

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY  
3111 Electric Avenue  
Port Huron, Michigan 48060

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GROUP MEETING: SCC Community Mental Health Board  
SUBJECT: Regular Meeting  
PLACE: St. Clair County Community Mental Health  
3111 Electric Avenue, Port Huron  
DATE: August 8, 2023  
TIME: 5:00 p.m.  
PRESIDING: Nancy Thomson, Chairman

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IN PERSON: L. Ames, J. Bligh, D. Davey, A. Essian, J. Jowett-Lee, M. Partipilo, E. Priemer, N. Thomson, J. Totty  
ABSENT: R. Johnson, K. Schieweck  
ALSO PRESENT: Guests Video Conference: H. House, R. Kiehler, V. Wiley  
Guests In Person: None  
Staff In Person: T. Delor, K. Farr, K. Gallagher, D. Hazlewood, D. Hayes, D. Johnson, M. Measel-Morris, T. Pingitore, K. Prowse, T. Wells  
Staff Video Conference: None

I. CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Chairman Thomson.

II. CITIZENS WISHING TO ADDRESS THE BOARD

None.

III. AGENDA CHANGES – N. Thomson

It was moved by Mr. Priemer, seconded by Ms. Partipilo, to add “UHY Financial Audit” to the agenda. **MOTION CARRIED**

IV. PRESENTATION OF PREVIOUS MEETING MINUTES

It was moved by Ms. Jowett-Lee, seconded by Ms. Totty, to approve the Regular Board Meeting Minutes of July 11, 2023 as written. **MOTION CARRIED**

V. PRESENTATION OF RECEIPTS/DISBURSEMENTS

It was moved by Ms. Jowett-Lee, seconded by Ms. Ames, to approve the Receipts/Disbursements for June 2023, as presented. **MOTION CARRIED**

VI. PRESENTATION OF BILLS TO BE PAID

It was moved by Mr. Priemer, seconded by Ms. Partipilo, to approve the Bills to be Paid for July 2023 in the amount of \$6,556,393.23, as presented. **MOTION CARRIED**

IX. ITEMS FOR ACTION

A. Board Policies for Approval

Ms. Pingitore presented the SCCCMH Board Policies for approval.

It was moved by Ms. Jowett-Lee, seconded by Ms. Totty to approve the SCCCMH Board Policies as presented. **MOTION CARRIED**

B. Updated ADP Contract

Ms. Prowse presented an updated ADP Contract. St. Clair County CMH Leadership would like to add the “Comprehensive HR” product to our current ADP contract. The addition of “Comprehensive HR” would stream line current processes, including open enrollment and benefits. The software also offers report generation that is not currently an option and has a personnel file component. St. Clair County CMH would maintain ownership of all data.

It was moved by Ms. Jowett-Lee, seconded by Ms. Totty to approve the updated ADP Contract. **MOTION CARRIED**

C. FY23 Network Provider Stability payments for BWDH & Innovative

Ms. Farr presented the request for FY23 Network Provider Stability payments for BWDH and Innovative Housing in the amounts of: BWDH - \$390,025 and Innovative - \$581,183.

It was moved by Ms. Davey, seconded by Ms. Partipilo to approve the Network Provider Stability payments for BWDH in the amount of \$390,025 and Innovative Housing in the amount of \$581,183. **MOTION CARRIED**

D. Revised Budget

Ms. Farr presented the revised budget for FY23. The revised budget was reviewed prior to tonight’s board meeting by the Board Finance Committee.

It was moved by Ms. Jowett-Lee, seconded by Ms. Ames to approve the revised budget for FY23 as presented. **MOTION CARRIED**

E. FY23 YE staff wage adjustment

Ms. Farr presented a request for a FY23 Year End staff wage adjustment.

It was moved by Ms. Jowett-Lee, seconded by Ms. Partipilo to approve the FY23 YE Staff Wage Adjustment as presented. **MOTION CARRIED**

F. CEO Evaluation Process and Materials

Ms. Thompson presented the revised CEO Evaluation process and materials.

It was moved by Ms. Jowett-Lee, seconded by Ms. Partipilo to approve the CEO Evaluation Process and Materials as presented. **MOTION CARRIED**

X. INFORMATIONAL ITEMS

A. Finance Updates – K. Farr

Ms. Farr reported that the Board Finance Committee meeting took place prior to tonight's meeting at 4:30 pm.

1. Funding Bucket Report

Ms. Farr presented the funding bucket report for June 2023.

2. Payoff Maturing Loans

Ms. Farr presented that St. Clair County CMH opted to pay off two maturing loans. Payoff of maturing loans: Eastern Michigan Bank approx. \$109k and North Star Bank approx. \$80k. With current interest rates and financing options, it does not make sense to refinance.

