



**BOARD OF DIRECTORS REGULAR MEETING MINUTES
September 27, 2023**

Present: Michael Humphries, Chairperson; Susan Fortney, Vice Chairperson; Catherine Bernhold, Secretary; John Burkardt; Deb Staelgraeve; Chantele Steffens (arrived at 5:04pm); Dawn Asper (arrived at 5:09pm); Rebecca Pasko; Ken Papenhagen; Pam Ray; and LaMar Frederick

Excused: Rebecca Curley

Absent:

Staff: Lisa Graham

Guests: 10 guests attended

I. CALL TO ORDER

The Board Chairperson, Mike Humphries, called the meeting to order at 5:00 p.m.

II. ROLL CALL

Roll Call confirmed a quorum existed.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mike Humphries.

IV. CONSIDERATION TO ADOPT THE DRAFT AGENDA AS PRESENTED

Request made to move the Finance Report to VIII. b. and the July Financials to VIII. c.

Susan Fortney moved to adopt the draft amended agenda as presented. Deb Staelgraeve supported. Motion carried unanimously.

V. CONSIDERATION TO APPROVE THE MINUTES FROM THE AUGUST 23, 2023 BOARD MEETING AND WAIVE THE READING THEREOF

John Burkardt commented that his name was spelled incorrectly on pages 6 and 7.

John Burkardt moved to approve the minutes from the August 23, 2023 Board Meeting with spelling amendments and waive the reading thereof. Catherine Bernhold supported. Motion carried unanimously.

VI. FEEDBACK SUMMARY

Mike Humphries reviewed feedback from the August 23, 2023 Board Meeting.

VII. CITIZEN COMMENTS

Sandy Libstorff commented on the citizen comment rule and requested a correction to the August Board Meeting minutes.

VIII. PRESENTATIONS, RECOGNITIONS, AND CELEBRATIONS

- a. **FY2024 Proposed Budget** – Richard Carpenter presented the FY2024 Proposed Budget highlighting significant assumptions and key points which included: Medicaid and Healthy Michigan – revenue based on projections from CMHPSM; Medicaid and Health Michigan – expenses; MDHHS CMHSP Contract revenue and expenses; Provider Network; and general expense assumptions. Now that Monroe CMH is becoming a CCBHC as of October 1, 2023, Monroe is in a good position with additional CCBHC funding. The way the CCBHC program works is that this additional funding needs to be earned to receive reimbursement. Funding is not provided as a lump sum as of October 1, 2023. Not every CMH has this funding, and it will benefit Monroe going into next fiscal year.
- b. **Financial Report** – Richard Carpenter presented the July Financial Report. For eligibles, we have not seen the first dip in July, we will see that in August and expect a downward trend thereafter. There was a provider stabilization passthrough from the PIHP to Monroe for the Provider Network. In August we pushed out the first part of that provider stabilization and the other half will be paid in November. It is not anticipated that funds will be given back to the PIHP for FY2023.
- c. **Finance Presentation** – Lisa Graham presented a finance presentation highlighting MCMHA Board priorities, successes, accountability for increased revenue, what an optimal Finance Team looks like, and the current reality and how to fill those gaps. MCMHA can hire directly or contract for financial services. Hiring directly costs less but there are several challenges with a difficult job market, learning curve, and MCMHA holding the risk. Time is of the essence. Contracting for financial services you get ready to go staffing, proven CMH expertise, and the contractor holds the risk. The challenge is that it would cost more and there would be limited onsite presence. Lisa presented a proposal to the Board for either a three (3) or five (5) year contract with Rehman Robson to provide a Chief Financial Officer, Finance Supervisor, General Ledger Accountant, and Grant Accountant to fill the gaps for an Optimal Finance Team.

LaMar Frederick moved to accept the proposal to create the financial support system for the agency as proposed for a period of 5 years with Rehmann Robson with an annual cost of \$894,000 per year provided that the current contract with Rehmann Robson be terminated with the same date that the new contract for their services begins effective October 1, 2023 through December 31, 2028. Ken Papenhagen supported. Discussion followed. Roll call: In favor: Pasko, Ray, Steffens, Frederick, Burkardt, Humphries, Fortney, Bernhold, Asper, Papenhagen, and Staelgraeve; opposed: none; motion carried unanimously.

IX. BOARD COMMITTEE REPORTS

a. Motion to Place on File All Written Reports

Susan Fortney moved to place on file all written reports. Pam Ray supported. Motion carried unanimously.

Written reports on file: Business Operations, Bylaws & Policy, Clinical Operations, and Executive.

Board Bylaws & Policy – Catherine Bernhold commented that the committee has reviewed and amended the Board Governance Policy Manual. Sections 1 and 2 will be sent to the full Board for review and feedback. In the meantime, the committee will review the Board Bylaws.

Clinical Operations – Susan Fortney commented that the structure of the Clinical Operations Committee is very effective and the CCO and Operational reports are very informative.

b. Motion to Create a Community Relations Ad-hoc Committee

Mike Humphries moved to create a Community Relations Ad-hoc Committee. Pam Ray supported. Discussion followed.

Pam Ray pulled her support.

Deb Staelgraeve moved to postpone the creation of the Community Relations Ad-hoc Committee and requested a defined Charge and purpose of the Committee. Ken Papenhagen supported. Discussion followed. Roll call: In favor: Pasko, Ray, Frederick, Burkardt, Bernhold, Steffens, Papenhagen, and Staelgraeve; opposed: Asper and Fortney; motion carried.

c. Appoint Pam Ray (May-Oct) and Susan Fortney (Nov-Apr) to the Business Operations Committee

Mike Humphries appointed Pam Ray (May-Oct) and Susan Fortney (Nov-Apr) to the Business Operations Committee.

d. Audience Presence at Committee Meetings

Mike Humphries stated that as of October 1, 2023, the Board will no longer be inviting a public audience to its Board Committee Meetings. Board Committees do not have a quorum and no board action is being taken. This is in accordance with the Open Meetings Act.

