

AGENDA

BAY ARENAC BEHAVIORAL HEALTH BOARD OF DIRECTORS PERSONNEL & COMPENSATION COMMITTEE MEETING

Thursday, April 3, 2025 at 5:00 pm

Room 225, Behavioral Health Center, 201 Mulholland Street, Bay City, MI 48708

Committee Members:	Present	Excused	Absent	Committee Members:	Present	Excused	Absent	Others Present:
Jerome Crete, Ch	_____	_____	_____	Vacant	_____	_____	_____	BABH: Jennifer Lasceski, Chris Pinter,
Patrick Conley, V Ch	_____	_____	_____	Robert Pawlak, Ex Off	_____	_____	_____	and Sara McRae
Kathy Niemiec	_____	_____	_____	Richard Byrne, Ex Off	_____	_____	_____	
Carole O' Brien	_____	_____	_____					Legend: M-Motion; S-Support; MA-
								Motion Adopted; AB-Abstained

	Agenda Item	Discussion	Motion/Action
1.	Call to Order & Roll Call		
2.	Public Input (Maximum of 3 Minutes)		
3.	Unfinished Business 3.1) None		
4.	New Business 4.1) Personnel & Change Vacancy Reports from January 2025 – March 2025 4.2) Fiscal Year 2025 Compensation Review Update 4.3) Earned Time Off (ETO) Buyout 4.4) 2025 Training Plan 4.5) Chief Executive Officer Evaluation 2025 4.6) Dashboard Review		4.1) No action necessary 4.2) No action necessary or consideration of a motion 4.3) No action necessary 4.4) Consideration of a motion to refer the 2025 Training Plan to the full Board for approval 4.5) No action necessary 4.6) No action necessary
5.	Adjournment	M -	S - pm MA

**Bay-Arenac Behavioral Health
Personnel Change and Vacancy Report**

January 2025

New Hires

Name	Title	Program	Start Date	New Position (N) Replacement (R)
Sarah Abdel-Wahab-O'Brien	Access/Emergency Services Specialist – Part-time	Primary Care	01/06/2025	R
Adam Potter	Intensive Case Manager/Wraparound Specialist	Primary Care	01/06/2025	R
Aaron Tacey	Janitorial – Temporary, North Bay	Specialty Care	01/08/2025	R
Crystal Sloan	Certified Peer Support Specialist – MRT (part-time)	Primary Care	01/13/2025	N
Debra Hernandez	Residential Technician – Full-time 2 nd Shift	Specialty Care	01/23/2025 – GHC Training 01/28/2025 – Horizon Home	R

Transfers/Reclassification

Name	Position Previous/New	Program Prior/New	Effective Date
Ashley Aho	From: Intensive Case Management/Wraparound Specialist To: Home-Based Clinical Specialist	Both positions within Primary Care	01/06/2025

Departure

Name	Title	Program	Hire Date	Departure Date
Terri Barger	Residential Technician	Specialty Care	11/02/2017	12/19/2024
Aidan East	Residential Technician – Part-time 3 rd Shift	Specialty Care	06/20/2023	01/11/2025
Annette Hahn	Mental Health Nurse - Clinic	Primary Care	04/27/2021	01/16/2025

Posted Vacancies

Position	Program	Posting Date	New Position (N) Replacement (R) On Hold (H)
Psychologist (on-hold)	Psych Services	February 2023	H
Clinical Specialist – Outpatient Therapist (1)	Primary Care	February 2023	N
Clinical Specialist or CSS – Crisis Stab/Mobile Response - 4P – 12A (1.5)	Primary Care	February 2023	N
Access/Emergency Services Specialist – Part-time (1) & Casual	Primary Care	May 2023	R
Psychiatrist	Psychiatric Services	June 2023	R
Client Services Specialist – DD Adult Team (2)	Specialty Care	March 2024	R
Client Services Specialist – Arenac Center	Arenac Center	May 2024	R
Clinical Team Leader – MRT/EAS 3PM – 11PM	Primary Care	June 2024	R
Residential Technician – FT 2 nd Shift (1)	Specialty Care	June 2024	R
Clinical Specialist/Therapist – ACT	Primary Care	July 2024	R
Client Services Specialist – MI Adult	Primary Care	October 2024	R
Mental Health Nurse – Advanced Health and Community RN	Primary Care	January 2025	R
Director of Integrated Care Services (Long Term Care)	Primary Care	January 2025	R
Director of Integrated Care Services (Acute Care)	Primary Care	January 2025	R

