

# Lapeer County Board of Commissioners

255 Clay Street, Suite 301 Lapeer, Michigan 48446 Phone: (810) 667-0366

Fax: (810) 667-0369

OUR NEW WEBISTE: www.lapeercountymi.gov

# PERSONNEL COMMITTEE JANUARY 25, 2024

# **ADMINISTRATION CONFERENCE ROOM 302**

\*\*10:30 A.M.\*\*

(\*\*Estimated Time – Meeting will Commence immediately following the Committee of the Whole/Full Board Meeting in the Board Office\*\*)

2024 Committee Members: Truman Mast (Chair); Gary Howell and Brad Haggadone



- 1) CALL TO ORDER BY CHAIRMAN/ACTING CHAIRMAN
- 2) CONSIDERATION OF THE **AGENDA** (Additions and/or Deletions)
- CONSIDERATION OF THE DRAFT **MINUTES** OF THE **JANUARY 11, 2024**PERSONNEL COMMITTEE MEETING

# **NEW/OLD BUSINESS**:

# 4) COMMUNITY MENTAL HEALTH –

A. REQUEST TO AUTHORIZE AN INTERNAL PROMOTION STEP INCREASE FOR THE NEW CHIEF CLINICAL OFFICER POSITION FROM PAY GRADE 23, STEP 4, TO PAY GRADE 25, STEP 3, DUE TO THE CANDIDATES EXPERIENCE AND TO PROVIDE AN AMOUNT THAT WILL AFFORD HER AN INCREASE

B. REQUEST TO AMEND THE TABLE OF ORGANIZATION TO ADD AND FILL THE NINE (9) NEW POSITIONS AS PREVIOUSLY DISCUSSED LAST FALL BASED ON THE INCREASED DEMAND FOR SERVICES RELATED TO THEIR CERTIFIED COMMUNITY BEHAVIORAL HEALTH CENTER STATUS BY THE STATE

# 5) ADDITIONAL ITEMS (IF NEEDED)

A.

В.

#### ADJOURN...



# PERSONNEL COMMITTEE JANUARY 11, 2024

# CONFERENCE ROOM 302 – ADMINISTRATION OFFICE, COUNTY COMPLEX 255 CLAY STREET, LAPEER, MI 48446

Chairman Truman Mast called the meeting to order at approximately 10:30 a.m. in Conference Room 302 in the Administration Office on the 3<sup>rd</sup> Floor of the County Complex.

Members Present:

Commissioners Truman Mast, Gary Howell, and Brad Haggadone.

Others:

Moses Sanzo, County Controller/Administrator; Jackie Arnold, CFO; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; and Lori Curtiss on behalf of the Community Collaborative Leadership Committee.

# **AGENDA**

The Agenda was reviewed.

Motion by Haggadone, supported by Howell, to approve the Personnel Committee Agenda as presented. Motion carried unanimously.

# **MINUTES**

The minutes from the December 14, 2023 Personnel Committee Meeting were briefly reviewed and discussed.

Motion by Howell, supported by Haggadone, to approve the minutes from the December 14, 2023 Personnel Committee Meeting, as presented. Motion carried unanimously.

# **COMMUNITY COLLABORATIVE**

Lori Curtiss, on behalf of the Community Collaborative Leadership Committee, was present to request an increase for the Community Collaborative Coordinator, Ben Cummings, from \$20.80 to \$22.53. Ms. Curtiss stated that this position is part-time (20 hours) but they are hoping that more resources become available in the future to make this position full-time. Questions and discussion followed. Ms. Curtiss explained the duties of the position and reported that the increase is fully budgeted.

Motion by Howell, supported by Haggadone, to recommend to the Full Board to authorize the hourly rate increase for the Community Collaborative Coordinator position (#389) from \$20.80 to \$22.53, effective December 23, 2023, as budgeted, and at no additional cost to the County's General Fund. Motion carried unanimously.

