

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: January 9, 2024  
TIME: 5:00 p.m.  
PRESIDING: Nancy Thomson, Chairman

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IN PERSON: L. Ames, D. Davey, R. Johnson J. Jowett-Lee, R. Mirabelli, E. Priemer, K. Schieweck, N. Thomson, J. Totty  
ABSENT: A. Essian, M. Partipilo  
ALSO PRESENT: Guests Video Conference: V. Wiley  
Guests In Person: R. Kiehler  
Staff In Person: T. Delor, K. Farr, K. Gallagher, D. Hayes, D. Hazlewood, D. Johnson, M. Measel-Morris, T. Pingitore, K. Prowse, 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 Thompson.

II. CITIZENS WISHING TO ADDRESS THE BOARD

None.

III. AGENDA CHANGES

None.

IV. CONSENT AGENDA

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

Mr. Schieweck made a motion to approve the Consent Agenda stating: "I move to approve the Consent Agenda consisting of the December 12, 2023 Regular Board Meeting Minutes, Monthly Bank Reconciliation totaling \$13,162,419.96, Bills to be Paid totaling \$6,344,153.21, revised board calendar for 2024, and Funding Source Report for November 2023", the motion was seconded by Ms. Ames to approve the consent agenda. **MOTION CARRIED.**

VI. ITEMS FOR ACTION

A. Comprehensive Specialty Services Network Contract FY2024

The Comprehensive Specialty Services Network Contract for FY2024, also known as the Medicaid Contract was presented by Ms. Pingitore. The Contract for service provision is between St. Clair County Community Mental Health and Region 10 PIHP.

It was moved by Ms. Totty, seconded by Ms. Jowett-Lee, to approve the Comprehensive Specialty Services Network Contract for FY 2024. **MOTION CARRIED**

B. Substance Use Disorder Services – Treatment Contract FY 2024

Ms. Pingitore presented the Substance Use Disorder Services – Treatment Contract for FY 2024. The contract is between St. Clair County Community Mental Health and Region 10 PIHP.

1. Amendment #1 to Substance Use Disorder Services – Treatment Contract for FY 2024

Ms. Pingitore presented contract Amendment #1 to the Substance Use Disorder Services Treatment Contract for FY 2024. The amendment was issued before the approval of the original contract, and is being presented in conjunction with the original contract.

It was moved by Ms. Davey, seconded by Ms. Totty, to approve the Substance Use Disorder Services Treatment contract in conjunction with the accompanying amendment #1. **MOTION CARRIED**

VII. INFORMATIONAL ITEMS

A. Finance Updates

Ms. Farr reported that the Board Finance Committee met prior to this meeting. There are no current concerns with the budget.

Ms. Farr noted that SCCCMH Board members would have receive an email from our new auditors, Roslund, Prestage & Company (RPC). The email provides information regarding the audit process, and extends the opportunity for board members to share any concerns with the auditing company.

B. Administrative Updates

Ms. Pingitore reminded the board of her upcoming retirement. Her last day will be March 29, 2024. Ms. Delor will be taking on the role of Chief Operating Officer, and transitional training has been taking place.

A Corporate Compliance Specialist has been hired. Ms. Joy Vittone has joined our Corporate Compliance team as of January 16, 2024. Ms. Vittone's years of experience in Corporate Compliance make her a welcome addition to the team.

C. Program Operations Updates

1. Program Director Report

Ms. Gallagher reported the following:

- Senate Bill 227 on Children's Legislation has been held up. It was reported to St. Clair County CMH that there was a glitch in the final writing of the proposed language change. This will need to be corrected and re-voted on before this goes into effect. St. Clair County CMH will continue to look for a group home and research best practices for this program, in spite of this delay.
- NAMI Peer to Peer Group is a free eight week group that offers a group educational program for adults with mental health conditions that are looking to better understand themselves, and their recovery. The group will run January 30, 2024 – March 19, 2024. Those interested should contact Mr. Jeff Stoner at (810) 966-3707.
- Upon the announcement of Community Enterprises Marine City location closing, other avenues that offer this programming have been looked into. The hope is to bring a contract with Community Empowerment Opportunities to the next board meeting.
- Music classes are being offered at outlying sites in the coming months. St. Clair County CMH receive an anonymous donation to the Music Group, which Mr. Doug Miller is in charge of. Mr. Miller is in process of curating a list of needs for his group for purchase.
- An anonymous donation was received to be used toward our Veteran Navigator program. Ms. Wendy Martindale is our Veteran's Navigator and is in charge of that program. An update on the utilization of the funds will be provided once developed by Ms. Martindale.
- Clubhouse is in the process of hiring staff for their cooking program. They have contracted with us to utilize the kitchen space at SCCCMH, that was once "The Galley." They expect to be operational in February 2024.
- Cooking classes continue at the Electric Ave. location. Cooking classes will begin at the Marine City Broadway location in February 2024. The Capac area will be considered in the future for cooking and music classes, dependent on potential enrollees and space.

## 2. Other

- Ms. Gallagher will be sending a survey to the board, asking them what programs they would like to hear about at future board meetings.
- Group Home visits/tours can be arranged for board members. It was agreed that this would be good to do in the Spring / Summer months.

