



ADMINISTRATIVE SERVICES
3200 Willow Beach Road, Guntersville, AL 35976
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TO: Board of Directors
FROM: Shelly Pierce, Executive Management Coordinator
RE: March Board meeting
DATE: March 14, 2024

The next meeting of the Board of Directors will be conducted on **Tuesday, March 19, 2024**, at the new MLBHC property (old JC BOE property) located at 16003 AL Hwy 35 – Scottsboro, AL 35768. An evening meal will be provided, with the meeting starting at 5:30 p.m. Since there is currently no internet service at this facility, hard copies of the March Board packet will be available for all.

If you cannot attend in person, but would like to participate, a call in option is available:

March Board Meeting

Mar 19, 2024, 5:30 – 6:30 PM (America/Chicago)

You can also dial in using your phone.

Access Code: 455-784-605

United States: [+1 \(408\) 650-3123](tel:+14086503123)

The items listed below are included in this packet for your advanced review:

- March Board Agenda
- Minutes from the February 20, 2024, Board meeting
- Personnel Report
- IT Director's Report
- Clinical Director's Report
- Financial Reports through February 29, 2024
- Summary of Reports from the February PI meeting
- Minutes from the February Leadership Committee meeting
- March newsletter

Any items needing clarification or requiring Board approval will be discussed at that time. We will make the most efficient use of your time by considering only items of major importance and requiring formal action. Unless noted, all other items will be considered correct.

MARSHALL-JACKSON MENTAL HEALTH BOARD, INC.
MOUNTAIN LAKES BEHAVIORAL HEALTHCARE

March 19, 2024

AGENDA

- I. Call the meeting to order – David Kennamer, President
- II. Approval of minutes of the February 20, 2024, meeting – David Kennamer, President
- III. Executive Director’s Report
- IV. Written Reports
 - Personnel – Lane Black, HR Coordinator
 - IT – Steve Collins, IT Director
 - Clinical – Dianne Simpson, Clinical Director
- V. Financial reports through February 29, 2024 – Cammy Holland, Business Manager
- VI. Board requested items for future meeting

**Marshall-Jackson Mental Health Board, Inc.
Mountain Lakes Behavioral Healthcare**

**Board of Directors Meeting
February 20, 2024**

MINUTES

I. Call to Order

David Kennamer, President, called the meeting to order at 5:30 p.m. at the Administrative Office in Guntersville, Alabama. Virtual participation in the monthly meeting was also available.

Present: Joe Huotari
Jo-Anne Hutton
Joe Jones, Treasurer
David Kennamer, President
Bill Kirkpatrick
Victor Manning
Hannah Nixon, Vice-President
Lucien Reed
Jane Seltzer, Secretary
Caleb Skipper

Absent: None

Staff: Lane Black, HR Coordinator
Hannah Chandler, Prevention Coordinator, Substance Use Prevention Services
Dana Childs, QA Coordinator/Clinical Administrative Assistant
Steve Collins, IT Director
Myron Gargis, Executive Director
Cammy Holland, Business Manager
Shelly Pierce, Executive Coordinator
Dianne Simpson, Clinical Director

Other: Joelle Bogle, CPA – MDA Professional Group, PC (Virtual)
Nell Kennamer

II. FY23 Audit Report – Joella Bogle, CPA

Joella Bogle, CPA, presented the audit findings for the fiscal year October 1, 2022 through September 30, 2023. The FY23 Audit Report indicated an unmodified opinion and full compliance with all state and federal requirements. Total operating revenue for the year ended September 30, 2023, was \$9,951,902, with total operating expenses of \$9,497,951. When combined with non-operating revenue, this resulted in an increase in net position of \$937,960.

III. Approval of the minutes of the January 23, 2024, meeting – David Kennamer, President

MOTION: Victor Manning made a motion that the Board approve the minutes of the January 23, 2024, meeting, as presented. Hannah Nixon seconded the motion, which was approved unanimously.

IV. Executive Director's Report

The Executive Director's Report for February was submitted in written format and made available to all Board members for review prior to the meeting. This report is included as Appendix A to the minutes from tonight's Board meeting.

In discussion of the recent purchase of the former JC BOE property, a recommendation was made to conduct future Board meetings at this facility during the months designated for Jackson County. This will allow Board members an opportunity to see the facility renovations and upgrades as they are completed.

V. Financial reports through January 31, 2024 – Cammy Holland, Business Manager

Ms. Holland noted that all regular financial reports were included in the monthly packet and asked if there were any questions in regard to these items.

The FY24 Program Summary reflected a net income for all programs, with exception of Jackson County MHC, Marshall Place, Substance Use Services and Substance Use Prevention.

The current Balance Sheet, which included Board Investments, indicated Total Cash of \$1,685,668. This total is \$645,880 less than this same time period last year. Continued review reflected Total Accounts Receivable of \$2,400,185, which is \$1,047,596 more than in FY23. Ms. Holland noted that AR was up due to delayed payments from DMH.

The Income Statement, which does not include Board Investments, reflected a YTD Net Income of \$47,573, which is \$388,503 less than in FY23.

VI. Proposed approval of new/revised Policies and Procedures – Myron Gargis, Executive Director

Mr. Gargis noted the two following Policies and Procedures being presented for Board approval at tonight's meeting:

- **4.3.12 Leave Donation** – this is a newly developed P&P allowing employees to voluntarily donate leave time to another employee in need of such leave due to the serious illness or injury of that co-worker or the co-worker's immediate family member. A recommendation was made to approve this P&P for a trial period of the effective date determined by the Board through September 30, 2024. At the end of the trial period, this policy will again be reviewed by the Board of Directors to determine if it will remain in place.

MOTION: Victor Manning made a motion that the Board approve P&P 4.3.12 Leave Donation, as presented, for a trial period of March 1, 2024 through September 30, 2024. Hannah Nixon seconded the motion, which was approved unanimously.

- **7.2.0 MI Residential Care Home with Specialized Basic Services** – this P&P has been revised to remain in compliance with the most recent version of the Administrative Code.

MOTION: Joe Houtari made a motion that the Board approve P&P 7.2.0 MI Residential Care Home with Specialized Basic Services, as presented. Hannah Nixon seconded the motion, which was approved unanimously.