**Bay-Arenac Behavioral Health
Personnel Change and Vacancy Report**

February 2025

New Hires

Name	Title	Program	Start Date	New Position (N) Replacement (R)

Transfers/Reclassification

Name	Position Previous/New	Program Prior/New	Effective Date
Elise Rechsteiner	From: Mental Health Nurse – ACT To: Mental Health Nurse – Advanced Health and Community RN	Both positions within Primary Care	02/14/2025

Departure

Name	Title	Program	Hire Date	Departure Date
Crystal Sloan	Certified Peer Support Specialist – MRT (Part-time)	Primary Care	01/13/2025	01/24/2025
Cali Elghoul	Residential Technician (Part-time)	Specialty Care	07/25/2022	02/24/2025

Posted Vacancies

Position	Program	Posting Date	New Position (N) Replacement (R) On Hold (H)
Psychologist (on-hold)	Psych Services	February 2023	H
Clinical Specialist – Outpatient Therapist (1)	Primary Care	February 2023	N
Clinical Specialist or CSS – Crisis Stab/Mobile Response - 4P – 12A (1.5)	Primary Care	February 2023	N
Access/Emergency Services Specialist – Part-time (1) & Casual	Primary Care	May 2023	R
Psychiatrist	Psychiatric Services	June 2023	R
Client Services Specialist – DD Adult Team (2)	Specialty Care	March 2024	R
Client Services Specialist – Arenac Center	Arenac Center	May 2024	R
Clinical Team Leader – MRT/EAS 3PM – 11PM	Primary Care	June 2024	R
Clinical Specialist/Therapist – ACT	Primary Care	July 2024	R
Client Services Specialist – MI Adult	Primary Care	October 2024	R
Client Services Specialist – Family Support	Primary Care	January 2025	R
Mental Health Nurse – ACT	Primary Care	January 2025	R
Residential Technician – Full-time 2 nd Shift	Specialty Care	February 2025	R

02/01/2025

**Bay-Arenac Behavioral Health
Personnel Change and Vacancy Report**

March 2025

New Hires

Name	Title	Program	Start Date	New Position (N) Replacement (R)
Jaylen Berry	Residential Technician – Full-time 2 nd Shift	Specialty Care	03/17/2025 – GHC Training 03/27/2025 – Horizon Home	R
Emily Burke	Client Services Specialist – DD Adult Team	Specialty Care	03/31/2025	R
Tayla Stinson	Client Services Specialist – MI Adult Team	Primary Care	03/31/2025	R

Transfers/Reclassification

Name	Position Previous/New	Program Prior/New	Effective Date

Departure

Name	Title	Program	Hire Date	Departure Date
Sharday Sampson	Residential Technician – Part Time	Specialty Care	12/13/2024	02/19/2025
Justin Huerta	Client Services Specialist – MI Adult	Primary Care	08/05/2019	03/05/2025
Shane Vark	Residential Technician – Full-time 2 nd Shift	Specialty Care	05/08/2023	03/26/2025
Stacey Koin	Client Services Specialist – Family Support	Primary Care	03/13/1995	03/28/2025

Posted Vacancies

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Psychologist (on-hold)	Psych Services	February 2023	H
Clinical Specialist – Outpatient Therapist (1)	Primary Care	February 2023	N
Clinical Specialist or CSS – Crisis Stab/Mobile Response - 4P – 12A (1.5)	Primary Care	February 2023	N
Access/Emergency Services Specialist – Part-time (1) & Casual	Primary Care	May 2023	R
Psychiatrist	Psychiatric Services	June 2023	R
Client Services Specialist – DD Adult Team (1)	Specialty Care	March 2024	R
Client Services Specialist – Arenac Center	Arenac Center	May 2024	R
Clinical Team Leader – MRT/EAS 3PM – 11PM	Primary Care	June 2024	R
Clinical Specialist/Therapist – ACT	Primary Care	July 2024	R
Client Services Specialist – MI Adult (1)	Primary Care	October 2024	R
Client Services Specialist – Family Support	Primary Care	January 2025	R
Mental Health Nurse – ACT	Primary Care	January 2025	R
Recipient Rights/Customer Services Manager	RR	March 2025	R
Clinical Team Lead – Master's (Adult IDD)	Specialty Care	March 2025	R

03/01/2025

**Bay-Arenac Behavioral Health
Authority**

**EDUCATION &
TRAINING
PLAN**

20~~23~~25 - 20~~25~~27

Reviewed/Revised: ~~1/12/23~~2/24/25

Board Adoption:

