

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: November 01, 2022  
TIME: 6:00 p.m.  
PRESIDING: Nancy Thomson, Chairman

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IN PERSON: L. Ames, C. Cutright, A. Essian, J. Jowett-Lee, M. Partipilo, E. Priemer, K. Schieweck, N. Thomson, J. Totty, A. Tucker

VIDEO CONFERENCE: None

ABSENT: M. Paulus, J. Bligh

ALSO PRESENT: Guests Video Conference: R. Kiehler, V. Willey  
Guests In Person: None  
Staff In Person: K. Farr, M. Measel-Morris, K. Gallagher, T. Pingitore, K. Zultak (out at 6:25pm), T. Wells  
Staff Video Conference: None

I. CALL TO ORDER

The meeting was called to order at 6:02 p.m. by Chairman Thomson.

II. CITIZENS WISHING TO ADDRESS THE BOARD – None

III. AGENDA CHANGES – N. Thomson

IV. PROGRAM PRESENTATION – CCBHC

Ms. Zultak provided members of the board and attendees with an over view of the CCBHC.

V. PRESENTATION OF PREVIOUS MEETING MINUTES

A. Regular Board Meeting Minutes – October 4, 2022

It was moved by Mr. Essian, seconded by Ms. Totty, to approve the Regular Board Meeting Minutes of October 4, 2022 as written. **MOTION CARRIED**

VI. PRESENTATION OF RECEIPTS/DISBURSEMENTS

It was moved by Mr. Priemer, seconded by Mr. Schieweck, to approve the Receipts/Disbursements for the month ending October 26, 2022, as presented. **MOTION CARRIED**

VII. PRESENTATION OF BILLS TO BE PAID

A. September 2022

It was moved by Ms. Jowett-Lee, seconded by Ms. Totty, to approve the Bills to be Paid for September 2022 in the amount of \$6,067,504.05, as presented. **MOTION CARRIED**

B. October 2022

It was moved by Ms. Jowett-Lee, seconded by Ms. Totty, to approve the Bills to be Paid for October 2022 in the amount of \$5,443,488.78, as presented. **MOTION CARRIED**

VIII. ITEMS FOR ACTION

A. Administrative

1. SCCCMH Board By-Laws

Ms. Pingitore presented the revised SCCCMH Board By-Laws. All changes to the SCCCMH Board By-Laws reflect changes made under the Open Meetings Act, and some grammatical changes to Section XIV.B. Recipient Rights Advisory Committee.

It was moved by Mr. Schieweck, seconded by Ms. Partipilo, to approve the SCCCMH Board By-Laws as presented. **MOTION CARRIED**

B. BWDH FY22 SLA Network Provider Stability funding request

Ms. Farr presented a FY22 Supported Living Arrangement Network Stability Request for Blue Water Developmental Housing. The most significant reason for the CMH revenue shortfall was caused by the original rate calculation including overnight units. The total request is for \$744,740 which is \$150,766 over the original board approved contract amount.

It was moved by Ms. Jowett-Lee, seconded by Ms. Ames to approve the total request of \$744,740 which is \$150,766 over the original board approved contact amount. **MOTION CARRIED**

IX. INFORMATIONAL ITEMS

A. Finance Updates – K. Farr

Ms. Farr reported that we are waiting on the state to provide the final templates for CCBHC vs. Medicaid.

B. Administrative Updates

1. Corporate Compliance Annual Report FY22

Ms. Pingitore reviewed the Corporate Compliance Annual Report for FY22. The agency is required to provide a report of its Corporate Compliance Plan on an annual basis. The Annual Report was presented to the SCCCMH Board of Directors to keep them informed on the status of the plan and compliance related activities. The “Know Before” Phishing Button has added a layer of security to emails. Remodeling the reception area for increased privacy during check in. All FY22 goals were met and/or ongoing.

2. Corporate Compliance Plan FY23

Ms. Pingitore presented the Corporate Compliance Plan for FY23. The SCCCMH Corporate Compliance Program Plan details the specific compliance principles, components, and activities of SCCCMH as a healthcare provider. Training and staff education will once again be a focus for FY23. HIPAA and cyber security will be a major training focus for employees this year. Multifactor authentication will be extended beyond the electronic health record to add security to our overall system.

C. Data / Contract Management

1. Customer Satisfaction Survey

Ms. Measel-Morris reviewed the Customer Satisfaction Survey Report. This report is the annual St. Clair County Community Mental Health Authority (SCCCMHA) summary regarding customer satisfaction for Fiscal Year 2022. It represents SCCCMHA's effort to implement the customer satisfaction process as noted in the FY22 "Quality Improvement Plan."

The FY22 PIHP Customer Satisfaction Survey was administered August 1-September 2, 2022. The method set forth by Region 10, Quality Management Committee, included a random selection of 40% of adults and 40% of children who received service during the month of May (Medicaid ONLY individuals). Region 10 PIHP also requested a minimum of 100 individuals receiving Home and Community Based Services (HCBS). All raw data was forwarded to Regions 10 by the September 7, 2022 deadline.

