



BOARD OF DIRECTORS REGULAR MEETING MINUTES
March 27, 2024

- Present:** Michael Humphries, Chairperson; Susan Fortney, Vice Chairperson; Catherine Bernhold, Secretary; Rebecca Pasko; LaMar Frederick; John Burkardt; Rebecca Curley; Dawn Asper (arrived at 5:06pm); and Ken Papenhagen
- Excused:** Pam Ray; Deb Staelgraeve; and Chantele Steffens
- Absent:**
- Staff:** Lisa Graham
- Guests:** Drew Van de Grift, Dykema, and 8 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

Mike Humphries advised the Board of an amended agenda for their consideration.

Susan Fortney moved to adopt the draft amended agenda as presented. Ken Papenhagen supported. Discussion followed. Motion carried unanimously.

V. CONSIDERATION TO APPROVE THE MINUTES FROM THE FEBRUARY 28, 2024 BOARD MEETING AND WAIVE THE READING THEREOF

Susan Fortney moved to approve the minutes for the February 28, 2024 Board Meeting and waive the reading thereof. Rebecca Curley supported. Motion carried unanimously.

VI. FEEDBACK SUMMARY

Mike Humphries reviewed feedback from the February 28, 2024 Board Meeting.

VII. CITIZEN COMMENTS

There were no citizen comments.

VIII. PRESENTATIONS, RECOGNITIONS, AND CELEBRATIONS

- a. **FY2023 CMHPSM Annual Submission** – Lisa Graham presented the FY2023 CMHPSM Annual Submission. The Annual Submission is required by the Michigan Mental Health Code, assesses community health data – physical and behavioral, and is an opportunity for community members to provide feedback on needs and gaps. The reporting requirements consist of a waiting list, request for service and disposition of requests, community data set worksheet, stakeholder survey, and a needs assessment – priority needs and planned activities. MCMHA received 38 stakeholder surveys (plus community coalition members) both in electronic and paper form. The top priorities, based on survey results were access to MCMHA services, especially for those with limited transportation; shortage of behavioral health providers, with a focus on preventing burn-out of currently employed providers; need for individuals to see a primary care physician; elimination of stigma; and overall teen wellness. The FY2023 CMHPSM Annual Submission will be submitted to the state before or by the deadline of March 29, 2024.

IX. BOARD COMMITTEE REPORTS

a. **Motion to Place on File All Written Reports**

Bylaws & Policy – Catherine Bernhold commented that the committee is in the process of amending the Bylaws and found that we want to consolidate information with a policy. Once completed, will resend the policy or section out for review to the Board.

Clinical Operations – Susan Fortney commented on the clinical and operations reports provided at her committee. Please be sure to read the minutes and attachments in the Board Packet that is published on the agency website.

Performance Evaluation – Mike Humphries commented that the committee is starting the new year off by examining performance tools and refining them so that next year goes even smoother.

Ken Papenhagen moved to place on file all written reports. John Burkardt supported. Motion carried unanimously.

Written reports placed on file were: Business Operations; Bylaws & Policy; Clinical Operations; Executive; and Performance Evaluation.

X. ITEMS FOR BOARD ACTION

a. **Motion to Approve the Consent Agenda Less Item _____**

LaMar Frederick moved to approve the Service Contracts. Ken Papenhagen supported. Discussion followed. Roll call: In favor: Papenhagen, Asper, Bernhold, Fortney, Humphries, Burkardt, Frederick, Curley, and Pasko; opposed: none; motion carried unanimously.

LaMar Frederick moved to approve the Administrative Contracts. Ken Papenhagen supported. Discussion followed. Roll call: In favor: Papenhagen, Asper, Bernhold, Fortney, Humphries, Burkardt, Frederick, Curley, and Pasko; opposed: none; motion carried unanimously.

b. **Motion to Accept the FY2023 CMHPSM Annual Submission**

Ken Papenhagen moved to accept the FY2023 CMHPSM Annual Submission. Rebecca Pasko supported. Motion carried unanimously.

