,008
Total current liabilities	<u>5,871,702</u>	<u>7,447,262</u>
Long-term liabilities:		
Compensated absences	562,636	562,636
Notes payable	4,813,235	4,802,360
Total long-term liabilities	<u>5,375,872</u>	<u>5,364,996</u>
<b>Total liabilities</b>	<u>11,247,574</u>	<u>12,812,258</u>
<b>Net position</b>		
Invested in capital assets	3,588,422	3,564,105
Restricted for building construction	19,935	41,268
Unrestricted	<u>(883,024)</u>	<u>1,212,041</u>
<b>Total Net Position</b>	<u>\$ 2,725,333</u>	<u>\$ 4,817,414</u>

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

# ONPOINT

## Statement of Revenue, Expenses and Change in Net Position

October 1, 2023 through June 30, 2024

Percent of Year is 75.00%

	Total FY 2024 Budget	YTD Totals 6/30/24	Under/(Over) Budget	Percent of Budget - YTD
<b>Operating revenue</b>				
Medicaid capitation	\$ 27,583,577	\$ 20,306,307	\$ 7,277,270	73.62%
Medicaid settlement	(826,620)	(1,763,230)	936,610	
Healthy Michigan capitation	2,204,723	1,765,856	438,867	80.09%
Healthy Michigan settlement	(272,977)	(84,840)	(188,137)	
CCBHC capitation and supplemental	8,962,199	7,742,671	1,219,528	86.39%
State General Fund formula funding	1,793,123	1,366,189	426,934	76.19%
State General Fund settlement	(161,549)	(380,392)	218,843	
Grants and earned contracts	4,717,714	2,295,112	2,422,602	48.65%
Local funding	346,095	259,571	86,524	75.00%
Performance based incentive payment (PBIP)	245,757	-	245,757	0.00%
Other reimbursements and revenue	578,971	400,808	178,163	69.23%
<b>Total operating revenue</b>	<b>\$ 45,171,013</b>	<b>\$ 31,908,052</b>	<b>\$ 13,262,961</b>	<b>70.64%</b>
<b>Operating expenses</b>				
Salaries and wages	\$ 11,157,158	\$ 7,730,939	\$ 3,426,219	69.29%
Fringe benefits	3,968,993	2,774,459	1,194,534	69.90%
Supplies and materials	436,092	166,784	269,308	38.25%
Provider Network services	23,998,396	16,588,588	7,409,808	69.12%
Contractual services	3,170,795	1,739,421	1,431,374	54.86%
Professional development	224,775	119,381	105,394	53.11%
Occupancy	274,598	197,090	77,508	71.77%
Miscellaneous expenses	442,702	135,049	307,653	30.51%
Depreciation	400,000	283,563	116,437	70.89%
<b>Total operating expenses</b>	<b>\$ 44,073,509</b>	<b>\$ 29,735,274</b>	<b>\$ 14,338,235</b>	<b>67.47%</b>
<b>Nonoperating expenses</b>				
Interest expense	106,802	80,697	26,105	75.56%
<b>Change in net position</b>	<b>\$ 990,702</b>	<b>\$ 2,092,081</b>	<b>\$ (1,101,379)</b>	
<b>Beginning net position</b>	<b>2,725,333</b>	<b>2,725,333</b>		
<b>Ending net position</b>	<b>\$ 3,716,035</b>	<b>\$ 4,817,414</b>		

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



**OnPoint Board of Directors – Program Committee Meeting Agenda**

**Tuesday, August 20, 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](tel: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) Peer Teams – Peer Group
  - b) Housing Programs – Emily Berning
- 6) Review of Written Reports
  - a) Prevention Report – Heidi Denton
- 7) Program Committee Member Comments
- 8) Public Comment (any topic; 5” limit per speaker)
- 9) Adjournment – Next Meeting September 17, 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  
July 16, 2024**

**Board Members Present:** Jessica Castañeda; Jane Ferrel; Alice Kelsey, Chairperson; Dr. Robin Klay

**Board Members Absent:** Kim Bartnick, Vice-Chairperson; Pam Brenner; Karen Stratton

**OnPoint Staff Present:** Macy Castañeda; Rebecca DeHart; Geniene Gersh; Rob Griffith; Meagan Hamilton; Sawyer Hodgkins (WMU student); Angel Hopkins; Amy Kettring; Brandon Lange; Tom Lohrmann; Mark Witte

