



**BOARD OF DIRECTORS REGULAR MEETING MINUTES  
November 19, 2025**

**Present:** John Burkardt, Vice Chairperson Susan Fortney, Secretary; Mike Humphries; Ken Papenhagen; Dawn Asper; Naomi Stoner; LaMar Frederick; John Cullen; Reda Biniecki, Becca Curley, and Joan Canning

**Excused:** Rebecca Pasko, Chairperson

**Absent:**

**Staff:** Lisa Graham

**Guests:** Dr. Frances Jackson, Parliamentarian; Jim Greene, Dykema; and 11 guests were present.

**I. CALL TO ORDER**

The Board Vice Chair, John Burkardt, called the meeting to order at 6:00 p.m.

**II. ROLL CALL**

Roll Call confirmed a quorum existed.

**III. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by John Burkardt.

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

The items in the Board Packet were as presented on the agenda. John Burkardt asked if there were any changes to the agenda. Hearing no changes, the agenda was approved by unanimous consent.

**V. CONSIDERATION TO APPROVE THE MINUTES FROM THE OCTOBER 22, 2025 BOARD MEETING AND WAIVE THE READING THEREOF**

The October 22, 2025 Board Meeting minutes were as presented in the Board Packet. John Burkardt asked if there were any changes to minutes. Hearing no changes, the October 22, 2025 Board Meeting minutes were approved by unanimous consent.

**VI. PUBLIC COMMENTS**

There were no public comments.

**VII. ITEMS FROM THE CHIEF EXECUTIVE OFFICER**

Lisa Graham commented that she was not planning to be present for the meeting due to a family emergency, therefore there isn't a CEO Report for November. There are several departments reports that provided information in the packet.

Lisa Graham provided a brief update, that after many months, we have received our first Medicare payment, and there are no updates on the PIHP Procurement as the hearing is on December 8, 2025. In about a month we will have more information and how to move forward.

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

- a. Regional PIHP Board Meeting Minutes – Did not meet in November.
- b. CMHAM Policy and Legislation Committee Report – No report for November.

**IX. BOARD COMMITTEES**

**a. Chair Reports**

- i. Business Operations – LaMar Frederick commented that the minutes reflect what business was conducted and commend the Board to read the minutes.
- ii. Bylaws & Policy – Becca Curley commented that Dr. Jackson assisted with information on the Nominating Committee and who the Board can and cannot appoint, and that the committee will need to specify what happens at each Board Meeting if the Board continues to meet twice a month.
- iii. Performance Evaluation – Lisa Graham commented that the committee has been meeting and there is an agenda item on tonight's agenda related to their committee work.

**X. PRESENTATIONS**

- a. Clinical Report – The Clinical Report was provided in the Board Packet for review. Crystal Palmer presented the Clinical Executive Summary highlighting priorities under the Strategic Plan.
  - i. MCMHA continues to recruit and hire staff for current vacancies, which is 7. Some of these positions are being filled internally.
  - ii. There were 16 universal referrals made in October. 81% received some type of follow-up, authorized services, etc. 0% declined any further intervention, and 19% MCMHA didn't have enough information for follow-up or received no response.
  - iii. Certified Peer Support Specialists (CPSS) continue to provide support at the ALCC. The CPSS did engage in four (4) programs/activities and zero (0) 1:1 meeting during the month of October.
  - iv. Crisis Mobile was deployed 86 times in October, which averaged 0.66 hours of face-to-face interaction time.
  - v. The average response time for Crisis Mobile was approximately 21.63 minutes, which is likely due to 63% of the calls from the 48161 and 48162 zip codes.
  - vi. There were multiple referral sources for Crisis Mobile; 64% were from the Monroe County Sheriff's Department and Monroe City Police; 21% were from Access Dept/CMH, and 13% were self-referral and 2% were from a school.
  - vii. Enrollment for the CCBHC has increased by 30 members over the last month. This is a 1.59% increase in enrollment.
  - viii. The Behavioral Health Urgent Care (BHUC) served 51 guests in the month of October.
  - ix. MCMHA currently has 58 enrollees in the Behavioral Health Home program.
  - x. MCMHA held its Annual Town Hall on October 22, 2025, which was well attended by community members and consumers.
  - xi. The data for incoming calls being answered is 97% for FY26, which meets MCMHA's goal of 95%.
  - xii. The BHUC Community Open House was on November 6<sup>th</sup> and was well attended by approximately 70 community stakeholders.
- b. Operations Report – The Operations Report was provided in the Board Packet for review. Bridgitte Gates presented the Operations Report highlighting priorities under the Strategic Plan.
  - i. Revel Marketing – Currently working with LET on the bus wrap to promote BHUC; videotaping and interviews taking place at the BHUC with Revel and staff on Monday, November 17, 2025; and Revel will then work with Phoenix Theatres.
  - ii. Behavioral Health Urgent Care (BHUC) – Open House was successful. Approximately 70 people attended.