VII. Q1 review of the FY24 Strategic Action Plan – Myron Gargis, Executive Director

All 1st quarter updates to the FY24 Strategic Action Plan were made available to Board members for prior review. Following brief discussion, Board members were provided an opportunity to ask questions in regard to the Strategic Action Plan.

VIII. Written Reports

The Personnel, IT and Clinical Reports are submitted in written format for the monthly Board packets. Any items of question or requiring Board action will be discussed during the meeting.

The Clinical Director's Report for February provided information on MLBHC's Substance Use Prevention Program. Ms. Simpson introduced Hannah Chandler as the SU Prevention Coordinator. Ms. Chandler noted that she has worked in SU Prevention for eight years, two of those with MLBHC. She then explained that the SU Prevention Team interacts with the local communities and schools to educate and council children/parents on the dangers of substance use. Prevention services are defined as evidence-based actions taken to delay the initial use of alcohol, tobacco, and other drugs and to prevent substance misuse in order to promote healthy behaviors. Ms. Chandler also shared that MLBHC's Prevention Team is now involved with Vape Court through the Marshall County Juvenile Probation Office and that they have recently joined a Suicide Prevention Team that is engaging with the local school systems.

IX. Board requested items for future meetings

There were no items requested for future Board meetings.

X. Executive Session

Mr. Kennamer announced that the Board needed to enter into Executive Session to discuss the job performance/annual evaluation of the Executive Director.

MOTION: Bill Kirkpatrick made a motion that the Board enter into Executive Session at 7:15 p.m. to discuss the job performance/annual evaluation of the Executive Director. Victor Manning seconded the motion, which was approved unanimously.

MOTION: Hannah Nixon made a motion that the Board reconvene the regular meeting at 8:20 p.m. and adjourn. Caleb Skipper seconded the motion, which was approved unanimously.

David Kennamer, President
Marshall-Jackson Mental Health Board, Inc.

Jane Seltzer, Secretary
Marshall-Jackson Mental Health Board, Inc.

APPENDIX A

Executive Director's Report

February 20, 2024

- **Transportation Service Updates-** January- Jackson County had 65 transports and Marshall County had 18 transports.
- **Updates on ~~JC BOE~~ MLBH Property-**
 - The closing occurred on 2/2 and everything went smoothly.
 - John Porter will start the process on filing the quiet title action and I'll update you as that process progresses.
 - We're currently getting estimates on the upgrades and renovation projects that we plan to complete prior to moving in.
 - The current clinic property was appraised earlier this month and we should receive the appraisal report soon.
- **Legislative Session-** The current legislative session began last week. Gambling legislation passed the House last week and will be considered by the Senate soon. If passed by the Senate and signed by Governor Ivey, the issue will be on the November ballot for voters to consider. DMH and mental health services are areas where new gambling revenues would be spent. I and other members of the Alabama Council for Behavioral Healthcare will be in Montgomery on Wednesday and Thursday meeting with members of the legislature to advocate for additional funding in the FY25 budget.
- **DMH Opioid Settlement Grant-** Our grant proposal was recently approved and funded by DMH. This grant will allow us to expand our jail based services by adding case management, peer support, medication assisted treatment (MAT), and housing support for individuals post-incarceration. It's a one year grant with a budget of \$518,500 and were hopeful that when we show positive results and data, we will receive continuation funding from DMH.

MLBH PERSONNEL REPORT

3/19/2024

NEW HIRES

FT	Kimberly McMurrey	Life Skills Specialist	2/29/2024	Dutton GH
FT	Brianna McDonald	Certified Peer Support-Youth	3/5/2024	Both Counties
FT	Hannah Robinson	Therapist NonLicensed CAIH	3/5/2024	JCMHC
FT	Susan Sweatman	Counselor	3/5/2024	Substance Use
FT	Erin Russell	Therapist NonLicensed OP	3/7/2024	MCMHC
PRN	April Burns	Life Skills Specialist	3/7/2024	Marshall Place

SEPARATIONS (VOLUNTARY)

DOH	FT	Joshua Tyler Davis	Life Skills Specialist	2/23/2024	Substance Use
5/15/2023			<i>Resignation Reason</i>	<i>personal</i>	

SEPARATIONS (INVOLUNTARY)

NA

NEW POSITIONS ADDED

NA

TRANSFERS

NA

PROMOTIONS

FT	<u>Katrina Ramsey</u>	From Program Coordinator to Program Director	2/26/2024	Substance Use
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ACT = Assertive Community Treatment

AIH = Adult In-Home

CAIH = Child/Adolescent In-Home

CRNP = Certified Registered Nurse Practitioner

CRSS = Certified Recovery Support Specialist (SA)

NL= Non-Licensed

OP=Outpatient

QSAP = Qualified Substance Abuse Professional

SU = Substance Use

SLP=Sign Language Proficient

RDP = Rehabilitative Day Program

TPR= Treatment Plan Review

Continued-----

MLBH PERSONNEL REPORT

CURRENT OPEN POSITIONS

MP LSS -PRN (1) WE Days (since 12/20/23)

DGH LSS FT- (1) FT 1st (1) FT 3rd (1) PRN WE Days (1) PRN WE Nights

JP LSS PRN (1) (since 5/22/23)

SU LSS - (2) FT second (since 1/12/24)

Care Coordinator--Jail-Based- (1) new

Peer Support Specialist--Jail-Based- (1) new

Care Coordinator--MC(1) (since 9/11/24)

Therapist Outpatient JC (2) (since 2/5/24)

Care Coordinator ACT JC (1) (since 1/31/24)

Program Coordinator DGH (1) (since May 2023)

Care Coordinator DGH (1) (since 11/30/23)

Registered Nurse DGH (1) (since 6/1/23)

IT Board Report
MAR 2024

Items Completed from last reports:

- Ordering new Fiber for new Sboro building and speed upgrades.
- Old Avatar legacy interfaces being decommissioned.
- Testing other Virtualization Systems just in case.
- Waiting on Vmware Renewal pricing.
- ~~-Digital marketing company for MLBHC web page.~~
- Vmware intermediate OS upgrades.

