

Approved: _____

PROPOSED MINUTES

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

APRIL 30, 2024

MEMBERS PRESENT: Roger Ballard, Lynne Brown, Robyn Gorringer, Bill Gray, John Groustra, Joyce Johnson, Robert Kozfkay, Brett Lester (arrived at 5:02pm), Nanette Susalla, Angie Weber, and Linda Willis

MEMBERS ABSENT: None.

STAFF PRESENT: Wil Morris, Nicole Beagle, Jamie Reinke, Beth Westover, Sheila Hill, Tony Shaver, Nancy Tezak, Kendra Parsons, Nick Hauxwell, Deb Messing, and Merisa Thomas

- I. CALL TO ORDER: The Chairperson, Mr. Bob Kozfkay, called the meeting to order at 5:00 p.m. The Pledge of Allegiance was recited by everyone in attendance and Mrs. Gorringer offered a prayer.
- II. ROLL CALL: Mrs. Merisa Thomas, Recording Secretary, took roll. A quorum was present.
- III. RECOGNITION OF GUESTS: Mr. Kozfkay recognized the staff in attendance.
- IV. ADOPTION OF AGENDA: Ms. Brown made the motion, with support from Ms. Willis, to adopt the Agenda as presented. The motion carried.
- V. PUBLIC HEARING: Mr. Kozfkay called the Public Hearing open at 5:02 p.m. Mr. Hauxwell presented the 2023 Annual Submission. Mr. Kozfkay closed the Public Hearing at 5:07 p.m.
- VI. COMMENTS FROM THE PUBLIC: There were no comments from the public.
- VII. ELECTION OF OFFICERS, ORGANIZATION OF COMMITTEE ASSIGNMENTS AND SPECIAL APPOINTMENTS, CDM #3331: Mr. Kozfkay turned the meeting over to Mr. Morris.

Mr. Groustra made the motion, with support from Mr. Gray, to conduct the election via voice vote. The motion carried.

Nominations for Chairperson: Ms. Susalla nominated Bob Kozfkay for Board Chairperson. Ms. Brown supported the nomination. There were no other nominations. Mr. Groustra made the motion, with support from Mr. Gray, to close the nominations and cast a unanimous ballot for Bob Kozfkay for Board Chairperson. The motion carried.

Mr. Morris turned the meeting over to the Chairperson, Bob Kozfkay.

Nominations for Vice Chairperson: Ms. Brown nominated John Groustra for Board Vice Chairperson. Ms. Willis supported the nomination. There were no other nominations. Ms. Brown made the motion, with support from Mrs. Johnson, to close the nominations and cast a unanimous ballot for John Groustra for Board Vice Chairperson. The motion carried.

Nominations for Auditor: Ms. Susalla nominated Bill Gray for Board Auditor. Ms. Brown supported the nomination. There were no other nominations. Ms. Brown made the motion, with support from Ms. Willis, to close the nominations and cast a unanimous ballot for Bill Gray for Board Auditor. The motion carried.

Nominations for Secretary: Ms. Susalla nominated Linda Willis for Board Secretary. Mr. Gray supported the nomination. There were no other nominations. Mr. Gray made the motion, with support from Mr. Ballard, to close the nominations and cast a unanimous ballot for Linda Willis for Board Secretary. The motion carried.

Mr. Groustra made the motion, with support from Mrs. Weber, to approve the election results. The motion carried.

Board Committees and Special Appointments: Mr. Kozfkay reviewed the Committee structure and special appointments as presented. There are no recommendations for changes to the membership of the listed Committees. Ms. Willis made the motion, with support from Ms. Brown, to approve the Board Committees' membership and Special Appointments as presented. The motion carried.

Board meeting schedule: Mr. Groustra made the motion, with support from Mr. Ballard, to approve the Board meeting schedule as presented. The motion carried.

VIII. APPROVAL OF MINUTES: Ms. Willis made the motion, with support from Ms. Brown, to approve the minutes of the March 26, 2024 Board meeting as presented. The motion carried.

IX. CEO'S REPORT: In addition to the written report, Mr. Morris shared:

- I was approached to testify at a hearing regarding iPads and the use of teleservices. It's been postponed at this time.
- Mrs. Beagle and I met with McKenzie Hospital today to discuss sharing a Nurse Practitioner with them. The idea is to either co-locate or have a virtual presence. At their Sandusky clinic, we will be more likely to be in-person. We have another meeting with Marlette in the coming weeks to discuss sharing space in one of their rural health clinics. We want to catch people where they're at and create that initial engagement to get them into services. We're excited about our hospital relationships.
- I am both sad and proud. The family of Paul Green reached out to us requesting to list Sanilac CMH as the charity to honor their family member. The cash donations will help to offset some of the out-of-pocket expenses/co-pays of those we serve. We really appreciate the fact that they thought of us.
- This Board approved a contract with Sandusky to utilize their car wash bay. It went to the City Council of Sandusky. There were some unforeseen hiccups. We are currently awaiting communication from Sandusky as to whether we are moving forward. We may need an alternative option.
- NATCON (National Conference) was fun as always.

The Board's questions were answered. Ms. Brown made the motion, with support from Mr. Gray, to accept the CEO's Report as presented. The motion carried.

X. COMMITTEE REPORTS:

a. AUDIT COMMITTEE (04/30/2024): Mr. Gray presented the report. Ms. Susalla made the motion, with support from Ms. Brown, to accept the minutes of the 04/30/2024 Audit Committee meeting as presented. The motion carried.

b. CCBHC COMMITTEE (04/11/2024): Mr. Groustra presented the report. Mr. Gray made the motion, with support from Mr. Ballard, to accept the minutes of the 04/11/2024 CCBHC Committee meeting as presented. The motion carried.

