



**BOARD OF DIRECTORS REGULAR MEETING MINUTES
August 28, 2024**

Present: Michael Humphries, Chairperson; Susan Fortney, Vice Chairperson; Catherine Bernhold, Secretary; Rebecca Pasko; Pam Ray; LaMar Frederick; Becca Curley; Dawn Asper; Naomi Stoner; Ken Papenhagen; and Deb Staelgraeve

Excused: John Burkardt

Absent:

Staff: Lisa Graham

Guests: 4 guests were present

I. CALL TO ORDER

The Board Chair, 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 amended the agenda to remove VIII b. The presentation for Peer Delivered Services will take place at a future Board Meeting.

Dawn Asper requested to amend the agenda to include Board Announcements.

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

V. CONSIDERATION TO APPROVE THE MINUTES FROM THE JULY 24, 2024 BOARD MEETING AND WAIVE THE READING THEREOF

Pam Ray moved to approve the minutes for the July 24, 2024 Board Meeting and waive the reading thereof. Catherine Bernhold supported. Motion carried unanimously.

VI. FEEDBACK SUMMARY

Mike Humphries reviewed feedback from the July 24, 2024 Board Meeting.

VII. CITIZEN COMMENTS

There were no citizen comments.

IX. PRESENTATIONS, RECOGNITIONS, AND CELEBRATIONS

- a. **Years of Service Awards** – Lisa Graham recognizes staff for their Years of Service at quarterly All Staff Meetings and would like to recognize them at the Board level for their hard work and dedication. There were four Years of Service awards: Noka Fanola and Elicia Mauldin for 5 years, Diane Copeland for 20 years, and Jayne Jewell for 25 years. The Board thanked the staff for their years of service.

X. BOARD COMMITTEE REPORTS

a. **Committee Chair Reports**

- i. **Business Operations** – LaMar Frederick deferred to consent agenda. Pam Ray commented that discussion included the possibility of 2 leases going simultaneously for approximately 9 months. The discussion also included the lease at Benesh. Pam requested to add his information to the minutes as an amendment.
- ii. **Bylaws & Policy** – Catherine Bernhold deferred to the consent agenda.
- iii. **Clinical Operations** – Susan Fortney commented that she hopes everyone takes the time to read the notes and if you take the time to read them you will see the things that we deal with in the committee. One of the things is vacancies and pleased with how well we are doing with the crisis mobile. If you have any concerns to contact me and we will address in committee.
- iv. **Community Relations** – Rebecca Pasko commented that the committee did not meet.
- v. **Executive** – Mike Humphries commented that committee reviewed the August board agenda.
- vi. **Performance Evaluation** – Mike Humphries commented that there is another meeting scheduled.

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

Ken Papenhagen moved to place written committee reports and amended Business Operations report on file. Dawn Asper supported. Motion passed unanimously.

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

XI. 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 administrative contracts as presented. Pam Ray supported. Roll call: In favor: Pasko, Ray, Frederick, Humphries, Fortney, Bernhold, Curley, Asper, Stoner, Papenhagen, and Staelgraeve; opposed: none; motion carried unanimously.

LaMar Frederick moved to approve the service contracts as presented. Pam Ray supported. Roll call: Staelgraeve, Papenhagen, Stoner, Asper, Curley, Bernhold, Fortney, Humphries, Frederick, Ray, and Pasko; opposed: none; motion carried unanimously.

- b. **Motion to Approve a 10-Year Lease Agreement Between MCMHA and Monroe Center LLC for the Property Located at 393 North Telegraph Road, Monroe MI, 48162**

LaMar Frederick moved to approve a 10-year lease agreement between MCMHA and Monroe Center LLC for the property located at 393 North Telegraph Road, Monroe MI, 48162. Catherine Bernhold supported. Discussion followed.

LaMar Frederick withdrew the motion.

MCMHA has reached out to the City's Zoning Board to ensure that the commercial site will permit a Clubhouse to operate out of this location and are currently waiting for a response. MCMHA has had legal counsel review the Lease agreement. Legal counsel has made some recommendations / changes to the lease agreement that will require the Landlord to agree to these modifications.

If there are any issues with zoning and/or the modifications to the terms of the agreement are not acceptable to the Landlord, the Board shall be informed.

After much discussion, the Board does not have an issue with the terms, however there is pertinent information still needed from the Zoning Board and landlord for the Board to vote. Lisa Graham commented that if we receive solid information, the Board has agreed to call a Special Meeting.

c. Motion to Appoint Mark Cochran to the CMHPSM Oversight Policy Board (OPB) for an Additional Term Beginning October 1, 2024 Through September 30, 2027

Pam Ray moved to appoint Mark Cochran to the CMHPSM Oversight Policy Board (OPB) for an additional term beginning October 1, 2024 through September 30, 2027. Deb Staelgraeve supported. Roll call: In favor: Pasko, Ray, Frederick, Humphries, Fortney, Bernhold, Curley, Asper, Stoner, Papenhagen, and Staelgraeve; opposed: none; motion carried unanimously.