**Public Present:**

- 1) **Call to Order** – Ms. Kelsey called the meeting to order at 4:02pm.
- 2) **Public Comment** – No comments from members of the public.
- 3) **Approval of Agenda** – Jessica Castañeda moved to approve the agenda. Jane Ferrel supported the motion. Motion carried by unanimous consent.
- 4) **Approval of Minutes** – Jessica Castañeda moved to approve the minutes from the meeting on June 18, 2024. Jane Ferrel supported the motion. Motion carried by unanimous consent.
- 5) **Program Committee Reports** – Angel Hopkins gave a presentation on Medication Clinic Services. Angel’s presentation began by giving an overview of the program, including the staff who make up the Medication Clinic and the roles they perform. Additionally, Angel provided service encounter data which compared data from 7/22-7/23 to 7/23-7/24 showing there has been an increase in services provided. Furthermore, Angel provided data reflecting the impact of CCBHC, which showed a vast majority of the clients being CCBHC clients. Finally, the presentation concluded by showing data regarding appointment notifications (clients can choose to be notified via call, text, or email with 3 reminders prior to their appointment), which were implemented when the Medication Clinic noticed a high volume of no shows.

Rebecca DeHart and Brandon Lange presented on Occupational Therapy (OT). Their presentation included an overview of Occupational Therapy in Mental Health and the individuals served. Next, the roles of the Occupational Therapy team were reviewed. Furthermore, becoming a CCBHC has increased the amount of pediatric referrals OT has received. The team then discussed some highlights and obstacles they have experienced. Finally, the presentation concluded with the team sharing their ideas for the future.

Diane Bennett’s online presence was requested on a quarterly basis for the review of her quarterly Compliance Report.

Mark Witte reviewed his Executive Director’s Report briefly. Mark touched on the LRE Site Visit results and the corrective action plans that need to be completed for areas of deficiency. Additionally, an interim leadership council was formed due to the departures of several leaders. This group meets to discuss what is going on in the agency, discuss any important events that may arise, and is used as a channel to relay information to the staff they supervise.



- 6) **Program Committee Member Comments** – No comments from members of the Program Committee.
- 7) **Public Comment** – No comments from members of the public.
- 8) **Adjournment** – Motion by Jessica Castañeda, supported by Jane Ferrel to adjourn the meeting. Motion carried by unanimous consent. Meeting adjourned at 5:04pm.

Submitted by,

Meagan Hamilton

**OnPoint Board of Directors Minutes - DRAFT**  
**Tuesday, July 16, 2024, at 5:30 PM**  
Board Room, 540 Jenner Drive, Allegan, MI 49010

**Board Members Present:** Jessica Castañeda; Commissioner Mark DeYoung; Commissioner Gale Dugan; Jane Ferrel; Beth Johnston; Alice Kelsey; Dr. Robin Klay; Pastor Craig VanBeek

**Board Members Absent:** Kim Bartnick; Pam Brenner; Glen Brookhouse; Karen Stratton

**OnPoint Staff Present:** Meagan Currie; Geniene Gersh; Rob Griffith; Kelsey Newsome; Andre Pierre; Cathy Potter; Mark Witte; Amy Kettring (virtual); Tom Lohrmann (virtual)

**Public Present:** Alice Bernal; Judge Michael Buck; Mary Marlatt-Dumas (virtual); Wendi Price (virtual)

1. **Call to Order** – Commissioner Dugan called the meeting to order at 5:30pm.
2. **Pledge of Allegiance** – All present stood to recite the Pledge of Allegiance.
3. **Roll Call** – Commissioner Dugan conducted the roll call with the attendance of board members as documented above. A quorum was established.
4. **Provision for Public Comment** – No comments received.
5. **Approval of Agenda**

Motion: To approve the agenda as presented.

Moved: Beth Johnston

Supported: Alice Kelsey

Motion carried by unanimous roll call vote.

