



**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**August 23, 2023**

**Present:** Michael Humphries, Chairperson (arrived 5:19pm); Catherine Bernhold, Secretary; John Burkardt (arrived 5:19pm); Deb Staelgraeve; Rebecca Curley; Chantele Steffens; Dawn Asper; Rebecca Pasko; Ken Papenhagen; Pam Ray; and LaMar Frederick

**Excused:** Susan Fortney, Vice Chairperson

**Absent:**

**Staff:** Lisa Graham

**Guests:** 14 guests attended

**I. CALL TO ORDER**

The Board Secretary, Catherine Bernhold, 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 Catherin Bernhold.

**IV. CONSIDERATION TO ADOPT THE DRAFT AGENDA AS PRESENTED**

LaMar Frederick moved to adopt the draft agenda as presented. Ken Papenhagen supported. Motion carried unanimously.

**V. CONSIDERATION TO APPROVE THE MINUTES FROM THE JULY 26, 2023 BOARD MEETING AND WAIVE THE READING THEREOF**

Rebecca Pasko moved to approve the minutes from the July 26, 2023 Board Meeting and waive the reading thereof. Dawn Asper supported. Motion carried unanimously.

**VI. FEEDBACK SUMMARY**

Catherine Bernhold reviewed feedback from the July 26, 2023 Board Meeting.

**VII. CITIZEN COMMENTS**

Ted, a service provider in Monroe County, commented on the Board agenda item, provider stabilization pass through. Ted emphasized that it has been difficult with staffing shortages, unprecedented levels of overtime to sustain clients, and have stretched resources beyond the breaking point. Ted provides services for 60 clients in Monroe County and that takes 100 staff. Ted urged the Board to approve the provider stabilization pass through to ensure providers can use it to the best of their ability to sustain clients and programs.

Sandy Libstorff commented on a Recipient Rights report.

Tara Bijarro, Oaks of Righteousness, commented on being licensed and certified through the state and has been doing this for 7 years and is a person of recovery herself. Tara commented on how difficult it is to serve people in this county. There is a huge and urgent need for a live person and immediate access.

Pastor Heather Boone, Oaks of Righteousness, commented on the biggest issue with CMH, that she's been asking for support for years. In the past, Mike Humphries, Board Chairperson, sat in front of us and asked what is the ask? Oaks wants a case manager stationed at Oaks. Pastor Boone then read an email from Lisa Graham as to why it was not recommended to station a case manager at Oaks. Pastor Boone commented on an agreement with the Monroe County Community College. Pastor Boone commented on the Regional QAPIP racial disparities project and not having same day service.

#### **VIII. PRESENTATIONS, RECOGNITIONS, AND CELEBRATIONS**

- a. Revel Marketing Priorities – Lisa Graham presented the Revel Marketing Priorities as requested by the Business Operations Committee. 1<sup>st</sup> priority is the agency website and is not expected to be completed until July of next year 2024. The strategies that will mostly be completed will be on updating our program literature, creating a newsletter, and working on our internal communication and then recruitment efforts. A number of those items would be happening at the same time. Branding, recruitment, and retention. It is not until we have a lot of those things accomplished that we would come to the board for a community awareness campaign. The strategy is listed and the timeline of when it may be completed.
- b. Years of Service Awards – Lisa Graham commented that at the last Board Meeting we talked about employee retention. Employees are recognized in 5-year increments at the internal All Staff Meetings and Lisa wanted to recognize employees at the Board level as well.

Lisa is happy to recognize the dedication and commitment for the following staff on their years of service:

Five Years: Lori Beeler, Andrew Earl, Beth Aimone, Rob Kiger, Joel McCrea, and Kathy Moore

Ten Years: Alicia Riggs and Meagan Schinella

Fifteen Years: Yolanda Dunsmore, Renae Flack, Dr. Paul Gutterman, and Arwada Keck

Catherine Bernhold passed the gavel to Mike Humphries, Board Chairperson at 5:19pm.

#### **IX. BOARD COMMITTEE REPORTS**

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

Catherin Bernhold moved to place on file all written reports. LaMar Frederick supported. Motion carried unanimously.

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

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 – Lisa Graham commented that two detailed reports were provided at Clinical operations. Chantele Steffens asked about the Strategic Plan and Lisa commented that the Strategic Plan is provided within committee meetings and be presented quarterly at a Board Meeting.

Performance Evaluation – Mike Humphries commented that the committee met to review tools. We are set to stay on schedule this year.

**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 Administrative Contracts as Presented. Rebecca Curley supported. Discussion followed. Roll call: In favor: Ray, Pasko, Asper, Burkhardt, Bernhold, Humphries, Frederick, Curley, Steffens, Papenhagen, and Staelgraeve: opposed: none; motion carried.

LaMar Frederick moved to approve Service Contracts as Presented. Ken Papenhagen supported. Discussion followed. Roll call: In favor: Ray, Pasko, Asper, Burkhardt, Bernhold, Humphries, Frederick, Curley, Steffens, Papenhagen, and Staelgraeve: opposed: none; motion carried.

