

Approved: _____

PROPOSED MINUTES

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

DECEMBER 19, 2023

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

MEMBERS ABSENT: Bill Gray (excused) and Angie Weber (excused)

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

GUESTS: Martin and Karen Jennings, Mark, Ellen and Kate Mills

I. CALL TO ORDER: The Chairperson, Robert Kozfkay, called the meeting to order at 5:08 p.m.

The Pledge of Allegiance was recited by everyone in attendance and Mrs. Gorringer offered a prayer.

II. ROLL CALL: Mrs. Deb Messing, Acting Recording Secretary, took roll. A quorum was present.

III. RECOGNITION OF GUESTS: Mr. Kozfkay acknowledged the staff and guests 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: Recognition of Elva Mills – Mr. Morris presented CDM #3312 and the following Resolution:

WHEREAS Elva Mills was appointed to the Sanilac County Community Mental Health Authority Board by the Sanilac County Board of Commissioners and attended her first meeting on February 18, 2003; and

WHEREAS, from the beginning of her tenure on the Sanilac CMH Board, Elva became a member of the Board's Audit Committee and SanCo Sub Board, which monitored the Agency's budget and spending and played an integral role in enhancing and developing programs that supported the community and those served by Sanilac CMH; and

WHEREAS, again, from the beginning of her tenure on the Sanilac CMH Board, Elva represented Sanilac CMH and Sanilac County at the State level by serving as an Association Delegate to the Community Mental Health Association of Michigan; and

WHEREAS, on March 27, 2007, her peers nominated and elected Elva to serve as Sanilac CMH Board Vice Chairperson, a position she held for 3 years; and

WHEREAS, on April 27, 2010, her peers nominated and elected Elva to serve as Sanilac CMH Board Chairperson, a position she held for 15 years; and

WHEREAS, on August 27, 1997, Sanilac CMH became an Authority which meant Sanilac CMH would align with Lapeer and St. Clair CMHs which was governed by the Thumb Alliance PIHP Board, and later evolved to the Region 10 PIHP Board and included Genesee Health Systems. Elva was elected by her peers to serve as one of the PIHP Board representatives from Sanilac CMH, a position she held for 17 years, and

WHEREAS, during the course of her years of service to the Sanilac CMH Board, Elva saw many changes related to funding, budgets, programs and services, as well as changes to the PIHP and State levels. Elva would consistently be the voice that both supported the mission of the Agency while keeping those served by the Agency as well as the community in the forefront of her thoughts and decisions, and

WHEREAS Elva was one of those champions that strived to be an example to others of how to provide for those in the community and was the epitome of a public servant in all of our minds. She was always willing to mentor and take others under her wing as she imparted her words of wisdom and was the first to step up to do whatever was necessary to support the lives of all of the citizens of Sanilac County, and

WHEREAS Elva repeatedly turned away recognition for her positive influences and supportive decisions; and

WHEREAS Elva passed away on December 4, 2023, after having served on the Sanilac CMH Board for over 20 years.

NOW, THEREFORE, BE IT RESOLVED, that the Sanilac County Community Mental Health Authority Board takes this opportunity to recognize Elva Mills for her dedication and commitment to the Agency, the individuals served, the staff and the community during her 20 years of services.

BE IT FURTHER RESOLVED that the Sanilac County Community Mental Health Authority Board wishes to extend to the family of Elva Mills their sympathies for the loss of the wonderful and committed person that Elva was and share that she will be sorely missed by everyone at Sanilac CMH.

Mr. Lester made the motion, with support from Mrs. Johnson, to approve and adopt the resolution as presented. The motion carried. Mr. Morris also shared the certificate presented by the Community Mental Health Association of Michigan for her 20 years of service that will be maintained at the state level on a plaque. Mr. Morris presented the certificate and her 20-year pin to her family.

**5:18 p.m. The Jennings' and the Mills' families left the meeting.

VII. APPROVAL OF MINUTES: Ms. Susalla made the motion, with support from Ms. Brown, to approve the minutes of the November 28, 2023 Board meeting as presented. The motion carried.

VIII. CEO'S REPORT: In addition to his written report, Mr. Morris reported:

- Updates to the front desk windows will be made in the future to assist with the security. There will also be non-recording cameras added for the lobbies.
- Recognition of the finance and contract departments for stop payment on a check to a contractor that was cashed inappropriately by someone else.

- Staff of the Month for January 2024 is Kathy Behnke. Kathie is a therapist in our Clinic Services Department and has served the veterans in our community.
- The new Creative Enterprise building is coming along. The floors are being finished currently. We cannot go in as a result until Thursday. The project is right on schedule. Hope to have Big Artie moved in 6 – 8 weeks and will be operating there by then.