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Attachments

Mandatory Employee Training (Attachment 1)
Principles of Adult Learning (Attachment 2)
Guidelines for Submitting Continuing Education Credit Applications to the Staff Development Center (Attachment 3)
Training Requirements Table (Attachment 4)
Horizon Home Verification of Training Form (Attachment 5)
North Bay Center New Staff Orientation Form (Attachment 6)

PART ONE: OVERVIEW

Overview

Bay-Arenac Behavioral Health Authority has operated local educational programs for many years. The scope of this plan is limited to those education and training activities provided by Bay-Arenac Behavioral Health Authority, including training provided to organizations within its provider network and contracted provider agencies. The supervision of the educational program is under the Human Resources Director. This plan is effective for two years from the date of Board approval.

Conceptual Framework

Values

BABHA values staff education ~~as a means to~~ optimize staff competencies, support operational compliance with regulatory and accrediting body requirements and continually improve performance. Providing staff with educational opportunities is an important aspect of the employer-employee relationship and motivates staff to continue to improve their skills and prepare to progress into leadership positions, if desired.

All training content offered is consistent with principles of person/family centered planning, people first language, ~~recovery-oriented~~ recovery-oriented system of care, self-determination, community inclusion, recipient rights, trauma informed care, corporate compliance and use of evidence based clinical practices.

We seek to achieve the highest levels of staff competency. Educational initiatives will ~~increasingly~~ focus on achievement of specific competencies and/or effective acquisition of demonstrable skills as opposed to information dissemination and general knowledge acquisition.

We understand the demand on staff time and will strive to offer training that is efficient and flexible while remaining value added. ~~As resources become increasingly constrained and the demands upon staff time expand, flexibility and efficiency has become an increasingly important value for educational initiatives. With that in mind, the~~ The following principles are offered as a value hierarchy for selection of training methodologies for staff education:

1. Use of self-directed and web-based training, where feasible and appropriate to the training content.
2. Use of classroom style activities when the training content warrants it, using both virtual and in person classrooms.
3. Thorough data collection to capture all sources of staff development and learning, including external conference attendance, informal education (overseen by the supervisor), in-services and self-directed learning.
4. Integration of education with existing staff gatherings, such as group or individual supervision and staff meetings, where feasible and appropriate.
5. Responding to new training demands collaboratively where feasible and appropriate to reduce duplication of effort, including development of shared training events and/or shared purchasing of outside training resources as needed.

Learning Principles

The adult learning model is a guiding principle of the BABHA Training Plan. The fundamentals of the Adult Learning Principles (*based upon the work of John Goodlad, see Attachment 1 for more information; source: <http://www.teachermentors.com>*) state adults prefer learning situations which:

- Are practical and problem-centered;
- Promote their positive self-esteem;
- Integrate new ideas with existing knowledge;
- Show respect for the individual learner;
- Capitalize on their experience; and
- Allow choice and self-direction

See Attachment #1 for more information on the fundamentals of the Adult Learning Principles.

BABHA strives to maintain high standards for the content of education offered, using feedback from others to continue to improve, not only training content, but applicability to the job duties of staff. Training is designed to be of high quality, readily accessible and applicable to staff, but also as enjoyable as possible. To this end the Education Coordinator strives to create dynamic learning environments through use of a variety of learning methods, including traditional classroom training, conferences and seminars, self-directed learning using web-based or written materials, among other means. In addition to lecture materials, interactive activities, videos, PowerPoint presentations and experiential learning methods are employed.

The Education Coordinator monitors trends in behavioral health and human services and works to anticipate staff training needs to help keep skills current with market demands.

Definitions of Terms

Education: Conferences, clinical supervision, informal learning (i.e., supervised self-study)

In-Service: Review of a specific document, policy, plan, procedure, protocol, etc.

Self-directed learning: Independent study of written or web-based educational content, typically with specific objectives and post testing. Does not include any live instruction.

Staff: This plan uses the term “staff” in its broadest sense, to include all employees of BABHA and select staff of identified contracted providers within the BABHA Provider Network.

Live Training / Synchronous Training: Live instruction, typically with specific objectives and post testing, module or curriculum driven ~~content~~. Can be live in-person or live-virtual classroom.

Online Training- Online courses available through registration may be synchronous/live trainings or asynchronous virtual learning modules.

Web-Based Resources – Training Materials available to download. No course instruction provided.