New Items / Continued:

- MLBHC new computer deployment 95% complete.
- Wes Re-designing MLBHC web page.
- EOY Windows User account cleanup plus Avatar User cleanup.
- EOY User forced password changes.
- Some selected Staff testing AI Software demo.
- VPN Security Breach, 1st layer.
- Eprescribing system hacked. (Netsmart issue)
- Logo Fail hack.
- New Jplace internet and conferencing unit.
- Farmers Fiber and speed upgrades in progress.
- Find new VPN device.
- External Hiwaay email filter going away.
- Investigating Barracuda Cloud email filtering system.
- Barracuda Email archiving system, Cloud storage going away.
- Implement Vmware new version.
- New Sboro cable modifications.
- Get addl equipment ordered for new Sboro building.
- Server room new batteries for secondary UPS system.

Clinical Services Report

March 2024

Rehabilitative Day Program

The Rehabilitative Day Program (RDP) provides long-term recovery services with the goals of improving functioning, facilitating recovery, achieving personal life goals, regaining self-worth, optimizing illness management, and helping consumers to become productive participants in family and community life. The Rehabilitative Day Program constitutes interventions that specifically address the individual's life goals, builds on personal strengths and assets, improves functioning, increases skills, promotes a positive quality of life, and develops supportive networks. MLBHC offers a RDP program in each county. The program is staffed by a program coordinator and a life skills specialist. The daily average number of consumers who are served by the RDP program is 12 in Marshall County and 17 in Jackson County. Consumers attend anywhere from one to five days per week based on individual goals, preferences, needs, and circumstances.

**MOUNTAIN LAKES BEHAVIORAL HEALTHCARE
PROGRAM SUMMARY**

FOR THE MONTH ENDED FEBRUARY 29, 2024

PROGRAM	BUDGETED REVENUE	ACTUAL REVENUE	BUDGETED EXPENSES	ACTUAL EXPENSES	Revenues		Expenses		BUDGETED OPERATING INCOME	ACTUAL OPERATING INCOME	DEPRECIATION EXPENSE	NET INCOME (LOSS)	Variance +/- % Comments
					Budget vs Actual	Variance \$	Budget vs Actual	Variance %					
1000 Administration	19,698	395,400	19,698	386,182	375,702	95.02%	375,913	95.02%	(0)	9,218	9,429	(211)	Fundraising Expense
1500 Region 1 Project	15,202	15,202	15,202	15,202	(0)	0.00%	0	0.00%	0	(0)	0	0	
2110 Marshall County MHC	274,660	279,439	236,403	119,601	4,779	1.71%	(114,312)	-95.58%	38,257	159,839	2,480	157,349	
2210 Jackson County MHC	200,108	196,550	202,399	84,895	(3,558)	-1.81%	(114,413)	-134.77%	(2,291)	111,655	3,092	108,564	
2300 Geriatrics	48,055	30,290	41,619	12,075	(17,765)	-36.56%	(29,544)	-244.89%	6,437	18,215	0	18,215	
2400 Behavioral Health Unit (BHU)	20,058	45,325	20,058	45,325	25,267	0.00%	25,267	0.00%	0	0	0	0	
2610 Dogwood Apartments	5,808	4,791	6,244	2,859	(1,017)	-17.33%	(2,512)	-87.86%	(436)	1,932	873	1,059	
2620 EBP Supportive Housing	13,641	14,608	13,623	10,279	967	6.62%	(3,344)	-32.53%	18	4,328	0	4,328	Budget is divided equally over 12 months. Actuals based on the activity during the month
2640 Dutton Facilities	81,346	78,779	82,864	31,898	(2,567)	-3.26%	(45,809)	-143.61%	(1,516)	46,882	5,157	41,724	
2650 Jackson Place	34,993	38,388	29,903	26,897	3,395	8.84%	(1,024)	-3.81%	5,089	11,491	1,982	9,509	
2651 Marshall Place	23,611	20,838	24,523	13,193	(2,773)	-13.30%	(10,882)	-82.49%	(913)	7,645	448	7,197	
3030 Substance Use	126,325	97,054	112,434	38,419	(29,272)	-23.16%	(67,037)	-174.49%	13,891	56,635	6,978	51,657	
3080 Prevention	26,757	25,311	26,555	14,191	(1,445)	-5.71%	(12,365)	-87.13%	201	11,121	0	11,121	Budget is divided equally over 12 months. Actuals based on the activity during the month
	<u>890,262</u>	<u>1,241,978</u>	<u>831,527</u>	<u>801,014</u>	<u>351,713</u>		<u>(63)</u>		<u>58,736</u>	<u>440,962</u>	<u>30,450</u>	<u>410,512</u>	

**MOUNTAIN LAKES BEHAVIORAL HEALTHCARE
PROGRAM SUMMARY**

FOR THE FIVE MONTHS ENDED FEBRUARY 29, 2024

PROGRAM	BUDGETED REVENUE	ACTUAL REVENUE	BUDGETED EXPENSES	ACTUAL EXPENSES	Budget vs Actual		Budget vs Actual		BUDGETED OPERATING INCOME	ACTUAL OPERATING INCOME	DEPRECIATION EXPENSE	NET INCOME (LOSS)	Variance +/- 5% Comments
					\$	%	\$	%					
1000 Administration	98,492	552,607	98,492	501,224	454,115	82.18%	449,880	82.04%	(0)	51,393	47,147	4,235	
1500 Region 1 Project	76,012	76,012	76,012	76,012	(0)	0.00%	0	0.00%	0	(0)	0	0	
2110 Marshall County MHC	1,373,300	1,294,621	1,182,014	1,038,172	(78,679)	-6.09%	(131,394)	-12.66%	191,286	256,449	12,449	244,000	
2210 Jackson County MHC	1,000,539	986,726	1,011,995	877,532	(13,814)	-1.40%	(125,389)	-14.29%	(11,456)	109,193	9,064	100,129	
2300 Geriatrics	240,277	177,394	208,093	140,632	(62,883)	-35.45%	(67,461)	-47.97%	32,184	36,762	0	36,762	
2400 Behavioral Health Unit (BHU)	100,290	145,225	100,290	145,225	44,935	0.00%	44,935	0.00%	0	0	0	0	
2610 Dogwood Apartments	29,041	28,410	31,221	17,283	(632)	-2.22%	(9,574)	-55.39%	(2,180)	11,126	4,364	6,762	
2620 EBP Supportive Housing	68,204	72,668	68,116	65,978	4,464	6.14%	(2,138)	-3.24%	88	6,690	0	6,690	
2640 Dutton Facilities	406,729	403,516	414,318	323,632	(3,213)	-0.80%	(64,900)	-20.05%	(7,589)	79,894	25,787	54,097	
2650 Jackson Place	174,963	188,428	149,517	142,205	13,464	7.15%	470	0.33%	25,446	46,223	7,782	38,440	
2651 Marshall Place	118,053	106,774	122,617	114,224	(11,279)	-10.56%	(6,151)	-5.38%	(4,564)	(7,450)	2,242	(9,692)	
3030 Substance Use	631,626	500,346	562,171	460,473	(131,280)	-26.24%	(66,807)	-14.51%	69,455	39,873	34,891	4,982	
3060 Prevention	133,784	105,698	132,777	134,020	(28,086)	-26.57%	1,243	0.93%	1,007	(28,322)	0	(28,322)	
	<u>4,451,311</u>	<u>4,638,424</u>	<u>4,157,634</u>	<u>4,036,614</u>	<u>187,113</u>		<u>22,706</u>		<u>293,678</u>	<u>601,810</u>	<u>143,726</u>	<u>458,085</u>	

