

The Right Door for Hope, Recovery and Wellness
(Ionia County Community Mental Health)

REGULAR BOARD MEETING

Monday, December 19, 2016
375 Apple Tree Dr., Ionia, MI

MINUTES

1. Call to Order and Roll Call

Board Chairperson Melissa McKinstry called the meeting to order at 1:05 p.m. and roll call was taken.

Members Present: Mary Barker, Julie Calley, Michael Gallagher, Clinton Galloway, Nancy Haga, Deborah McPeek-McFadden, Susan Meagher, Dale Miller, Gretchen Nyland, Ron Thomas

Ex-Officio Member(s) Present: Board Chairperson Melissa McKinstry and
CEO Robert Lathers

Members Absent: Linda Purcey

Staff Present: Emily Betz, Penny Denis, Julie Dowling, Kate Faasse, Molly Perez, Kerry Possehn, Jenny Scheurer, Katie Zuverink

Guest Present: Georgia Sharp

2. Determination of Quorum

A quorum was determined to be present.

3. Public Comment

CEO Lathers recognized Julie Calley for her years of service on the Board. He presented her with a personalized clock.

Gretchen introduced Georgia Sharp who will be joining the Board to fill the vacant position.

4. October 17, 2016 Board Meeting Minutes

Deborah McPeek-McFadden made a motion, seconded by Michael Gallagher, to accept the October 17, 2016 Board Meeting Minutes as presented. Motion carried.

5. November 28, 2016 Board Meeting Minutes

Deborah McPeek-McFadden made a motion, seconded by Nancy Haga, to accept the November 28, 2016 Board Meeting Minutes as presented. Motion carried.

6. December 14, 2016 Recipient Rights Advisory Committee Meeting Minutes

Deborah McPeek-McFadden made a motion, seconded by Ron Thomas, to accept the December 14, 2016 Recipient Rights Advisory Committee Meeting Minutes as presented. Motion carried.

7. Acceptance of Agenda

Nancy Haga made a motion, seconded by Gretchen Nyland, to accept the agenda as amended. Motion carried.

8. Financial Statements

CFO Kerry Possehn presented and reviewed the November 2016 Financial Statements.

9. Pending Contracts December 2016

Michael Gallagher made a motion, seconded by Nancy Haga to approve the December 2016 pending contracts as presented. Motion carried.

10. CD Renewal

Certificate of Deposit renewal options were reviewed.

Nancy Haga made a motion, seconded by Julie Calley to approve a certificate of deposit in the amount of \$250,000 be invested at Chemical Bank for a 12-month term at a rate of 0.40% and that an account be opened at such lending facility with CEO Lathers and CFO Possehn's names on the account; and a certificate of deposit in the amount of \$250,000 be renewed at Portland Federal Credit Union for a 12-month term at a rate of 0.65%. Motion carried.

11. Policy Review

F-235 Security & Control
G-220 Organization & Strategic Planning
G-400 Policies, Procedures & Standard of Practice
G-500 Quality Improvement
HR-512 Workplace Safety and Security
HR-513 Universal Precautions
HR-530 Overview of Fringe Benefits

Susan Meagher made a motion, seconded by Deborah McPeek-McFadden to approve policies F-235 Security & Control; G-220 Organization & Strategic Planning; G-400 Policies, Procedures & Standard of Practice; G-500 Quality Improvement; HR-512 Workplace Safety and Security; HR-513 Universal Precautions; HR-530 Overview of Fringe Benefits as presented. Motion denied.

Susan Meagher made a motion, seconded by Nancy Haga to approve policies F-235 Security & Control; G-220 Organization & Strategic Planning; G-400 Policies, Procedures & Standard of Practice; G-500 Quality Improvement; HR-512 Workplace Safety and Security; HR-513 Universal Precautions; HR-530 Overview of Fringe Benefits as amended. Motion carried.

11 (b). Licensing Designee

Discussion was held about The Right Door for Hope, Recovery and Wellness being a child placing agency.

Deborah McPeek-McFadden made a motion, seconded by Susan Meagher to appoint Molly Perez as the agency licensing designee to Department of Health and Human Services. Motion carried.

12. Nominating Committee Report

Nomination was called three times for the position of Board Chairperson.

Gretchen Nyland made a motion, seconded by Michael Gallagher to accept the unanimous ballot for the election of Melissa McKinstry as Board Chairperson. Motion carried.

Nomination was called three times for the position of Board Vice- Chairperson.

Gretchen Nyland made a motion, seconded by Julie Calley to accept the unanimous ballot for the election of Linda Purcey as Board Vice-Chairperson. Motion carried.

Nomination was called three times for the position of Board Secretary.

Gretchen Nyland made a motion, seconded by Nancy Haga to accept the unanimous ballot for the election of Dale Miller as Board Secretary. Motion carried.

13. 2017 Salary Adjustment

Discussion was held regarding the salary adjustment proposal.

Julie Calley made a motion, seconded by Gretchen Nyland to approve a 3% salary increase effective January 1, 2017. Motion carried.

14. 2017 Board Calendar

The 207 Board/Committee Meeting Schedule was distributed.

Gretchen Nyland made a motion, seconded by Clinton Galloway to accept the 2017 Board/Committee Meeting Schedule as presented. Motion carried.

15. Quality Improvement

CEO Lathers presented and reviewed the mission/vision statement for the agency.

Susan Meagher made a motion, seconded by Nancy Haga to approve the agency mission/vision statement as presented. Motion carried.

16. Mid-State Health Network (MSHN) Affiliation Report

No report given.

17. MACMHB Report

Clinton Galloway gave the MACMHB report.

18. CEO Report

CEO Lathers presented his report.

19. Other

Nancy Haga expressed her thanks for the Board/Staff luncheon which gave her an opportunity to meet staff members.

20. Board Meeting Wrap Up Review and Questionnaire

Board members completed their monthly wrap up questionnaire.

21. Adjourn

Meeting was adjourned at 2:25 p.m.

Minutes submitted by Jenny Scheurer