# **ADMINISTRATION**

Moses reviewed the request and action that was recommended by the I.T. Committee to add and hire a full-time I.T. Network Support Technician position, which will help reduce costs with our contracted I.T. service providers by having someone here on-site to handle everyday troubleshooting, helpdesk, and other duties. This position was discussed and budgeted through the Budget Hearings last year. The job description for said position will also need to be approved. Brief questions and discussion followed.

Motion by Haggadone, supported by Howell, to recommend to the Full Board that pursuant to the recommendation of both the I.T. and Personnel Committees as well as previous discussions at the Budget Hearings, to authorize the County Administration to amend their Table of Organization and add and fill one full-time I.T. Hardware/Software Network Support Technician position (#TBD, Pay Grade 18), to be paid from the General Fund; and further, to approve the job description for said position, as attached. Motion carried unanimously

# **ADJOURN**

Motion by Haggadone, supported by Howell, to adjourn the meeting. Motion carried unanimously. 10:45 a.m.

Truman Mast, Chairman Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager





SUPPORT & CARE FOR COMPLETE WELLNESS

**②** 1570 Suncrest Dr., Lapeer, MI 48446 **○** 810.667.0500 **⑤** 810.664.8728 **⑥** lapeercmh.org

# Request for Action

Date: January 18, 2024

To: Lapeer County Board of Commissioners

From: Lauren Emmons, CEO

# Summary of Request/Information:

Laura Moore a current CMH Supervisor has been selected to take the position of Chief Clinical Officer 2/5/2024 the start of the pay period after Brooke Sankiewicz takes the position of CEO on 2/1/2024. The county policy is to give the individual a pay increase to the line on the new pay grade that affords an increase in pay when receiving a promotion. This situation is unique and I will attempt to explain.....

- Laura is currently at paygrade 23 step 4 \$100,502.27 base Salary plus on call pay
- In 2023 She was at paygrade 23 step 4 with a base Salary of 96,628.94 and on call pay for total earnings in 2023 at \$102,984.52
- The Chief Clinical Officer position is paygrade 25 and does not receive on call pay
- Proposed placement as Chief Clinical Officer is pay grade 25 step 3 \$109,284.86 to assure a pay increase above her total earnings in 2023.

# Attachments:

None

#### Contact person(s):

Lauren Emmons, CEO Brooke Sankiewicz, C

# **Background Information:**

# **Draft Motion:**

Move to approve the placement of Laura Moore at pay grade 25 step three due to her promotion to Chief Clinical Officer at CMH this does not represent any additional cost the County General Fund.







SUPPORT & CARE FOR COMPLETE WELLINES

# Request for Action

**Date:** January 18, 2024

To: Lapeer County Board of Commissioners

From: Lauren Emmons, CEO

# Summary of Request/Information:

CMH was awarded State Demonstration status as a Certified Community Behavioral Health Center (CCBHC). The approved PPS1 Rate for participation in the State CCBHC Demonstration included funding for 17 positions. Eight of the positions have been approved and filled. The remaining nine Full time county positions are detailed on the attached document. The demand for services has continued to increase and these positions are needed to meet this demand.

# Attachments:

Attachment #1 Increase in service demand/decrease in service denials. Attachment #2 List of positions and pay grades

#### Contact person(s):

Lauren Emmons, CEO Brooke Sankiewicz, CC

# **Background Information:**

CCBHCs provide increased access to mental health and addiction treatment because the model addresses the longstanding gap in unmet need for care that far too often leaves police, jails and emergency departments as the primary responders to people with mental health or substance use needs. CCBHCs have partnerships with non-health entities within a county such as schools, public welfare programs and law enforcement (e.g., police, prosecutors, jails, & courts). Public and private human and social services agencies often collaborate through CCBHCs to directly provide meaningful programs, coordinate with other service providers and provide referrals to other external resources.

The success of CCBHC's is grounded in the following principles:

Engaging people in treatment early.