Budget is divided equally over 12 months. Actual is based on the activity during the month

Budget is divided equally over 12 months. Actual is based on the activity during the month

**REVENUE & EXPENSE REPORT FOR THE
FIVE MONTHS ENDED FEBRUARY 29, 2024**

	PROGRAM	BUDGET	ACTUAL
Revenue	1500 REGION 1 PROJECT	<u>76,012</u>	<u>76,012</u>
Expense		<u>76,012</u>	<u>76,012</u>
Revenue	2110 MARSHALL COUNTY MHC	<u>1,373,300</u>	<u>1,294,621</u>
Expense		<u>1,182,014</u>	<u>1,038,172</u>
Revenue	2210 JACKSON COUNTY MHC	<u>1,000,539</u>	<u>986,726</u>
Expense		<u>1,011,995</u>	<u>877,532</u>
Revenue	2300 GERIATRICS	<u>240,277</u>	<u>177,394</u>
Expense		<u>208,093</u>	<u>140,632</u>
Revenue	2400 BEHAVIORAL HEALTH UNIT	<u>100,290</u>	<u>145,225</u>
Expense		<u>100,290</u>	<u>145,225</u>
Revenue	2610 DOGWOOD APARTMENTS	<u>29,041</u>	<u>28,410</u>
Expense		<u>31,221</u>	<u>17,283</u>
Revenue	2620 EBP SUPPORTIVE HOUSING	<u>68,204</u>	<u>72,668</u>
Expense		<u>68,116</u>	<u>65,978</u>
Revenue	2640 DUTTON FACILITIES	<u>406,729</u>	<u>403,516</u>
Expense		<u>414,318</u>	<u>323,632</u>
Revenue	2650 JACKSON PLACE	<u>174,963</u>	<u>188,428</u>
Expense		<u>149,517</u>	<u>142,205</u>
Revenue	2651 MARSHALL PLACE	<u>118,053</u>	<u>106,774</u>
Expense		<u>122,617</u>	<u>114,224</u>
Revenue	3030 SUBSTANCE USE	<u>631,626</u>	<u>500,346</u>
Expense		<u>562,171</u>	<u>460,473</u>
Revenue	STR/CURES/SOR (Part of the Substance Use Program)		<u>18,155</u>
Expense			<u>13,010</u>
Revenue	3060 PREVENTION	<u>133,784</u>	<u>105,698</u>
Expense		<u>132,777</u>	<u>134,020</u>

2024 COMPARATIVE INCOME STATEMENT

As of Accounting Period 5

	41.67%	<u>FY 2023</u>	<u>FY 2024</u>	<u>\$</u>	<u>%</u>
				<u>VARIANCE/YEAR</u>	
Medicaid % of Budget		\$1,454,994 44.17%	\$1,324,471 36.44%	(\$130,523)	-9.85%
DMH		\$ 2,281,822 43.45%	\$ 2,633,920 46.72%	\$ 352,098	13.37%
Medicare		\$ 14,846 48.09%	\$ 12,524 39.23%	\$ (2,322)	-18.54%
Self Pay		\$ 67,180 54.56%	\$ 49,019 34.23%	\$ (18,161)	-37.05%
Insurance		\$ 222,549 54.68%	\$ 265,511 52.14%	\$ 42,962	16.18%
Total Operating Revenue		\$4,310,434 44.34%	\$4,638,424 43.42%	\$ 327,990	7.07%
Salary		\$ 2,122,651 39.17%	\$ 2,383,988 44.11%	\$ 261,337	10.96%
Fringe		\$ 473,051 45.04%	\$ 497,289 43.13%	\$ 24,238	4.87%
Misc Exp-BHU		\$ 100,000 41.55%	\$ 145,225 60.34%	\$ 45,225	31.14%
Fees Contract Staff		\$ 32,917 27.44%	\$ 19,250 28.33%	\$ (13,667)	-71.00%
Travel		\$ 91,771 42.30%	\$ 95,939 40.76%	\$ 4,168	4.34%
Total Operating Expenses		\$3,722,381 40.31%	\$4,031,852 42.47%	\$309,471	7.68%
Operating Income		\$588,053	\$606,572	\$18,519	3.05%
Depreciation		(\$138,999)	(\$148,487)	(\$9,488)	6.39%
Net Income/(Loss)		<u>\$449,054</u>	<u>\$458,085</u>	<u>\$9,031</u>	

***Does not include Board Investments

2023 COMPARATIVE BALANCE SHEET

As of Accounting Period 5

	<u>FY 2023</u>	<u>FY 2024</u>	<u>\$</u>	<u>%</u>
			<u>VARIANCE</u>	
Current Assets				
Cash	\$2,671,915	\$1,074,607	\$ (1,597,308)	-148.64%
Total Receivables	\$1,136,814	\$2,250,594	\$ 1,113,780	49.49%
Total Other Current Assets	\$2,517,709	\$3,437,361	\$ 919,652	26.75%
Total Current Assets	\$6,326,438	\$6,762,563	\$436,125	6.45%
Long Term Assets				
Fixed Assets	\$2,041,284	\$3,215,818	\$ 1,174,534	36.52%
Other Long Term Assets	\$6,573,972	\$6,431,111	\$ (142,861)	-2.22%
Total Long Term Assets	\$8,615,256	\$9,646,929	\$ 1,031,673	10.69%
Total Assets	\$14,941,694	\$16,409,492	\$ 1,467,798	8.94%
Liabilities				
Current Liabilities	(\$652,148)	(\$753,193)	\$ (101,045)	13.42%
Long Term Liabilities	\$0	\$0	\$ -	
Total Liabilities	(\$652,148)	(\$753,193)	\$ (101,045)	13.42%
Net Assets				
Unrestricted Net Assets	(\$13,559,007)	(\$14,513,195)	\$ (954,188)	6.57%
Net (Income) Loss	(\$730,539)	(\$1,143,104)	\$ (412,565)	36.09%
Total Net Assets	(\$14,289,546)	(\$15,656,299)	\$ (1,366,753)	8.73%
Total Liabilities and Net Assets	(\$14,941,694)	(\$16,409,492)	(\$1,467,798)	8.94%