- b. **Motion to Accept the FY2023 Provider Stabilization Funds Allocated by the CMHPSM for MCMHA to Pass Through to the Provider Network**

LaMar Frederick moved to accept the FY2023 provider stabilization funds allocated by the CMHPSM for MCMHA to pass through to the provider network. Pam Ray supported. Discussion followed. Roll call: In favor: Ray, Pasko, Asper, Burkhardt, Bernhold, Humphries, Frederick, Curley, Steffens, Papenhagen, and Staelgraeve: opposed: none; motion carried.

- c. **Motion to Accept the FY2022 Finance Audit, Single Audit, and Compliance Audit as Presented to the Board of Directors on July 26, 2023**

John Burkhardt moved to accept the FY2022 Finance Audit, Single Audit, and Compliance Audit as presented to the Board of Directors on July 2023. Rebecca Curley supported. Roll call: In favor: Ray, Pasko, Asper, Burkhardt, Bernhold, Humphries, Frederick, Curley, Steffens, Papenhagen, and Staelgraeve: opposed: none; motion carried.

- d. **Motion to Approve the Purchase of Windows Server 2022 Datacenter Licensing for 3 VMWare Host Servers along with Required User Client Access Licenses (CALs) for the Total Purchase Price of \$39,675.28**

Pam Ray move to approve the purchase of Windows Server 2022 Datacenter Licensing for 3 VMWare Host Servers along with required User Client Access Licenses (CALs) for the total purchase price of \$39,675.28. Deb Staelgraeve supported. Discussion followed. Roll call: In favor: Ray, Pasko, Asper, Burkhardt, Bernhold, Humphries, Frederick, Curley, Steffens, Papenhagen, and Staelgraeve: opposed: none; motion carried.

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

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

- i. Policy: N/A
- ii. Procedure: N/A
- iii. Exhibit: N/A
- iv. Rescind: N/A

- b. **Motion to Approve the Regional Policies as Presented**

- i. Policy: N/A

**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**

- c. Financial Report – The state has not yet reconciled years FY2018 and FY2019. The state is saying the PIHP cannot use their funds to pay locals. The PIHP is committed to getting an answer by the end of this fiscal year and if favorable will look into every option to get this settled. Lisa Graham commented that it is important for our PIHP Representatives to stay on top of this.
- d. Chief Executive Officer's Report included: CCBHC; Crisis Mobile Unit; Benesh Expansion; Employee Satisfaction; Employee Retention; All Staff Meeting/Training; HSAG Review; Access Team Highlights; FY2024 Regional Budget; FY2018 and FY2019 Regional Close-Out; Regional QAPIP; Suicide Prevention Awareness; NAMI Walks Michigan; Recovery Advocacy Warriors; Community Coalition; Deb's Flowers Party in the Park; Back to School Fair; Gabby's Grief Center; and Mental Health Matters.

Mike Humphries was approached by Rebecca Pasko to consider a Community Relations Ad-hoc Committee. Rebecca is aware of several Board Members that want to be involved with partners in the community. Mike will consider an ad-hoc committee.

Mike Humphries announced that the Board is going to make a change to the monthly agenda for citizen comments. Two citizen comments will remain on the agenda. The first citizen comment will be limited to topics that are on the agenda and the second citizen comment will be dedicated for anything.

**XIV. CITIZEN COMMENTS**

Sandy Libstorff commented on utilizing FOIA to obtain documents that support anything on a public campaign with Revel Marketing. Sandy commented on details from previously resolved FOIA requests and the universal referral form and iPad.

Pastor Heather Boone, Oaks of Righteousness, commented on being completely disgusted about Revel Marketing. A 30-45 minute presentation on marketing but there has never been a discussion for 30-45 minutes for consumer help. If I have to make a video every single day I would do so until the \$150000 was wasted. I used to be a nice person but now not so much. Pastor Boone also commented on the Opportunity Center.

**XV. NEW BUSINESS**

**XVI. MOTION TO GO INTO CLOSED SESSION FOR THE PURPOSE OF LEGAL WRITTEN OPINION PURSUANT TO SECTION 8(h) OF THE OPEN MEETINGS ACT WITH ATTORNEY CLIENT PRIVILEGE**

Deb Staelgraeve moved to go into Closed Session for the Purpose of Legal Written Opinion pursuant to Section 8(h) of the Open Meetings Act with Attorney Client Privilege. Ken Papenhagen supported. Roll call: In favor: Ray, Pasko, Asper, Burkhardt, Bernhold, Humphries, Frederick, Curley, Steffens, Papenhagen, and Staelgraeve; opposed: none; motion carried.

The Board went into Closed Session at 6:13pm.

The Board went into Open Session at 7:57pm.

**XVII. BOARD ANNOUNCEMENTS**

Deb Staelgraeve mentioned there is a "Party in the Park" this Sunday at St. Mary's Park. Bring non-perishable food items.

**XVII. ADJOURNMENT**

Mike Humphries adjourned the meeting at 7:59pm.

Submitted by,



---

Catherine Bernhold  
Board Secretary

LG/dp 8/31/23

