

**Newaygo County Mental Health**  
**Minutes of Annual Public Hearing**  
**August 13, 2020**  
**11:00 a.m.**

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**Call to Order**

The Annual Public Hearing of the Board of Directors of Newaygo County Mental Health called to order by Chairman Johnson at 11:00 a.m. on Thursday, August 13, 2020, in the Newaygo County Commissioners Board Room.

**Roll Call**

Members Present: Ralph Bell, Sarah Boluyt, Kathy Broome, Ken DeLaat, Steve Johnson, Catherine Kellerman, Bryan Kolk, Todd Koopmans, Wayne Mast, Cheryl Parker, Helen Taube and Susan Twing

Others Present: Director Carol Mills, Jeff Labun, Chief Operating Officer; Denise Russo-Starback, Clinical Director and Shannon Woodside, recording secretary

Public Present: Sarah Weller and Maureen Jayne

**Communications from the Public**

Ms. Weller shared her concerns regarding services that she requested through Newaygo County Mental Health. She submitted documents to the Board of Directors Chair.

**Motion** by Member Kolk, supported by Member Bell, to recess the meeting at 11:13 a.m. Motion carried unanimously.

The annual public hearing was reconvened at 12:31 p.m. by Chair Johnson.

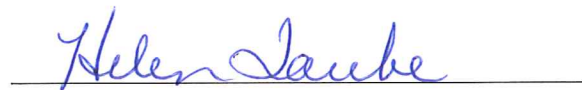
**Communications from the Public**

No public comment.

**Adjournment**

**Motion** by Member Kolk, supported by Member Broome, to adjourn the meeting at 12:32 p.m.

  
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Steve Johnson, Chairperson

  
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Helen Taube, Secretary

**Newaygo County Mental Health**  
**Minutes of the Regular Meeting**  
**August 13, 2020**  
**11:13 a.m.**

**Call to Order/Welcome/Prayer**

The regular monthly meeting of the Board of Directors of Newaygo County Mental Health was called to order by Chair Johnson at 11:13 a.m. on Thursday, August 13, 2020 in the Newaygo County Commissioners Board Room.

Member Boluyt opened the meeting with prayer.

**Roll Call**

Members Present: Ralph Bell, Sarah Boluyt, Kathy Broome, Ken DeLaat, Steve Johnson, Catherine Kellerman, Bryan Kolk, Todd Koopmans, Wayne Mast, Cheryl Parker, Helen Taube and Sue Twing

Others Present: Director Carol Mills; Jeff Labun, Chief Operating Officer; Denise Russo-Starback, Director of Clinical Services; Shannon Woodside, recording secretary; Nicole Haney, Recipient Rights Officer and Jill McKay, Recipient Rights Advisor

Public Present: Sarah Weller and Maureen Jayne

**Communications from the Public**

No communication from the public.

**Approval of Agenda**

**Motion** by Member Kolk, supported by Member Koopmans, to approve the agenda as presented. Discussion took place.

**Motion** by Member Johnson, supported by Member Kellerman to amend the agenda to remove #12. Closed Session and latitude to move out of order on agenda due to the presentation of Art Wunsch Award; add 9.2.7 Expense Sheet Clarification for Virtual Trainings and Conferences. No discussion; motion carried unanimously.

**Approval of Regular Minutes**

**Motion** by Member DeLaat, supported by Member Boluyt, to approve the minutes of the Regular Board meeting of July 9, 2020. No discussion; motion carried unanimously.

**Art Wunsch Award**

Member Broome awarded Adele Hansen, former Newaygo County Mental Health Board of Director, the Art Wunsch Award. Congratulations Adele!

## **Regular Meeting**

The regular meeting was recessed by Chair Johnson, to enter into the Annual Public Hearing at 12:31 p.m.

The regular meeting was reconvened at 12:32 p.m. by Chair Johnson.

## **Directors Update**

Reviewed Director Mills written report, questions were addressed.

### *Staff Request for Leave of Absence*

Motion by Member Johnson, supported by Member Boluyt to approve an unpaid leave of absence for Sondra Basso, starting on September 28, 2020 through December 21, 2020, as presented.

## **Executive Committee**

Reviewed minutes of July 28, 2020.

### *Board of Directors Assessments*

Individual Board Member Self-Assessment, Assessment of Full Board Functioning, and Individual Board Member Self-Assessment Governance Competencies were reviewed and discussion took place.

### *Executive Director Contract*

**Motion** by Member Kellerman, supported by Member Taube, to start the salary for Carol Mills, Executive Director, at \$147,000 for the contract period of three years. Discussion took place; motion carried unanimously.

