

PROPOSED MINUTES

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

AUGUST 20, 2024

MEMBERS PRESENT: Lynne Brown, Bill Gray, Joyce Johnson, Robert Kozfkay, Brett Lester, Anna Lopez, Nanette Susalla, Angela Weber, Robyn Gorringer, John Groustra and Linda Willis

MEMBERS ABSENT: Roger Ballard (excused)

STAFF PRESENT: Wil Morris, Nicole Beagle, Beth Westover, Tony Shaver, Jamie Reinke, Sheila Hill, Kendra Parsons, Merisa Thomas, Deb Messing, and Angie Hooper

GUESTS: None

- I. CALL TO ORDER: The Chairperson, Mr. Robert Kozfkay, called the meeting to order at 5:01 p.m.

The Pledge of Allegiance was recited by everyone in attendance and Mrs. Robyn Gorringer offered a prayer.
- II. ROLL CALL: Mrs. Angie Hooper, Recording Secretary, took the roll. A quorum was present.
- III. RECOGNITION OF GUESTS: Mr. Kozfkay acknowledged the staff in attendance.
- IV. ADOPTION OF AGENDA: Ms. Brown made the motion, with support from Ms. Weber, to approve the Agenda as presented. The motion carried.
- V. COMMENTS FROM THE PUBLIC: There were no comments from the public.
- VI. APPROVAL OF MINUTES: Ms. Willis made the motion, with support from Ms. Johnson, to approve the July 30, 2024, Board Meeting minutes as presented. The motion carried.
- VII. CEO'S REPORT: In addition to the written report, Mr. Morris added:
 - The parking lot construction will begin on Monday, August 26th as planned. We would like to thank the Firebird Theater and the ISD on Jackson Street for allowing us parking spots during the construction period. There will be some administrative staff working remote during the project. All service providers will report as normal so not to impede the access of care of our individuals.
 - MDHHS has released a new CCBHC Handbook which states the PIHP cannot require individuals to contact the PIHP for authorization of service. This is applicable to all CCBHC serviced individuals. The authorization can be submitted retroactively.
 - MDHHS also notified us that they are in the process of postponing the implementation of Conflict-Free Access and Planning for October 1st to a yet to be determined date.
 - We have been informed that the St. Clair CMH notice of termination of the group contract for the EHR system is in the mail.
 - We have received the draft 2023 Annual Report. We will have the final draft within a week or two. We are sharing the report electronically this year.

Mr. Gray made the motion, with support from Ms. Johnson, to accept the CEO's Report as presented. The motion carried.

VIII. COMMITTEE REPORTS:

a. AUDIT COMMITTEE (08/20/2024): Mr. Gray presented the report. Ms. Susalla made the motion, with support from Ms. Weber, to accept the 08/20/2024 Audit Committee minutes as presented. The motion carried.

b. CCBHC COMMITTEE (08/08/2024): Mr. Groustra presented the report. Ms. Willis made the motion, with support from Ms. Brown, to accept the 08/08/2024 CCBHC Committee meeting minutes as presented. The motion carried.

c. EXECUTIVE COMMITTEE (08/19/2024): Mr. Kozfkay presented the report. Ms. Brown made the motion, with support from Mr. Gray, to approve the 08/19/2024 Executive Committee meeting minutes as presented. The motion carried.

d. PERSONNEL COMMITTEE (08/19/2024): Mr. Gray presented the report. Ms. Willis made the motion, with support from Ms. Brown, to approve the 08/19/2024 Personnel Committee meeting minutes as presented. The motion carried.

e. PREVENTION AND PUBLIC EDUCATION COMMITTEE (08/19/2024): Ms. Brown presented the report. Mr. Gray made the motion, with support from Ms. Johnson, to approve the 08/19/2024 Prevention and Public Education Committee minutes as presented. The motion carried.

f. PROGRAM COMMITTEE (08/13/2024): Ms. Brown presented the report. Ms. Willis made the motion, with support from Ms. Lopez, to approve the 08/13/2024 Program Committee meeting minutes as presented. The motion carried.

g. CONSUMER ADVISORY BOARD (08/07/2024): Ms. Brown presented the report. Ms. Susalla made the motion, with support from Ms. Lopez, to approve the Consumer Advisory Board meeting minutes for 08/07/2024 as presented. The motion carried.

h. PARENT ADVISORY COUNCIL (08/12/2024): Ms. Johnson presented the report. Ms. Susalla made the motion, with support from Mr. Lester, to approve the 08/12/2024 Parent Advisory Council meeting minutes as presented. The motion carried.

i. OTHER: There were no other committee reports.

