

PROPOSED MINUTES

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

JUNE 27, 2023

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

MEMBERS ABSENT: None.

STAFF PRESENT: Wil Morris, Sheila Hill, Nancy Tezak, Kevlin Patton, Deb Messing, and Merisa Thomas

- 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. Gorringer 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. APPROVAL OF MINUTES: Ms. Brown made the motion, with support from Mrs. Johnson, to approve the minutes of the May 30, 2023 Board Meeting as presented. The motion carried.
- VII. CEO'S REPORT: In addition to the written report, Mr. Morris shared:
 - We received our first iPad call. The consensus was that it improved engagement and created a positive interaction. It was exciting to get the call and have the chance to work out the bugs. Overall, it was a very positive experience. Mr. Lester shared that it was a positive experience from his side as well, and a great option to have in the community.
 - As you all know, we have a Board vacancy. We've been looking for someone with a medical background, and have received interest. The next step is to contact the County to get the Commissioners' approval/appointment of Angie Weber. She is someone that is invested in the community, and comes from the northern half of the County.
 - The CCBHC Demonstration Application is due July 1st. Everyone involved is working hard to supply proof documents and modify policies, adding CCBHC to everything. The hope is to get the application in on Thursday to give a little cushion. We don't anticipate knowing whether or not we've been approved until August. The criterion for the application makes it difficult for rural and frontier communities to qualify. We are a mid-sized CMH, and are likely the smallest organization that has applied. Some things are unable to be put into place until funding is distributed. Hopefully, that won't prevent us from being a Demonstration.
 - Purchase Agreements have been signed for both CE and the Stoliker buildings. Kendra IT is moving into CE now. We are hoping to close on both in mid-July. We will have 6 months to get the Stoliker building up and running. More coming to the Board next month.
 - We are waiting on the State Budget and are hoping to hear more within the next week. There's pass-thru talk associated with the Residential Staff crisis.

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

VIII. COMMITTEE REPORTS:

- a. AUDIT COMMITTEE (06/27/2023): Mr. Gray presented the report. Ms. Willis made the motion, with support from Ms. Brown, to accept the minutes of the 06/27/2023 Audit Committee meeting as presented. The motion carried.
- b. CCBHC AD HOC COMMITTEE (06/12/2023): Mr. Groustra presented the report. There was a 15-minute CCBHC Presentation made to PAC. Mr. Gray made the motion, with support from Ms. Brown, to accept the minutes of the 6/12/2023 CCBHC Ad Hoc Committee meeting as presented. The motion carried.
- c. PERSONNEL COMMITTEE (06/12/2023): Mr. Groustra presented the report. Ms. Willis made the motion, with support from Ms. Brown, to accept the minutes of the 6/12/2023 Personnel Committee meeting as presented. The motion carried.
- d. PREVENTION AND PUBLIC EDUCATION (06/12/2023): Ms. Brown presented the report. Date of the next meeting to be set in July. Ms. Susalla made the motion, with support from Ms. Johnson, to accept the minutes of the 6/12/2023 Prevention and Public Education Committee meeting as presented.
- e. PROGRAM COMMITTEE (06/13/2023): Mr. Lester presented the report. Ms. Brown made the motion, with support from Ms. Willis, to accept the minutes of the 06/13/2023 Program Committee meeting as presented. The motion carried.
- f. CONSUMER ADVISORY BOARD (06/14/2023): Ms. Brown presented the report. She noted that the meeting was held on June 14th, instead of June 15th as the Revised Agenda currently reads. There are currently 3 CAB openings. Ms. Susalla made the motion, with support from Ms. Willis, to accept the minutes of the 06/14/2023 Consumer Advisory Board meeting as presented. The motion carried.
- g. PARENT ADVISORY COUNCIL (06/26/2023): Ms. Johnson presented the report, and shared positive feedback resulting from the CCBHC Presentation that was given at this month's meeting. The Board's questions were answered. Ms. Susalla made the motion, with support from Ms. Brown, to accept the PAC report from the 06/26/2023 meeting as presented. The motion carried.
- h. RECIPIENT RIGHTS ADVISORY COMMITTEE (06/20/2023): Mr. Lester presented the report. Ms. Willis made the motion, with support from Ms. Brown, to accept the minutes of the 06/20/2023 Recipient Rights Advisory Committee meeting as presented. The Board's questions were answered. The motion carried.
- i. OTHER: There were no other reports.

- IX. PIHP REPORT: Mr. Kozfkay presented the report. The meeting was held before the Open House. We were introduced to new staff at Rehmann; someone in a CFO type role. The financial reports for last 2 months show us in a great position. There is potential for reduction of funding because of eligibility. A discussion was held and the Board's questions were answered. Redeterminations are taking place. The idea is not to reduce the number of individuals we serve. Community members that lose their Medicaid will affect our budget though, and the estimate is 10%-15%. This isn't supposed to have a negative impact because the State is supposed to adjust accordingly. It will take 12 months to complete the

reductions. There was a SUD presentation. The new building is beautiful. Ms. Willis made the motion, with support from Ms. Brown, to accept the 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 55032 thru 55194 in the amount of \$1,394,816.73. The motion carried.