Of those 1,263 mailed surveys, 198 or 16% were completed reflecting a 97% satisfaction rate.

2. FY22 Accessibility Summary Report

Ms. Measel-Morris reported on the FY22 Accessibility to services summary. This survey and report is completed annually.

The FY22 Accessibility to Services Survey was administered August 1- September 2, 2022. The survey selection method included 40% of adults and 40% of children open to services in the month of May, regardless of the type of funding source.

Barriers to services were reviewed and discussed.

3. FY22 Contract Monitoring audits

Ms. Measel-Morris presented the Contract Monitoring audits for FY22.

D. Program Operations Updates

1. Employee of the Month & Team of the Month

Employee of the Month:

Kari was the team lead for St. Clair County Community Mental Health's Rotary International Day Parade Float this year. Kari stepped up to fill this role on short notice and used her creativity, organizational skills, and leadership to design the plan for the float. She also oversaw the staff that volunteered to decorate the float. Kari was responsible for facilitating



effective teamwork to ensure the float was ready for the parade on July 13! Kari demonstrated her commitment to CMH and the community by also walking in the parade with the CMH team. For her community commitment, creativity, and leadership, Kari has been named SCCCMH's July Employee of the Month.

Team of the Month:

During periods of significant transition, a great deal of coordination is often required to ensure success. St. Clair County Community Mental Health's Jail Services Team – Rachael, Alexis, Sarah, and Diana – stepped up to do just that. While transitioning between Nurse Practitioners, the team coordinated timely attention to psychiatric medication needs with appropriate medical staff. At the same time they were coordinating the needs of the individuals they serve to prevent medication interruptions, they maintained their routine duties without additional interruptions. The team's coordination efforts with each other, jail staff, and medical staff made sure the change did not affect the quality of care. For their commitment to providing service excellence to those we serve, Rachael Chapman, Alexis Hadwin, Sarah Ingles, and Diana Purcell, from the Jail Services team have been named SCCCMH's July Team of the Month.

2. Other

Ms. Gallagher reported that Protocall, the company that is replacing BHR for our after hours calls, will be starting at the end of January.

E. Region 10 PIHP Update

1. Board Meeting Minutes

The Region 10 Board Meeting Minutes were included for board member review.

X. CHIEF EXECUTIVE OFFICER'S REPORT – T. Pingitore

A. Community Education / Public Relations Reports

Ms. Pingitore highlighted Public Relations Events.

Community Outreach/Trainings

- 10/09/2022: St. Clair County Suicide Prevention Committee Walk to Remember Walk to Prevent
- 10/11/2022: Celebration of Recovery Awards
- 10/11/2022: Community Baby Shower
- 10/11/2022: SCCCMH Staff Pink Out for Breast Cancer Awareness
- 10/14/2022: St. Clair County Community College Nursing Students Presentation
- 10/14/2022: We All Swim in the Same Pond Ribbon Cutting
- 10/18/2022: Mental Health First Aid Youth Module
- 10/19/2022: Marysville School District Educator Training
- 10/21/2022: Donuts with Deputies
- 10/22/2022: We Swim in the Same Pond Ribbon Cutting
- 10/28/2022: St. Clair County Council on Aging Senior Power Day
- 10/31/2022: Landmark School Staff Presentation

B. CMHA Updates and Link

Link posted on the SCCCMH Website.

C. CEO Updates

Ms. Johnson was requested to attend a Habitat for Humanity event this evening. Ms. Johnson prepared a report to be shared with the board. The report was shared by Ms. Thomson and Ms. Pingitore.

XI. BOARD FORUM – N. Thomson

A. Advisory Council Meeting Minutes

The minutes presented were reflective of the Advisory Council Meeting. Ms. Thomson noted that there are three new Advisory Council Members.

B. Board Schedule 2023 Discussion

There was discussion about moving the board schedule starting in the 2023 calendar year. A draft calendar was presented. Board members would like the calendar reflecting 5:00pm meetings on the second Tuesday of the month beginning January 2023 presented at the December board meeting for action.

C. CEO Evaluation

Board members have received a link to complete evaluation feedback on Deb Johnson, CEO. Board members reported that the new process of utilizing survey monkey to collect evaluation feedback is much preferred to previous years.

The personnel committee will meet on December 5, 2022 at 4:00pm to review the evaluation feedback on Ms. Johnson and compose her evaluation that will be presented prior to the December 6, 2022 board meeting.

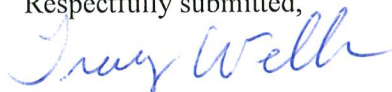
XII. ANY OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD

The board dinner will occur at 5:00pm on December 6, 2022. Please let Ms. Wells know if you are able to attend.

XIII. ADJOURNMENT

It was moved by Ms. Ames, seconded by Mr. Schieweck, to adjourn. **MOTION CARRIED.** With no further business to discuss the meeting was adjourned at 7:31 p.m.

Respectfully submitted,



Tracy Wells  
Recording Secretary