Next meeting is scheduled for September 1, 2020 at 10:00 a.m.

## **Finance**

Check Register, Cash Statement and Financials were reviewed with the following inquiries addressed by Jeff Labun, Chief Operating Officer.

### *Check Register*

No questions.

### *Cash Statement*

No questions.

### *Financial Report*

Reviewed Financial Report with questions addressed.

### *FY20 General Fund Contract Amendment*

**Motion** by Member Twing, supported by Kolk, to authorize the Executive Director to sign the Fiscal Year 2020 Contract Amendment between Michigan Health and Human Services and Community Mental Health Services Program.

### *FY21 General Fund Contract*

**Motion** by Member Twing, supported by Member Kolk, to authorize the Executive Director to

sign Michigan Department of Health and Human Services and Community Mental Health Services Contract for Fiscal Year 2021.

*Expense Sheet Clarification for Virtual Trainings and Conferences*

Discussion took place regarding per diems for virtual trainings and conferences. Board members receive per diems when they call in for a meeting so virtual trainings and conferences will be treated as the same. Also, all day conferences area considered a \$60 per diem.

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Next meeting is September 8, 2020 at 10:00 a.m.

**Policy Committee**

The next meeting is September 3, 2020 at 10:00 a.m.

**Recipient Rights**

Reviewed minutes of August 10, 2020.

Next meeting is November 9, 2020 at 10:00 a.m.

**Consumer Advisory Committee**

No meeting scheduled.

**Promotion & Education Committee**

Next meeting is August 25, 2020 at 10:00 a.m.

**Mid-State Health Network (MSHN)**

Member Johnson and Member DeLaat reported on the following:

- Member DeLaat had his orientation with MSHN as a member of the Board of Directors

Next meeting is September 1, 2020 at 5:00 p.m.

**Community Mental Health Association (CMHA)**

Member Kellerman reported that Member Assembly made minor change to the bylaws. Executive Committee is now being called the Board of Directors.

**Communications from the Public**

Member Kolk shared that he received from Mid-State a Substance Use Disorder notice stating that Arbor Circle submitted a request of \$33,000 for programming and it was declined. MSHN will be working with Arbor Circle to resubmit the request.

**Adjournment**

Member Johnson adjourned the meeting at 1:20 p.m.



Steve Johnson, Chairperson



Helen Taube, Secretary

# **Newaygo County Mental Health**

## **Minutes of the Special**

### **Board of Director's Meeting**

Tuesday, August 25, 2020

10:40 a.m.

#### **Call to Order/Welcome/Prayer**

The special board meeting of the Board of Directors of Newaygo County Mental Health was called to order by Chair Johnson at 10:40 a.m. on Tuesday, August 25, 2020 in the Board Conference Room.

Member Taube opened the meeting with prayer.

#### **Roll Call**

Members Present: Ralph Bell, Sarah Boluyt (Zoom) Kathy Broome, Ken DeLaat, Steve Johnson, Bryan Kolk, Todd Koopmans, Wayne Mast, Cheryl Parker, Helen Taube and Sue Twing

Members Excused: Catherine Kellerman

Others Present: Director Mills, Allan Vander Laan, attorney and Shannon Woodside, recording secretary

#### **Communications from the Public**

There was no public comment.

#### **Approval of Agenda**

**Motion** by Member Kolk, supported by Member Broome, to approve the agenda as presented. No discussion.

#### **Closed Session**

**Motion** by Member Bell, supported by Member Twing, to enter into Closed Session to discuss litigation issue; to include Director Carol Mills, Allan Vander Laan and Shannon Woodside, recording secretary. A roll call vote reflected the following:

Ayes: Bell, Boluyt, Broome, DeLaat, Johnson, Kolk, Koopmans, Mast, Parker, Taube, Twing  
Nays: None

**Motion** carried, 11 - 0.

The Board of Directors entered into closed session at 10:42 a.m.

**Motion** by Member Broome, supported by Member Koopmans to enter into Open Session at 10:55 a.m.

**Motion** by Member Bell, supported by Member Mast, to follow the advice of counsel.  
A roll call vote reflected the following:

Ayes: Mast, Boluyt, Parker, Kolk, Broome, DeLaat, Bell  
Nays: Koopmans, Taube, Twing, Johnson

**Motion** carried, 7 – 4.

**Communications from the Public**

There was no public comment.

**Adjournment**

**Motion** by Member Kolk, supported by Member Broome, to adjourn meeting at 10:57 a.m.



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Steve Johnson, Chairperson



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Helen Taube, Secretary