



**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**January 29, 2025**

**Present:** Michael Humphries, Chairperson; Susan Fortney, Vice Chairperson; Catherine Bernhold, Secretary; Rebecca Pasko; John Burkardt; LaMar Frederick; Becca Curley; Dawn Asper; Naomi Stoner; and Ken Papenhagen

**Excused:** Deb Staelgraeve and Pam Ray

**Absent:**

**Staff:** Lisa Graham

**Guests:** 6 guests were present

**I. CALL TO ORDER**

The Board Chair, Mike Humphries, called the meeting to order at 6:02 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 AMENDED AGENDA AS PRESENTED**

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

**V. CONSIDERATION TO APPROVE THE MINUTES FROM THE JANUARY 15, 2025 BOARD MEETING AND WAIVE THE READING THEREOF**

John Burkardt moved to approve the minutes for the January 15, 2025 Board Meeting and waive the reading thereof. Naomi Stoner supported. Motion carried unanimously.

**VI. BOARD MEETING EVALUATION REPORT**

Susan Fortney encouraged board members to fill out the evaluation prior to the workshop. There were only 4 that responded and would like to see the numbers increase.

**VII. PUBLIC COMMENTS**

There were no citizen comments.

## VIII. PRESENTATIONS, RECOGNITION, AND CELEBRATIONS

- a. Clinical Report – Crystal Palmer presented the Clinical Report Executive Summary for December:
  - i. MCMHA continues to recruit and hire staff for current vacancies, which is 14 at this time. As mentioned previously, two vacancies are newly created positions.
  - ii. The CCO and Clinical Directors provided a thank you breakfast to the entire clinical department.
  - iii. There were 26 universal referrals made in December. 50% received some type of follow-up, services authorized, etc. 31% declined any further intervention, and 19% MCMHA either didn't have enough information for follow-up or no response.
  - iv. Certified Peer Support Specialists (CPSS) continue to provide support at the ALCC. The CPSS did engage in two (2) programs/activities and three (3) 1:1 meeting during the month of December.
  - v. MCMHA prepared for a grant opportunity for a Quick Response Team.
  - vi. Crisis Mobile was deployed 63 times in December, which averaged 1.67 hours of face-to-face interaction time.
  - vii. The average response time for Crisis Mobile was approximately 18.35 minutes, which is likely due to 61% of the calls are from the 48161 and 48162 zip codes.
  - viii. There were multiple referral sources for Crisis Mobile; 55% were from the Monroe County Sheriff's Department and Monroe City Police; 39% were from Access Dept/CMH, and 6% were self-referral.
  - ix. Enrollment for the CCBHC has increased by 15 members over the last month. This is a 0.7% increase in enrollment from the previous report.
  - x. The data for incoming calls being answered is at 96.6% for FY25, which meets MCMHA's goal of 95%.
  - xi. There were 155 appointments scheduled for the Benesh Building in FY25 with 85% occurring in the office.
  - xii. MCMHA currently has 80 enrollees in the Behavioral Health Home program.
  
- b. Operations Report – Bridgitte Gates presented the Operations Report:
  - i. Revel Marketing: Community Awareness Campaign, ad campaign report, and new billboard is up on I-75. The Facebook Like Campaign, we received 35 more likes since in December and are now at 811 followers.
  - ii. Grievances: Data from December was presented.
  - iii. Pulse for Good: Kiosk data from December provided 44 total responses from all three kiosks. Comments from consumers/guardians were as follows:
    1. Nothing, it's all here and I love coming here.
    2. Met my caseworker, Summer. I have major anxiety, and she was awesome. Made me feel comfortable. I really like her.
    3. Good overall experience.
    4. Would like to see after school appointments for my child.
  - iv. River Raisin Clubhouse moved into their new location on January 15, 2025. Occupancy inspection is scheduled for January 17, 2025.

LaMar Frederick requested for MCMHA's 800 number to be included on materials. It could have been helpful on the new billboard.
  
- c. FY2025-2027 Strategic Plan – Lisa Graham presented the draft FY2025-2027 Strategic Plan at the January 15, 2025 Board Meeting and requested feedback. Lisa incorporated board member feedback and in addition, added the agency mission, vision, core values, and guiding definitions. The strategic goals and priorities are Quality Workforce; Trusted Community Partner; Accountable Stewards of Public Dollars; Services Promote Recover; and Consumer Voice Informs Decision Making. Each strategic goal has several objectives with measurable outcomes.

## IX. BOARD COMMITTEE REPORTS

- a. Committee Chair Reports
  - i. Executive Committee – Nothing to report.

- ii. Recipient Rights Advisory Council – Susan Fortney commented that Rights Officers were so excited to be here tonight, but they couldn't with the change to scheduling. It is an honor to sit on this council. You are there for the good of consumers. The annual Recipient Rights Report will be presented in February.
- iii. Performance Evaluation – Mike Humphries commented that the committee is meeting and moving forward with the Chief Executive Officers performance evaluation process.