**Performance Improvement Committee
Summary Reports
February 15, 2024**

I. Report from Clinical Director, Dianne Simpson:

- **Staff Error Report-** The January report was sent out to the Program Directors/Coordinators.
- **Wall of Fame/Incentive Plan for January 2024:** The following staff achieved the incentive for the month of January. They all exceeded their productivity standard and produced excellent and error free documentation.

Congratulations:

○ **Incentive Plan-**

Brookshire, Tom
Cheek, Brittany
Clonts, Lisa
Estes, Ashlee
George, Margaret

Headrick, Tina
Riggins, Jennifer
Ritchie, Denise
Traweek, Elizebeth
Whitten, Brooke

○ **Wall of Fame-**

Alford, Lindsay
Barrett, Rob
Boxley, Sarah
Brand, Kali
Brown, Jennifer
Burks, Julie
Cabaniss, Rebecca
Campbell, Teana
Cooper, Rebecca
DeAtley, Joanna
Dettweiler, Sarah
Hanna, Sarah
Hayes, Leilani
Herring, Belinda
Hixon, Ryan
Holcombe, Mitzi
Holmes, David
Knott, Stephanie
Kyle, April
Malone, Crystal
Mays, Treva

Moses, Mona
Parker, Alexis
Paschal, Nancy
Quinn, Lindsey
Rucker, Elizabeth
Scyphers, Patrick
Steed, Tyler
Sutton, Melinda
Townsel, Briley
Tubbs, Felicia
Whitley, Amanda
Wilson, Justin
Bartke, George
Crowell, Robert
Green, Conner
Kirkland, Jana
Long, Brandy
Ramsey, Katrina
Williams, Macy
Woodham, Cynthia

II. **Review and approve of January 25, 2024 summary report:** The January reports were approved with no corrections noted.

III. **Administrative Review Summary/Error Reports for January 2024 (Dec MTD 1.1 % YTD 0.8):**

	Cases Reviewed	Docs Reviewed	Docs w/errors	Total Errors	Predominant Errors
TOTAL	34	2189	7	25	Med record not updated; Services not provided per t-plan

MONTHLY ADMIN REVIEW ERROR RATE: 1.1 % YTD ERROR RATE: 0.9 %

IV. **State Reporting Data Elements (SRDE) Report for December 2023-**These errors are reported one month later as they are not received in time to research and compile prior to PI.

Total Errors	Predominant Error Trends
4	No trends noted

V. **Prevention Activities:** 132 Prevention activity sheets were reviewed for January 2024.

Direct Services	# Activity Hours Marshall County	# Activity Hours Jackson County
Block-Environmental	29	0
Block-Education	64	34
Block-Alternatives	0	0
Block-Community Based	5	0
Block-ID	33	54
Block- PIDR		0
SOR-Environmental	11	31
SOR-Community Based Process	3	0
Total	145	119

In the month of January, Prevention initiated the Too Good for Drugs program at Boaz Intermediate School, where 10 lessons were delivered to the 5th grade students over the next 10 weeks. Boaz Intermediate School had a total of 156 students in the 5th grade. Simultaneously, Too Good for Drugs began at Skyline Elementary School for their 5th grade students, with staff conducting lessons every Friday until the program's completion. Skyline Elementary School had 56 5th grade students. Additionally, Prevention attended the Thrive Way Peer Helper's conference in Orange Beach, where they gained insights into the PATH curriculum, a new education program being implemented in schools across Marshall County. Prevention distributed over 50 bags of Deterra and Remove the Risk Information at Section Family Pharmacy and offered the Prevention Plus Wellness program to students who had pled guilty in Vape Court every Wednesday at the Tech School in Marshall County. Moreover, staff disseminated Talk They Hear You information at the Albertville Library and the Jackson County Courthouse. Prevention served as the keynote speaker at the Children Resource Network meeting at Liberty Restaurant, discussing the range of educational materials offered to parents and children. Furthermore, Prevention continued to implement the PATH curriculum at DAR, Brindle Mountain, and Douglas Schools.

VI. **Hospital Discharge Follow-up Report for January:**

Location	Local	State/CRU	Total
Marshall	9 (8 Active)	2	11
Jackson	3 Active	0	3
Total	12	2	14

Kim Croley, Crisis Specialist, submitted this report. Tracking reports of hospital discharges and 72 hour follow-ups for clients in Marshall and Jackson County were sent out to the committee.

- Marshall County scheduled local hospital follow-up appointments for 8 active and one inactive consumer that was on outpatient commitment. All consumers kept their appointments. The inactive consumer has been scheduled for an intake.
- There were 2 inactive consumers from Marshall County scheduled for follow-up from a CRU/State facility in the month of January. They both kept their appointments and were scheduled for an intake.
- Jackson County had 3 active consumers scheduled for local hospital follow up in January who all came for their appointment.
- There were 0 consumers from Jackson County scheduled for follow-up from a CRU in the month of January.

VII. Incident Prevention and Management for January: There was one Major client injury with follow-up.

January 31, 2024 (DMH MI-24 hr rpt Major Client Injury Residential Care consumer # (1-2024) Consumer complained of back pain while visiting PCP. She reported a fall that had occurred previously, date unknown, but did not tell staff. PCP ordered x-ray which revealed compression fracture to vertebrae.

Follow up: Unsure how fall happened. Was not reported to staff. DMH inquired on 2/21/24 whether consumer had attended the appointment for orthopedic doctor. Per the program director, the consumer is currently hospitalized for psychiatric stabilization which began with an ER visit on 2/14/24. The case manager stated that he has not received any correspondence yet regarding the referral. He has contacted Highlands PC receptionist and asked on the status of the referral.