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- iii. Town Hall – We had a great turnout for this event. Approximately 70 people attended. A lot of awards were presented to consumers and community partners.
  - iv. 4<sup>th</sup> quarter grievances were presented.
  - v. Pulse for Good - Kiosk data was presented. A total of 64 responses were received in October. Comments included. The lobby received 4.53 stars and the BHUC received 4.83 stars.
  - vi. Dr. Zarko's last day was November 13, 2025. Consumers have been transitioned to Dr. Ali or another requested child prescriber.
  - vii. 3<sup>rd</sup> Quarter External Provider Report – Staff retention went up 4% for 4<sup>th</sup> quarter; training compliance remains above 95%; and the greatest challenge noted remains to be retention and recruitment even though staff retention increased for 4<sup>th</sup> quarter. Greatest success is training compliance.
- c. Human Resources Report – The Human Resources Report was provided in the Board Packet for review. Jim Brown presented the Human Resources Report highlighting priorities under the Strategic Plan.
- i. Retention Rate for 2025 is at 87.8%; there were 10 new hires in the 4<sup>th</sup> quarter; 5 resignation/terminations; current vacancies are at 12.
  - ii. Exit Interview data was presented.
  - iii. There was one non-union grievance in 4<sup>th</sup> quarter and was resolved.
  - iv. Training and compliance data was presented.
- d. Consumer Advisory Council Report – Sarah Klawitter, CAC Chair, presented a brief overview of the Consumer Advisory Council. The CMH Consumer Advisory Council members work as advocates to promote services, supports, communication, opportunities, and legislation for all individuals recovering from mental illness, developmental and intellectual disabilities, and emotional impairments, who are Community Mental Health consumers and families of consumers past and present. The Council works to create an awareness of mental health issues for all people recovering, through education and advocacy. The CAC currently has seven (7) members and looking to increase membership. In 2025 they hosted the Regional CAC Picnic, updated their workplan and Bylaws; attended the State Walk-a-Mile; attended an annual training; provided an article for the CMHA Newsletter; and are working on making plans for speakers and events in 2026.

**XI. CONSIDERATION TO GO INTO CLOSED SESSION FOR PURPOSES OF WRITTEN ATTORNEY OPINION PURSUANT TO SECTION VIII (h) OF THE OPEN MEETINGS ACT**

Susan Fortney moved; Reda Biniecki supported. No debate followed. John Burkardt asked if there were any objections to go into Closed Session. Hearing no objections, the Board went into Closed Session for purposes of written attorney opinion pursuant to Section VIII (h) of the Open Meetings Act with ten (10) passing verbal votes. Motion passed unanimously.

The Board went into Closed Session at 6:51pm.

The Board went into Open Session at 7:24pm.

John Burkardt called a five-minute recess.

John Burkardt resumed the meeting at 7:29pm.

- i. **Consideration to Approve the Employment Agreement Between MCMHA and Lisa M. Graham, as Proposed.**

Dawn Asper moved; Ken Papenhagen supported. John Burkardt asked if there were any objections to approve the Employee Agreement. No debate followed. Hearing no objections, the Board approved the Employee Agreement between MCMHA and Lisa M. Graham, as proposed, with ten (10) passing verbal votes. Motion passed unanimously.

**XII. UNFINISHED BUSINESS**

- a. No unfinished business for November.

**XIII. NEW BUSINESS**

**a. Service Contracts - Alicia Riggs presented the Service Contracts.**

**i. Consideration to approve the Service Contracts as Presented**

Ken Papenhagen moved; LaMar Frederick supported. No debate followed. John Burkardt asked if there were any objections to approve the Service Contracts. Hearing no objection, the Service Contracts, as presented, were approved by unanimous consent.

**b. Administrative Contracts - Alicia Riggs presented the Administrative Contracts.**

**i. Consideration to Approve the Administrative Contracts as Presented**

LaMar Frederick moved; Dawn Asper supported. No debate followed. John Burkardt asked if there were any objections to approve the Administrative Contracts. Hearing no objection, the Administrative Contracts, as presented, were approved by unanimous consent.