d. Motion to Approve the Revised Board Bylaws (2/3 vote)

Catherine Bernhold moved to approve the revised Board Bylaws. Pam Ray supported. Discussion followed. Roll call: In favor: Pasko, Ray, Frederick, Humphries, Fortney, Bernhold, Curley, Asper, Stoner, Papenhagen, and Staelgraeve; opposed: none; motion carried unanimously.

e. Motion to Approve the Revised Board Governance Policy Manual (2/3 vote)

Catherine Bernhold moved to approve the revised Board Governance Policy Manual. Pam Ray supported. Discussion followed. Roll call: In favor: Pasko, Ray, Frederick, Humphries, Fortney, Bernhold, Curley, Asper, Stoner, Papenhagen, and Staelgraeve; opposed: none; motion carried unanimously.

Mike Humphries thanked Catherine Bernhold and committee members for their dedication and patience in amending the Board Bylaws and Governance Policy Manual as it has been in review for 2 years.

XII. AUTHORITY AND REGIONAL POLICY REVIEW/APPROVAL

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

- i. Policy: EOC2004 Key-Access Proximity Cards Control Policy
- ii. Procedure: POC7084-P1 MCMHA Crisis Mobile Procedure
- iii. Exhibit: RR8034-E6 Confidentiality and Access to Consumer Records Exhibit
RR8036-E1 BTC Presentation Form Exhibit
RR8036-E2 BTPRC Presentation Form Instructions Exhibit
POC7084-E1 Crisis Mobile Intervention Guidance Exhibit
EOC2004-E1 Receipt-Return of Agency Property Form Exhibit
- i. Brochure: CEHR MCMHA Brochure
- ii. Rescind: POC7065 High Risk Medications Policy
- iii. Relocate: N/A

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

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

- i. Policy: N/A
- ii. Exhibit: N/A

There were no regional policies to approve for August.

XIII. RELATIONSHIP WITH REGION, COUNTY, AND OTHERS

- a. Regional PIHP Board Meeting Minutes – August 14, 2024 minutes included in the packet.
- b. State Legislation and Policy Committee Report – Did not meet in August.

XIII. ITEMS FROM THE CHIEF EXECUTIVE OFFICER

- a. Finance Report: Ken Melvin presented the June 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 \$1,016,745 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 \$256,960 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 \$2,372,096, 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 \$1,789,196.

Ken Melvin commented that there is a meeting scheduled for September 6, 2024 on 2025 rates. A lot of planning we are doing is contingent upon having the rates from the state. We have submitted our tentative budget request to the PIHP. More information will be available at the September Business Operations Committee meeting and Board Meeting.

- b. Chief Executive Officer's Report Included an Update on: Professional Development Day; Medical Director position; CCBHC Recertification; MCMHA new and improved website; Provider Stabilization; Party in the Park Community Picnic; NAMI Walks; and State Wall-a-Mile.

XIV. NEW BUSINESS

- a. Discussion of Board Committee Structure
- i. Mike Humphries commented that the Board had started conversation on the current committee structure and if it was working well for the Board. The Board had requested Lisa Graham to provide three summarized options of what a committee structure may look like. Lisa Graham provided an overview of strengths and areas of improvement and provided options to review. Board Members shared their ideas and concerns. After much discussion, Deb Staelgraeve suggested option two. Option two includes two Board Meetings per month and Mike Humphries suggested to keep the ad-hoc committees.

Deb Staelgraeve moved to trial option two for a fourth month period and to continue with ad-hoc committees. Ken Papenhagen supported. Discussion followed. Roll call: In favor: Staelgraeve, Papenhagen, Stoner, Bernhold, Ray, Frederick, and Humphries; opposed: Asper, Pasko, Fortney, and Curley. Motion carried.

Mike Humphries moved to suspend the relative Bylaws Articles and Governance Policies related to committee structure for a trial period of four months. Pam Ray supported. Discussion followed. Roll call: In favor: Staelgraeve, Papenhagen, Stoner, Bernhold, Ray, Frederick, Curley, and Humphries; opposed: Asper, Pasko, and Fortney. Motion carried.

Susan Fortney asked how we are going to measure if this change is any better. Mike Humphries commented that in four months we will ask the Board if they feel like they are more informed and efficient.

Mike Humphries and Lisa Graham will discuss Board Meeting dates and inform the Board.

XV. CITIZEN COMMENTS

There were no citizen comments.

XVI. BOARD ANNOUNCEMENTS

Catherine Bernhold commented that there is a new Monthly Board Meeting evaluation tool. Board Members will receive this tool via email the day after the Board Meeting and will have one week to complete.

Pam Ray thanked Lisa Graham for the FY2023 Annual Report.

Susan Fortney mentioned the Fulton County Fair is this weekend and if you are a veteran, you can attend free.

XVII. ADJOURNMENT

Mike Humphries adjourned the meeting at 8:50pm.

Submitted by,



Catherine Bernhold
Board Secretary

LG/dp
9/6/24

