

AuSable Valley Community Mental Health Authority

D. Jay O'Farrell, Board Chairperson
Diane C. Pelts, M.A., Chief Executive Officer

Board Meeting
Monday, June 24, 2024
5:00 p.m., St. Vincent's Annex
MINUTES

1. CONVENE

a. Call to Order

The regularly scheduled meeting of the AuSable Valley Community Mental Health Authority Board was held on Monday, June 24, 2024, in the St. Vincent's Annex in West Branch. Vice-Chairperson Gary Klacking called the meeting to order at 5:00 p.m. A virtual option via Microsoft TEAMS was also offered for public attendance.

b. Roll Call

Board members physically present: Gary Klacking, Mark Surbrook, Patti Casey, Rose Walsh, Debra Welsch, Bonnie Lixey, and Jill Gould

Board members present via video conference: Chuck Varner

Board members excused: D. Jay O'Farrell and Amy Knepp

Board members absent: Brenda Simmons

Staff present: Diane Pelts, Trish Otremba, Tyler Rood, and Joseph Chrivia

Staff present via video conference: Teresa Tokarczyk, Jennifer Warner, Laura Marentette, Shirley McMahon, Lori Enos, Laura Sisco, Inna Mason, Sydney Larsen, Regina Demetrakeas, and Cheryl Bronson

Staff absent: None

Guests: None.

Guests via video conference: None

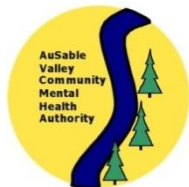
A quorum was present.

c. Approval of Board meeting minutes

It was moved by Mr. Surbrook and seconded by Ms. Welsch to approve the minutes of the May 28, 2024 Board meeting as presented. All ayes, motion passed.

d. Approval of Agenda

Ms. Pelts proposed adding one item to the Old Business section of the agenda. It was moved by Ms. Casey and seconded by Mr. Surbrook to approve the agenda as amended. All ayes, motion passed.



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e. Correspondence

Ms. Pelts said the Board packet contains three newsletters (the Download Newsletter, the Recipient Rights Newsletter, and the Training Newsletter), a flyer announcing a training for Board members on trauma-informed care, and ten Employee Spotlights. Ms. Pelts discussed each with the Board and encouraged board members to register for the board training on trauma-informed care.

f. Legislative Updates

Ms. Pelts said there are two editions of *This Week in Lansing* in the packet for them to read and review.

g. Announcements – None.

h. Public Comments – None.

2. BOARD EDUCATION

Ms. Pelts introduced Tyler Rood, IT Manager, to the Board. Mr. Rood discussed various technology risks with the Board. He said the biggest risks today are data breaches, ransomware, and extortion. He explained what these risks are and how people are victimized by hackers. Mr. Rood gave several examples of local entities that have been cyber-attacked recently. In one case, a hospital had their electronic records unavailable for five weeks and in another, a ransom of \$22 million was paid. Mr. Rood explained how services would be disrupted in AuSable Valley if a successful cyber-attack breached our network.

Mr. Rood explained the best protection against these attacks is staff training. He reviewed the security training each staff member completes and the ongoing effort to keep staff informed of the dangers. He presented a graphic showing where AuSable Valley ranks in security training and said we are above the industry average in nearly all criteria.

Outside of cyber security, Mr. Rood explained the next biggest threat is miscellaneous errors that occur when staff are not careful. Examples include sending information to the wrong email recipient, misplacing documents, and having conversations where they can be overheard by others. Mr. Rood said these are being addressed in training to prevent occurrences.

Mr. Rood updated the Board on advancements in Artificial Intelligence (AI). He outlined the benefits of using AI as well as several risks. He said the revised IT Manual will include information on the use of AI.

Finally, Mr. Rood discussed upcoming projects within the IT Department.

Mr. Rood, Ms. Pelts, and the Board discussed several aspects of cyber security as well as the upcoming IT projects.

The Board thanked Mr. Rood for his update.

3. REPORTS

a. Chairperson – None.

b. Board Association – Ms. Pelts said there is an opening for the Treasurer position and Ms. Welsh has been nominated. She said the special election will occur during the fall conference.

c. NMRE – Mr. Klacking said the NMRE meets on Wednesday.

d. Chief Executive Officer

Ms. Pelts said she wants to take an opportunity to have different staff present to the Board. Today, she asked Trish Otremba, Chief Quality Officer, to present an update from the Quality Department.