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

IX. COMMITTEE REPORTS:

- a. AUDIT COMMITTEE (12/19/2023): Mr. Groustra presented the report. Ms. Susalla made the motion, with support from Mr. Ballard, to accept the minutes of the December 19, 2023 Audit Committee meeting as presented. The motion carried.
- b. CCBHC COMMITTEE (12/14/2023): Mr. Groustra presented the report. Ms. Willis made the motion, with support from Ms. Brown, to accept the minutes of the December 14, 2023 CCBHC Committee meeting as presented. The motion carried.
- c. PERSONNEL COMMITTEE (12/18/2023): Mr. Kozfkay presented the report. Ms. Brown made the motion, with support from Ms. Willis, to accept the minutes of the December 18, 2023 Personnel Committee meeting as presented. The motion carried.
- d. PREVENTION AND PUBLIC EDUCATION COMMITTEE (12/18/2023): Ms. Brown presented the report. Ms. Susalla made the motion, with support from Mr. Ballard, to accept the minutes of the December 18, 2023 Prevention and Public Education meeting as presented. The motion carried.
- e. PROGRAM COMMITTEE (12/12/2023): Ms. Brown presented the report. Ms. Willis made the motion, with support from Mr. Ballard, to accept the minutes of the December 12, 2023 Program Committee meeting as presented. The motion carried.
- f. CONSUMER ADVISORY BOARD (12/06/2023): Ms Brown presented the report. Ms. Susalla made the motion, with support from Mrs. Johnson, to accept the minutes of the December 06, 2023 Consumer Advisory Board meeting as presented. The motion carried.
- g. PARENT ADVISORY COUNCIL: (12/11/2023): Mrs. Johnson presented the report. Mr. Ballard made the motion, with support from Ms. Susalla, to approve the minutes of the December 11, 2023 Parent Advisory Council meeting as presented. The motion carried.
- h. RECIPIENT RIGHTS ADVISORY COUNCIL (12/12/2023): Mr. Lester presented the report. Ms. Susalla made the motion, with support from Ms. Willis, to approve the minutes of the December 12, 2023 Recipient Rights Advisory Council meeting as presented. The motion carried.
- i. OTHER: There were no other Committee Reports.

- X. PIHP REPORT: There was no PIHP Board meeting in November. The December Board meeting was held last Friday. The Board reviewed financial reports and addressed contract amendments and policy changes. There was some discussion held on conflict free care management. Mr. Morris shared additional information on the topic. There will be some clarification soon on the subject from the state. The Board also reviewed the Customer Satisfaction Survey Summary.

Ms. Susalla made the motion, with support from Mr. Groustra to accept the PIHP report as presented. The motion carried.

XI. OLD BUSINESS

- a. OTHER: There was no other old business.

XII. NEW BUSINESS

- a. BILLS: Mr. Groustra presented the report. Mr. Groustra made the motion, with support from Mr. Ballard, to approve the payment of checks numbered 56051 through 56133 in the amount of \$727,024.98. The motion carried.
- b. CREDIT CARD STATEMENT: Mr. Groustra presented the report. Mr. Groustra made the motion, with support from Mr. Ballard, to approve the payment of the Credit Card Statement for the period of 11/16/2023 through 12/15/2023 in the amount of \$52,186.51. The motion carried.
- c. FY23 ACCESSIBILITY TO SERVICES SURVEY ANNUAL SUMMARY, CDM #3311: Mr. Morris presented the CDM and the Accessibility to Services Survey Annual Summary. Ms. Brown made the motion, with support from Ms. Susalla, to accept and approve the Survey Summary as presented. The motion carried.
- d. FY2024 BUDGET REVISION, CDM #3313: Mr. Shaver presented the CDM and the FY 2024 budget revision. Mr. Groustra made the motion, with support from Mr. Ballard, to approve the FY 2024 revised budget as presented. The motion carried.
- e. CARE MANAGER/VETERANS POSITION, CDM #3314: Mr. Morris presented the CDM. This is part of the list of positions that will be added over the next year for CCBHC Demonstration. Ms. Willis made the motion, with support from Mrs. Gorringer, to approve the position as presented. The motion carried.
- f. UPDATES TO CONSUMER ADVISORY BOARD BY-LAWS, CDM #3315: Mr. Morris presented the proposed revisions. They will need to lay for 30 days. Ms. Susalla made the motion, with support from Mr. Groustra, to allow the proposed revisions to lay for 30 days as required. The motion carried.
- g. FY 2023 RECIPIENT RIGHTS ANNUAL REPORT, CDM #3316: Ms. Nancy Tezak, Recipient Rights Officer, presented the annual report. Mr. Ballard made the motion, with support from Ms. Susalla, to accept and approve the Report as presented. The motion carried.
- h. OTHER: There was no other new business.

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

XIV. PUBLIC COMMENTS: Mr. Morris wished everyone a Merry Christmas.

XV. ANNOUNCEMENTS: There were no announcements.

XVI. DATE OF NEXT SCHEDULED MEETING: The January Board meeting will be held on Tuesday, January 30, 2024, at 5:00 p.m.

XVII. ADJOURNMENT: There being no further business to discuss, the meeting adjourned at 5:52 p.m.

Date: _____

Robert Kozfkay, Chairperson

Date: _____

Linda Willis, Board Secretary

Date: _____

Debra Messing, Acting Recording Secretary