6. **Consent Agenda** – *All items listed are considered routine and thus will be enacted by one motion.*
  - i. Board Meeting (06/18/2024)
  - ii. Finance Committee (06/18/2024)
  - iii. Program Committee (06/18/2024)
  - iv. Executive Committee (06/14/2024)

Motion: To approve the minutes on the consent agenda as presented.

Moved: Dr. Robin Klay

Supported: Jane Ferrel

Motion carried by common consent.

7. **Program Committee** – Alice Kelsey

Ms. Kelsey shared that the Program Committee had two presentations, Medication Clinic Services and Occupational Therapy. Ms. Kelsey went on to provide a brief overview of these presentations.

8. **Finance Committee Report** – Beth Johnston, Treasurer

Ms. Johnston shared that there is ongoing work towards increasing cyber security, including two factor authentication and contracting with a third party that focuses on cyber security. Additionally, new computers are being purchased prior to the new EMR implementation. Ms. Johnston went on to review the financials for this month highlighting \$1.4 million will be returned to the LRE, \$463,000 will be returned to the State, and there is \$1.3 million for the CCBHC subtotal. Additionally, the RA Grant has been exhausted and we're holding our general fund to cover expenses. Ms. Johnston also briefly reviewed the Statement of Net Position and Statement of Revenue, Expenses and Change in Net Position.

Motion: To approve the June 2024 disbursements totaling \$2,568,084.91 as recommended by the Finance Committee.

Moved: Beth Johnston

Supported: Jessica Castañeda

Motion carried by unanimous roll call vote.

9. **Recipient Rights Advisory Committee** – The committee did not meet this month.
10. **Lakeshore Regional Entity (LRE) Updates** – Mary Marlatt-Dumas, Executive Director of the LRE, gave an update on LRE matters. Ms. Marlatt-Dumas reported that the State Opioid Response (SOR) Grant funds have been received and asked that work plans for fiscal year '25 be submitted by the end of the month. Ms. Marlatt-Dumas thanked OnPoint for being cooperative with ongoing work. Additionally, next week is the LRE Board meeting and the LRE's Network Adequacy Report has been completed, which will be included in their Board packet.
11. **Chairperson's/Executive Committee Report** – Commissioner Dugan briefly reported on the items discussed during the Executive Committee meeting, including the review of the audit reports, the compliance report, and the latest update around Conflict Free Access and Planning which MDHHS is taking all feedback received into consideration. Additionally, a staffing update was provided, IT security assessment report was discussed, acknowledgment of open property, and the fence that is to be installed.
12. **OnPoint Executive Director's Report** – Mr. Witte shared OnPoint's performance related to the most recent LRE Site Visit and the plan of corrections that are to be submitted by the end of this month. Additionally, there is a meeting occurring with the individual who provided a public comment in a previous Board meeting. Furthermore, Mr. Witte provided additional information on the Conflict Free Access and Planning. A meeting occurred with the district court staff regarding Problem-Solving Court funding. Mr. Witte congratulated Meagan on her wedding and allowed Commissioner DeYoung to share that John Weerstra, a former board member, was recently married by another former board member. Finally, Ms. Johnston asked about fiscal accountability with the PIHP Contract, this was answered by Mr. Witte and Ms. Marlatt-Dumas.
13. **Provision for Public Comment** – Judge Buck shared that he will be retiring, provided the history of his career, and introduced Alice Bernal.  
Alice Bernal shared her professional background and said that she will be running for the new circuit court judge position.
14. **Board Member Comments** – Commissioner Dugan announced the next BoardWorks workshop to be completed prior to next month's meeting.
15. **Motion to Adjourn**  
Moved: Dr. Robin Klay  
Motion approved by common consent.  
Meeting adjourned at 6:35pm.

Supported: Beth Johnston

Respectfully submitted,

Meagan Hamilton  
Executive Assistant

Gale Dugan  
Board Chairperson

## **SUD Services: Prevention Services Report August 2024**

Submitted by Heidi Denton, MSW, CPS-M, SUD Prevention Supervisor  
269-633-9719 - [hdenton@onpointallegan.org](mailto:hdenton@onpointallegan.org)

**Allegan County Substance Abuse Prevention Coalition (ASAP):** August meeting in collaboration with the Allegan Foundation scheduled for August 13<sup>th</sup>.

