



**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**February 19, 2025**

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

**Excused:** Pam Ray

**Absent:**

**Staff:** Lisa Graham

**Guests:** 8 guests were present

**I. CALL TO ORDER**

The Board Chair, Mike Humphries, called the meeting to order at 6:05 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. Deb Staelgraeve supported. Motion carried unanimously.

**V. CONSIDERATION TO APPROVE THE MINUTES FROM THE JANUARY 29, 2025 BOARD MEETING AND WAIVE THE READING THEREOF**

John Burkardt moved to approve the minutes for the January 29, 2025 Board Meeting and waive the reading thereof. Catherine Bernhold supported. Motion carried unanimously.

**VI. BOARD COMMITTEE REPORTS**

**a. Committee Chair Reports**

- i. Performance Evaluation – Mike Humphries deferred explaining what the committee did until section XII e. on the agenda.

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

Susan Fortney moved to place on file all written committee reports. Deb Staelgraeve supported. Motion carried unanimously.

Written report placed on file was Performance Evaluation.

**VII. BOARD MEETING EVALUATION REPORT**

The Board Meeting Evaluation Report from the January 29, 2025 Board Meeting was reviewed at the February 5, 2025 Board Workshop.

**VIII. PUBLIC COMMENTS**

Bridgitte Gates, Operations Director for MCMHA, commented on the agenda topic of having two Board Meetings per month. Bridgitte thanked the Board for the opportunity to present information to the Board on what Operations does. It has been going great, and she has had people inquire about things that she has not thought about, and that is much appreciated. As a growing leader at CMH for 22 years, communication is one of the things that there is a variety of and still hears that when communication comes out that we are all able to reflect on how we hear it and have the ability to ask if we are hearing what is being said and appreciates that very much. Bridgitte also has liked not spending extra evenings for committee meetings and has been able to spend more time with her family and that is appreciated, thank you. Bridgitte commented that she knows some of the Board may think that leadership staff do not have to attend committees or Board Meetings in person, but we do. We are leaders, we are also a team here, and we support each other and those we serve. Bridgitte wanted the Board to consider this making the decision of continuing with two Board Meetings a month.

**IX. PRESENTATIONS, RECOGNITION, AND CELEBRATIONS**

- a. **Office of Recipient Rights Annual Report** – Shelley Koyl, Recipient Rights Officer, presented the Recipient Rights Annual Report Executive Summary that included data for complaints, serious harm allegations, top violations, and top provider violations. The Executive Summary, as well as the entire report, was reviewed in depth with the Recipient Rights Advisory Council in December 2024 before submitting to the state. At the time of the report, the agency was serving 2800 consumers. Shelley presented the recommendations for 2025 from the Recipient Rights Advisory Council for the Board to consider.
- b. **FY2024 CMHSP Annual Submission** – Lisa Graham presented the FY2024 CMHSP Annual Submission. This is a requirement of the Michigan Mental Health Code to provide data on a Waiting List, Request for Service and Disposition of Requests, and a Community Data Set Worksheet. A Stakeholder Survey and Priority Needs Assessment is requested every other year. The report is submitted annually to the Michigan Department of Health and Human Services (MDHHS). Under Board Action there is a request for the Board to accept the FY24 CMHSP Annual Submission for the Board to fulfill their obligation.

**X. ITEMS FOR BOARD CONSIDERATION**

- a. **Service Contracts as Presented** - Alicia Riggs presented the Service Contracts for Board consideration.

**XI. FINANCE REPORT**

- a. **Fiscal Finance Report**: Ken Melvin presented the December financials, highlighting:
  - i. Eligibility has mostly leveled off during August of 2024. Rate adjustments are now in effect and are reflected in the charts to show increased dollars since April. Additionally, the State has indicated \$41 million in funding to be distributed state-wide sometime in 2025 for the 2024 fiscal year.
  - ii. Cash and Investments are up from prior year primarily from collection of receivables from the PIHP.
  - iii. Liabilities are also up from prior year primarily related to estimated claims incurred but not reported.
  - iv. 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.

