

Approved: _____

PROPOSED MINUTES

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

NOVEMBER 28, 2023

MEMBERS PRESENT: Roger Ballard, Lynne Brown, Robyn Gorringer, Bill Gray, John Groustra, Bob Kozfkay, Brett Lester, Nanette Susalla, Angie Weber, and Linda Willis

MEMBERS ABSENT: Joyce Johnson and Elva Mills (excused)

STAFF PRESENT: Wil Morris, Anthony Shaver, Nicole Beagle, Jamie Reinke, Beth Westover, Sheila Hill, Beth Fromwiller, and Merisa Thomas

GUESTS: None.

- I. CALL TO ORDER: The Chairperson, Robert Kozfkay, called the meeting to order at 5:00 p.m.
The Pledge of Allegiance was recited by everyone in attendance and Ms. Gorringer offered a prayer.
- II. ROLL CALL: Mrs. Merisa Thomas, Recording Secretary, took roll. A quorum was present.
- III. RECOGNITION OF GUESTS: Mr. Kozfkay acknowledged the staff in attendance.
- IV. ADOPTION OF REVISED AGENDA: Ms. Brown made the motion, with support from Ms. Willis, to approve the Agenda as revised. The motion carried.
- V. COMMENTS FROM THE PUBLIC: Ms. Gorringer shared that Sanilac County had 3 Special Olympic Golfers (in July) and they all took Gold Medals.
- VI. PRESENTATION – BOARD RECOGNITION: Mr. Morris shared the history of the tree in the lobby, and congratulated Mr. Lester on earning a place on that tree. There are also 3 Board Members that have reached milestones for their years of service. Ms. Susalla was recognized for reaching 10 years of service. Ms. Willis and Ms. Mills were both recognized for reaching 20 years of service. Ms. Willis and Ms. Mills were also recognized for their years of service at the Board Association Conference in October.
- VII. APPROVAL OF MINUTES: Mr. Ballard made the motion, with support from Ms. Brown, to approve the minutes of the October 30, 2023 Board meeting as presented. The motion carried.
- VIII. CEO'S REPORT: In addition to his written report, Mr. Morris reported:
 - Elva is currently at a Hospice Facility in Armada. Please keep her and her family in your thoughts. She's been an active member of our Board and a strong advocate for our individuals for many years. If you would like to send her a card, please get one to me and I will make sure to pass it along when I visit her within the next week.
 - We received our Exit Letter from CARF. There were no Plans of Correction or Recommendations. Only 3% of surveys have this result. Kudos to the staff, Agency, and Board for participating in that process.

- We went through our Recipient Rights Audit recently as well and received only 2 citations, 1 being that we don't call our Recipient Rights Officer "*ex officio*" on an Agency Committee. Kudos to the Rights Department. That makes 2 surveys in a row with positive outcomes.
- There are still conversations being had regarding Region 10 and the Access Center.
- Lapeer has invited me to go and talk with their Board about what to be looking for in a new CEO.

Ms. Willis made the motion, with support from Ms. Brown to approve the CEO Report as presented. The motion carried.

IX. COMMITTEE REPORTS:

- AUDIT COMMITTEE (11/28/2023): Mr. Gray presented the report. Mr. Ballard made the motion, with support from Ms. Brown, to accept the minutes of the November 28, 2023 Audit Committee meeting as presented. The motion carried.
- CCBHC AD HOC COMMITTEE (11/20/2023): Mr. Groustra presented the report. Going forward, this Committee will no longer be an Ad Hoc Committee. Ms. Willis made the motion, with support from Mr. Gray, to accept the minutes of the November 20, 2023 CCBHC Ad Hoc Committee meeting as presented. The motion carried.
- PERSONNEL COMMITTEE (11/20/2023): Mr. Kozfkay presented the report. Ms. Susalla made the motion, with support from Ms. Weber, to accept the minutes of the November 20, 2023 Personnel Committee meeting as presented. The motion carried.
- PROGRAM COMMITTEE (11/14/2023): Ms. Brown presented the report. Ms. Willis made the motion, with support from Mr. Ballard, to accept the minutes of the November 14, 2023 Program Committee meeting as presented. The motion carried.
- CONSUMER ADVISORY BOARD (11/01/2023): Ms. Brown presented the report. Ms. Susalla made the motion, with support from Ms. Willis, to accept the minutes of the November 01, 2023 Consumer Advisory Board meeting as presented. The motion carried.
- PARENT ADVISORY COUNCIL: (11/13/2023): Mr. Morris presented the report on behalf of the Parent Advisory Council. Ms. Susalla made the motion, with support from Ms. Gray, to approve the minutes of the November 13, 2023 Parent Advisory Council meeting as presented. The motion carried.
- OTHER: There were no other Committee Reports.

