

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 9, 2025
TIME: 5:00 p.m.
PRESIDING: Nancy Thomson, Chairman

IN PERSON: K. Albrecht, J. Jowett-Lee, R. Mirabelli, K. Nicholl, M. Partipilo, E. Pierce, E. Priemer, K. Schieweck, J. Totty, N. Thomson

ABSENT: D. Davey

ALSO PRESENT: Guests: R. Kiehler

Staff : T. Delor, H. Fogarty, K. Gallagher, D. Hazlewood, D. Johnson, R. Livingston (out at 5 :40pm), J. Marocco, M. Measel-Morris, S. O'Neill, S. Shank, K. Thompson, J. Vittone, T. Wells (recording secretary)

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

None.

IV. PROGRAM PRESENTATION – AFFORDABLE HOUSING – MR. RANDY MAIERS

Mr. Randy Maiers, Community Foundation, presented on a design concept for the CMH-owned property at 3001 Electric Avenue for Board consideration. Board discussion ensued.

Mr. Maiers indicated that the Community Foundation is interested in potentially constructing thirteen 800-square-foot cottage homes on the property for low-income housing. He noted that this would require St. Clair County CMH to sell a portion of the property located at 3001 Electric Ave. to the Community Foundation. The Board expressed openness to Mr. Maiers further exploring the cottage home concept and its requirements. No formal action was taken.

V. CONSENT AGENDA

A. St. Clair County CMH Previous Meeting Minutes

- B. Finance
 - 1. Monthly Bank Reconciliation
 - 2. Monthly Payment Report

Mr. Schieweck made a motion to approve the Consent Agenda stating: “I move to approve the Consent Agenda consisting of the November 2025 Regular Board Meeting Minutes, the Monthly Bank Reconciliation Totaling \$12,209,889.37, and the Monthly Payment Report \$6,509,024.80.” The motion was seconded by Ms. Mirabelli to approve the items within the consent agenda.

MOTION CARRIED.

VI. CLOSED SESSION – PERSONNEL, PURCHASE OF PROPERTY

A motion was made by Mr. Priemer, seconded by Ms. Totty to move into closed session at 5:53 p.m.

MOTION CARRIED.

A motion was made by Ms. Partipilo, seconded by Ms. Mirabelli to move out of closed session at 6:09 p.m. **MOTION CARRIED.**

Discussion of Ms. Johnson’s evaluation took place in closed session. It was moved by Ms. Mirabelli, seconded by Ms. Partipilo to approve the St. Clair County Community Mental Health Chief Executive Officer’s Evaluation for 2025. **MOTION CARRIED with Dr. Albrecht dissenting.**

VII. ACTION ITEMS

A. CEO Contract Amendment – Debra Johnson, CEO

Discussion on Ms. Johnson’s contract took place during closed session. It was presented that Ms. Johnson receive a 3% salary increase for 2026, and a 3% performance-based bonus compensation to base, for a total of a 6% to base wage increase.

It was moved by Mr. Nicholl, seconded by Ms. Jowett-Lee to approve the contract for Ms. Debra Johnson, CEO of an overall 6% wage increase to base. **MOTION CARRIED.**

B. Executive Compensation Philosophy / Personnel Subcommittee Policy

The Executive Compensation Philosophy / Personnel Subcommittee Policy is a new policy that was presented to the board at the November Meeting and is now being brought for board approval.

It was moved by Ms. Jowett-Lee, seconded by Ms. Mirabelli to approve the Executive Compensation Philosophy / Personnel Subcommittee Policy as presented. **MOTION CARRIED.**

C. St. Clair County CMH Conflict of Interest Policy

The St. Clair County CMH Conflict of Interest Policy was presented to the board by Ms. Vittone. The policy was approved for staff in August of 2025, and this revised version includes board members. This policy will replace the current Conflict of Interest process.

It was moved by Mr. Schieweck, seconded by Ms. Jowett-Lee to approve the St. Clair County CMH Conflict of Interest Policy as presented. **MOTION CARRIED.**

D. Board Meeting Calendar – 2026

The Board Meeting Calendar for 2026 was distributed to the board.

It was moved by Ms. Totty, seconded by Ms. Jowett-Lee to approve the St. Clair County CMH Board Meeting Calendar for 2026 as presented. **MOTION CARRIED.**

E. St. Clair County CMH Code of Conduct

The St. Clair County CMH Code of Conduct was presented to the board by Ms. Vittone.