**c. Board Action Request: Paid Time Off (PTO) Accrual System - Back on November 20, 2024, the Board approved a new Collective Bargaining Agreement (CBA). In conjunction with approving the CBA, the Board also approved to mirror the same benefit and compensation package for non-union staff. The mirroring did not include the increase in sick days from 6 days to 10 days set to begin January 1, 2026 for union staff. It was excluded at the request of the HR Director who wanted an opportunity to properly assess an equivalent value, as non-union staff utilize a PTO Accrual System which differs significantly from the union's benefit accruals of vacation, sick and personal time. The recommendation is to adopt the modification of the PTO Accrual System for non-union staff and executive staff in a manner that best mirrors sick time afforded to union staff.**

**i. Consideration to Adopt the PTO Accrual System for Non-Union Staff and Executive Staff Effective January 1, 2026 as Presented**

Mike Humphries moved; Reda Biniecki supported. No debate followed. John Burkardt asked if there were any objections to adopt the PTO Accrual System as presented. Hearing no objections, the Board adopted the PTO Accrual System for non-union and executive staff effective January 1, 2026, as presented, by unanimous consent.

**d. Board Action Request: Purchase of Vehicle for River Raisin Clubhouse – MCMHA's River Raisin Clubhouse membership has grown significantly over the past year. As a result of the increase in membership there is a need to expand the number of passenger vans to accommodate the increase in membership. Currently the Clubhouse uses two (2) passenger vans for consumer transport to and from the Clubhouse. At this time, there are members on a wait list for transport who reside in Carleton/Newport area: an area not served by public transportation (bus service). The Clubhouse is looking to add a third (12-15 Passenger) van that will aid in transporting to and from the Clubhouse for members as well as the primary vehicle for planned activities. Three quotes were obtained from Todd Wenzel GMC-Buick Westland, Champion Hargreaves Chevrolet Royal Oak, and Taylor Ford. The recommendation is to purchase a fifteen (15) passenger van from Todd Wenzel GMC-BUICK Westland with the lowest quote of \$48,965.00.**

**i. Consideration to purchase one 2025 GMC Savana 3500 Extended 15 Passenger Van from Todd Wenzel GMC-Buick in the amount of \$48,965**

Mike Humphries moved; LaMar Frederick supported. No debate followed. John Burkardt asked if there were any objections to approve the purchase of a fifteen (15) passenger van for the Clubhouse. Hearing no objections, the Board approved the purchase of one 2025 GMC Savana 3500 Extended 15 Passenger Van from Todd Wenzel GMC-Buick Westland in the amount of \$48,965.00 with ten (10) passing verbal votes. Motion passed unanimously.

- e. **MCMHA Potential Millage** – The Business Operations Committee is discussing the possibility of a millage. The committee is far enough along in discussion to request the Board to consider giving the Chief Executive Officer the approval to explore a potential millage. LaMar Frederick commented that this is an exploratory program so that in April of 2026 we will know our options and how to move forward.

i. **Consideration to Approve the Chief Executive Officer to Explore a Potential Millage for MCMHA, Subject to Approval**

Mike Humphries moved; Naomi Stoner supported. No debate followed. John Burkardt asked if there were any objections to approving the Chief Executive Officer to explore a potential millage. Hearing no objections, the Board approved the Chief Executive Officer to explore a potential millage for MCMHA, subject to approval, by unanimous consent.

f. **Authority Policy, Procedures, and Exhibits**

i. **Consideration to Approve the Authority Policy, Procedure, and Exhibits as Presented**

1. Policy: N/A
2. Procedure: N/A
3. Exhibit: N/A
4. Rescind: N/A

There were no authority policies for November.

g. **Regional Policy**

i. **Consideration to Approve the Regional Policies as Presented**

1. Policy: N/A

There were no regional policies for November.

**XIV. PUBLIC COMMENTS**

There were no public comments.

**XV. BOARD MEMBER ANNOUNCEMENTS**

Board Members wished others a Happy Thanksgiving.

Dawn Asper commented on employees stepping up to do what needs to be done and she wanted them to know they are appreciated.

Ken Papenhagen commented that we are coming into the holiday season. This world is a better place because you are in it, remember that.

**XVI. ADJOURNMENT**

Ken Papenhagen moved; Becca Curley supported. Rebecca Pasko asked if there were any objection to adjourn. Hearing no objection, the meeting adjourned at 8:02pm.

Submitted by,

  
Susan Fortney, Secretary

LG/dp  
12/1/25