VIII. Medication Errors for January: There were 5 medication errors for the month of January. Four wrong person and one missed dose. No trends were noted.

January 3 (4 med errors) Cedar Lodge

(2-5-2024) MAC worker accidentally gave medication to wrong client, Abilify 10 mg, Topamax 50 mg, Tegretol 200 mg, Hydroxyzine 50 mg. Client normally takes Hydroxyzine 25 mg and Benztropine 1mg. Poison control was called who advised that client should be ok, drink plenty of fluids, eat something, expect client to be drowsy and to check vitals frequently. No lasting adverse effects were noted by consumer.

What should have happened? MAC worker should have had client tell her or his name and given client the correct medication.

Why the difference? Staff did not follow NDP guidelines.

How can a similar event be prevented in the future? MAC worker will follow proper NDP procedures.

Follow up: Supervision done with MAC worker.

January 10 Residential Care Home

(6-2024) MAC worker did not give consumer 4pm dose of Ativan 0.5mg. Error identified 1/11/23 during 6am med count. On call RN was notified. No adverse effects were noted by consumer.

What should have happened? Staff should follow NDP guidelines.

Why the difference? Staff did not follow NDP guidelines.

How can a similar event be prevented in the future? Double check all MARS at each med pass.

Follow up: Supervision with MAC worker.

By Personnel

	MAC	RN	LPN	Pharmacist	Other (explain)
Level 1	5				
Level 2					
Level 3					
TOTAL	5				

By Division

	MI	SA	TOTAL
Level 1	1	4	5
Level 2			
Level 3			
TOTAL	1	4	5

By Error Type

	Wrong Person	Wrong Med	Wrong Dose	Wrong Route	Wrong Time	Wrong Reason	Wrong Documentation	Missed Dose	Other (explain)
Level 1	4							1	
Level 2									
Level 3									
TOTAL	4							1	

IX. Consumer Feedback, Complaints, and Grievances: There were three complaints/grievances reported for January.

January 5

Cedar Lodge

(7-2024) Consumer complaint form was found in feedback box on 1/5/24 dated 12/13/23. Client complained that staff had been using racist remarks. Complaint was given to supervisor.

Follow up: Supervision was done with staff involved.

January 5

Cedar Lodge

(8-2024) Consumer complaint form was found in feedback box on 1/5/24 dated 1/5/24. Client complained that someone had put toilet paper in the urinal. Complaint was given to supervisor.

Follow up: Supervisor redirected group with respect for property.

January 26

Cedar Lodge

(9-2024) Consumer complaint form was found in feedback box on 1/26/24 dated 1/17/24. Client complained that staff had opened bedroom door to wake client which made client uncomfortable due to way client was dressed. Complaint was given to supervisor.

Follow up: Supervision was done with staff involved.

	Jan	Jan	Jan	Jan	Jan
	Compliments	Suggestions	Complaints/ Grievances	Comments	Total per location
FY24-Consumer Feedback					
Guntersville	0	0	0	0	0
Scottsboro	0	0	0	0	0
Outreach/Residential	2	1	0	0	3
Cedar Lodge	8	0	3	2	13
Total MTD	10	1	3	2	16
Total YTD	19	8	6	4	37

X. Residential Services Report for January 2024: A monthly report was ran for January.

FACILITY	CAPACITY	TARGETED PT DAYS	ACTUAL PT DAYS	% OCCUPANCY
Jackson Place	3	93	93	100
Marshall Place	3	93	62	67
Jackson Place Sup Apt.	2	62	62	100
Dogwood Apartments	8	248	217	88
Supportive Housing	12	372	310	83
MLBH Residential Care	10	310	311	100
MLBH Crisis Stabilization	2	62	62	100
Foster Homes	26	806	806	100
Totals		2046	1923	94

A monthly report was ran for January residential services.

XI. Treatment Plan Reviews for January 2024:

Programs	Total Charts	Admission Criteria not met	Not Timely	Not Individualized	Documentation Does Not Relate To TP And/or Address Progress	No Attempts of Active Engagement Documented	No Modification for Accommodations	Total Errors
Geriatrics	52	0	0	0	0	0	0	0
Jackson	168	0	0	1	15	0	0	16
Marshall	347	0	5	2	26	1	0	34
Substance Abuse	0	0	0	0	0	0	0	0
Residential	0	0	0	0	0	0	0	0
TOTALS	567	0	5	3	41	1	0	50

Standards 580-2-20-.07 (7) (a):

- (1.) The appropriateness of admission to that program is relative to published admission criteria.
- (2.) Treatment plan is timely.
- (3.) Treatment plan is individualized.
- (4.) Documentation of services is related to the treatment plan and addresses progress toward treatment objectives.
- (5.) There is evidence of attempts to actively engage recipient, family and collateral supports in the treatment process to include linguistic and/or auxiliary support services for people who are deaf, hard of hearing, or limited English proficient as well as any other accommodations for other disabilities.
- (6.) Treatment plan modified (if needed) to include linguistic and/or auxiliary support services for people who are deaf, hard of hearing, or limited English proficient as well as any other accommodations for other disabilities.

The committee was sent a breakdown of the clinical data compiled from the Treatment Plan Reviews. A summary report was sent out to the committee for each program with details of the errors and the staff responsible. The trend was plan not timely, not individualized, and documentation was not related to/address progress toward goals

XII. Form-Policy & Procedure Revisions/Approvals:

- Forms-None
- P & P: For PI approval-None
- P & P: Board Approved-None

XIII. Miscellaneous Items: None

Leadership Committee

February 15, 2024

MINUTES

Present: Lane Black, Myron Gargis, Cammy Holland, Dana McCarley, Shelly Pierce, Gerald Privett, Katrina Ramsey and Dianne Simpson

Absent: Erica Player and Sherneria Rose

I. HR Training – Lane Black

- Lane provided an HR training presentation titled “Memory Test”.

II. Approve minutes of the January 25, 2024, meeting

Minutes of the January 25 meeting were distributed to all staff via e-mail. Minutes were approved, as presented.