X. ITEMS FOR BOARD ACTION

a. Motion to Approve the Consent Agenda Less Item _____

- i. Administrative Contracts as Presented
- ii. Service Contracts as Presented

LaMar Frederick moved to approve the consent agenda as presented. Chantele Steffens supported. Discussion followed. Roll call: In favor: Ray, Pasko, Asper, Burkardt, Fortney, Bernhold, Humphries, Frederick, Steffens, Papenhagen, and Staelgraeve; opposed: none; motion carried unanimously.

b. Motion to Approve the FY2024 Proposed Budget

LaMar Frederick moved to approve the FY2024 Proposed Budget. Susan Fortney supported. Roll call: In favor: Ray, Pasko, Asper, Burkardt, Fortney, Bernhold, Humphries, Frederick, Steffens, Papenhagen, and Staelgraeve; opposed: none; motion carried unanimously.

c. Motion to Approve up to Three Board Members to Attend the CMHAM Fall Conference Beginning October 23, 2024 in Traverse City, Michigan

John Burkardt moved to approve up to three Board Members to attend the CMHAM Fall Conference beginning October 23, 2024 in Traverse City, Michigan. Susan Fortney supported. Discussion followed. Roll call: In favor: Ray, Pasko, Asper, Burkardt, Fortney, Bernhold, Humphries, Frederick, Steffens, Papenhagen, and Staelgraeve; opposed: none; motion carried unanimously.

XI. AUTHORITY AND REGIONAL POLICY REVIEW/APPROVAL

a. Motion to Approve the Authority Policy, Procedure, and Exhibits as Presented

- i. Policy: Treatment Planning for Veterans Policy
Health and Wellness of MCMHA Consumers Policy
Laboratory Tests, Vital Signs, and Medication Reconciliation Policy
- ii. Procedure: MCMHA Crisis Mobile Procedure
IPOS Planning Procedure
PHQ-9 Procedure
Death Event Reporting Procedure
Discharge Procedure
Vital Sign Measurement, Medication Reconciliation, Coordination of Care, and Ordering Laboratory Tests
- i. Exhibit: Crisis Mobile Intervention Guidance Exhibit
Access Follow-Up Process After Referral from Community Exhibit

- ii. Rescind: N/A

Pam Ray moved to approve the Authority Policy, Procedure, and Exhibits as presented. John Burkardt supported. Discussion followed. Motion passed unanimously.

b. Motion to Approve the Regional Policies as Presented

- i. Policy:
 - Abuse and Neglect Policy
 - Communication by Mail, Telephone, and Visits Policy
 - Consent to Treatment and Services Policy
 - Dignity and Respect Policy
 - Family Planning Policy
 - Fingerprints, Photographs, Recordings, or use of 1-way Glass Policy
 - Freedom of Movement Policy
 - Limitation of Rights Policy
 - Non-Discrimination in Provision of Service Policy
 - Office of Recipient Rights Policy
 - Personal Property and Funds Policy
 - Physical Management and Restraint Policy
 - Recipient Payment for Damage to Property Policy
 - Religious Freedom and Treatment by Spiritual Means Policy
 - Report and Review of Recipient Death Policy
 - Rights to Entertainment Materials, Information, and News Policy
 - Services Suited to Condition Policy
 - Work Performed by Recipients Policy
 - Conflict Free Case Management Policy
 - Employee Competency and Credentialing Policy
 - Training Policy

Deb Staelgraeve moved to approve the Regional Policies as presented. John Burkardt supported. Discussion followed. Motion passed unanimously.

XII. RELATIONSHIP WITH REGION, COUNTY, AND OTHERS

- a. Regional Reports
 - i. Regional PIHP Board Meeting Minutes – Minutes were included in the packet.

XIII. ITEMS FROM THE CHIEF EXECUTIVE OFFICER

- a. Financial Report – Richard Carpenter presented at beginning of meeting.
- b. Chief Executive Officer's Report included an update on: CCBHC; Crisis Mobile; Skill Building; Staffing Levels; the FY2024 Budget; Community Outreach; Quality Improvement; and Community Trainings.

XIV. NEW BUSINESS

- a. Expectation of Board Members – Mike Humphries reminded Board Members to follow the Board Bylaws and Board Governance Policy Manual and reminded Board Members of their expectations and scope of their role.
- b. Community Relationships – Lisa Graham informed Randy Richardville, Executive Director of Oaks of Righteousness, that the Crisis Mobile Unit will be made available to go to Oaks daily between a certain timeframe for any crisis needs. Lisa received a response and a request from Randy stating that this was a start and would like to schedule a meeting with both agencies' Board of Directors to form an agreement. Lisa read the statement and asked the Board how they would like to proceed. Discussion followed. The Board responded that the Chief Executive Officer, Chief Clinical Officer, and Operations Director should be in attendance for a meeting, along with an Arbiter from MDHHS as operations is not Board business.

XV. CITIZEN COMMENTS

Sandy Libstorff provided citizen comment expressing dissatisfaction in several areas. When she refused to yield after her three minutes the meeting was adjourned.

XVI. BOARD ANNOUNCEMENTS

XVII. ADJOURNMENT

Ken Papenhagen requested to adjourn the meeting. LaMar Frederick supported.

Mike Humphries adjourned the meeting at 7:46pm.

Submitted by,



Catherine Bernhold
Board Secretary

LG/dp 10/6/23

