

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

GROUP MEETING: SCC Community Mental Health Board
SUBJECT: Regular Meeting
PLACE: St. Clair County Community Mental Health
3111 Electric Avenue, Port Huron
DATE: December 10, 2024
TIME: 5:00 p.m.
PRESIDING: Nancy Thomson, Chairman

IN PERSON: L. Ames, D. Davey, A. Essian, J. Jowett-Lee, R. Mirabelli, M. Partipilo, E. Pierce, E. Priemer, K. Schieweck, N. Thomson, J. Totty
VIRTUAL: None
ABSENT: K. Nicholl
ALSO PRESENT: Guests Video Conference: None
Guests In Person: R. Kiehler
Staff In Person: T. Delor, K. Farr, H. Fogarty, K. Gallagher, D. Hazlewood, D. Johnson, J. Marocco, M. Measel-Morris, S. O'Neill, K. Prowse, K. Thompson, T. Wells (recording secretary)
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. PROGRAM PRESENTATION – Information Technology

Mr. Hayes provided the board with an overview of changes and new capabilities of the new equipment installed in the Auditorium.

IV. AGENDA CHANGES

It was requested that Purchase of Vehicles be added as Action Item VII.G. and Union Negotiations be added as Action Item VII.H.

A motion was made to add Purchase of Vehicles as Action Item VII.G. by Ms. Jowett-Lee, seconded by Ms. Mirabelli. **MOTION CARRIED.**

IV. CLOSED SESSION – UNION NEGOTIATIONS, PERSONNEL

A motion was made to move into closed session at 5:25pm by Mr. Priemer, seconded by Ms. Partipilo.
MOTION CARRIED.

A motion was made to move out of closed session at 6:00pm by Ms. Davey, seconded by Ms. Mirabelli.
MOTION CARRIED.

V. CONSENT AGENDA

- A. Presentation or Previous Meeting Minutes
- B. Monthly Bank Reconciliation
- C. Presentation of Bills to be Paid
- D. Funding Bucket Report

Mr. Schieweck made a motion to approve the Consent Agenda stating: “I move to approve the Consent Agenda consisting of the November 2024 Regular Board Meeting Minutes, Monthly Bank Reconciliation balance totaling \$12,729,814.85, Bills to be Paid totaling \$7,167,111.27, and the Funding Bucket Report for October 2024.”, the motion was seconded by Ms. Jowett-Lee to approve the consent agenda. **MOTION CARRIED.**

VI. ACTION ITEMS

A. Personnel Committee Report: Chief Executive Officer Evaluation

The CMH Board Personnel Committee consisting of Ms. Thomson, Ms. Partipilo, Ms. Jowett-Lee, and Ms. Totty presented the Chief Executive Officer Evaluation for 2024.

It was moved by Ms. Jowett-Lee, seconded by Ms. Ames to approve the St. Clair County Community Mental Health Chief Executive Officer’s Evaluation for 2024. **MOTION CARRIED**

B. Contract Amendment, Debra Johnson, CEO

Discussion on Ms. Johnson’s contract took place during closed session. It was presented that Ms. Johnson be presented a three-year contract renewal and receive a 10% salary increase for 2025, and a 5% performance-based bonus compensation to base, for a total of a 15% to base wage increase.

If Ms. Johnson elects to retire prior to the completion of the three-year contract she has agreed to give a one-year notice in the event that takes place to allow proper succession planning.

It was moved by Mr. Schieweck, seconded by Ms. Jowett-Lee to approve a three-year contract for Ms. Debra Johnson, CEO including an overall 15% wage increase to base. **MOTION CARRIED.**

C. Board Calendar for 2025

The CMH Board Calendar for 2025 was presented for board review and approval. Board meetings will continue to take place the second Tuesday of the month at 5:00pm, with the exception of June 2025 and November 2025 where there are conflicts, and the meeting will take place the third Tuesday of month.

It was moved by Ms. Totty, seconded by Ms. Jowett-Lee to approve the CMH Board Calendar for 2025 as presented. **MOTION CARRIED.**

D. Vintage Specialized Services LLC

Ms. Delor presented the Vintage Specialized Services, LLC Contract. This contract is for a home specific for individuals with Prader-Willi Syndrome and they would be providing specialized residential services and treatment planning.

It was moved by Ms. Jowett-Lee, seconded by Ms. Partipilo to approve the Vintage Specialized Services, LLC Contract. **MOTION CARRIED.**

E. Revised Budget

Ms. Farr presented a revised budget pending the approval of a requested increase from Region 10.

