

Approved: \_\_\_\_\_

PROPOSED MINUTES

**SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

MAY 30, 2023

MEMBERS PRESENT: Roger Ballard, Lynne Brown, Bill Gray, John Groustra, Joyce Johnson, Bob Kozfkay, Elva Mills, Nanette Susalla, and Linda Willis

MEMBERS ABSENT: Robyn Gorringer and Brett Lester (both excused)

STAFF PRESENT: Wil Morris, Sheila Hill, Nancy Tezak, Tony Shaver, Kellie Phelps, Beth Fromwiller, Nick Hauxwell, and Merisa Thomas

- I.     CALL TO ORDER: The Chairperson, Mr. Robert Kozfkay, called the meeting to order at 5:08 p.m. The Pledge of Allegiance was recited by everyone in attendance and Mr. Kozfkay also offered a prayer.
- II.     ROLL CALL: Mrs. Merisa Thomas, Acting 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 approve the Revised Agenda as presented. The motion carried.
- V.      COMMENTS FROM THE PUBLIC: There were no comments from the public.
- VI.     PRESENTATION – CORPORATE COMPLIANCE TRAINING: Mr. Nick Hauxwell, Administrative Supervisor, Data and Contracts, made the presentation to the Board. Mr. Morris introduced Nick Hauxwell and clarified that this process applies to everyone that we serve, not just our Medicaid-enrolled individuals. The Board's questions were answered.
- VII.    APPROVAL OF MINUTES: Ms. Brown made the motion, with support from Mr. Ballard, to approve the minutes of the April 25, 2023 Board Meeting as presented. The motion carried.
- VIII.   CEO'S REPORT: In addition to the written report, Mr. Morris shared:
  - Regarding the Casual for a Cause Article, staff contributed to Casual for a Cause in exchange for the ability to wear jeans to work on predetermined dates, to raise money for a food commodity truck. We will be providing the food commodity truck in August to any county residents in need of food. Thank you to the staff that contributed.
  - We had a CDM for cameras a few months ago. We applied for a MMRMA grant to fund half of the project expense. We received notification within the last week that we have been approved and will receive half of our funds back; almost \$10,000. Our insurance rate is far lower than what we are actually paying.
  - For CCBHC, we are 31 days away from the Demonstration Site Application deadline. The Board Association put together a 10-hour training that kicked off today, and we had staff that participated. We are excited about where this will take us in the coming years. There are anticipated budget increases and service delivery changes that can be made with additional funds. We are implementing some out-of-the-box thinking to entice more providers. If we are able to acquire

candidates to serve our individuals virtually, we may reclassify some of our staff to meet the needs of our community.

- We asked Dairy Queen to utilize the Firebird Theatre parking lot when we get ours replaced. We will have a lot of staff working remotely at that time, the ones that can't be remote can park at the theatre to free up spaces.
- We received another offer for our Creative Enterprise building, so we are looking to move forward with the purchase of the Stoliker building as well.
- We have several staff missing today. There was a 13-year-old that passed away in a tragic ATV accident over the weekend. Our CISM Team is meeting with the first-responders; Deb and Nicole had to leave to be there to do that. They are volunteers, so this is not part of their job duties. Deb has managed the CISM Team for years. We have such quality staff. There is a need for more members of this team. We would like to hold another training and get more community members involved.
- We sponsored the Sawyer Auger concerts this past weekend. We had about 75 attendees in Lexington, and just a little less than that here in Sandusky. The music was great and had a nice message.
- We have been revamping our Spotlight Staff of the Month process. It was previously a random Spotlight of the Month. We have now broken the Agency into 12 departments. For the next 5 months, we will have 2 Staff of the Month to get all 12 in for this year. Anne van den Goor and Tina Fick are the Staff of the Month for January and June, respectively.

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

#### IX. COMMITTEE REPORTS:

- a. AUDIT COMMITTEE (05/30/2023): Mr. Gray presented the report. John Groustra was elected as Audit Committee Vice Chairperson. The Annual Paperwork was handed out and Mr. Gray reminded everyone to complete same. Ms. Willis made the motion, with support from Ms. Brown, to accept the minutes of the 05/30/2023 Audit Committee meeting as presented. The motion carried.
- b. CCBHC AD HOC COMMITTEE (05/22/2023): Mr. Groustra presented the report. Mr. Morris indicated that the new position title needs to be changed from Chief Clinical to Chief Program. Mr. Gray made the motion, with support from Ms. Brown, to accept the minutes of the 5/22/2023 CCBHC Ad Hoc Committee meeting as presented. The motion carried.
- c. PERSONNEL COMMITTEE (05/22/2023): Mr. Kozfkay presented the report. Ms. Susalla made the motion, with support from Ms. Willis, to accept the minutes of the 5/22/2023 Personnel Committee meeting as presented. The motion carried.
- d. PROGRAM COMMITTEE (05/09/2023): Ms. Brown presented the report. Ms. Willis made the motion, with support from Ms. Johnson, to accept the minutes of the 05/09/2023 Program Committee meeting as presented. The motion carried.
- e. CONSUMER ADVISORY BOARD (05/03/2023): Ms. Brown presented the report. Mr. Gray made the motion, with support from Ms. Susalla, to accept the minutes of the 05/03/2023 Consumer Advisory Board meeting as presented. The motion carried.
- f. PARENT ADVISORY COUNCIL (05/15/2023): Ms. Johnson presented the report. Mr. Morris added that the A.L.I.C.E. Training will shut down buildings and services will not be provided during that time. Mr. Gray made the motion, with support from Ms. Brown, to accept the minutes of the 05/15/2023 Parent Advisory Council meeting as presented. The motion carried.