IX. PIHP REPORT: Mr. Kozfkay reported on the August 16, 2024, PIHP Board Meeting. Ms. Johnson and Mr. Groustra attended the PIHP meeting. The finance audit results for Region 10 went well. They are doing well financially. The auditing company they use is the same as the one we are requesting to be hired. They are losing individuals under the Healthy MI Plan, but this should not make a significant difference. Region 10 has received notification that the ongoing personnel lawsuit has been settled in the amount of \$40,000.00. A discussion was held.

Ms. Brown 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 old business.

XI. NEW BUSINESS:

a. BILLS: Mr. Gray made the motion, with support from Mr. Groustra, to pay the checks numbered 57360 through 57454 in the amount of \$624,490.79 as presented. The motion carried.

b. CREDIT CARD STATEMENT: Mr. Gray made a motion, with support from Mr. Groustra, to pay the credit card statement for the period 07/16/2024 – 08/15/2024 in the amount of \$38,042.34 as presented. The motion carried.

c. ADMIN FIRE PANEL REPLACEMENT, CDM #3347: Mr. Morris presented the CDM to the Board. Mr. Gray made the motion, with support from Ms. Brown, to approve the replacement of the current fire panel along with other necessary equipment by Thumb Alarm as recommended at a cost of \$14,332.06. The motion carried.

d. ROSLUND, PRESTAGE & COMPANY, CDM #3348: Mr. Morris presented the CDM to the Board. Mr. Gray made the motion, with support from Ms. Brown, to approve a five-year commitment with two, one-year options with Roslund, Prestage & Company, PC, of Alma, Michigan, as our new CPA for finance and compliance auditing purposes. The motion carried.

e. REVIEW OF BOARD POLICIES, CDM #3351: Mr. Morris presented the CDM to the Board. Ms. Willis made the motion, with support from Ms. Brown, to approve and accept the proposed updates to policies BA003 (Administrative Manual to the Board By-Laws) and BA169 (Executive Leadership Backup Coverage and Succession Strategy) as presented. There were no proposed changes for BA001(By-Laws of the Sanilac County Community Mental Health Authority Board). The motion carried.

f. OTHER: There was no other new business.

XII. EXECUTIVE SESSION – CONTRACT NEGOTIATIONS:

Mr. Kozfkay reported that the Board needed to go into Executive Session for the purpose of reviewing the CEO Evaluation and contract negotiations. Mr. Morris, Ms. Thomas, Ms. Hooper and Ms. Messing were directed to stay.

Mr. Lester made the motion, with support from Mr. Groustra, to go into Executive Session for the purposes indicated. A roll call was taken: Ballard, absent; Brown, yes; Goringe, yes; Gray, yes; Groustra, yes; Johnson, yes; Kozfkay, yes; Lester, yes; Lopez, yes; Susalla, yes; Weber, yes; and Willis, yes. The motion carried.

**At 5:40 p.m., the Board went into Executive Session.

** At 6:04 p.m., the Board returned to regular session.

Mr. Groustra made the motion to revise the Agenda to add CDMs #3349 and #3350 for consideration. Ms. Brown supported the motion. The motion carried.

CEO ANNUAL EVALUATION 2024, CDM #3349: Mr. Kozfkay presented the CDM. Mr. Groustra made the motion, with support from Ms. Brown, to accept and approve the CEO's 2024 CEO Evaluation Summary consistent with the Executive Committee recommendation. The motion carried.

INDEPENDENT EMPLOYMENT CONTRACTS, CDM #3350: Mr. Morris presented the CDM. The proposal is to approve new contracts for the independent employees identified with a term to expire on

09/30/2030 and to amend the Agency Psychiatrists' contracts with a new term ending on 09/30/2026, all as outlined in Executive Session.

Ms. Weber made the motion, with support from Ms. Lopez, that the performance COLA rate for FY 2025 be set at 2%. A discussion was held.

Mr. Gray made the motion to approve the contract settlement package proposal and amendments as discussed in the Executive Session, including the Cost-of-Living Adjustment for the Independent Employment Contracts at 2% with an additional performance COLA at 1% for FY 2025 related to the CEO evaluation, pointing out that this rate would be set annually each year after the CEO Evaluation. Mr. Groustra supported the motion.

Ms. Weber withdrew her motion and Ms. Lopez supported the retraction.

The motion carried.

XIII. REPORTS ON MEETINGS ATTENDED: Ms. Susalla attended a Probate and Trust meeting in July.

XIV. PUBLIC COMMENTS: There were no comments from the public.

XV. ANNOUNCEMENTS: There were no announcements.

XVI. DATE OF NEXT SCHEDULED MEETING: Tuesday, September 24, 2024, at 5:00 p.m.

XVII. ADJOURNMENT: There being no further business to discuss, the meeting adjourned at 6:17 p.m.

DATE: _____

Robert Kozfkay, Chairperson

DATE: _____

Linda Willis, Secretary

DATE: _____

Angie Hooper, Recording Secretary