PART TWO: EDUCATION & TRAINING
PROGRAM

Bay-Arenac Behavioral Health Authority (BABHA) Staff Education Goals and Priorities

The following are BABHA training priorities for the years ~~2023-2025~~ through 2027~~5~~ (subject to revision):

1. Ongoing coordination of leadership/management training options to meet specific objectives identified in the BABHA Strategic Plan.
2. Coordinate and/or provide technical support for ongoing training in Evidence Based Practices.
3. -Identify and promote educational offerings for non-clinical staff, including Mental Health First Aid and CPI as appropriate.
4. Participate in Mid-State Health Network (MSHN) work groups and committees as requested and implement regional training policies and procedures, as appropriate.
5. Provide and/or coordinate ongoing training in support of BABHA staff, such as gentle teaching, CPI, and other related areas as needed.
6. Ongoing development of online training through Relias.
7. Maintain a training matrix that includes competency/objective statements for all courses, rationale for the training requirement, staff groups required to be trained and frequency requirements.
8. Maintain approved CE Provider Status with the Michigan Social Work Continuing Education Collaborative office.
9. Respond to feedback and staff training needs gathered from the BABHA employees and supervisors.
10. Maintain a list of subject matter experts for internal training.
11. Participate in the- State Training Guidelines Work Group. ~~MHAT no longer active~~
12. Offer ~~6—84-6~~ continuing education training events per year.
- 13.. Work with Horizon Home Management Team to develop content for site specific staff development with the objective of streamlining the training process and meeting required completion timeframes.
- ~~13-~~
- ~~14.1. Work with Horizon Home Management Team to develop content for site specific staff development with the objective of streamlining the training process and meeting required completion timeframes.~~

In addition, the BABHA Staff Development Center (SDC) plans to continue to coordinate the following current activities:

- Assist clinical staff with continuing education requirements for licensing, certifications, Continuing Education (CE) applications (see Attachment 3 - Guidelines for Submitting CE Applications).
- Promote training in Evidence Based Practice (EBP)
- Provide Group Home Curriculum (GHC) Training for direct support professionals in specialized residential settings.
- Stay ~~abreast current on~~ developments regarding Group Home Training guidelines.
- Coordinate New Employee Orientation.
- Coordinate Mental Health First Aid (as needed).
- Provision of mandated education by regulatory bodies.

- Mandated annual update training in required topic areas (see Attachment 1).
- Provide training in non-violent crisis intervention for identified staff.
- Provide on-line HSW training for identified staff.
- Coordinate needs-based or internally mandated training (e.g.: Recipient Rights).
- Coordinate internal training events.
- Assist with registrations for training as requested.
- Provide design and/or technical assistance for presentations.
- Maintenance of the electronic registration system.
- Maintain training records per the Record Retention Policy and Procedure.
- Provide educational information related to staff development via the agency intranet site.
- Develop new and strengthen existing professional relationships with other BABHA departments and with contracted provider agencies.

BABHA Training Accomplishments from 2023-2025

- The Staff Development Department for BABH initiated and completed the coordination of the following number live synchronous training opportunities for staff and contacted providers.

<u>Year</u>	<u>Number of planned live synchronous trainings</u>	<u>Number of completed live synchronous trainings</u>
<u>2023</u>	<u>204</u>	<u>173</u>
<u>2024</u>	<u>207</u>	<u>172</u>

- Coordinated classes returning to in-person starting in July 2023 after Covid Restrictions were lifted including: CPI Initial and Refresher, Working With People in Culture of Gentleness, Recipient Rights.
- Acquired software to improve BABH custom online learning modules to be more ADA compliant and offer interactive content.
- Completed re-vetting of group home curriculum state training guidelines for the next 3-year cycle.
- Updated content for Basic Health, Basic Medication, and Food and Nutrition classes in coordination with Nursing leadership and nursing instructor team.
- Planned and coordinated the move of Basic Health, Basic Medications, and Food and Nutrition classes moving back to the Madison training rooms from North Bay.
- Identified, trained, and implemented two new Red Cross certified CPR and First Aid trainers to the training team for BABH.
- Engaged and maintained 5 certified CPI instructors for the BABH training team.
- Identified, trained, and implemented a Youth Mental Health First Aid trainer for BABH.
- Coordinated with the Assisted Outpatient Treatment Coordinator to enroll and complete Adult Mental Health First Aid instructor training.
- Coordinated and implemented two sessions offering CE training for staff on Ethics in Social Work and SUD Intervention/Pain Management training.
- Coordinated and implemented a CE training for staff on DBT.
- Engaged BABH with the Statewide Training Work Group by regularly attending meetings and active participation with the group.