III. Committee Reports

None for this month

IV. Program Financial Reports: October – January, 2024

- YTD net income of \$47,573 (not including Board investments).
- Marshall Co. OP & OR – Net income \$86,652
- Jackson Co. OP & OR – Net loss \$8,434
- Geriatrics – Net income \$18,546
- Residential –
 - Supervised Apartments – Net income \$5,703
 - EBP Supportive Housing – Net income \$2,362 (program designed to break even)
 - Dutton – Net income \$12,373
 - Jackson Place – Net income \$28,932
 - Marshall Place – Net loss \$16,889
- SU Services – Net loss \$46,675
- Prevention Services – Net loss \$39,442

V. Reports & Program Updates:

- **Executive Director’s Report – Myron Gargis**
 - Myron has been working with DMH on a possible plan to assist in the placement of one or two consumers from a deaf group home that will be closing prior to the end of the month. An initial proposal was submitted to DMH to add a respite bed at JP, but considering the requirements of an architect’s involvement and the addition of a sprinkler system at that facility, that proposal was withdrawn.
 - Another option to assist with placement of these consumers is a “for sale by owner” home within blocks of JP in Woodville. DMH agreed to provide the funds for MLBHC to purchase and furnish this home. All are hopeful to close on this property next week. If all goes as planned, two current consumers at JP will move to this new home and if interested, be employed as peer support staff

by MLBHC. The two consumers displaced by the closure of the deaf group home will then move in at JP.

- DMH has also asked Myron to develop a possible long term plan for increased housing and the addition of a Care Coordinator at JP.
- MLBHC has been awarded \$518K via a DMH Opioid Grant. This funding will allow for expansion of our jail based services program by adding case management, peer support, medication assisted treatment (MAT) and housing support for individuals following incarceration. Staff in this program will be based out of Cedar Lodge and will cover both Marshall and Jackson Counties.
- MLBHC closed on the purchase of the former JC BOE property earlier this month.
- Kickoff for Medicaid's Contingency Management Program was yesterday, with our first check (February) being sent by Friday. Once this money is received, we will purchase the gift cards and drug screens.
- MLBHC has purchased 40 portable cots that will be available for use during an emergency (inclement weather, loss of power, etc.)
- Myron recently emailed a listing of MTM consultation options that we will have access to during Phase 3 of the prep toward becoming CCBHCs. LC members are to let Myron know which courses they are most interested in.
- Highlands Hospital has decided to begin conducting psychiatric consults via telehealth. They will discontinue using MLBHC for these services as of 3-1-24.
- Dianne noted recently testing two methods of AI assisted documentation. A recommendation was made for a therapist to test this system with an actual MLBHC consumer.
- **Clinical Director's Report – Dianne Simpson**
 - Mitch Davis has recently been promoted to Training Coordinator and many staff are working to teach him the ropes.
 - Katrina Ramsey has been promoted to Program Director of Substance Use Services.
 - Dianne, Julianna and the SU Prevention Team are working with the school's Mental Health Coordinators on a Suicide Prevention Campaign. The SU Prevention Team will be on-site during lunch times at MC Schools to share information and brochures with the students. A future Community Awareness Event is also being planned for this summer. This event that will feature speakers with personal experience related to suicide.
 - DMH has added a division for early childhood services. Dianne shared information on this program with all LC members.
 - The Avatar users group in which Dianne is a member is working on EPSDT data.
 - Several items requested for regulatory relief have been approved and will be published in the Medicaid Manual as of April 1, 2024. Some of these changes include Therapist positions no longer requiring a practicum and TPRs being completed on a six month basis (instead of three month). TPRs will also no longer require completion by a licensed staff member.
 - All staff members are to be reminded to please complete their timesheet and travel reimbursement by the 5th of each month, as these items are used by Dianne to calculate productivity.
 - Changes are being made to the scheduling module in that color coding by service is now now being used.
 - Dianne created a report to track "no shows" by provider. This report was very eye opening as it reflects a clearer picture of how "no shows" correlate to each clinician.

- Due to several LC members attending ASADS next month, the March LC meeting will be held on the second Thursday – March 14, 2024. Time/format TBD.
- **Administrative Services – Cammy Holland** – no report for today.
- **HR Report – Lane Black**
 - A listing of currently vacant positions was distributed to LC members. Any necessary revisions should be reported to Lane.
 - LC members were in agreement to begin recruitment for a Jail Based Peer/LSS position.
- **Jackson County – Dana McCarley**
 - Paul Horn, PT OP TH, has agreed to work an extra day.
 - Perris Hobbs, Intake Coordinator, will be the therapist for residential consumers at DGH.
 - A new JC CA IH Therapist and CC are in the pipeline.
 - Interviews have not gone well this week at 0/3.
 - A Collaborative School Based Mental Health meeting is scheduled for March 5. This will include pertinent members from both the JC School System and the Scottsboro City School System.
- **Marshall County OP & OR – Dianne Simpson**
 - Stacey Johnson has been hired as a PT SB TH, working at Marshall County Schools.
- **Geriatrics – Gerald Privett**
 - Geriatric staff met at the Admin Office last week to pick up their new computers.
 - Steve is checking to see if there are any old computers that might could be used as backups for MLBHC staff at the nursing homes.
- **Residential** – No report due to Sherneria’s absence
- **SA Services – Katrina Ramsey**
 - Census is remaining around 25.
 - Anna York and Justin Cook were recently hired as LSS and are doing well.
 - A counselor has also been hired to replace Macy Williams.

VI. Review of wait times

For January, 2024, the following wait times were reported:

MC Intake	8 days	MC MD/CRNP	23 days
JC Intake	9 days	JC MD/CRNP	6 days
Average	8.5 days	Average	14.5 days

VII. Unfinished Business

- None

VIII. New Business

- None

IX. Adjournment

The Leadership Committee meeting was adjourned at 2:50 p.m.



New Directions 2024



MLBHC will observe the Good Friday holiday on March 29th for all full-time staff members

March Birthdays

Vanessa Vandergriff	March 5
Perris Hobbs	March 7
Cody Darnell	March 15
Lilly Sparks	March 18
Debbie Burnett	March 23
Bob Crowell	March 23
Kim Coe	March 27
Olivia Gifford	March 28



March Anniversaries



Shaquitta Sabb	1 year
Sarah Dettweiler	2 years
Lindsey Quinn	2 years
Elizebeth Traweek	3 years
Nancy Paschal	6 years
Jennifer Brown	8 years
Teana Campbell	12 years
Cammy Holland	16 years
Kim Coe	18 years

Daylight Saving Time
begins on Sunday,
March 10th





The individuals photographed below are new employees that completed orientation with MLBHC during February, 2024.