- g. OTHER: Mr. Morris shared that he attended May Ball this year. There were well over 100 people in attendance. Kudos to the staff in attendance. It was nice to see the smiles and livelihood come back. It was a great event.

X. PIHP REPORT: Mr. Kozfkay presented the report. The Region10 Meeting was held in Sanilac County this month and was without quorum. It was a short meeting, but the Financial Report continues with the Region in excellent standing. The new building is near Bob Evans restaurant in Port Huron. There will be an Open House for anyone that is interested in seeing the completed project on Friday, June 16<sup>th</sup> from 11 a.m. to 1 p.m. If anyone is interested, just let Mr. Morris know and he can send you the information. Ms. Susalla made the motion, with support from Ms. Willis, to accept the report as presented. The motion carried.

XI. OLD BUSINESS

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

XII. NEW BUSINESS

- a. BILLS: Mr. Gray presented the report. Mr. Gray made the motion, with support from Mr. Ballard, to approve the checks numbered 54819 thru 55031 in the amount of \$1,875,351.94. The Board's questions were answered. 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 04/18/2023 – 05/15/2023 in the amount of \$74,894.27. The motion carried.
- c. FY2023 QI GOALS MID-YEAR STATUS REPORT, CDM #3266: Mr. Nick Hauxwell, QI Committee Chairperson, presented the CDM. He shared that we have filled the Health Coach spot and are fulfilling CCBHC requirements. Mr. Groustra made the motion, with support from Ms. Susalla, to approve the FY23 QI Goals Mid-Year Status Report as presented. The motion carried.
- d. RE-APPOINTMENT TO THE PARENT ADVISORY COUNCIL, CDM #3267: Mr. Morris presented the CDM. Mr. Gray made the motion, with support from Ms. Brown, to approve the reappointment as recommended of Ashley Gieraltowski, term expiring 04/30/2026, to the Parent Advisory Council. The motion carried.
- e. USE OF GENERAL FUNDS FOR PREVENTION GRANTS, CDM #3268: Mr. Morris presented the CDM. Mr. Gray made the motion, with support from Mr. Ballard, to approve the use of General Fund dollars to fund community prevention projects totaling \$50,000 as presented. The motion carried.
- f. CARE MANAGER POSITION, CDM #3270: Mr. Morris presented the CDM. Mr. Ballard made the motion, with support from Ms. Susalla, to approve the change of the PT Care Manager Position to a FT Care Manager Position as presented. The motion carried.
- g. CREATION OF CHIEF PROGRAM OFFICER POSITION, CDM #3271: Mr. Morris presented the CDM. Ms. Willis made the motion, with support from Ms. Brown, to approve the creation of a Chief Program Officer (CPO) position and the elimination of a clinical supervisory vacant position at a cost difference of \$19,373.60 as outlined. The motion carried.
- h. FY2023 BUDGET REVISION, CDM #3272: Mr. Shaver presented the CDM. Mr. Gray made the motion, with support from Mr. Groustra, to approve the budget revision as presented. The motion carried.

i. SANILAC CMH REAL ESTATE, CDM #3273: Mr. Morris presented the CDM. Ms. Susalla made the motion, with support from Ms. Willis, to approve and authorize the CEO and the Board Chairperson (or Vice Chairperson in the absence of the Board Chairperson), to execute the documents necessary to facilitate a counter-offer or sale of Creative Enterprises, and the purchase of the Stoliker Building as outlined. The motion carried.

j. OTHER: Ms. Johnson shared that October's Board Meeting is scheduled for Halloween. There is concern with being on the road while Trick-or-Treaters are out and about. She won't be present and is wondering if anyone else would like to move the date of the October Board Meeting. Mr. Morris shared that we approved the calendar last month, but the Board can change the date of the Board Meeting with a motion. Mr. Gray made the motion, with support from Ms. Susalla, to move the date of the October Board Meeting from Tuesday, October 31<sup>st</sup>, to Monday, October 30<sup>th</sup>. The motion carried.

Mr. Groustra inquired about who is attending the Conference. Ms. Susalla, Ms. Willis, Ms. Brown, and Mr. Groustra will be attending with Mr. Morris and Mrs. Beagle.

XIII. REPORTS ON MEETINGS ATTENDED: Ms. Susalla went to see Kevin Hines presentation in Lapeer two weeks ago and attended all four Sawyer Auger concerts this past weekend. She provided the Board with details regarding each of the events.

Mr. Morris shared that if we choose to sponsor another concert next year, the vision would be to share the wealth and have a different performer each year. He would like to partner with the Arts Councils and become a part of their regular schedule. We would offset the expenses, and the Arts Councils would pick the performers, as that is what they do best.

XIV. PUBLIC COMMENTS: There were no public comments.

XV. ANNOUNCEMENTS: Linda Willis wished a Happy Birthday to both Bob Kozfkay and Elva Mills.

XVI. DATE OF NEXT SCHEDULED MEETING: The June Board meeting will be held on Tuesday, June 27, 2023, at 5:00 p.m.

XVII. ADJOURNMENT: There being no further business to discuss, the meeting adjourned at 6:12 p.m.

Date: \_\_\_\_\_

\_\_\_\_\_  
Robert Kozfkay, Chairperson

Date: \_\_\_\_\_

\_\_\_\_\_  
Linda Willis, Board Secretary

Date: \_\_\_\_\_

\_\_\_\_\_  
Merisa Thomas, Acting Recording Secretary