



**BOARD OF DIRECTORS REGULAR MEETING MINUTES  
September 28, 2022**

**Present:** Michael Humphries, Chairperson; Susan Fortney, Vice Chairperson; Sandy Libstorff, Secretary; Randy Richardville, Chantele Steffens; Pam Ray; Dawn Asper; Gloria Rafko; John Burkardt; and LaMar Frederick

**Excused:** Jim Neumann and Catherine Bernhold

**Staff:** Lisa Graham

**Guests:** 8 guests attended in person

**I. CALL TO ORDER**

The Board Chairperson, Michael Humphries, called the meeting to order at 5:14 p.m.

**II. ROLL CALL**

The Roll Call confirmed a quorum existed.

**III. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Michael Humphries.

**IV. CONSIDERATION TO ADOPT THE DRAFT AGENDA AS PRESENTED**

Chantele Steffens moved to adopt the draft amended agenda as presented. Gloria Rafko supported. Motion carried unanimously.

**V. CONSIDERATION TO APPROVE MINUTES**

Chantele Steffens moved to approve the minutes of the August 24, 2022 Regular Meeting and waive the reading thereof. Pam Ray supported. Motion carried unanimously.

**VI. FEEDBACK SUMMARY**

Feedback summary for August was reviewed.

**VII. CITIZEN COMMENTS**

There were no citizen comments.

**VIII. PRESENTATIONS, RECOGNITIONS, AND CELEBRATIONS**

- a. Revel Presentation – Lisa Graham introduced Sarah Powers from Revel. Sarah provided a brief presentation about Revel Marketing and how they can assist Monroe CMHs in their marketing efforts.

**IX. RECOMMENDATION TO CMHPSM BOARD**

- a. **Motion to Recommend Appointment for \_\_\_\_\_ to Serve on the Community Mental Health Partnership of Southeast Michigan (CMHPSM) Board of Directors for the Remainder of the Term Ending June 30, 2025**

Mike Humphries asked Board members if anyone was interested in serving on the CMHPSM Board of Directors. Due to no interest the vacancy will be brought up at the next Board meeting to see if the Board can make a recommendation. The more Board members that learn what is going on at the CMHPSM will be helpful for the Board.

Lisa Graham commented that meetings are being reduced from monthly to approximately 7-8 per year. Meetings occur the 2<sup>nd</sup> Wednesday of each month beginning at 6:00pm in Ann Arbor, Michigan.

**X. BOARD COMMITTEE REPORTS**

- a. **Motion to Approve Board Committee Reports as Written and Waive the Reading Thereof**

Pam Ray moved to approve Board Committee Reports as written and waive the reading thereof. John Burkardt supported. Motion carried unanimously.

**XI. ITEMS FOR BOARD ACTION**

- a. **Motion to Approve the Consent Agenda Less Item \_\_\_\_\_**

LaMar Frederick moved to approve the Consent Agenda as presented. Pam Ray supported. Roll call: In favor: Frederick, Steffens, Richardville, Ray, Fortney, Asper, Rafko, Libstorff, Burkart, and Humphries; opposed: none; motion carried unanimously.

Items approved: Administrative and Service Contracts as Presented

- b. **Motion to Approve the Administrative Contract for Flatrock Manor, Inc. for the Term of October 1, 2022 through September 30, 2023**

LaMar Frederick moved to approve the administrative contract for Flatrock Manor, Inc. for the Term of October 1, 2022 through September 30, 2023. Pam Ray supported. Discussion followed. Roll call: In favor: Frederick, Steffens, Richardville, Ray, Fortney, Asper, Rafko, Libstorff, Burkart, and Humphries; opposed: none; motion carried unanimously.

- c. **Motion to Approve the FY2023 Proposed Budget as Presented to the Business Operations Committee on Wednesday, September 21, 2022**

LaMar Frederick moved to approve the FY2023 Proposed Budget as presented to the Business Operations Committee on Wednesday, September 21, 2022. Pam Ray supported. Discussion followed. Roll call: In favor: Frederick, Steffens, Richardville, Ray, Fortney, Asper, Rafko, Libstorff, Burkart, and Humphries; opposed: none; motion carried unanimously.

Randy Richardville moved to reconsider the vote to approve the FY2023 Budget as presented. Sandy Libstorff supported. Discussion followed. Roll call: In favor: Frederick, Steffens, Richardville, Ray, Fortney, Asper, Rafko, Libstorff, Burkart, and Humphries; opposed: none; motion carried unanimously.