We look forward to working with each of you !!!



Left to right: **Stacey Johnson, LMSW**, Marshall County School Based Therapist; **Justin Cook**, LSS at Cedar Lodge; **Desiree Justice** and **Kimberly McMurrey**, both LSS at Dutton Group Homes.

Personnel Policy Spotlight

4.1.2 Equal Employment Opportunity

Equal Employment Opportunity has been and will continue to be, a fundamental principle of MLBHC, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by law. We value each employee's talents, and support an environment that is inclusive and respectful. This policy of Equal Employment Opportunity applies to all policies related to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.



Wall of Fame



January 2024 I = Incentive

Marshall OP & OR

Lindsey Alford
Kali Brand
Julie Burks
Lisa Clonts (I)
Ashlee Estes (I)
Tina Headrick (I)
Belinda Herring
Stephanie Knott
Crystal Malone
Lindsey Quinn
Jennifer Riggins (I)
Denise Ritchie (I)
Elizabeth Rucker
Patrick Scyphers
Melinda Sutton-Griffin
Elizebeth Traweek (I)

Multi Programs

Sarah Boxley
Margaret George (I)

JC OP & OR

Rob Barrett
Tom Brookshire (I)
Jennifer Brown
Brittany Cheek (I)
Sarah Dettweiler
David Holmes
Amanda Whitley
Brooke Whitten (I)

Substance Use

George Bartke
Bob Crowell
Conner Green
Jana Kirkland
Brandy Long
Katrina Ramsey
Macy Williams
Cindy Woodham

Residential

Rebecca Cabaniss
Teana Campbell
Rebecca Cooper
Joanna DeAtley
Sarah Hanna
Leilani Hayes
Ryan Hixon
April Kyle
Treva Mays
Nancy Paschal
Briley Townsel
Felicia Tubbs
Justin Wilson

Geriatrics

Mitzi Holcombe
Mona Moses
Tyler Steed



On The
Calendar
March 2024

Monday, March 11

Human Rights Committee
Cedar Lodge - 5:00 pm

Thursday, March 14

Leadership Committee
Admin Office - Time TBD

Monday, March 18

CPR class for new staff
Admin Office - 8:30 am

Tuesday, March 19

Board meeting
Scottsboro MHC - 5:30 pm

Tues - Fri, March 19-22

ASADS Conference
Bryant Conference Ctr - Tuscaloosa

Thursday, March 21

Social Work Career Fair
A&M University - Huntsville



MLBHC continues to partner with Sand Mountain Park and Amphitheater in Albertville to sponsor The Miracle Field. The Miracle Field was founded with the belief that every individual deserves a chance to play baseball. The mission of Miracle League is to provide that opportunity to all, regardless of their abilities. Through the design of facilities that meet the unique needs of Miracle League players, they experience the joy that comes from playing our national pastime - baseball.

Miracle League is now recruiting volunteers (buddies) to assist with ballgames for the nearly 175 special needs individuals that have registered to play this year. Several MLBHC staff members have signed up to again volunteer as a buddy for the coming season. (They enjoyed it so much last year that there going back for more!) Buddies are volunteers who work with the athletes to ensure their experience in the Miracle League is as special as they deserve it to be.

At the present time, the league still needs many more volunteers. Please consider donating some of your time to participate with these amazing players and coaches.

Important details:

- All games are held at the Sand Mountain Park in Albertville.
- The spring season runs during April and May, with games held on Tuesday and/or Thursday of each week.
- Buddies may sign up to be fill-in (as needed) or may commit to volunteering for all games during the spring season.
- Buddies must be 12 years of age or older.
- Registration does include a background check.

To register, please visit

<https://sandmountainpark.recdesk.com/Community/Program?category=35>

For more information or any questions, please contact:

Lisa Hansford

Sport Programming Coordinator

Sand Mountain Park and Amphitheater

lhansford@sportsfacilities.com

256-891-8240

Staff to attend ASADS Conference



Ten MLBHC staff members will soon attend the 48th Annual Alabama School of Alcohol and Other Drug Studies (ASADS) Conference at the Bryant Conference Center in Tuscaloosa. ASADS is designed to meet the continuing educational needs of professionals involved in the enforcement, prevention, identification, assessment, treatment and rehabilitation of chemical dependency. MLBHC staff look forward to this conference each year as it always offers excellent presenters and a wide range of topics related to substance use issues.

CONGRATULATIONS ON YOUR PROMOTIONS !



Mitch Davis, BA, was recently promoted from Jackson County Care Coordinator to the position of Training Coordinator for MLBHC.



Katrina Ramsey, MA, has been promoted from Program Coordinator II to Program Director of Substance Use Services.



Guiding Values

- To treat our customers in a manner in which we would like to be treated.
- To be honest, forthright, and respectful with everyone.
- To be totally committed to excellence in all that we do.
- To continuously improve our work performance and the effectiveness of the services provided.
- To actively seek opportunities and initiate ideas to expand and secure the organization's growth and development.
- To work diligently and accurately so as to assure quality outcome and cost effectiveness.
- To create a work environment that encourages communication, participation, and creative thinking by all employees.
- To recognize the purpose of the organization as a whole as being more important than any given part or specific program.

February Spotlight

Nicole Gurley

Nicole is an Account Specialist in the Business Office and has been with MCBH for over seven years. She has been married to Alvin for eight years and has five kids: Maiya, Talan, Mallory, Jabrien, and Haden.



Also part of the family are three dogs, a cat and some grandpups. Nicole likes turtles and the color green. Her favorite singer is Whitney Houston.

She enjoys puzzles, baking, and most of all, spending time with her kids and family. Her favorite quote is from Johnny Depp, "Laugh as much as you breathe and love as long as you live." Nicole is an important part of our MCBH family!

Employee Spotlight

About Me

I live in a cabin in Fort Payne with my significant other. I have chickens, ferrets, dogs, and a turtle (soon to add goats) I like to read, hike, watch TV, sing (badly), and spend money.



Briley Townsel

Briley has worked as a Life Skills Specialist for 3 years at the Dutton group homes. He says his favorite part of the job is helping the clients learn skills they need to live independently.

Favorite Quote

"We can't help everyone, but everyone can help someone."
Ronald Reagan