



**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**July 24, 2024**

- Present:** Michael Humphries, Chairperson; Susan Fortney, Vice Chairperson; Catherine Bernhold, Secretary; Rebecca Pasko; Pam Ray; LaMar Frederick; John Burkardt; Becca Curley; Dawn Asper; Naomi Stoner; and Ken Papenhagen
- Excused:** Deb Staelgraeve
- Absent:**
- Staff:** Lisa Graham
- Guests:** Christina Schaub, Roslund Prestage & Company, PC; and 9 guests were present

**I. CALL TO ORDER**

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

Mike Humphries commented that Deb Staelgraeve's Mother In-law passed away this morning and expressed the Board's grief for Deb and her family.

**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**

Ken Papenhagen moved to adopt the draft amended agenda as presented. Becca Curley supported. Motion carried unanimously.

**V. CONSIDERATION TO APPROVE THE MINUTES FROM THE JUNE 26, 2024 BOARD MEETING AND WAIVE THE READING THEREOF**

Rebecca Pasko moved to approve the minutes for the June 26, 2024 Board Meeting and waive the reading thereof. Ken Papenhagen supported. Motion carried unanimously.

**VI. FEEDBACK SUMMARY**

Mike Humphries reviewed feedback from the June 26, 2024 Board Meeting.

**VII. CITIZEN COMMENTS**

There were no citizen comments.

**IX. PRESENTATIONS, RECOGNITIONS, AND CELEBRATIONS**

- a. **FY2023 Financial and Compliance Audit** – Christina Schaub, Roslund Prestage & Company, PC, presented the results of the FY2023 Financial and Compliance Audit. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under government auditing standards for the FY2023 Financial Audit. The results of the FY2023 Compliance Audit examination procedures disclosed instances of non-compliance, which are required to be reported in accordance with compliance examination guidelines, and which are described in the accompanying comments and recommendations as items 2023-01 and 2023-02. Our opinion is not modified with respect to these matters.

2023-01 FSR Examination Adjustments

When there is an adjustment made that is recorded.

2023-02 Ability of Pay Forms

Ken Melvin, Deputy Chief Financial Officer, commented that during the year we identified that during CCBHC we could use three different methods for Ability to Pay. We exercised good judgement on how this would impact consumers and while waiting for the state to work this out, we had paused. We are now under one Ability to Pay form.

**X. BOARD COMMITTEE REPORTS**

a. **Committee Chair Reports**

- i. **Business Operations** – LaMar Frederick commented the minutes reflect our meeting.
- ii. **Clinical Operations** – Susan Fortney commented on quality metrics and that the minutes reflect our meeting also.
- iii. **Executive** – Mike Humphries commented that committee reviewed the July board agenda.

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

John Burkardt moved to place all written committee reports on file. Becca Curley supported. Motion passed unanimously.

Written reports placed on file were Business Operations; Clinical Operations; and Executive.

c. **Committee Structure Discussion**

d. **Appointments for Committee Members and Chairs**

Mike Humphries appointed committee members and chairs as shown on the 2024-2025 Committee List and Scope.

**XI. ITEMS FOR BOARD ACTION**

- a. **Motion to Approve the Consent Agenda Less Item \_\_\_\_\_.**
- i. **Service Contracts as Presented**

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

- b. **Motion to Change the Start Time From 5:00pm to 6:00pm for Board Meetings Beginning August 28, 2024**

Mike Humphries moved to change the start time from 5:00pm to 6:00pm for Board Meetings beginning August 28, 2024. Pam Ray supported. Roll call: In favor: Pasko, Ray, Frederick, Burkardt, Humphries, Fortney, Bernhold, Curley, Asper, Stoner, and Papenhagen; opposed: none; motion carried unanimously.

**XII. AUTHORITY AND REGIONAL POLICY REVIEW/APPROVAL**

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

- i. Policy: POC7064 Nutrition Screening Policy
- ii. Procedure: N/A
- iii. Exhibit: FCM3036-E1 Purchase Order Request Exhibit
- iv. Rescind: N/A
- v. Relocate: N/A

Pam Ray moved to approve the Authority Policy, Procedure, and Exhibits as presented. Susan Fortney supported. Motion carried unanimously.

**b. Motion to Approve the Regional Policy, Procedure, and Exhibits as Presented**

- i. Policy: POC7074 Continuity of Care  
POC7071 Transition of Planning for Individuals Being Released from State Facilities Policy
- ii. Exhibit: N/A

Catherine Bernhold moved to approve the Regional Policy, Procedure, and Exhibits as presented. Ken Papenhagen supported. Motion carried unanimously.

**XIII. RELATIONSHIP WITH REGION, COUNTY, AND OTHERS**

- a. Regional PIHP Board Meeting Minutes – Did Not Meet in July
- b. State Legislation and Policy Committee Report – Did Not Meet in July

**XIII. ITEMS FROM THE CHIEF EXECUTIVE OFFICER**

- a. Finance Report: Ken Melvin presented the May financials, highlighting:
  - 1. Eligibility continues to decline faster than anticipated. Rate adjustments are now in effect and are reflected in the charts to show increased April activity. We have received increases to HSW, SED and CWP as a result. Also have additional funding from the PIHP for DCW.
  - 2. Cash and Investments are up from prior year primarily from collection of receivables from the PIHP.
  - 3. Liabilities are also up from prior year primarily related to estimated claims incurred but not reported.
  - 4. Net income is projected to be down compared to prior year primarily due to GASB 68 & 75 adjustments that are currently unknown and will be available in early 2025 from the actuaries.
  - 5. Revenue received from the PIHP exceeds expenses by \$636,070 this month. Part of the Medicaid and HMP surpluses are due to allowable costs being covered by GF as individuals continue to fall off Medicaid.
  - 6. The CCBHC program is showing a deficit of \$431,311 through this reporting period. We continue to work with the PIHP to accelerate the reporting of T1040s which will bring in more revenue. As we continue to look at generating more T-1040s on the revenue side, primary focus shifts to expenses.
  - 7. State General Fund is showing a deficit of \$1,971,538, primarily related to spenddowns, individuals falling off Medicaid and CCBHC non-Medicaid. This deficit is covered by local funds with a reported use of fund balance through this reporting period of \$1,653,920.
- b. Chief Executive Officer's Report Included an Update on: Assisted Outpatient Treatment; Crossroads Clubhouse; RFP for Group Home Provider; Assertive Community Treatment Audit; Need to Know Campaign; Staff Engagement; Contract Negotiations; August 14, 2024 PIHP Board Meeting; and a Monroe NAMI Chapter.

**XIV. NEW BUSINESS**

**XV. CITIZEN COMMENTS**

There were no citizen comments.

**XVI. MOTION TO GO INTO CLOSED SESSION FOR PURPOSES OF COLLECTIVE BARGAINING PURSUANT TO SECTION VIII (c) OF THE OPEN MEETINGS ACT**

Dawn Asper moved to go into Closed Session for purposes of Collective Bargaining pursuant to Section VIII (c) of the Open Meetings Act. LaMar Frederick supported. Roll call: In favor: Pasko, Ray, Frederick, Burkardt, Humphries, Fortney, Bernhold, Curley, Asper, Stoner, and Papenhagen; opposed: none; motion carried unanimously.


The Board went into Closed Session at 7:20pm.

The Board went into Open Session at 8:10pm.

**XVII. ADJOURNMENT**

Mike Humphries adjourned the meeting at 8:11pm.

Submitted by,

  
\_\_\_\_\_

Catherine Bernhold  
Board Secretary

LG/dp  
8/2/24