- v. Revenue received from the PIHP was less than expenses by \$189,008 this month. Our CCBHC supplemental payment is not sufficient to cover expenditures due to the state allocation. This will be made whole through a settlement with the PIHP/MDHHS.
- vi. The CCBHC program is showing a surplus of \$480,152 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 T1040s on the revenue side, primary focus shifts to expenses. The change from the prior year's deficit is largely related to the increase in T1040s related to our DCO relationship.
- vii. State General Fund is showing a deficit of \$519,840, primarily related to spenddowns, individuals falling off Medicaid and CCBHC non-Medicaid. This deficit is covered by local funds.

Ken Melvin commented that reporting requirements for the FSR, the EQR report, and the CCBHC Cost report are all due in the next six days from now to the PIHP, and are also in the middle of a FY2024's financial audit. Finance is working heavily on reports and the audit.

Ken Melvin commented on some of the great work Brooke Berry is doing with assisting consumers to get back on Medicaid. Brooke had 35 appointments in January. She is keeping a running list of her appointments and keeps track of those. Out of the 40 she had for February, 4 were able to sign up for Medicaid. We are making good progress. Brooke's calendar is booked all the time trying to get people involved.

LaMar Frederick commented on the general fund deficit, that we continue to run a program that is not covered by the funding we are expected to get. Ken Melvin responded that for this year, we are offsetting it with CCBHC. Once we have our CCBHC Cost Report done for 2024, it will inform us of our 2025 PPS1 rate and can retro that back to 2024.

## **XII. ITEMS FOR BOARD ACTION**

### **a. Motion to Continue the Pilot of Two Board Meetings Per Month Beginning March 2025**

Mike Humphries amended the motion. Ken Papenhagen supported.

Mike Humphries moved to change the normal process of the Board Meetings to meet twice a month and from this point forward until further notice, the committees known as Business Operations and Clinical Operations will be ad-hoc committees. Ken Papenhagen supported. Discussion followed. Roll call: In favor: Staelgraeve, Papenhagen, Stoner, Burkardt, Frederick, Curley, Bernhold, and Humphries; opposed: Asper, Pasko, and Fortney; motion carried.

### **b. Motion to Accept the Recommendations from the Recipient Rights Advisory Committee for FY2024-2025**

LaMar Frederick amended the motion. John Burkardt supported.

LaMar Frederick moved to place on the file the Recipient Rights Advisory Committee Annual Report and Recommendations from the Recipient Rights Advisory Council. John Burkardt supported. Motion carried unanimously.

### **c. Motion to Accept the FY2024 CMHSP Annual Submission**

Rebecca Pasko moved to accept the FY2024 CMHSP Annual Submission. Ken Papenhagen supported. Motion carried unanimously.

**d. Motion to Approve the Purchase of Property Located at 3785 Swartz Road, LaSalle, MI 48145 in the Amount of \$235,000 with the Option to Finance at a Later Date**

LaMar Frederick moved to approve the purchase of property located at 3785 Swartz Road, LaSalle, MI 48145 in the amount of \$235,000 with the option to finance at a later date. Ken Papenhagen supported. Discussion followed. Roll call: In favor: Staelgraeve, Papenhagen, Stoner, Asper, Pasko, Fortney, Burkardt, Frederick, Curley, Bernhold, and Humphries; opposed: none; motion carried unanimously.

**e. Motion to Accept the Performance Evaluation Committee's Recommendation of Lisa Graham to Receive a Rating of "Satisfactory" for the Chief Executive Officer's Performance Evaluation Summary for 2024**

On behalf of the Performance Evaluation Committee, Mike Humphries presented a report of the overall findings for the Chief Executive Officer (CEO) Performance Evaluation for 2024. The overall results scored in the mid 4's for a satisfactory rating. The CEO Self-Evaluation was 4.0 in comparison. Mike Humphries commented that the CEO was a little harder on herself than needed to be and could have given herself a little more credit on her self-evaluation. Comments included on the overall findings are from the Performance Evaluation Committee as a whole and has been reviewed with Lisa Graham.