### **Prime for Life:**

**Adult:** One participant in the June probation class.

**Youth:** Fall schedule TBD with the schools.

### **Suicide Prevention Coalition:**

We are meeting August 13<sup>th</sup> at the agency “meet and greet” event to look at restarting an active coalition for the county.

Update- this will be translated in to Spanish: *We created a new postcard and magnet to promote all the available resources for suicide prevention, the agency crisis team and other resources such as the 988 hotline/texting line. We have been distributing them to community agencies and school buildings across the county. We have also been able to obtain gun locks to be provided to anyone that requests them. The school resource officers, and agency staff have been providing them to anyone they encounter that has a firearm at home.*

**LARA funds:** Multiple items have been ordered for school resource officers to give out to students this fall that promote drug free messages.

### **PAL's and Pride:**

**All PALs Schools:** Plans for fall programming in progress at: Allegan, Hopkins, Wayland, Plainwell and Saugatuck

### **Mental Health First Aid:**

In May we continued our partnership with Perrigo in offering 2 MHFA courses for their staff- one in person and one virtual; as well as a refresher conversation that was offered to anyone who had taken the course the prior year and just wanted to touch base on how things were going for them. The feedback from that small group was that it was helpful and beneficial to have completed the MHFA course, in both work and personal life. A couple gave examples of using the skills from the class with co-workers, neighbors and for themselves as they grieved the loss

of a parent. There was some brainstorming done to help Perrigo enhance the mental wellness promotion for the rest of Perrigo employees.

The 4 officers who are being trained as MHFA trainers will work on and complete their trainings in early summer, as their schedules permit. As of now we are slated to train just over 100 local employees through the sheriff's office within the next year. Early planning strategies will continue once they have certified trainers.

Friday June 7 we will be hosting an Adult MHFA training for the home/community based/early head start staff from the Allegan County Community Foundation. The staff are looking forward to the training to help them engage with the parents they work with, and to gain knowledge and tools in helping connect those adults to appropriate help.

**Tobacco Cessation:** We currently have 4 active participants in smoking cessation groups.

Smoking cessation groups will also be promoted at the county fair and in the parade in September. We will also have an educational booth set up at the Balloon fest in Wayland and Goose Fest in Fennville.

#### **Elementary/Middle School Resiliency Groups-**

Summer 2024 Programing, in collaboration with the Fennville school district has been completed. This summer we engaged with all students entering/current middle school students that were attending summer school, as well as a select group of boys entering 5<sup>th</sup> grade. Our focus was on emotional literacy, resiliency skills and social competency. We met with students in small groups by grade. We also had one large group that students could choose to do with us and engaged in fun large group games, as well as opportunities to play board games.

Sincerely,

Heidi Denton MSW, CPS-M  
SUD Prevention Supervisor  
August 13, 2024

**Executive Director Report August 2024**  
Submitted by Mark Witte, Executive Director  
269-615-4893 – [mwitte@onpointallegan.org](mailto:mwitte@onpointallegan.org)

**1. Agency**

**CCBHC Recertification Submission** – As of the date of this report (8/11/2024), we are awaiting the outcome of our application for recertification.

**LRE Site Visit** – We have submitted our plan of correction for shortcomings identified in the June 2024 LRE site visit/review. The plan, consisting of 235 lines of proposed improvements (several overlapping to address similar citations) will be the focus of our agency’s leadership in program and quality departments.

**Leadership** – I am happy to report that we have hired a new Director of Quality Improvement. Matt Plaska, formerly of HealthWest (Muskegon CMH) will begin on 8/19/2024 and I hope to introduce him at our board meeting on 8/20/2024. We extended an offer of employment for the Director of Program Operations position, but unfortunately the candidate ultimately declined the offer. We are considering our options.

**Assertive Community Treatment (ACT)** – I was delighted to join the staff and clients served by our ACT team for a picnic lunch at the Little John Lake Park on 7/25/2024. It’s always noteworthy to see the devotion of our staff in action for the clients they serve. Our clients appreciate their caring efforts, as do we all.