- · Focusing on improved health outcomes for persons served.
- Going beyond episodic crisis response to models that link people in crisis to a full continuum of care.
- Improving care coordination and integration to address physical health conditions of persons served.
- Strengthening partnerships and referral relationships across all social service and treatment systems.
- Building the capacity of the behavioral health safety net to respond to increasing community needs.

# Draft Motion:

See Attached Motion on Next Page

Move to approve the filling of the following positions at CMH to fulfill the requirements of the State CCBHC Demonstration participation:

• (3) CMH Professional BA (Case Managers)

(1) Peer Support Specialist

• (2) Masters Level Clinicians

• (1) Parent Support Partner

• (1) CMH Professional BA (non-union Quality Department)

• (1) General Clerk

The cost of these positions are covered by the PPS1 approved rate and do not represent any additional cost the County General Fund.

# <u>DRAFT MOTION INCLUDING THE PAY GRADES</u>

Motion by	, supported by	, to amend the Table of Organization in
conjunction with	Phase 1 which was pre	eviously authorized by motion #283-2023, and
		to add the following Phase 2 remainder new
		f the State Demonstration participation as a
		h Center and to meet increased demand for
		erate clients of Lapeer County, to be paid from
		to the County's General Fund:

# Phase Two (January 2024 - March 2024)

- (3) CMH Professional BA (#TBD, Case Management, PG 18)(1) CMH Professional BA (#TBD, Non-Union, Quality Dept, PG18)
- (1) Certified Peer Support Specialist Position (#TBD, PG 15)
- (2) Master Level Clinicians (#TBD, PG 21)
- (1) Parent Support Partner (#TBD, PG 15)
- (1) General Clerk (#TBD, PG 13)



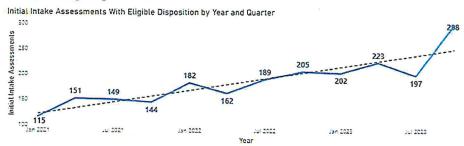
# Initial Intake Assessments

The visualizations below summarize the trend in initial intakes assessments completed by Lapeer CMHSP in the last three years.

#### Screening

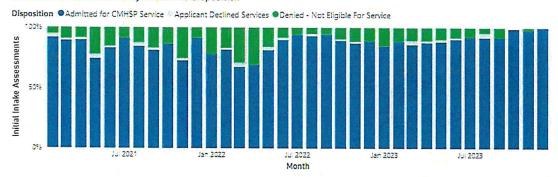
- Lapeer CMHSP completed, on average, 161 initial intake assessments per quarter in calendar year
   2021, 216 per quarter in 2022 and 248 per quarter in 2023.
- The total number of initial intake assessments increased by 34% from calendar year 2021 to 2022 and by another 15% from 2022 to 2023.

#### **Need for Ongoing Services**



- In the first quarter following participation in the Michigan CCBHC Demonstration<sup>1</sup>, initial intake assessments with an eligible disposition increased by 44%<sup>2</sup>.
- If current trends in initial intake assessments are sustained, Lapeer CMH expects to service an additional 368 individuals over the course of the 2024 fiscal year.





- On average, 50 initial intake assessments per month in calendar year 2021 had an eligible disposition<sup>3</sup> (87% of all intakes). In 2022 this increased to 61 (85% of all intakes) and in 2023 this increased to 76 (93% of all intakes).
- Since joining the Michigan CCBHC Demonstration in October 2023, the *percentage of initial intake* assessments with an eligible disposition has been 99%.