The committee worked together to come up with some recommendations and goals for 2025:

- Lisa Graham has made great strides with the Board and would like for her to continue to strengthen positive relationships with the Board of Directors.
- Continue to seek assistance whenever necessary if an issue resides outside of the CEO's skillset.
- Continue to pursue creative partnerships as the agency ventures outside of our usual area of responsibility.
  - Such as CCBHC or BHH requirements
  - Behavioral Health Urgent Care, as an example
- Maintain awareness of financial roadblocks on the horizon. Be early in strategy development to avoid the same.
- Continue to build and strengthen relationships with the PIHP.

Deb Staelgraeve moved to accept the Performance Evaluation Committee's Recommendation of Lisa Graham to receive a rating of "Satisfactory" for the Chief Executive Officer's Performance Evaluation Summary for 2024. Susan Fortney supported. Roll call: In favor: Staelgraeve, Papenhagen, Stoner, Asper, Pasko, Fortney, Burkardt, Frederick, Curley, Bernhold, and Humphries; opposed: none; motion carried unanimously.

Mike Humphries commented that this is a fair representation of what Lisa Graham deserves for last year's services. Lisa is entering into the last year of her contract. The Performance Evaluation Committee will start investigating on how to structure her next contract. As the committee makes progress, will report to the Board.

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

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

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

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

- |                |           |                    |
|----------------|-----------|--------------------|
| i. Policy:     | HR4021    | Nepotism Policy    |
| ii. Procedure: | HR4021-P1 | Nepotism Procedure |
| iii. Exhibit:  | N/A       |                    |
| iv. Rescind:   | N/A       |                    |
| i. Relocate:   | N/A       |                    |

Catherine Bernhold moved to approve the Authority Policy, Procedure, and Exhibits as presented. Ken Papenhagen 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 for February.

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

- a. Regional PIHP Board Meeting – Did not meet.
- b. CMHAM Policy and Legislation Committee Report – Did not meet.

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

- a. Chief Executive Officer's Report Included an Update on: the Medical Director position; Claims and Billing Specialist position; Staff Education to roll out the FY2025-2027 Strategic Plan and Non-Medicaid Initiative; SUD Screening & Referral Services; Behavioral Health Urgent Care; Request for Information (RFI) for Providers who are interested in developing a 5-bed group home; Consumer Advisory Council; consumer participation on Performance Improvement Committees; Veteran's Services; Bedford Business Fair on Saturday, March 15, 2025; and Crisis Mobile.

Lisa Graham elaborated on Veteran's Services, that MCMHA is partnering with local veteran's organizations to promote and host a Suicide Awareness, with Special Emphasis on Veterans. The event will be held on Saturday, March 15, 2025 from noon to 4:00pm at the American Legion on Jones Avenue in Monroe.

Bridgitte Gates provided a brief Operations Report on: following up with Cole about electric amps for the home; kiosks are averaging 4 stars with requests for new prescribers and is due with multiple maps or medications that cannot be prescribed; grievances, there are no trends; providers all came back high percentage of training and that keeping staff is still a challenge; we have the Bedford Business Fair coming up and we have volunteers for the morning and are looking to fill the afternoon shift internally, and if cannot, will reach out to Board Members.

**XVI. NEW BUSINESS**

There was no new business.

**XVII. PUBLIC COMMENTS**

There were no public comments.

**XVIII. BOARD MEMBER ANNOUNCEMENTS**

Susan Fortney commented on a need for a Bylaw & Policy Committee meeting to make amendments to the Bylaws and Policy Manual, and that the DAR has a project to help Paula's house.

Catherine Bernhold called for the Bylaws & Policy Committee to meet on Thursday, March 20, 2025 at 5:00pm to review the current Bylaws and Governance Policy Manual for amendments for the new Board meeting structure.

Dawn Asper commented on Paula's House having their fund raiser a week from Friday. \$20 for a spaghetti dinner.

John Burkardt commented that there is a combined band and choir concert this Friday. It is dispersed so there is one choral piece and then band piece. I'll be on the right side if you want to come see me.

**XIX. ADJOURNMENT**

Mike Humphries adjourned the meeting at 8:13pm.

Submitted by,

  
Catherine Bernhold, Secretary

LG/dp  
2/27/25