Randy Richardville moved to approve the FY2023 Proposed Budget as presented subject to an explanation for a potential problem with section 6 and 8 by the Business Operations Committee at the next Board Meeting. John Burkardt supported. Roll call: In favor: Frederick, Steffens, Richardville, Ray, Fortney, Asper, Rafko, Libstorff, Burkart, and Humphries; opposed: none; motion carried unanimously.

d. **Motion to Approve up to Three Board Members to Attend the CMHAM Fall Conference on October 24, 2022 and October 25, 2022 in Traverse City, MI**

Pam Ray moved to approve up to three Board Members to attend the CMHAM Fall Conference on October 24, 2022 and October 25, 2022 in Traverse City, MI. John Burkardt supported. Roll call: In favor: Frederick, Steffens, Richardville, Ray, Fortney, Asper, Rafko, Libstorff, Burkart, and Humphries; opposed: none; motion carried unanimously.

Dawn Asper, Jim Neumann, and John Burkardt are interested in attending.

e. **Motion to Recommend Appointment for Dave O'Dell to the Oversight Policy Board for an Additional Three Year Term from October 1, 2022 to September 30, 2025**

John Burkardt moved to recommend appointment for Dave O'Dell to the Oversight Policy Board for an additional three year Term from October 1, 2022 to September 30, 2025. Sandy Libstorff supported. Discussion followed. Roll call: In favor: Frederick, Steffens, Richardville, Ray, Fortney, Asper, Rafko, Libstorff, Burkart, and Humphries; opposed: none; motion carried unanimously.

**XII. RELATIONSHIP WITH THE REGION, COUNTY, AND OTHERS**

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

- i. **Policy:** Interim Life Safety Measures Policy; and Dress Code Policy
- ii. **Procedure:** Accounts Payable Procedure; and Interim Life Safety Measures Procedure
- iii. **Exhibit:** Spending Authority Exhibit

Susan Fortney moved to approve the Authority Policy, Procedure, and Exhibits as presented. Pam Ray supported. Discussion followed. Roll call: In favor: Frederick, Steffens, Richardville, Ray, Fortney, Asper, Rafko, Libstorff, Burkart, and Humphries; opposed: none; motion carried unanimously.

b. **Motion to Approve the Regional Policies as Presented**

- i. **Policy:** No Regional Policies for September.

c. Regional Reports

- i. Regional PIHP Board Meeting Minutes – Included in Packet

d. CMHAM Committee Reports – No report for September

**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: Staffing; Mental Health Summit; CEO Back-up; Human Resources Update; and MCMHA Town Hall.

**XIII. NEW BUSINESS**

**XIV. MOTION TO GO INTO CLOSED SESSION FOR PURPOSES OF NEGOTIATIONS PURSUANT TO SECTION 8 (c) OF THE OPEN MEETING ACT AND ATTORNEY CLIENT PRIVILEGE**

Randy Richardville moved to go into Closed Session for purposes of Negotiations pursuant to Section 8 (c) of the Open Meetings Act and Attorney Client Privilege. Gloria Rafko supported. Roll call: In favor: Frederick, Steffens, Richardville, Ray, Fortney, Asper, Rafko, Libstorff, Burkart, and Humphries; opposed: none; motion carried unanimously.

The Board went into Closed Session at 6:44pm.

The Board went into Open Session at 6:47pm.

Randy Richardville moved for the Board to approve to negotiate a Letter of Agreement for the duration of the current contract to pay Clubhouse staff 2.5x their hourly rate for work performed on any holiday in lieu of the 8 hours pay they currently receive for holiday pay. John supported. Roll call: In favor: Frederick, Steffens, Richardville, Ray, Fortney, Asper, Rafko, Libstorff, Burkart, and Humphries; opposed: none; motion carried unanimously.

Pam Ray moved to approve to compensate the two Clubhouse staff who agreed to work the Memorial Day Holiday. Gloria Rafko supported. Discussion followed. Roll call: In favor: Frederick, Steffens, Richardville, Ray, Fortney, Asper, Rafko, Libstorff, Burkart, and Humphries; opposed: none; motion carried unanimously.

**XIV. CITIZEN COMMENTS**

There were no citizen comments.

**XV. ANNOUNCEMENTS BY BOARD MEMBERS**

Randy Richardville commented that Oaks of Righteousness has a concert tomorrow at the Community College. Hunter Brooks.

Chantele Steffens complimented Adam Anastasoff and staff as she had to use emergency services with the ACT Team this week and also had to use Access this month. Though it may take a little bit to get an appointment, however Adam commented that due to short staffed there was a delay. That type of customer service was appreciated to know. The ACT Team is pretty incredible!

Mike Humphries commented on a card received directed to the Board of Directors from CMH Staff thanking the Board for the Ice Cream Machine rental for Staff Appreciation.

**XVI. ADJOURNMENT**

Mike Humphries adjourned at 6:51pm. Susan Fortney supported. Motion carried unanimously.

Submitted by,



Sandy Libstorff  
Secretary

LG/dp 9/29/22