<sup>1</sup> FY2024 Q1 (10/1/2023 - 12/31/2023)

<sup>&</sup>lt;sup>2</sup> FY2024 Q1 compared to the average per quarter in FY2023

<sup>&</sup>lt;sup>3</sup> Admitted for CMHSP Service or Applicant Declined Services

# AHachment #2

# **CCBHC DEMONSTRATION STAFFING REQUEST**

		PHASE TWO	IWO						
CMH Position	Department	PG	Step	Ĕ	Total Wage	2	<b>Total Benefits</b>		Total Cost
BA Professional (Case Manager)	Case Management	18	0, 6mo	\$	50,125.84	\$	26,664.23	\$	76,790.07
BA Professional (Case Manager)	Med Management	18	0, 6mo	↔	50,125.84	ş	26,664.23	Ş	76,790.07
Certified Peer Support	Case Management	15	0, 6mo	Υ-	39,792.56	٠	24,510.77	\$	64,303.33
BA Professional (Case Manager)	Children's	18	0, 6mo	Υ-	50,125.84	ş	26,664.23	ş	76,790.07
ML Clinician	Case Management	21	8	\$	80,968.48	ş	33,091.83	ş	114,060.31
ML Clinician	Children's	21	ĸ	\$	80,968.48	δ.	33,091.83	ş	114,060.31
Certified Peer Support	Children's	15	0, 6mo	\$	39,792.56	\$	24,510.77	\$	64,303.33
BA Professional (Non- Union)	Quality	18	0, 6mo	Ş	50,125.84	\$	26,574.00	Ş	76,699.84
General Clerk	Support Services	13	0, 6mo	\$	35,233.76	\$	23,560.72	ş	58,794.48
		Phase Two S	Phase Two Staffing Total					ş	722.591.79

## 281-2023

Motion by Mast, supported by Zender, pursuant to the recommendation of the Personnel Committee, to authorize the Community Mental Health Chief Executive Officer to negotiate the rate of pay within the approved steps for full-time Master Level Clinicians or other Master Level Supervisor positions only, which will be determined based on licensing, credentialing, and certification in evidence-based practices, in order to expedite employment offers due to the statewide labor market shortages of qualified Master Level individuals, with the understanding that all associated costs will be paid by Community Mental Health and at no cost to the County's General Fund. Motion carried.

#### 282-2023

Motion by Mast, supported by Hamilton, pursuant to the recommendation of the Personnel Committee, to authorize the County Administrator/Controller to hire a temporary contractual consultant position to assist in the Animal Control division until the vacant Chief position is filled. Motion carried.



#### 283-2023

Motion by Mast, supported by Hamilton, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization and authorize Community Mental Health to add the following new positions to fulfill the requirements of the State Demonstration participation as a Certified Community Behavioral Health Center, which will also provide services to the mild to moderate clients of Lapeer County, as follows to be paid from CMH funding and at no additional cost to the County's General Fund:



#### Phase One (October 2023 - December 2023)

- 1-Certified Peer Support Specialist Position (#TBD, PG 15)
- 3-Master Level Clinicians (#TBD, PG 21)
- 2-Account Clerks (#TBD, PG 15)
- 1-BA Supervisor (#TBD, Non-Union, IT/Data Mgmt Dept, PG21)
- 1-General Clerk (#TBD, PG 13)



And further, with the understanding that CMH will report back to the Personnel Committee of the program demands for consideration of potential Phase 2 staffing requests. Motion carried.

#### 284-2023

Motion by Haggadone, supported by Hamilton, to enter into the record the County's Audit Motions for September 8, 2023, September 12, 2023, and September 22, 2023 and also the Road Commissions Audit Motion for disbursements dated September 7, 2023 and September 21, 2023. Motion carried.



FYI Only Original Request Sept 2023

# Revised---Request for Action

Date: September 15, 2023

To: Lapeer County Board of Commissioners

From: Lauren Emmons, CEO

# Summary of Request/Information:

CMH was awarded State Demonstration status as a Certified Community Behavioral Health Center (CCBHC). Included in the approved PPS1 Rate for the funding of the State CCBHC Demonstration participation, are the 17 Full time county positions detailed on the attached document. As requested at the last personnel committee, this is a revised request phasing in the positions in two groups. Group 1 positions will be recruited and hired in the first quarter of Fiscal Year 2024 (October 2023 to December 2023). If the demand for services increases and the positions are needed the Group 2 positions will be recruited and hired in the second Quarter of Fiscal Year 2024 (January 2024 to March of 2024).