- c. PERSONNEL COMMITTEE (04/22/2024): Mr. Kozfkay presented the report. Ms. Willis made the motion, with support from Ms. Brown, to accept the minutes of the 04/22/2024 Personnel Committee meeting as presented. The motion carried.
- d. PREVENTION AND PUBLIC EDUCATION COMMITTEE (04/22/2024): Ms. Brown presented the report. Ms. Willis made the motion, with support from Mr. Gray, to accept the minutes of the 04/22/2024 Personnel Committee meeting as presented. The motion carried.
- e. PROGRAM COMMITTEE (04/09/2024): Ms. Brown presented the report. Ms. Susalla made the motion, with support from Mr. Gray, to accept the minutes of the 04/09/2024 Program Committee meeting as presented. The motion carried.
- f. CONSUMER ADVISORY BOARD (04/03/2024): Ms. Brown presented the report. Ms. Willis made the motion, with support from Ms. Susalla, to accept the minutes of the 04/03/2024 Consumer Advisory Board meeting as presented. The motion carried.
- g. PARENT ADVISORY COUNCIL (04/08/2024): Ms. Johnson presented the report. Ms. Brown made the motion, with support from Mr. Groustra, to accept the minutes of the 04/08/2024 Parent Advisory Council meeting as presented. The motion carried.
- h. RECIPIENT RIGHTS ADVISORY COUNCIL (04/16/2024): Mr. Lester presented the report. Ms. Susalla made the motion, with support from Ms. Weber, to accept the minutes of the 04/16/2024 Recipient Rights Advisory Council meeting as presented. The motion carried.
- i. OTHER: There were no other committee reports.

XI. PIHP REPORT: Mr. Kozfkay shared two recent issues. The first issue is attendance. Because of both Covid and the distance to travel for meetings, people continue to attend virtually and that's no longer going to be acceptable. PIHP members are only allowed a certain number of absences. The second issue is regarding the lawsuit following the recent termination of an employee. We approved for our attorney to work with hers toward a resolution and should have a report by the next meeting in May. We received a second letter from an unhappy employee, and that person has stopped attending work. This is being addressed by administration. Our attorney shared that we may have handled the first employee issue incorrectly. We're hoping to better address the second one. Mr. Groustra made the motion, with support from Mr. Gray, to accept the PIHP Report as presented. The motion carried.

X. OLD BUSINESS

- a. OTHER: There was no Other Old Business.

XI. NEW BUSINESS

- a. BILLS: Mr. Gray presented the report. Mr. Gray made the motion, with support from Mr. Ballard, to approve the checks numbered 56664 through 56851 in the amount of \$1,461,049.13. The motion carried.
- b. CREDIT CARD STATEMENT: Mr. Gray presented the report. Mr. Gray made the motion, with support from Ms. Susalla, to approve the credit card statement for the period of 03/16/2024 through 04/15/2024 in the amount of \$54,672.37. The motion carried.
- c. FY24 QI GOALS MID-YEAR STATUS REPORT, CDM #3332: Mr. Hauxwell presented the CDM. Ms. Johnson made the motion, with support from Ms. Brown, to approve the FY24 QI Goals Mid-Year Status Report as presented. The motion carried.

- d. UPDATE TO THE PARENT ADVISORY COUNCIL (PAC) BY-LAWS, CDM #3333: Mr. Morris presented the CDM. Mr. Gray made the motion, with support from Mr. Groustra, to confirm/approve the changes to the Parent Advisory Council (PAC) By-Laws to lay for 30 days. The motion carried.
- e. ADDING AN ADDITIONAL EAA TO THE AGENCY, CDM #3334: Mr. Morris presented the CDM. Mr. Ballard made the motion, with support from Mr. Gray, to approve the authorization of posting a new Executive Administrative Assistant (EAA) position and authorize the CEO to negotiate appropriate pay and benefits not to exceed the current position. The motion carried.
- f. UPDATE OF AGENCY MISSION STATEMENT, CDM #3335: Mr. Morris presented the CDM. Mr. Groustra made the motion, with support from Mr. Gray, to approve the updated Mission Statement. The motion carried.
- g. NEW MEDICAL ASSISTANT (MA) POSITION, CDM #3336: Mr. Morris presented the CDM. Ms. Johnson made the motion, with support from Ms. Brown, to approve a full-time Medical Assistant position to be hired to meet the needs of the individuals and CCBHC requirements. The motion carried.
- h. CHANNING BETE BROCHURES, CDM #3337: Mr. Morris presented the CDM. Mr. Gray made the motion, with support from Mr. Ballard, to approve the purchase as requested. The motion carried.
- i. OTHER: Mr. Morris shared that we're winding up the PAC contributions for the Association. They use the funds to advocate to our legislators. They support legislators who support mental health. I match 50% of funds raised. If we have 75% or more participate, we have the opportunity to win a suite at a Detroit Tiger's game. Reach out to Deb or Merisa if you'd like to donate.

XIII. REPORTS ON MEETINGS ATTENDED: There were no reports on meetings attended.

XIV. PUBLIC COMMENTS: Mr. Kozfkay thanked everyone who supports him in his position. He thanked the Board and reminded them that what this Board does is important. He also thanked the staff, and shared that he feels confident referring our Community to come here for help.

XV. ANNOUNCEMENTS: Summer Conference is June 11th and 12th.

XVI. DATE OF NEXT SCHEDULED MEETING: The May Board meeting will be held on Tuesday, May 28, 2024, at 5:00 p.m.

XVII. ADJOURNMENT: There being no further business to discuss, the meeting adjourned at 6:16 p.m.

Date: _____

Robert Kozfkay, Chairperson

Date: _____

Linda Willis, Board Secretary

Date: _____

Merisa Thomas, Recording Secretary