3. UHY Financial Audit

Overviewed by Ms. Karen Shafik, from the auditing firm of UHY LLP, were the following reports:

1. FY 22 Audit Communication Letter
2. FY 22 Annual Financial Statement
3. FY 22 Internal Control Letter
4. FY 22 Single Audit
5. FY 22 Compliance Report
6. FY 22 Supplementary Information to Financial Statements

Ms. Shafik stated that the audit was conducted in accordance with the generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards. It is the opinion of UHY that St. Clair County Community Mental Health Authority has no significant weaknesses; which means the financial reports met government report requirements.

In reviewing the FY 21 Annual Financial Statement, Ms. Shafik highlighted the significant information in each of the following documents: Statement of Net Position, Statement of Activities/ Revenues, Expenses, and Changes in Net Position.

B. Administrative Operations Updates

1. Board Policies for Review

Ms. Pingitore presented the board policies up for review. Any feedback on the policies up for review should be sent to Ms. Wells.

C. Program Operations Updates

1. Employee of the Month & Team of the Month



Ms. Gallagher presented the Employee and Team of the month for May.

Employee of the Month: Michaela Champine

Team of the Month: Larry Hyde and Jonathan Ledebuhr.

2. Hawthorn

Hawthorn has decreased their number of beds available. There are now only 28 beds in the entire state for Children's Psychiatric Hospitalization.

3. Caro

The recently re-opened Caro Psychiatric Center is having building issues in the newly built section following inspection.

4. Crisis Stabilization Unit / Psychiatric Urgent Care

Ms. Gallagher shared that we are still in the information gathering stage of deciding to open a Crisis Stabilization Unit or Psychiatric Urgent Care.

5. Odyssey House / Narcan

The Odyssey House installed a box outside of our main building that houses Narcan kits. Odyssey House is keeping the distribution box stocked. Forty-eight kits have been distributed so far.

D. Community Education / Public Relations Reporting

1. Ms. Delor presented on Community Education and Public Relations.

Community Outreach/Trainings

07.07.2023 Odyssey House Stigma Prevention BBQ

07.12.2023 Rotary International Day Parade

07.13.2023 Operation Transformation's Family Night

07.25.2023 Impact Day at Harbor Impact Ministries

Upcoming Events

08.06.2023 Marine City Maritime Days Parade

08.11.2023 Victory Day – Memorial Stadium

08.14.2023 WIC Event

08.19.2023 Unity in the Community – Trinity Lutheran Church/The Athletic Factory, Port Huron

08.29.2023 Impact Day – Harbor Impact Ministries

09.26.2023 Impact Day – Harbor Impact Ministries

10.03.2023 Celebration of Recovery – SCCCMH Auditorium, 3111 Electric Avenue, Port Huron

10.24.2023 Impact Day – Harbor Impact Ministries

10.27.2023 Senior Health Fair – Washington Life Center, Marine City

11.17.2023 & 11.18.2023 CMH Players Presents Home for the Holidays, location and time TBD

E. Region 10 PIHP Update

1. Board Meeting Minutes

Mr. Priemer shared some updates from the Region 10 Board meeting. August 1, 2023 is when we will first start seeing the impact of the recently re-engaged Medicaid redetermination process, that was on hold during the public health emergency.

XI. CHIEF EXECUTIVE OFFICER'S REPORT

A. CMHA Updates

Ms. Johnson shared that the CMHA Fall conference is approaching in October. She encouraged board members to visit the CMHA website for more information.

B. Other Updates

- Ms. Johnson stated that the church next door has been presented with our building purchase offer. The congregation will vote on the offer 8/22/2023.
- The NAMI kick off event that we hosted on 7/25/2023 was well received. A number of people from the community attended, and stepped up into leadership positions.
- CMH Staff attended the ARC's Heart of a Hero Event, where our former Medical Director, and current psychiatrist, Dr. Saeed was honored for his good works.
- Many staff are taking advantage of the lunch and learns with Leadership.
- BWROC Softball Game is 08/18/2023. We are a sponsor. Anyone interested in attending should let Ms. Wells know.
- Strategic Planning sessions continue to take place.
- The Agency Mission, Vision, and Values are still under review.
- The Breast Cancer Human Ribbon photo is taking place tomorrow at Lighthouse Beach. All are welcome.

XII. BOARD FORUM – N. Thomson

A. Advisory Council Meeting Minutes

Ms. Thomson stated that the notes from the Advisory Council meeting are reflective of the meeting.

XIII. ADJOURNMENT

It was moved by Ms. Totty, seconded by Ms. Ames, to adjourn. **MOTION CARRIED.** With no further business to discuss the meeting was adjourned at 6:20 p.m.

Respectfully submitted,



Tracy Wells  
Recording Secretary