



**BOARD OF DIRECTORS REGULAR MEETING MINUTES
August 24, 2022**

- Present:** Susan Fortney, Vice Chairperson; Sandy Libstorff, Secretary; Jim Neumann; Catherine Bernhold; Randy Richardville, Chantele Steffens (arrived at 5:17pm); Pam Ray; Dawn Asper; John Burkardt; and LaMar Frederick
- Excused:** Michael Humphries, Chairperson
- Absent:** Gloria Rafko
- Staff:** Lisa Graham
- Guests:** 5 guests attended

I. CALL TO ORDER

The Board Vice Chairperson, Susan Fortney, called the meeting to order at 5:05 p.m.

II. ROLL CALL

The Roll Call confirmed a quorum existed.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by LaMar Frederick.

IV. CONSIDERATION TO ADOPT THE DRAFT AGENDA AS PRESENTED

Dawn Asper moved to adopt the draft agenda as presented. Catherine Bernhold supported. Motion carried unanimously.

V. CONSIDERATION TO APPROVE MINUTES

John Burkardt moved to approve the minutes of the July 27, 2022 Regular Meeting and waive the reading thereof. Pam Ray supported. Discussion followed.

Section X. b. of the July 27, 2022 Board Minutes is to be updated and state motion carried instead of motion carried unanimously.

John Burkardt moved to approve the minutes of the July 27, 2022 Regular Meeting with amendment to Section X. b. and waive the reading thereof. Pam Ray supported. Motion carried unanimously.

VI. FEEDBACK SUMMARY

Feedback summary for July was reviewed. Susan Fortney reminded Board Members to complete their feedback summary and submit to the Board Secretary following the meeting.

VII. CITIZEN COMMENTS

There were no citizen comments.

VIII. PRESENTATIONS, RECOGNITIONS, AND CELEBRATIONS

- a. Staff Concerns: Progress Report – Lisa Graham reported on moving through a number of concerns and those we need to manage are moving through the Board Bylaws & Policy Committee. In August, an All Staff Meeting was held; rolled out the Grievance Policy at All Staff Meeting and with Full Administrative Staff (FAS) with the expectation that Supervisors will roll out at their team meetings; no concerns were filed in August; hiring process has been automated; and there was one staff resignation.

IX. BOARD COMMITTEE REPORTS

- a. **Motion to Place on File all Written Committee Reports as Written and Waive the Reading Thereof**

Pam Ray moved to place on file all written committee reports as written and waive the reading thereof. Dawn Asper supported. Motion carried unanimously.

Placed on File: Business Operations - August 17, 2022; Bylaws & Policy Committee – August 9, 2022; Clinical Operations – August 3, 2022; and Executive – August 17, 2022.

X. ITEMS FOR BOARD ACTION

- a. **Motion to Approve the Consent Agenda_____**

Catherine Bernhold moved to approve the Consent Agenda as presented. Dawn Asper supported. Discussion followed.

Administrative Contracts to be voted on separately.

LaMar Frederick moved to approve the administrative contract for Paycom as presented. Randy Richardville supported. Roll call: In favor: Libstorff; Neumann; Bernhold; Richardville, Steffens; Ray; Asper; Burkardt; Frederick; and Fortney; opposed: none; motion carried unanimously.

LaMar Frederick moved to approve the administrative contract for Kohler's Floor & Wall Coverings as presented. Randy Richardville supported. Roll call: In favor: Libstorff; Neumann; Bernhold; Richardville, Steffens; Ray; Asper; Burkardt; Frederick; and Fortney; opposed: none; motion carried unanimously.

Oaks of Righteousness is a Memorandum of Understanding (MOU). An MOU is not a binding agreement in the sense of a contract and does not need Board approval. This is an internal process therefore there is no need for a Board vote.

LaMar Frederick moved to approve the administrative contract for Iris Telehealth as presented. Jim Neumann supported. Discussion followed. Roll call: In favor: Libstorff; Neumann; Bernhold; Richardville, Steffens; Ray; Asper; Burkardt; Frederick; and Fortney; opposed: none; motion carried unanimously.

LaMar Frederick moved to approve the administrative contract for Enterprise as presented. Pam Ray supported. Discussion followed. Roll call: In favor: Libstorff; Neumann; Bernhold; Richardville, Steffens; Ray; Asper; Burkardt; Frederick; and Fortney; opposed: none; motion carried unanimously.

Randy Richardville moved to approve the administrative contract for MDHHS with an amendment that the worker must be on the premise at least 4 of the 5 days mentioned in the contract. Four 8 hour days. Chantele Steffens supported. Discussion followed. Roll call: In favor: Steffens, Richardville, and Fortney; opposed: Frederick, Libstorff, Bernhold, Ray, Asper, and Burkardt; abstain: Neumann; motion not carried.

Jim Neuman moved to approve the administrative contract for MDHHS as presented. Dawn Asper supported. Discussion followed. Roll call: In favor: Neumann; Bernhold; Richardville, Steffens; Ray; Asper; Burkardt; Frederick; and Fortney; opposed: none; abstain: Libstorff; motion carried.

Pam Ray moved to approve the service contract for Michigan Learning Community as presented. John Burkardt supported. Roll call: In favor: Libstorff; Neumann; Bernhold; Richardville, Steffens; Ray; Asper; Burkardt; Frederick; and Fortney; opposed: none; motion carried unanimously.

XI. AUTHORITY AND REGIONAL POLICY REVIEW/APPROVAL

a. Motion to Approve the Authority Policy, Procedure, and Exhibits as Presented

- i. **Policy:**
- ii. **Procedure:**
- iii. **Exhibit:** Expense Reimbursement Form Exhibit; and Board Expense Reimbursement Form Exhibit

Jim Neumann moved to approve the Authority Policy, Procedure, and Exhibits as presented. Pam Ray supported. Roll call: In favor: Libstorff; Neumann; Bernhold; Richardville, Steffens; Ray; Asper; Burkardt; Frederick; and Fortney; opposed: none; motion carried unanimously.

b. Motion to Approve the Regional Policies as Presented

- i. **Policy:** Psychotropic Medication Orders and Consents Policy

Jim Neumann moved to approve the Regional Policies as presented. Catherine Bernhold supported. Roll call: In favor: Libstorff; Neumann; Bernhold; Richardville, Steffens; Ray; Asper; Burkardt; Frederick; and Fortney; opposed: none; motion carried unanimously.

XII. RELATIONSHIP WITH THE REGION, COUNTY, AND OTHERS

- a. Regional Reports
 - i. Regional PIHP Board Meeting Minutes – Included in Packet
- b. CMHAM Committee Reports

XII. ITEMS FROM THE EXECUTIVE DIRECTOR

- a. Financial Report – Lisa Graham was present for questions on the Finance Report.
- b. Executive Director's Report – Lisa Graham presented on: Joint Commission Review; Staffing; Compensation Study; Staff Appreciation; Regional Budgeting and Rates; Representative Joe Bellino to tour Crossroads Clubhouse.

XIII. NEW BUSINESS

XIV. CITIZEN COMMENTS

There were no citizen comments.

XV. ANNOUNCEMENTS BY BOARD MEMBERS

Board members wished each other a Happy Labor Day.

XVI. ADJOURNMENT

Jim Neumann moved to adjourn at 6:44pm. Pam Ray supported. Motion carried unanimously.

Submitted by,



Sandy Libstorff
Secretary

LG/dp 8/25/22