The Right Door for Hope, Recovery and Wellness

(Ionia County Community Mental Health)

## REGULAR BOARD MEETING MINUTES

**Monday, April 27, 2020, 4 p.m.**

**375 Apple Tree Drive**

**Ionia, Michigan**

1. Call to Order and Roll Call

Board Chairperson Melissa McKinstry called the meeting to order at 4:15 p.m.; roll call was taken by recording secretary Jenny Scheurer since meeting was held via telephone.

**Member(s) Present:**

Mary Barker, Michael Gallagher, Clinton Galloway, Nancy Haga, Deborah McPeek-McFadden, Nancy Patera, Linda Purcey, Georgia Sharp, Ron Thomas

 **Member(s) Absent:**

 Susan Meagher (excused), Gretchen Nyland

**Ex-Officio Member(s) Present:**

CEO Kerry Possehn and Board Chairperson Melissa McKinstry

**Staff Present:**

Nathan Derusha, Julie Dowling, Amanda McPherson, Jodi Mohr, Susan Richards, Jenny Scheurer

**Guest**: Bill Hirschman - Roslund, Prestage & Company, Certified Public Accountants

 2. Determination of Quorum

 A quorum was determined to be present.

 3. Public Comment

 There was no public comment.

 4. February 17, 2020 Committee of the Whole Minutes

**MOVED by Ron Thomas and SUPPORTED by Michael Gallagher to approve the minutes of the February 17, 2020 Committee of the Whole meeting as presented.**

**Barker – aye; Gallagher – aye; Galloway – aye; Haga – aye; McKinstry – aye; McPeek-McFadden – aye; Patera – aye; Purcey – aye; Sharp – aye; Thomas – aye**

**MOTION CARRIED unanimously.**

5. February 24, 2020 Board Meeting Minutes

**MOVED by Nancy Patera and SUPPORTED by Ron Thomas to approve the minutes of the February 24, 2020 Board meeting as presented.**

**Barker – aye; Gallagher – aye; Galloway – aye; Haga – aye; McKinstry – aye; McPeek-McFadden – aye; Patera – aye; Purcey – aye; Sharp – aye; Thomas – aye**

 **MOTION CARRIED unanimously.**

6. Acceptance of Agenda

**MOVED by Michael Gallagher and SUPPORTED by Ron Thomas to accept the agenda as presented.**

**Barker – aye; Gallagher – aye; Galloway – aye; Haga – aye; McKinstry – aye; McPeek-McFadden – aye; Patera – aye; Purcey – aye; Sharp – aye; Thomas – aye**

 **MOTION CARRIED unanimously.**

7. FY 2019 Financial Audit Report

Bill Hirschman of Roslund, Prestage & Company presented the FY 2019 financial audit report.

**MOVED by Ron Thomas and SUPPORTED by Nancy Patera to accept the FY 2019 financial audit report as presented.**

 **Barker – aye; Gallagher – aye; Galloway – aye; Haga – aye; McKinstry – aye; McPeek-McFadden – aye; Patera – aye; Purcey – aye; Sharp – aye; Thomas – aye**

**MOTION CARRIED unanimously.**

8. Financial Statements – February 2020

CFO Nathan Derusha presented and reviewed the February 2020 financial statements.

 9. Financial Statements – March 2020

CFO Nathan Derusha presented and reviewed the March 2020 financial statements.