XI. AUTHORITY AND REGIONAL POLICY REVIEW/APPROVAL

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

- i. Policy: HR4026 Leave Sharing Donation Policy
HR4053 Professional Development Reimbursement Policy
FCM3038 Issuance and Use of Credit Card Policy
- ii. Procedure: HR4026-P1 Leave Sharing Donation Procedure
HR4053-P1 Professional Development Reimbursement Procedure
POC7052-P26 Assisted Outpatient Therapy Process Procedure
POC7074-P4 Internal Delay of Service Procedure
POC7069-P7 SBIRT Procedure
- iii. Exhibit: HR4026-E1 Emergency Vacation PTO Donation Request Form Exhibit
HR4026-E2 Personal Tragedy Vacation Donation Form Exhibit
HR4053-E1 Professional Development Expense Reimbursement Exhibit
POC7069-E15 M-SASQ Exhibit
POC7069-E16 MAST Exhibit
POC7069-E17 ASSIST V3 English Exhibit
POC7069-E18 AUDIT Exhibit
POC7069-E19 Combined CRAFFT 2.1 Exhibit
POC7069-E20 Drug Abuse Screening Test Exhibit
POC7069-E21 SBIRT Screening Cheat Sheet Exhibit
FCM3038-E1 Credit Card Agreement Exhibit
FCM3038-E2 Receipt Exception Form Exhibit
- iv. Rescind: N/A
- i. Relocate: N/A

Catherine Bernhold moved to approve the Authority Policy, Procedure, and Exhibits as presented. Rebecca Pasko supported. Motion carried unanimously.

b. Motion to Approve the Regional Policies as Presented

- i. Policy: N/A

XII. RELATIONSHIP WITH REGION, COUNTY, AND OTHERS

a. Regional Reports

- i. State Legislation and Policy Committee Report – Rebecca Pasko provided a handout on an overview of the Outcomes from Michigan CCBHC website. Caseloads have increased and are struggling to get direct care staff. There is a Bill in committee about Guardianship. Guardianship has many different levels. If this Bill were to pass as presented, it would affect mental health. Guardians would back out and it will fall on mental health.

LaMar Frederick asked how CCBHC works with veterans. Lisa Graham commented that with CCBHC we can serve veterans and there was a specific training our staff were required to complete for the experience with veterans. We have not served many but continue to get the word out by working with local resources.

XIII. ITEMS FROM THE CHIEF EXECUTIVE OFFICER

- a. Financial Report – Lisa Graham presented the highlights from the financial report.
- b. Chief Executive Officer's Report included an update on: State Recipient Rights Audit; Opioid Settlement Funding/Year 2 Implementation Plan; FY2024 Budget; FY2023 Final Financial Status Report; Community Presentations; Task Force; and National Alliance on Mental Illness (NAMI) Michigan.

Catherine Bernhold asked how do we get a NAMI? Lisa Graham commented that a CMH cannot start a NAMI but we could encourage someone in the community to take on the task to have a NAMI Chapter.

XIII. NEW BUSINESS

XIV. CITIZEN COMMENTS

There were no citizen comments.

XV. BOARD ANNOUNCEMENTS

LaMar Fredrick commented that he has been appointed for an additional 3 year term.

Susan Fortney wished everyone a Happy and Blessed Easter.

Catherine Bernhold commented that Deb Staelgraeve's apartment was part of the fire downtown Monroe and would like to offer my prayers and hope they get a place to stay and everything works out.

Dawn Asper commented that she had her own house fire and appreciated being excused from last month's meeting.

Mike Humphries commented on the Board sending prayers to Deb Staelgraeve. There were 14 other people displaced from the fire downtown Monroe. Please reach out to Deb if you would like to help, Deb is collecting gift cards for everyone that was displaced.

Mike Humphries also thanked Chantelle Steffens for her service on the Board of Directors.

XVII. ADJOURNMENT

Mike Humphries adjourned the meeting at 6:15pm.

Submitted by,



Catherine Bernhold
Board Secretary

LG/dp
4/8/24