**Building Space Management** – Now that we have been in the Jenner Drive facility for over a year, we are recognizing the need to consider adjustments in our office space assignments to better use the building. Part of it is staffing growth (CCBHC) but part of it is that we have a better understanding now of the dynamics of our in-office and remote workforce patterns. In addition, we are preparing to engage Kris Nelson, the architect of our building, to reconfigure the large and undesignated “MAT” room. We will divide it into several new spaces for treatment/consultation, including group/family treatment rooms.

**Clinical Space Sound Mitigation** – Efforts are also underway to secure what we hope will be final solutions to the problem of sound transmission in our clinical spaces. We have been working to mitigate the problem of clients and staff being able to be overheard outside of their treatment rooms. We’ve employed sound seals around the doors and enhanced the electronic sound masking built into the building. Our next – hopefully final – efforts will involve purchasing decorative sound deadening panels for certain walls and adding mineral wool batt insulation to selected ceilings in search of effective acoustic suppression. Our staff have been actively involved in selecting the panel designs which has been very helpful.

**2. Board**

**Conflict-Free Access and Planning (CFAP)** – The latest report we have is from the board meeting of CMHA in which staff reported that CMS has asked for meetings with Michigan’s DHHS to discuss their plan. (CMS is the federal agency within the US Department of Health and Human Services (HHS) that works in partnership with state governments to administer Medicaid.) The official position of the state is that the plan is currently on hold, but still the intent of the state though it is likely not to seek implementation in FY2024. The advocacy of CMHs (including OnPoint’s board) and PIHPs, as well as the Michigan Association of Counties is having a definite impact on the policy development.

### 3. Community

**Problem-Solving Court Funding** – County court offices are continuing to plan for their specialty court budgets with the Michigan Supreme Court’s State Court Administrator’s Office (SCAO). We have offered to apply available funding (Public Act 2 funds) for their needs. Since then, I’ve been waiting on a final determination about how much of the funding from the past four or five years that is dedicated to Allegan County remains available for this use.

**Community Corrections Advisory Board (CCAB)** – We have begun to participate as guests in the regular meetings of the Community Corrections Advisory Board. The county Board of Commissioners also appointed an OnPoint staff, Lauren Todaro, to a term of membership on the CCAB. Our aim is to better monitor and respond to needs for OnPoint services through our involvement as well as to be a constructive voice of support for community safety as well as the needs of individuals involved in the corrections system for homelessness and behavioral health services.

**Invitation to Join Us in Upcoming Events** – Our staff will be involved with the Allegan County Fair parade on 09/09/2024 and will host a table at the Wayland Balloon Festival on 09/06-07/2024. Board members interested in participating may do so; connect with me at or after our August meeting for details on how to do so.

**Allegan County Opioid Settlement** – Allegan County has been working for more than a year with the Michigan Association of Counties to determine the process and define the needs for distribution of its share of settlement funds derived from national lawsuits against opioid medication manufacturers and distributors. There are few regulations surrounding the use of these funds but the decision-making process is (properly) expected to adhere to principles of good government, including an expectation that resources be used responsibly to address objectively determined needs with the involvement of the community.

**Commissioner Kapenga** – We note the sudden passing of Commissioner Dean Kapenga on August 5 from a stroke. We join the community in expressing appreciation for his many contributions to the public good and his interest in the work of our agency.

### 4. Region

**PIHP Contract** – We continue to work toward contract finalization for the FY2025 contract. The five CMH directors in our region are beginning to work together constructively as is needed to move this project forward. Time will be tight, but I believe it will be realistic to expect that a recommendation to authorize execution can be brought to you for your September meeting.

### 5. State

**FY2025 CMHSP Contract** – MDHHS has issued the FY2025 General Fund (CMHSP) contract for our review and approval. Our process on this is to have the board consider a motion that authorizes me to sign the initial FY2025 contract and any subsequent non-consequential amendments. With the state deferring CFAP implementation as noted above, I believe you can consider the motion that I will bring via the Finance Committee to approve this contract.

Mark Witte, Executive Director  
August 11, 2024