It was moved by Ms. Partipilo, seconded by Ms. Mirabelli to approve the St. Clair County CMH Code of Conduct. **MOTION CARRIED.**

F. Office of Recipient Rights Annual Report

The Office of Recipient Rights Annual Report was presented to the board by Ms. O'Neill.

It was moved by Mr. Nicholl, seconded by Ms. Jowett-Lee to approve the report as presented. **MOTION CARRIED.**

G. Children's Therapeutic Group Home – Architect Design

Ms. Delor presented an Executive Summary and Administrative Recommendation for the architectural design of the proposed Children's Group Home. The report included a proposal and comparative assessment of the two bids that were received for the project. It was reported that both proposals were parallel in scope, with differences primarily in cost structures and timelines. Given the significant pricing advantage and realistic allocation of design and management costs, the evaluation supports awarding the project to Fusco, Shaffer & Pappas, Inc. in the amount of \$135,000.

It was moved by Mr. Nicholl, seconded by Ms. Mirabelli to award the Children's' Therapeutic Group Home Architect Design bid to Fusco, Shaffer & Pappas in the amount of \$135,000. **MOTION CARRIED.**

H. Contracts for Approval

1. Professional Counseling Center, P.C.
2. Pine Rest Psychiatric Inpatient
3. Henry Ford Behavioral Health Hospital
4. Medical Behavioral Health Hospital of Mi

Ms. Delor provided an overview of all contracts for approval.

It was moved by Mr. Priemer, seconded by Mr. Schieweck to approve the contracts for Professional Counseling Center, P.C., Pine Rest Psychiatric Inpatient, Henry Ford Behavioral Health Hospital, and the Medical Behavioral Health Hospital of Michigan as presented, **MOTION CARRIED.**

I. Annual Awards Overview

The Annual Awards Committee met last week to discuss proposed award winners to be recognized at the Annual Awards meeting on May 14, 2025. An overview was provided to the board that included the committee's recommendations for the Community Service Award,

Organization Award, Communication/Meida Award, Karen Cole Award, and the Difference Maker Award. Also included was the committee's food and drink recommendation for breakfast. Not to be determined at this time is the out-of-pocket cost per person.

It was moved by Ms. Mirabelli, seconded by Mr. Schieweck to approve the Annual Awards Overview as presented. **MOTION CARRIED.**

J. Property Purchase

Ms. Johnson reported that property became available to purchase in Marine City that will be utilized for much needed parking space at our Marine City location. The cost is \$25,000.

It was moved by Ms. Jowett-Lee, seconded by Mr. Priemer to move forward with the purchase of the Marine City property in an amount not exceeding \$25,000. **MOTION CARRIED.**

VIII. CHIEF EXECUTIVE OFFICER

A. Chief Executive Officer Report

Ms. Johnson reviewed her CEO report with the board.

Ms. Johnson noted that the Master Site plan used to date for potential development of the CMH-owned property at 3001 Electric Avenue has been provided at no charge by Fusco, Shaffer & Pappas. She indicated her intent to purchase the site plan for \$15,000, which would transfer ownership of the plan to CMH. Ms. Johnson stated that the cost is within the Chief Executive Officer's spending authority and that no formal Board action was being requested, but she sought to confirm that there was no Board opposition. No opposition was voiced.

B. Employee and Community Relations / Training Report

Report provided to the board.

IX. Informational Items

A. Leadership Team Report

The Leadership Team Report was provided to the board.

B. Office of Recipient Rights

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

The Office of Recipient Rights Board Report, Recipient Rights Advisory Committee Agenda, and Aggregate Data Report were presented to the board by Ms. O'Neill.

C. Corporate Compliance Annual Report

The board was provided with the Corporate Compliance Annual Report.

D. Region 10 Board Meeting Minutes

The board was provided with the Region 10 Board Meeting Minutes.

X. BOARD EDUCATION / FORUM / GOVERNANCE

A. Finalized St. Clair County CMH By-Laws

The board was provided with a finalized copy of the St. Clair County CMH By-Laws.

B. CMH Board Vacancy Letter – County Board of Commissioners

The board was provided with a copy of the letter they had sent to the St. Clair County Board of Commissioners.

XII. ADJOURNMENT

It was moved by Mr. Schieweck, seconded by Ms. Totty, to adjourn. **MOTION CARRIED.**

With no further business to discuss the meeting was adjourned at 6:58 p.m.

Respectfully submitted,

Tracy Wells

Tracy Wells
Recording Secretary