b. CREDIT CARD STATEMENT: Mr. Gray presented the report. Mr. Gray made the motion, with support from Mr. Groustra, to approve the credit card statement for the period of 05/16/2023 – 06/15/2023 in the amount of \$49,691.65. The motion carried.

c. CREATION OF A CHIEF PROGRAM OFFICER POSITION, CDM #3271 REVISED: Mr. Morris presented the revised CDM. Mr. Gray made the motion, with support from Mr. Groustra, to approve the cost of the CPO position to be consistent with other Officer positions and independently negotiated within the current pay scale attached and include standard benefits. This position will predominantly be covered by the CCBHC PDI grant and the upcoming Demonstration Project. The Board's questions were answered. The motion carried.

d. ABA PLAYGROUND FENCING AND MULCH, CDM #3274: Mr. Morris presented the CDM. Ms. Susalla made the motion, with support from Ms. Willis, to approve the purchase of fencing materials from Raymond True Value in Port Sanilac for \$3,841 and the rubber mulch and matting from RubberMulch for \$6,072. Raymond True Value will deliver all fencing materials and RubberMulch will deliver rubber mulch on pallets with easy to manage 40-pound bags. There may be a small amount of unexpected costs due to fencing installation requirements to avoid frost heaving and joining existing stone to mulch. A dividing medium may be needed to keep them from mixing. The motion carried.

e. REPLACEMENT OF SERVER ROOM AIR CONDITIONERS, CDM #3275: Mr. Morris presented the CDM. Mr. Ballard made the motion, with support from Ms. Johnson, to confirm and approve the action taken – purchase of 2 new air conditioners from Orton Refrigeration at a total cost of \$11,250. The motion carried.

f. FY 2023 NETWORK MONITORING REPORT, CDM #3276: Mr. Morris presented the CDM. Ms. Susalla made the motion, with support from Mr. Gray, to approve the report as presented. The motion carried.

g. FY 2023-2024 BOARD ASSOCIATION DUES, CDM #3277: Mr. Morris presented the CDM. Mr. Gray made the motion, with support from Mr. Ballard, to approve paying the FY2024 Board Association dues in the amount of \$11,031. The motion carried.

h. GENERATOR REPAIRS, CDM #3278: Mr. Morris presented the CDM. Mr. Ballard made the motion, with support from Mr. Gray, to confirm and approve the action taken – purchase parts and have Cummins repair the generator at a total cost of \$6,269.11. The motion carried.

i. EHARDT PARKING LOT LIGHTING REPLACEMENT, CDM #3280: Mr. Morris presented the CDM. Ms. Susalla made the motion, with support from Mr. Gray, to approve Don Reifert Electric to remove the existing light poles and bases. The company will install new PVC conduit, install new wiring, new pole bases and new LED lighting. The company has also agreed to trench new wiring to the sign in front of the building. The total was quoted at \$16,805. There may be some additional

expenses due to unknown circumstances after the parking lot asphalt is removed. This project will be done after the rough grading has been completed during the parking lot replacement to avoid wires being ripped up by the asphalt company. Astec has been notified and will adjust their schedule for this project if approved. The motion carried.

j. OTHER: There was no other new business.

XII. EXECUTIVE SESSION – CONTRACT NEGOTIATIONS

Mr. Kozfkay reported that the Board needs to go into Executive Session for the purpose of contract negotiations. Ms. Johnson made the motion, with support from Ms. Willis, to move to Executive Session for the purpose of contract negotiations. A roll call vote was taken: Ballard, yes; Brown, yes; Gorringer, yes; Gray, yes; Groustra, yes; Johnson, yes; Kozfkay, yes; Lester, yes; Mills, yes; Susalla, yes; and Willis, yes. The motion carried.

***At 5:50 p.m., the Board went into Executive Session.

***At 6:08 p.m., the Board returned to regular session.

AFSCME EMPLOYMENT CONTRACT AND TPOAM AND INDEPENDENT CONTRACT AMENDMENTS, CDM #3279: Mr. Gray made the motion to approve the contract changes as discussed in Executive Session, including the modification to the Officer Formula for the longevity bonus, i.e., changing the denominator to 7. The Cost of Living Adjustment for TPOAM and independent contracts is set at 5% effective July 1, 2023. The CEO Cost of Living Adjustment will be in line with the independent contracts at 5% effect at the same time. Mrs. Mills supported the motion. A roll call vote was taken: Ballard, yes; Brown, yes; Gorringer, yes; Gray, yes; Groustra, yes; Johnson, yes; Kozfkay, yes; Lester, yes; Mills, yes; Susalla, yes; and Willis, yes. The motion carried.

XIII. REPORTS ON MEETINGS ATTENDED:

There were no reports.

XIV. PUBLIC COMMENTS: Mr. Patton asked for clarification regarding the new CPO position, and whether the responsibility extends beyond ACT supervisor with Clinical Coordinator duties. Mr. Morris shared that the ACT Supervisor position will be maintained, and the CPO position will be separate from that role.

XV. ANNOUNCEMENTS: Mr. Morris thanked the Board for their support on behalf of himself, the AFSCME Union, and their Representative.

XVI. DATE OF NEXT SCHEDULED MEETING: The July Board meeting will be held on Tuesday, July 25, 2023, 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, Acting Recording Secretary