- Initiated planned and implemented a formalized ATP training plan for internal staff and contracted provider groups in cooperation with the Finance Team.

BABHA Training Accomplishments from 2020—2022

- ~~Online training options for Introduction to Residential Services, Environmental Emergencies/Fire Safety and Cultural Competence/LEP~~
- ~~Completed vetting of group home curriculum state training guidelines~~
- ~~Transitioned Basic Health, Nutrition and Food and Basic Medication classes back to in-person.~~
- ~~Implemented new 2021 version of ARC CPR/FA training in August 2022.~~
- ~~Offered:~~
 - ~~Implicit Bias and Beyond Implicit Bias CE training~~
 - ~~Ethics in Social Work and SUD Intervention/Pain Management training—2 sessions~~
 - ~~Supported Decision Making as an Alternative to Guardianship~~
 - ~~DPOAs/Estate Planning—2 sessions~~
 - ~~Compiled list of social work licensing rules and shared with BABH staff and contracted providers~~
 - ~~Multi-Cultural Treatment link on Intranet~~
 - ~~Prescriber Training on Web-Based training site~~
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Mandatory and Optional Training

New Employee Orientation requirements and the accompanying forms are located in Chapter 7 of BABHA's Policy and Procedure Manual located within Medworxx, on the BABHA Intranet site.

The GHC is offered directly by BABHA's Staff Development Center. GHC training requirements and procedures are specified in Chapter 7 of BABHA's Policy and Procedure Manual. It is also available as a training resource for all BABHA contracted providers via the BABHA Web-Based Training Resource Site.

SDC employees receive and respond to input and requests for staff education resulting from strategic planning by BABHA Leadership, employee surveys, focus group meetings (internal and community), work groups, population committees, accrediting bodies and Mid-State Health Network (PHIP). These requests are subject to supervisory approval.

Requests for training from contract agencies may be considered and are also subject to department capacity and supervisory approval.

The Michigan Department of Health and Human Services (MDHHS) conducts annual site reviews of BABHA, including review of state mandated training requirements for Community Mental Health Service Programs. The Commission on Accreditation for Rehabilitation Facilities (CARF) also conducts a survey every three years for BABHA accreditation renewal. The Mid-State Health Network (MSHN) conducts an annual survey related to compliance with MSHN's training requirements. The Staff Development Center endeavors to provide required education

in a manner that increases the potential for all staff to be in compliance with training requirements.

Educational Resources and Methods

The BABHA Education Coordinator keeps up to date with continuing education, skills, and current trends by keeping required certifications/licenses up to date, attending conferences and workshops as appropriate, networking with peers, internet research, and reviewing written materials.

Current training methods and tools include (but are not limited to):

- Classroom training
- Lectures by internal/external subject matter experts
- Conferences and trainings
- Purchased educational materials
- Web-based self-directed learning
- Supervisory education
- Staff meeting in-services
- Video and Teleconferences
- PowerPoint presentations
- Educational brown bag luncheons
- Online synchronous training (Zoom, MS Teams, etc.)

Training Schedule and Events

Training opportunities are posted on the BABHA Intranet site under the *Staff Development Training Calendar* as well as general announcements on the Intranet site.

Training may be offered to contracted and/or other community partners, either on a complimentary basis or for a fee. Such requests will be reviewed individually by administration.

Training Records and Reports

Supervisors and staff may access employee training records through Relias reports.

Training Forms

The following is a list and description of training forms. These forms can be accessed via the BABHA Intranet site.

1. Mandatory New Employee Training Checklists: Horizon Home/North Bay - Category A, Medical Staff - Category A, ~~Clinical~~ and Category B, and Non-Clinical Category B.- These checklists specify both mandatory and annual update trainings that employees must complete based on their job classification.
- ~~2.~~ Training Documentation: Employees may use this form to record completed external trainings, individual training such as review of written materials, participation in a webinar, training presented via staff meeting, etc.

[~~3.2~~](#). Verification of Training Form - Horizon Home: This form is used to document in-house training conducted at Horizon Home.

[~~4.3~~](#). North Bay Center – New Staff Orientation Checklist. This form is used for department specific training only at North Bay Center.

Attachments

Mandatory Employee Training (Attachment 1)

Principles of Adult Learning (Attachment 2)

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