10. Pending Contracts – March 2020

 **MOVED by Nancy Haga and SUPPORTED by Nancy Patera to approve the pending contracts for March 2020 as presented.**

 **Barker – aye; Gallagher – aye; Galloway – aye; Haga – aye; McKinstry – aye; McPeek-McFadden – aye; Patera – aye; Purcey – aye; Sharp – aye; Thomas – aye**

**MOTION CARRIED unanimously.**

11. Pending Contracts – April 2020

**MOVED by Ron Thomas and SUPPORTED by Michael Gallagher to approve the pending contracts for March 2020 as presented.**

 **Barker – aye; Gallagher – aye; Galloway – aye; Haga – aye; McKinstry – aye; McPeek- McFadden – aye; Patera – aye; Purcey – aye; Sharp – aye; Thomas – aye**

**MOTION CARRIED unanimously.**

12. CD Renewal

 **MOVED by Nancy Patera and SUPPORTED by Ron Thomas to approve the CD renewal held at Chemical Bank.**

**Barker – aye; Gallagher – aye; Galloway – aye; Haga – aye; McKinstry – aye; McPeek-McFadden – aye; Patera – aye; Purcey – aye; Sharp – aye; Thomas – aye**

**MOTION CARRIED unanimously.**

13. Policy Review

**MOVED by Nancy Patera and SUPPORTED byNancy Haga to app****rove Policies C-350 Pharmacology; F-230 Liabilities; F-241 Payback Agreements; F-252 Purchasing Medications; F-282 Information Systems; F-283 Acceptable Use; and HR-530 Overview of Fringe Benefits.**

 **Barker – aye; Gallagher – aye; Galloway – aye; Haga – aye; McKinstry – aye; McPeek-McFadden – aye; Patera – aye; Purcey – aye; Sharp – aye; Thomas – aye**

**MOTION CARRIED unanimously.**

14. G-200 Bylaws Review – Final Reading

**MOVED by Nancy Haga and SUPPORTED by Mary Barker to approve G-200 Board By-laws as presented.**

 **Barker – aye; Gallagher – aye; Galloway – aye; Haga – aye; McKinstry – aye; McPeek-McFadden – aye; Patera – aye; Purcey – aye; Sharp – aye; Thomas – aye**

**MOTION CARRIED unanimously.**

15. Quality Improvement

QI/Compliance Officer Susan Richards offered an opportunity for follow up on FY 20 Quarter 1 outcomes.

16. Mid-State Health Network Affiliation Report

Deb McPeek-McFadden reported the next meeting is scheduled for May 5 via teleconference.

17. CMHA Report

Clinton Galloway stated there have been mass emails from CMHA regarding mental health system changes/restructure being put on hold due to the current COVID situation.

18. CEO Report

CEO Kerry Possehn reviewed the agency’s COVID-19 response. The agency closed satellite offices and suspended some services on March 16. Tele-health codes were established on March 23 and the agency has been providing full normal services at 85%. Satellite offices will re-open on May 4 to allow for access and walk-in services. The autism program will also re-open on May 4. Staff have been presenting various topics on Facebook live feeds.

19. CEO Annual Evaluation

**MOVED by Clinton Galloway and SUPPORTED by Mary Barker to enter in to closed session for CEO evaluation at 5:10 p.m. MOTION CARRIED unanimously.**

CEO Evaluation committee presented results of the evaluation forms and discussion was held.

**MOVED by Clinton Galloway and SUPPORTED by Nancy Haga to enter into open session at 5:22 p.m. MOTION CARRIED unanimously.**

**MOVED by Clinton Galloway and SUPPORTED by Mary Barker to renew the CEO contract for three years based on a satisfactory evaluation allowing a 3% salary adjustment retroactive to March 2, 2020.**

**Barker – aye; Gallagher – aye; Galloway – aye; Haga – aye; McKinstry – aye; McPeek-McFadden – aye; Patera – aye; Purcey – aye; Sharp – aye; Thomas – aye**

**MOTION CARRIED unanimously.**

20. Other

 There was no other business.

21. Board Meeting Wrap-Up February 2020 Review

Board meeting wrap-up questionnaire responses from February 2020 were included in the packet for review.

22. Board Meeting Wrap-Up Questionnaire

Board members were encouraged to complete the wrap-up questionnaire form which was included in the packet.

23. Adjournment

 Meeting adjourned at 5:28 p.m.

*Minutes submitted by Jenny Scheurer*