Ms. Otremba said change is a constant in this industry. Regulations, standards, and technology, among others, are always changing. She said the staff in AuSable Valley have consistently met these changes and adapted to each. As an example, she said that regardless of which audit they are in, the auditors compliment staff documentation, systems, and direct care.

Ms. Otremba said it is the focus of the Quality Department to ensure all documentation is properly coded and billed. She said that improper billing moves a service from Medicaid funding to General Funds. Because General Fund dollars are more limited, it is important to ensure each service is properly coded.

Ms. Otremba then took a moment to review changes that have occurred in the last year including: Bay Human Services providing services in two COHs, credentialing changes, Encounter Data Validations, new BH TEDS requirements, CLS billing, OIG spreadsheets, and increased monitoring of performance indicators. Ms. Otremba explained each of these to the Board. Additionally, she said the known upcoming changes include discontinuing CAFAS/PECFAS and implementing MichiCans/DECCA, reorganizing wraparound, conflict-free planning, Electronic Visit Verifications, and replacing SIS for IDD assessments.

Ms. Otremba said changes will continue and AuSable Valley staff and the Quality Department will adjust to each to ensure standards are met and exceeded.

Ms. Otremba thanked the Board for their commitment and dedication to the services we provide.

e. Committee

(1) Program – June 13, 2024

Committee Chair Patti Casey read the Committee meeting minutes.

There were no motions which required board approval.

(2) Executive & Finance – June 18, 2024

Committee Chair Bonnie Lixey read the Committee meeting minutes.

It was moved by Ms. Lixey and seconded by Ms. Casey to accept the April financial statements as presented. All ayes; motion passed.

It was moved by Ms. Lixey and seconded by Ms. Gould to approve one new contract (North Shores Center Training). All ayes; motion passed.

(3) Human Resources – Did not meet

(4) Facilities – Did not meet

(5) Recipient Rights Advisory –did not meet

(6) Recipient Rights Appeal – did not meet

4. OLD BUSINESS

Ms. Pelts gave an Agency Rebranding update. The Committee continues to meet with Julia from Inspiration Studio Designs to further hone in on options and hopes to have a presentation soon for the Board.

Divestment from COH ownership has been a long-term goal for several years. She said she received an email from a guardian who is interested in purchasing the State Street COH. Ms. Pelts said she has two appraisals on this property and forwarded both to the guardian. She said she will update the Board when/if an offer is received.

5. NEW BUSINESS – none.

6. COMMENTS

a. Board – none.

b. Public – Ms. Pelts reminded the Board that the Agency will be closed tomorrow, June 25, for a Staff Appreciation Day. She said this is planned by the Employee Engagement Committee and will be held at Eagle Pointe Plaza in Hale. Additionally, Ms. Pelts announced the fourth Employee Engagement Survey commences this week.

7. MEETING DATES

a. Board

(1) Monday, July 22; 5:00 p.m.; St. Vincent's Annex

b. Committees

(1) Human Resources – Monday, July 1; 4:00 p.m.; St. Vincent's Annex

(2) Recipient Rights Advisory – Tuesday, July 9; 4:00 p.m.; St. Vincent's Annex

(3) Recipient Rights Appeals – Tuesday, July 9; 4:30 p.m.; St. Vincent's Annex

(4) Facilities – Thursday, July 11; 3:00 p.m.; St. Vincent's Annex

(5) Program – Thursday, July 11; 4:00 p.m.; St. Vincent's Annex

(6) Executive & Finance – Tuesday, July 16; 4:00 p.m.; St. Vincent's Annex

c. Other

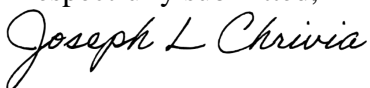
(1) Agency Picnics: July 29 – Oscoda; July 30 – West Branch; July 31 – Tawas City; August 1 – Mio.

(2) CMHAM Fall Conference: October 21-22, Traverse City

8. ADJOURN

It was moved by Mr. Klacking and seconded by Ms. Walsh to adjourn the meeting at 6:10 p.m.

Respectfully submitted,



Joseph L. Chrivia
Recording Secretary