

# **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<sup>rd</sup> 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 two phases 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. McQuillan 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 in 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*