## D. Support Services Updates

### 1. MEND Update

Ms. Measel-Morris shared that the MEND kick off meeting is scheduled to take place in two weeks. St. Clair CMH staff are excited at the prospect of adding a tool that will help increase the efficiency of the intake process.

### 2. Eleos Update

Ms. Measel-Morris reported that this week, Town Hall meetings with Eleos software demonstrations are taking place. These meetings will demonstrate to staff how to utilize the Eleos software to its fullest capacity, and assist in working out any system issues for a smooth implementation.



E. Human Resources

1. Community Relations & Training Department Report

Ms. Prowse shared the Community Relations and Training Department report. This report includes outreach activities, critical incident stress management events, specialized trainings provided, community based trainings provided, media, advertisement, sponsorships, social media engagement, and upcoming events.

2. Employee & Team of the Month

Ms. Prowse shared the Employee and Team of the Month for September. The Employee of the Month is Megan Gill who is a member of the St. Clair County CMH Mobile Crisis team. The Team of the Month recognized for September is the Outpatient Clinicians.

F. Office of Recipient Rights

1. Rights Champion Newsletter

Ms. Delor provided an overview of the “Rights Champion” newsletter that was provided to the board.

- Ms. Jocelyn Henderson joined the Recipient Rights department in December of 2023 as a Recipient Rights Advisor.
- The Focus on Rights contained within the newsletter focused on Confidentiality and Consent.

G. Facilities / Information Technology Updates

Mr. Hayes provided an update on Facilities and Information Technology happenings.

Information Technology:

- Windows 11 upgrades that have been occurring for all staff are currently at a 95% completion rate. Over 475 workstations required this manual upgrade.
- Network and device preparations for Eleos implementation and Microsoft 365 suite have been occurring.
- Preparations to move the current Exchange email server to a Microsoft Cloud host have been underway.
- Deployment of cell phones to staff who work directly with individuals in the community.

Facilities:

- Staffing updates and succession planning updates were provided.
- The Electric Ave. remodel project is continuing. Painting and carpet on the second floor is in process. The second floor is estimated to be completed by the end of February, allowing for re-modeling to begin on the second floor.
- The Marine City Broadway office continues to be remodeled. New windows, flooring and paint has occurred. Appliances will be installed this week. A soft opening is scheduled for early February, provided furniture delivery occurs as scheduled.
- Capac is having fencing added around a retention pond located on the property. The Capac Data room lost its HVAC unit due to a mechanical failure. The room is currently being cooled with fans, and it is expected that the HVAC will be replaced by 01/11/2024.

- Child and Family Services currently has no major projects.
- SCCCMH Group Homes recently had SCCCMH Staff test all of the generators. One generator is in need of replacement. Quotes are being obtained.

#### H. Region 10 PIHP

##### 1. Board Meeting Minutes

Region 10 Board Meeting Minutes are not currently available, but will be provided to the board once they are.

### VII. CHIEF EXECUTIVE OFFICER'S REPORT

#### A. CEO Updates

Ms. Johnson shared updates with the board:

- The Community Health Improvement plan, known as CHIP continues to be an area of focus. Ms. Johnson provided recent updates to the County related to how our Strategic Plan supports their efforts.
- “Merry Grazing Day” which is a treasured SCCCMH employee tradition, took place on December 21, 2023. Feedback on the event has been overwhelmingly positive. The event fosters a sense of unity within the organization.
- Planning meetings have begun for our annual “Run for Recovery” event. The run is scheduled for May 11, 2024. Ms. Johnson encouraged board members to participate in the run, or volunteer.
- A project management software called Monday.com has recently been implemented. This software will provide us with a vehicle to encourage better collaboration, coordination, and achieve our goals within the Strategic Plan.
- The Women’s Life Bake Sale that occurred on December 12, 2023 at SCCCMH raised over \$1,000.00. Proceeds went to benefit Harbor Impact Ministries.
- Ms. Johnson commended Mr. Hayes and his facilities and IT teams for the significant progress being made on the renovations happening at multiple SCCCMH locations.
- Ms. Johnson reminded the SCCCMH Board of that the Opioid Advisory Committee is hosting a listening session here tomorrow. All are welcome to attend.
- Ms. Johnson, Ms. Gallagher and other members of Leadership Team attended a New Employee luncheon on January 8, 2024. It was well attended.
- NAMI of the Blue Water Area’s next meeting is January 17, 2024. An informational flyer was provided.
- Ms. Johnson shared her upcoming vacation dates with the board.
- The SCCCMH Board Annual Recognition meeting is scheduled for \*May 17, 2024.
- Ms. Johnson shared updates on the potential purchase of the church building that is located next door to St. Clair County CMH.  
\*The date of the SCCCMH Board Annual Recognition meeting was later changed to May 22, 2024.\*

#### B. CMHA Updates

Ms. Johnson reminded board members that the winter conference is occurring starting February 5, 2024. All interested in attending should contact Ms. Wells.

#### C. Other

VIII. 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.

IX. ANY OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD

- Ms. Davey shared that the ARC is hosting their Second Annual “Show the Love, Dinner, Dance and Auction” fund raising event on February 8, 2024.

X. ADJOURNMENT

It was moved by Ms. Davey, seconded by Mr. Schieweck, to adjourn. **MOTION CARRIED.** With no further business to discuss the meeting was adjourned at 6:01 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tracy Wells", written in a cursive style.

Tracy Wells  
Recording Secretary