#### Attachments:

Staffing Detail by Phases

## Contact person(s):

Lauren Emmons, CEO

#### Background Information:

CCBHCs provide increased access to mental health and addiction treatment because the model addresses the longstanding gap in unmet need for care that far too often leaves police, jails and emergency departments as the primary responders to people with mental health or substance use needs. CCBHCs have partnerships with non-health entities within a county such as schools, public welfare programs and law enforcement (e.g., police, prosecutors, jails, & courts). Public and private human and social services agencies often collaborate through CCBHCs to directly provide meaningful programs, coordinate with other service providers and provide referrals to other external resources.

The success of CCBHC's is grounded in the following principles:



- Engaging people in treatment early.
- Focusing on improved health outcomes for persons served.
- Going beyond episodic crisis response to models that link people in crisis to a full continuum of care.
- Improving care coordination and integration to address physical health conditions of persons served.
- Strengthening partnerships and referral relationships across all social service and treatment systems.
- Building the capacity of the behavioral health safety net to respond to increasing community needs.

# **Draft Motion:**

Move to approve the filling of the following positions at CMH to fulfill the requirements of the State CCBHC Demonstration participation:

Group 1 October 2023 to December 2023:

- (1) Peer Support Specialist
- (3) Masters Level Clinicians
- (2) Account Clerks
- (1) BA Coordinator (non-union IT/Data Management Department)
- (1) General Clerk

Group 2 January 2024 to March 2024:

- (3) CMH Professional BA (Case Manager)
- (1) Peer Support Specialist
- (2) Masters Level Clinicians
- (1) Parent Support Partner
- (1) CMH Professional BA (non-union Quality Department)
- (1) General Clerk

The cost of these positions are covered by the PPS1 approved rate and do not represent any additional cost the County General Fund.

# **CCBHC DEMONSTRATION STAFFING REQUEST**

	PHASE ONE								
	CMH Position	Department	PG	Step		<b>Total Cost</b>			
	Account Clerk	Finance	15	0, 6mo	\$	63,050.16			
	Account Clerk	Data	15	0, 6mo	\$	63,050.16			
	ML Clinician	IDDT	21	3	\$	111,601.24			
	Peer Support	SUD	14	0, 6mo	\$	61,797.50			
(Non-Union)	BA Coordinator	Data	21	0, 6mo	\$	90,402.93			
	General Clerk	Support Services	13	0, 6mo	\$	56,475.25			
	ML Clinician	Triage	21	3	\$	111,601.24			
	ML Clinician	Triage	21	3	\$	111,601.24			
			Phase One Staffing Total		\$	669,579.73			

		PHASE T	NO			
	CMH Position	Department	PG Step		<b>Total Cost</b>	
	BA Professional (Case Manager)	Case Management	18	0, 6mo	\$	79,591.37
	BA Professional (Case Manager)	Med Management	18	0, 6mo	\$	79,591.37
	Peer Support	Case Management	14	0, 6mo	\$	61,797.50
	BA Professional (Case Manager)	Children's	18	0, 6mo	\$	79,591.37
	ML Clinician	Case Management	21	3	\$	111,601.24
	ML Clinician	Children's	21	3	\$	111,601.24
	Parent Support Partner	Children's	14	0, 6mo	\$	61,797.50
(Non-Union)	BA Professional	Quality	18	0, 6mo	\$	79,591.37
	General Clerk	Support Services	13	0, 6mo	\$	56,475.25
		_	Phase Two Staffing Total		\$	721,638.22

Grand Total \$ 1,391,217.95

My

# SPECIAL PERSONNEL COMMITTEE SEPTEMBER 28, 2023

# CONFERENCE ROOM 302 - ADMINISTRATION OFFICE, COUNTY COMPLEX 255 CLAY STREET, LAPEER, MI 48446

Chairman Truman Mast called the meeting to order at approximately 8:15 a.m. in Conference Room 302 in the Administration Office on the  $3^{rd}$  Floor of the County Complex.