X. PIHP REPORT: Mr. Kozfkay reported that there was no PIHP Meeting this last month because there was a PIHP Board Retreat in Lapeer instead, with the focus being on finance.

XI. OLD BUSINESS

- REVIEW OF POLICIES BA001 AND BA003, CDM #3303: Mr. Morris reported that these revisions have been laying for the requisite 30 days. Ms. Susalla made the motion, with support from Mr. Ballard, to approve the recommended changes to the Board By-Laws and Administrative Manual as outlined in CDM #3303. The motion carried.
- 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 payment of checks numbered 55817 through 56050 in the amount of \$1,573,968.69. The motion carried.
- b. CREDIT CARD STATEMENT: Mr. Gray presented the report. Mr. Gray made the motion, with support from Ms. Willis, to approve the payment of the Credit Card Statement for the period of 10/17/2023 through 11/15/2023 in the amount of \$52,196.63. The motion carried.
- c. PERSONAL GROWTH CENTER, CDM #3305: Mr. Morris presented the CDM. Ms. Susalla made the motion, with support from Mr. Gray, to approve the reappointment of Phil Lipa to the Personal Growth Center Board with a term expiring on 09/30/2026 as presented. The motion carried.
- d. FY23 SATISFACTION SURVEY SUMMARY, CDM #3306: Mrs. Westover presented the CDM. The individuals (both adults and children) that reported being dissatisfied with the video services miss the face-to-face aspect of in-person services. The rest of the individuals really enjoy it. A new comparison was added; last year versus this year, covering both adults and children. Lastly, we have a breakout for our SUD individuals. There were 4 out of 7 that responded from that program. Mr. Groustra made the motion, with support from Mr. Lester, to approve the FY23 Satisfaction Survey Summary as presented. Discussion held. The motion carried.
- e. BOARD COMMITTEES, CDM #3307: Mr. Morris presented the CDM. Ms. Willis made the motion, with support from Ms. Brown, to approve the revisions made to the 2023 Board Committee Appointments as outlined. The motion carried.
- f. DOCUSIGN, CDM #3308: Mr. Morris presented the CDM. Ms. Susalla made the motion, with support from Mr. Gray, to approve moving forward with DocuSign for 3 years at an annual cost of \$9,371.70 as presented. The motion carried.
- g. COMMUNITY RELATIONS SUPERVISOR POSITION, CDM #3309: Mr. Morris presented the CDM. Ms. Susalla made the motion, with support from Mr. Gray, to approve posting for a Full-Time Bachelors Supervisor position to manage the Community Relations/Public Education Department, which will improve our social media presence, create a structured schedule to provide information to the community, and promote the services we provide and positive mental health messages to the community. This position will be funded from a combination of CCBHC Demonstration funds and CCBHC PDI Grant funds. This position and benefits will not exceed \$114,500. The motion carried.
- h. CEO Contract Amendment, CDM #3310: Mr. Morris presented the CDM. Ms. Susalla made the motion, with support from Ms. Willis, to approve the contract amendment as presented. The motion carried.
- i. OTHER: There was no other new business.

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

XIV. PUBLIC COMMENTS: There were no public comments.

XV. ANNOUNCEMENTS: Thoughts and prayers for Elva and her family.

XVI. DATE OF NEXT SCHEDULED MEETING: The December Board meeting will be held on Tuesday, December 19, 2023, at 5:00 p.m.

XVII. ADJOURNMENT: There being no further business to discuss, the meeting adjourned at 5:41 p.m.

Date: _____

Robert Kozfkay, Chairperson

Date: _____

Linda Willis, Board Secretary

Date: _____

Merisa Thomas, Recording Secretary