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

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

Written reports placed on file were Executive; Recipient Rights Advisory Council; and Performance Evaluation.

- c. Mike Humphries reminded board members of a Board Workshop scheduled for Wednesday, February 5, 2025 from 6pm to 8pm.

**X. ITEMS FOR BOARD CONSIDERATION**

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

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

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

**b. Motion to Accept the MCMHA FY2025-2027 Strategic Plan**

Ken Papenhagen moved to accept the MCMHA FY2025-2027 Strategic Plan. John Burkardt supported. Motion carried unanimously.

- c. **Motion to Approve the Board Action Request for the Purchase of 70 Configured to Order Laptops, Including a 3-Year Depot Warranty, 20 Extra Docking Stations, and 25 New Laptop Bags from Lenovo Inc. at a Total Cost of \$78,810.00**

Rebecca Pasko moved to approve the Board Action Request for the purchase of 70 configured to order laptops, including a 3-year depot warranty, 20 extra docking stations, and 25 new laptop bags from Lenovo Inc. at a total cost of \$78,810.00. Dawn Asper supported. Roll call: In favor: Papenhagen, Stoner, Asper, Pasko, Fortney, Humphries, Burkardt, Frederick, Curley, and Bernhold; 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: POC7095 Assisted Outpatient Therapy (AOT)
- ii. Procedure: POC7031-P2 Initiating a Self-Directive Service – Choice Voucher Arrangement  
POC7082-P4 Coordination of Care Letter  
POC7057-P4 How to give a SQ (Subcutaneous) Injection  
POC7057-P5 How to Give IM (Intramuscular) Injections  
POC7057-P10 Blood Pressure Readings and Responses

- iii. Exhibit: POC7031-E1 MCMHA Self-Directed Services Agreement Form  
POC7031-E2 MCMHA Employment Agreement Form  
POC7031-E3 MCMHA Medicaid Provider Agreement Form  
POC7095-E1 Court Liaison Flowchart  
POC7095-E2 TX Team Flowchart  
POC7082-E1 Coordination of Care Letter – Start Services  
POC7082-E2 Coordination of Care Letter – End Services  
POC7082-E3 Coordination of Care Letter – Psychiatric Admission  
POC7082-E4 Coordination of Care Letter – Annual IPOS
- i. Rescind: POC7082-E5 Coordination of Care Letter – Start Medication  
POC7082-E6 Coordination of Care Letter – End Medication  
POC7031-P1 Case Management of Self Determination / Choice  
Voucher Arrangement  
POC7024-E7 PHS Authorization Flow – New Consumer  
POC7024-E8 PHS Authorization Flow – Open Consumer  
POC7077-P2 Actions for Incomplete, Unclear, Illegible Medication  
Orders PHS Authorization Flow – Open Consumer
- ii. Relocate: N/A

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

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

- i. Policy: FCM3041 Debarment, Suspension and Exclusion
- ii. Exhibit: N/A

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

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

- a. Regional PIHP Board Meeting – Minutes from the December 11, 2024 meeting were included in the Board Packet.
- b. CMHAM Policy and Legislation Committee Report – Nothing new to report.

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

- a. Chief Executive Officer's Report Included an Update on: the Medical Director position; Claims Submissions; Non-Medicaid Expenses; River Raisin Clubhouse; Quick Response Team Grant; and Benefits Specialist/MDHHS Contract.

The Mental Health Summit was held today. The theme was stigma and Sheriff Goodnough was the keynote speaker. It was a great day.

There has been a lot of chaos on the Federal Executive Order today. Today it was rescinded. There is no cause for alarm, business as usual.

After the CEO Report was published, CMH made an offer on a home in LaSalle for a five-bed group home. The purchase would be dependent on the inspection and Board approval. If the purchase is accepted, a Special Board Meeting will be scheduled.

Mike Humphries asked if claims were being submitted to the clearing house or directly to MDHHS. Lisa Graham will get further information on the process, submission frequency, and report back to the Board.

For the board members whose terms are ending March 2025, if not board members come April 2025, Lisa Graham will extend an invite to the River Raisin Clubhouse grand opening.

**XIII. NEW BUSINESS**

There was no new business.

**XIV. PUBLIC COMMENTS**

There were no citizen comments.

**XV. BOARD MEMBER ANNOUNCEMENTS**

John Burkardt commented he has a new cell phone number and will provide that to the Board.

Mike Humphries said see everyone next Wednesday.

**XVI. ADJOURNMENT**

Mike Humphries adjourned the meeting at 7:23pm.

Submitted by,

  
\_\_\_\_\_  
Catherine Bernhold, Secretary

LG/dp  
2/6/25