Members Present:

Commissioners Truman Mast, Gary Howell, and William Hamilton.

Others:

Moses Sanzo, County Controller/Administrator; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; Lauren Emmons, CMH CEO, Brooke Sankiewicz, CMH Chief Clinical Officer and

Emma McQuillan, CMH Interim CFO.

## **AGENDA**

The Agenda was reviewed.

Motion by Hamilton, supported by Howell, to approve the Personnel Committee Agenda as presented. Motion carried unanimously.



#### **COMMUNITY MENTAL HEALTH**

Mr. Emmons, along with Ms. Sankiewicz and Ms. McQuillan, returned with a revised request to amend their Table of Organization to add the proposed 17 new additional positions in <u>two phases</u> in order for CMH to fulfill the requirements of the state now that they are now a Certified Community Behavioral Health Center (CCBHC).

They are requesting a portion of the employees be hired between October 1 and December 31, then the remaining employees would be added in between January 1st through March of 2024. They again reported that this new designation will now allow CMH to serve the mild to moderate population regardless of type of insurance status, diagnosis, etc. so they expect the number of clients to significantly increase. Ms. McQuillian explained the analysis they used to determine the estimated number of staff that they anticipate they will need including national averages, as well as previously denied clients. The revised request included the following phase in plan to add the 17 new positions:

# Phase One (October 2023 – December 2023)

- 1-Certified Peer Support Specialist Position (#TBD, PG 15)
- 3-Master Level Clinicians (#TBD, PG 21)
- 2-Account Clerks (#TBD, PG 15)
- 1-BA Supervisor (#TBD, Non-Union, IT/Data Mgmt Dept)
- 1-General Clerk (#TBD, PG 13)

# Phase Two (January 2024 – March 2024)



3-CMH Professional BA (#TBD, Case Manager, PG 18)

1-Certified Peer Support Specialist Position (#TBD, PG 15)

2-Master Level Clinicians (#TBD, PG 21)

1-Peer Support/Parent Support Partner (#TBD, PG 15)

1-CMH Professional BA (Non-Union, Quality Dept, #TBD, PG 18)

1-General Clerk (#TBD, PG 13)

Mr. Emmons reported that they also expect an influx of new clients once the community is aware that service is now available for the mild to moderate population. He stated they are also seeing an increase it cases due to the impact the pandemic had on communities. Questions and discussion followed regarding insurance payments, private pay, credit card payments, as well as how they handle collections for clients who have the means to pay but do not. The committee asked further questions and expressed concerns about implementing the full proposed phase without having data to justify the staffing. It was a consensus to that CMH report back in 3 months after they implement Phase 1 of the staffing plan.

Motion by Hamilton, supported by Howell, to recommend to the Full Board, to amend the Table of Organization and authorize Community Mental Health to add the following new positions to fulfill the requirements of the State Demonstration participation as a Certified Community Behavioral Health Center, which will also provide services to the mild to moderate clients of Lapeer County, as follows to be paid from CMH funding and at no additional cost to the County's General Fund:

Phase One (October 2023 – December 2023)

1-Certified Peer Support Specialist Position (#TBD, PG 15)

3-Master Level Clinicians (#TBD, PG 21)

2-Account Clerks (#TBD, PG 15)

1-BA Supervisor (#TBD, Non-Union, IT/Data Mgmt Dept, PG21)

1-General Clerk (#TBD, PG 13)



And further, with the understanding that CMH will report back to the Personnel Committee of the program demands for consideration of potential Phase 2 staffing requests. Motion carried unanimously.

#### **ADJOURN**

Motion by Hamilton, supported by Howell, to adjourn the meeting. Motion carried unanimously. 8:50 a.m.

Truman Mast, Chairman Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager