

PROPOSED MINUTES

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

APRIL 25, 2023

MEMBERS PRESENT: Roger Ballard, Lynne Brown, Robyn Gorringer, Bill Gray, John Groustra, Joyce Johnson, Bob Kozfkay, Brett Lester (arrived at 5:06 p.m.), Elva Mills, Nanette Susalla, and Linda Willis

MEMBERS ABSENT: Jessica Simon (excused)

STAFF PRESENT: Nancy Tezak, Nicole Beagle, Anthony Shaver, Sheila Hill, Wil Morris, Deb Messing, Merisa Thomas, Deb Morden, Beth Fromwiller, Kellie Phelps, Jillian Keuning, Linda Koepf, Danette Rosenberg, Angie Hooper and Nick Hauxwell

GUESTS: Tammy Warczinsky, Chad Hooper, Wyatt Hooper, Quinten Hooper, Elise Parrish, Jay Barry, and Colleen Wallace

- I. CALL TO ORDER: The Chairperson, Mr. Robert Kozfkay, called the meeting to order at 5:00 p.m. The Pledge of Allegiance was recited by everyone in attendance and Mrs. Robyn Gorringer offered a prayer.
- II. ROLL CALL: Mrs. Deb Messing, Recording Secretary, took roll. A quorum was present.
- III. RECOGNITION OF GUESTS: Mr. Kozfkay recognized the staff and guests in attendance.
- IV. ADOPTION OF AGENDA: Ms. Brown made the motion, with support from Ms. Willis, to approve the Agenda as presented. The motion carried.
- V. PUBLIC HEARING – 2022 ANNUAL SUBMISSION: Mr. Kozfkay opened the Public Hearing at 5:02 p.m. There were no comments from the public. Mr. Nick Hauxwell presented the 2022 Annual Submission report to those in attendance. Mr. Kozfkay closed the Public Hearing at 5:06 p.m.

Brett Lester arrived at 5:06 p.m.
- VI. COMMENTS FROM THE PUBLIC: There were no comments from the public.
- VII. PRESENTATION – STAFF OF THE YEAR AND PARTNER IN RECOVERY AWARDS:

Mr. Morris read the nomination and presented the Partner in Recovery Award to the Sanilac County Fair Board. Board representatives Jay Berry and Colleen Wallace accepted the award on behalf of the Sanilac County Fair Board. He thanked them for providing such a valuable experience to our individuals here at CMH.

Mr. Morris read the nomination and presented the Staff of the Year Award to Angie Hooper, who has been with Sanilac CMH for just less than 5 years and has been nominated every year since she started.

(The Guests and a number of staff left the meeting at 5:24 p.m.)

VIII. ELECTION OF OFFICERS, ORGANIZATION OF COMMITTEE ASSIGNMENTS AND SPECIAL APPOINTMENTS, CDM #3261: Mr. Kozfkay turned the meeting over to Mr. Morris to act as Interim Chairperson.

Mr. Morris inquired from the Board members if they desired to conduct the election via voice vote or cast written ballots. Mr. Groustra made the motion, with support from Mr. Gray, to conduct the election via voice vote. The motion carried.

Mr. Morris indicated the Board would take nominations for the position of Chairperson. Ms. Mills nominated Robert Kozfkay for Board Chairperson. Ms. Willis supported the nomination. There were no other nominations. Ms. Brown moved that the nominations be closed, and a unanimous ballot be cast for Robert Kozfkay for Board Chairperson. Ms. Johnson supported the motion. The motion carried unanimously.

Mr. Morris turned the meeting over to the Board Chairperson, Robert Kozfkay.

Mr. Kozfkay indicated the Board would take nominations for the position of Vice Chairperson. Ms. Brown nominated John Groustra. Ms. Susalla supported the nomination. There were no other nominations. Mr. Ballard made the motion that nominations be closed, and a unanimous ballot be cast for John Groustra as Board Vice Chairperson. Mr. Gray supported the motion. The motion carried unanimously.

Mr. Kozfkay indicated the Board would take nominations for the position of Auditor. Ms. Susalla nominated William Gray. Ms. Willis supported the nomination. There were no other nominations. Mr. Groustra made the motion that the nominations be closed, and a unanimous ballot be cast for William Gray as Board Auditor. Mr. Ballard supported the motion. The motion carried unanimously.

Mr. Kozfkay indicated the Board would take nominations for the position of Secretary. Ms. Brown nominated Linda Willis. Ms. Susalla supported the nomination. There were no other nominations. Ms. Brown made the motion that nominations be closed, and a unanimous ballot be cast for Linda Willis as Board Secretary. Mr. Gray supported the motion. The motion carried unanimously.

Ms. Johnson made the motion, with support from Ms. Brown, to approve the elections results. The motion carried.

Mr. Kozfkay presented the previous Committee structure and asked if there were any changes needed. There were no changes requested.

Mr. Kozfkay presented the Committee and Special Appointments:

Audit Committee

Elva Mills
Robert Kozfkay
John Groustra
Jessica Simon

Personnel Committee

Robert Kozfkay
William Gray
Nanette Susalla
Linda Willis
John Groustra
Robyn Gorringer

Program Committee

Joyce Johnson
Linda Willis
Roger Ballard
Brett Lester
Lynne Brown
Jessica Simon

Prevention & Public Education Committee

Robyn Gorringer
Linda Willis
Lynne Brown
Roger Ballard
Brett Lester

CCBHC Ad Hoc Committee

John Groustra
Robert Kozfkay
Nanette Susalla
Brett Lester
Lynne Brown

Parent Advisory Council

Elva Mills

Recipient Rights Advisory Committee

Nanette Susalla

PIHP Board Representatives

Elva Mills and Robert Kozfkay

Consumer Advisory Board

Lynne Brown

Mr. Groustra made the motion, with support from Mr. Gray, to confirm the committee and special appointments as presented. The motion carried unanimously.

Mr. Kozfkay presented the Board Meeting Schedule for 2023:

May 30
June 27
July 25
August 29
September 26
October 31
November 28
December 19
January 30
February 27
March 26
April 30.

Ms. Brown made the motion, with support from Ms. Susalla, to confirm the meeting scheduled as outlined. The motion carried unanimously.

IX. APPROVAL OF MINUTES: Ms. Brown made the motion, with support from Ms. Willis, to approve the minutes of the March 28, 2023 Board Meeting as presented. The motion carried.

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

- I have some bitter-sweet news. I have received an official notification this morning that Jessica Simon has resigned from the Board. Her family is relocating to take advantage of a wonderful opportunity. She asked me to pass along well wishes to you all. We will notify the county of the vacancy shortly.

- In some exciting, and maybe stressful news, the State opened up for additional CCBHC Demonstration Sites. We have been given the opportunity to apply to become a Demonstration Site. Mr. Morris explained the requirements, and the additional PPM we would receive to expand our service system to everybody. There is a survey due next Friday that will express our interest in becoming a CCBHC Demonstration Site. Our staff completed that survey today. The application to become a Demonstration Site is due July 1st, for our status to change to Demonstration Site to start October 1st. Becoming a CCBHC Demonstration Site will put Sanilac CMH in a position to receive significantly more funding. We would need to meet the governance requirements; the Michigan Mental Health Code requirements are different from those of CCBHC. We will ask the county to wait a month to post the current vacancy, so that we know what we need to meet the criteria, so that a new member can help us with that process. Our Board Member Surveys went out 6-9 months ago. We will be collecting those again through the committees next month to identify certain factors. Brett and Robyn are the only Board Members that live north of M-46. We need to direct the posting to the north end of the county. Surveys will dictate the type of board member to be recruited. CCBHC will also open some co-location potentials at hospitals, doctors and urgent care as well as create opportunities for us to have more of a presence in the schools.
- CMHAM Summer Conference will be held in Traverse City on Tuesday, June 6th, and Wednesday June 7th. Registration just opened, but rooms fill fast so let Deb know as soon as possible if you plan to attend.
- Updates from State - Covid is over. We changed our policy this week to no longer require masks and social distancing. We continue to encourage people to be respectful of one another and each other's needs.
- May Ball is going to be held on May 18th. We haven't had one since 2019, so we are glad to bring it back. Our individuals are excited as well. This is perfect timing with May being Mental Health Month.
- Kevin Hines will be presenting in Lapeer the day after. If we have enough individuals that are interested in attending, we will arrange transportation in the form of a Sanilac Transportation Bus to send those that would like to go.
- Sawyer Auger will be performing his "It's OK not to be OK" concert on Friday, May 26th in Sandusky, and Saturday, May 27th in Lexington. These concerts fall on Memorial Day weekend. He will also be performing in Huron County on Sunday and Monday, May 28th and 29th.
- Regarding CE, we asked the interested party to adjust their offer and we haven't heard back. We've had conversations with the realtor about reducing the price. He suggested we consider the idea of selling the building by land contract. That way, if we receive another unique offer, it will allow for us to continue having ownership of property if we didn't receive the contract negotiated services. After conversations with Tony, it's not preferred but on the table for further discussion. We are looking at purchasing Stoliker's with resources from the Region. We are going to continue forward, getting some drawings and bids necessary to remodel. Discussion held regarding Region 10 funding. We have been approved for a higher amount than what the cost of the paving will be.
- Hiring Therapists continues to be a problem for us. We are utilizing teleservices for our current needs and moving forward with that contact. We keep telling ourselves that it's short term and we will soon get people on site. The fact of the matter is that tele is likely part of the future. We will continue to search for ways to make those jobs more attractive to get more candidates to our area. Discussion held.

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

XI. COMMITTEE REPORTS:

- a. AUDIT COMMITTEE (04/25/2023): Mr. Gray presented the report. Board Members are not employees, but rather classified as public officials. Ms. Willis made the motion, with support from Ms. Brown, to accept the minutes of the 04/25/2023 Audit Committee meeting as presented. The motion carried.

- b. CCBHC AD HOC COMMITTEE (04/17/2023): Mr. Groustra presented the report. Mr. Gray made the motion, with support from Mr. Ballard, to accept the minutes of the 4/17/2023 CCBHC Ad Hoc Committee meeting as presented. The motion carried.
- c. EXECUTIVE COMMITTEE (04/17/2023): Mr. Kozfkay presented the report. Ms. Brown made the motion, with support from Ms. Willis, to accept the minutes of the 4/17/2023 Executive Committee meeting as presented. The motion carried.
- d. PERSONNEL COMMITTEE (04/17/2023): Mr. Kozfkay presented the report. Ms. Susalla made the motion, with support from Ms. Brown, to accept the minutes of the 4/17/2023 Personnel Committee meeting as presented. The motion carried.
- e. PREVENTION AND PUBLIC EDUCATION COMMITTEE: Mr. Lester presented the report. Mr. Gray made the motion, with support from Ms. Susalla, to accept the minutes of the 4/17/2023 Prevention and Public Education Committee meeting as presented. The motion carried.
- f. PROGRAM COMMITTEE (04/11/2023): Ms. Brown presented the report. Ms. Willis made the motion, with support from Mr. Gray, to accept the minutes of the 04/11/2023 Program Committee meeting as presented. The motion carried.
- g. CONSUMER ADVISORY BOARD (04/05/2023): Ms. Brown presented the report. There is one CAB opening. Ms. Susalla made the motion, with support from Mr. Gray, to accept the minutes of the 04/05/2023 Consumer Advisory Board meeting as presented. The motion carried.
- h. PARENT ADVISORY COUNCIL (04/17/2023): Ms. Johnson presented the report. Mr. Groustra made the motion, with support from Ms. Willis, to accept the minutes of the 04/17/2023 Parent Advisory Council meeting as presented. The motion carried.
- i. RECIPIENT RIGHTS ADVISORY COMMITTEE (04/18/2023): Mr. Lester presented the report. Ms. Susalla made the motion, with support from Ms. Brown, to accept the minutes of the 04/18/2023 Recipient Rights Advisory Committee meeting as presented. The motion carried.
- j. OTHER: There were no other reports.

XII. PIHP REPORT: Mr. Kozfkay presented the report. PIHP finances remain in good standing. We received some incentive monies back from the state in exchange for some funding that we had returned to them, leaving us with more than we had originally. We are in line to move into the new building on June 1st. The May 19th board meeting will be held here at 9:00 a.m. Strategic planning discussions are on the Agenda regarding the opioid explosion, and how new drugs are affecting users. They're lacing a horse tranquilizer with fentanyl, and many are resulting in overdoses because Narcan isn't able to reverse the effects of same. Providers are aware and are setting up programs to address the issue. Mr. Gray made the motion, with support from Mr. Ballard, to accept the PIHP Report as presented. The motion carried.

XIII. OLD BUSINESS

- a. PARENT ADVISORY COUNCIL (PAC) BY LAWS REVISION, CDM #3260: Mr. Morris presented the CDM. Mr. Groustra made the motion, with support from Mr. Gray, to approve the changes to the Parent Advisory Council By-Laws: "Section 3: Membership – The membership of the Council shall consist of either (8) parent, legal guardians, or foster care parents, who have children living in their home and are in a CMH system, and one Board appointed member. Eight (8) parent/guardian/foster care parent members, and the Board appointed member, shall have full voting rights. The Chief Executive Officer or Designee shall serve as an ex-officio member. The motion carried.

b. OTHER: There was no other Old Business.

XIV. NEW BUSINESS

a. BILLS: Mr. Gray presented the report. Ms. Mills made the motion, with support from Ms. Willis, to approve the checks numbered 54644 thru 54818 in the amount of \$1,185,944.14. The motion carried.

b. CREDIT CARD STATEMENT: Mr. Gray presented the report. Mr. Gray made the motion, with support from Ms. Brown, to approve the credit card statement for the period of 03/16/2023 – 04/18/2023 in the amount of \$38,597.35. The motion carried.

c. INDIVIDUALS PER DIEM POLICY, CDM #3262: Mr. Morris presented the CDM. Ms. Brown made the motion, with support from Ms. Willis, to approve the proposed changes to Policy BA015 that increase the per diem amount to \$30.00 per meeting and further reflect that committee members are not employees of the Agency. The motion carried.

d. EQUIPMENT POLICY - REVISED, CDM #3263: Mr. Shaver presented the CDM. Mr. Groustra made the motion, with support from Mr. Ballard, to approve the revised Equipment Policy (Policy BA058), as presented. The motion carried.

e. PARKING LOT REPLACEMENT, CDM #3264: Mr. Morris presented the CDM. Mr. Groustra made the motion, with support from Ms. Willis, to approve that Astec Asphalt will complete the project by removing the existing parking lots, re-grade and compact, pave with 4 inches of asphalt in 2 layers (2" 3C base asphalt and 2" 5EL topping asphalt). Bond coat will be applied before topping layer and then the parking lots will be restriped for the quoted price of \$500,000. The project should take approximately 12 days (weather permitting) and be completed in 3 phases of approximately 4 days each. The motion carried.

f. PURCHASE OF YEARS, CDM #3265: Mr. Morris presented the CDM. Mr. Gray made the motion, with support from Mr. Groustra, to approve the two suggestions that were recommended to the Board. The first allowing staff the ability to convert 50% of their available PTO balance to funds to purchase years of service one time within the next six months. The second allowing staff who are eligible for retirement health care benefits (\$60,000 after retirement), to use those funds upon request to purchase years of service with a commitment of employment for six years or prorated repayment will be necessary. The motion carried.

g. OTHER: There was no other New Business.

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

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

XVII. ANNOUNCEMENTS: Mr. Morris has a copy of Ms. Simon's letter of resignation as well as a copy of the draft Annual Report if anyone would like to review them.

XVIII. DATE OF NEXT SCHEDULED MEETING: The May Board meeting will be held on Tuesday, May 30, 2023, at 5:00 p.m.

XVIV. ADJOURNMENT: There being no further business to discuss, the meeting adjourned at 6:22 p.m. Brown

Date: _____

Robert Kozfkay, Chairperson

Date: _____

Linda Willis, Board Secretary

Date: _____

Debra Messing, Recording Secretary