It was moved by Ms. Jowett-Lee, seconded by Ms. Mirabelli to approve the revised budget contingent on approval from Region 10. **MOTION CARRIED.**

F. Office of Recipient Rights Annual Report

Ms. O'Neill presented the Office of Recipient Rights Annual Report.

It was moved by Ms. Davey, seconded by Ms. Ames to approve the Office of Recipient Annual Report as presented. **MOTION CARRIED.**

G. Vehicle Purchases

Mr. Hayes presented a request to purchase eight new agency vehicles to replace aging and heavily worn ones, one additional vehicle to replace one that was involved in an accident and considered a total loss, and a new maintenance van. Mr. Hayes requested that the board approve a budget to purchase the vehicles, not to exceed \$325,000.

It was moved by Mr. Priemer, seconded by Ms. Jowett-Lee to approve the purchase of nine vehicles, and one van, not to exceed \$325,000. **MOTION CARRIED**

H. Union Negotiations

Chapter 20 and 3385 Union Contracts were discussed under Closed Session. Ms. Delor asked that the board approve Chapter 20 and 3385 Union Contracts contingent on the approval of the requested increase from Region 10.

It was moved by Mr. Schieweck, seconded by Ms. Jowett-Lee to approve the Chapter 20 and 3385 Union Contracts, contingent on approval of the requested increase from Region 10. **MOTION CARRIED.**

VII. CHIEF EXECUTIVE OFFICER

A. Chief Executive Officer Report

Ms. Johnson presented the Chief Executive Officer Report to the SCCCMH Board.

VIII. INFORMATIONAL ITEMS

A. Office of Recipient Rights

1. Office of Recipient Rights Board Report
2. Recipient Rights Advisory Committee Meeting Agenda
3. Aggregate Data Report

B. Chief Financial Officer

1. Chief Financial Officer Report

Ms. Johnson shared Ms. Farr's Chief Financial Officer with the board.

C. Chief Operating Officer

1. Chief Operating Officer Report

Ms. Delor presented the Chief Operating Officer Report to the SCCCMH Board.

D. Chief Clinical Officer

1. Chief Clinical Officer Report

Ms. Gallagher presented the Chief Clinical Officer Report to the SCCCMH Board.

E. Program Operations

1. Adult Services Reports

Ms. Thompson presented on her Adult Services Report provided to the SCCCMH Board.

Mr. Marocco shared that there is some transitioning happening at the Marine City locations. One building will house adult services, and the other will house children's services. Mr. Marocco also shared that the St. Clair County CMH In-Shape program received a National Program Innovation Award.

2. Children & Family Services Report

Ms. Fogarty presented the Childrens and Family Services Report to the SCCCMH Board.

F. Support Services Director

1. Support Services Director Report

Ms. Measel-Morris presented the Support Services Director Report to the SCCCMH Board.

2. FY2024 Post-Discharge Annual Report

Ms. Measel-Morris presented the FY2024 Customer Satisfaction Survey Summary.

3. FY25 Quality Improvement Program Plan

Ms. Mesel-Morris reported the FY25 Quality Improvement Program Plan with the board.

4. FY24 Quality Improvement Plan Annual Report

Ms. Measel-Morris reviewed the FY24 Quality Improvement Plan Annual Report with the board.

5. FY24 Program Performance Indicator Table Summary

Ms. Measel-Morris reviewed the FY24 Program Performance Indicator Table Summary with the board.

G. Human Resources Director

1. Human Resources Director Report

Ms. Prowse presented the Human Resources Director Report to the SCCCMH Board including the staffing dashboard.

2. Employee / Community Relations & Training Department Report

Ms. Prowse presented the ECRT Report to the SCCCMH Board.

H. Information Technology / Security Director

1. Information Technology / Security Director Report

Mr. Hayes presented the Information Technology / Security Director Report to the SCCCMH Board.

I. Region 10 PIHP

1. Board Meeting Minutes

The Region 10 Board Meeting Minutes were made available for review.

IX. BOARD FORUM – N. Thomson

1. Advisory Council Meeting Minutes

The Advisory Council Meeting Minutes were provided for review. The Advisory Council is in need of members. Anyone interested should reach out to Ms. Kathleen Gallagher.

X. ANY OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD

It was

XI. ADJOURNMENT

It was moved by Ms. Mirabelli, seconded by Ms. Partipilo, to adjourn. **MOTION CARRIED.** With no further business to discuss the meeting was adjourned at 6:42 p.m.

Respectfully submitted,

Tracy Wells
Recording Secretary