

**Newaygo County Mental Health**  
**Minutes of the Regular Meeting**  
**February 18, 2021**  
**10:00 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 10:00 a.m. on Thursday, February 18, 2021 in the Board Conference Room.

Member Kolk opened the meeting with prayer.

**Roll Call**

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

Others Present: Director Carol Mills; Jeff Labun, Chief Operating Officer; and Shannon Woodside, recording secretary

**Communications from the Public**

No communication from the public.

**Approval of Agenda**

**Motion** by Member Mast, supported by Member Kolk, to approve the agenda with amendment to add 8.4.2 Recipient Rights Appeal Committee Membership under 8.4 Recipient Rights. No discussion; motion carried unanimously.

**Approval of Regular Minutes**

**Motion** by Member Boluyt, supported by Member Twing, to approve the minutes of the Regular Board meeting of January 14, 2021 as presented. No discussion; motion carried unanimously.

**Directors Update**

Reviewed Director Mills written report, questions were addressed. Also discussed:

- Possible sites in Newaygo for the Safe Syringe Program.
- CCBHC: NCMH is not eligible at this time to implement the program.
- Resignation of Recipient Rights Officer – interviewing possible candidates. Recipient Rights Committee will be contacted to

**Executive Committee**

Reviewed minutes of February 16, 2021. Discussed extending term limits for Executive Officers. According to 1.BOD.104 Bylaws: Officers shall serve no longer than three consecutive years as an officer in any one position. Chair Johnson asked the Board of Directors

if any of them has an interest in serving in any capacity on the Executive Committee. This would give the Directors an idea of who is interested in serving on the Executive Committee and to have discussions before the April 2021 nominations. There is a lot of interest in serving on the Executive Committee, so there is no need to change the term limit in the Bylaw policy.

Bell: Currently serves as Vice-chair; would like to step down from this position

Boluyt: willing to serve in any capacity

Broome: interested in serving as Secretary

DeLaat: interested in serving in all positions except for Secretary

Johnson: interested in serving as Vice-chair

Kellerman: willing to serve in any capacity

Kolk: not opposed to serving, but not asking to serve at this time

Koopmans: willing to serve in any capacity; interested in the Vice-chair position

Mast: not at this time

Parker: not at this time due to being new to the Board of Directors, but interested in serving

Taube: willing to serve in any capacity

Twing: willing to serve in any capacity

#### *Municipal Employee's Retirement System Plan Provision*

**Motion** by Member Boluyt, supported by Member Twing, to approve the Municipal Employee's Retirement System Plan Provision, as presented. Discussion took place; motion carried unanimously.

Next meeting is Marc 9, 2021 at 10:00 a.m.

#### **Finance**

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

#### *Check Register*

|                                       |              |   |
|---------------------------------------|--------------|---|
| 10057 Maryland Unemployment Insurance | \$ 455.98;   | This is a quarterly tax for a staff member that works remotely from Maryland.                         |
| 100106 Byerly Enterprises             | \$13,450.90; | This a corporate office of a home.  |
| 100136 Chase Card Services            | \$ 5,842.94; | This is for NCMH credit card. Only the Director and Chief Operating Officer have signature authority. |

#### *Cash Statement*

There is two Money Market's coming due in March.

#### *Other*

The following was discussed:

- The purchase of a foster care home to have another behavioral home
- Fleet of vehicles: determining if it is necessary to replace vehicles due to:
  - One vehicle was in an accident and totaled
  - Donating a vehicle to Empowerment Network

Member Kolk inquired about leasing vehicles for use. Director Mills indicated that about 12,000 miles get put on the agency cars a year. We generally keep our cars for seven years before we replace them.

No meeting scheduled.

### **Policy Committee**

No meeting scheduled.

### **Recipient Rights**

Reviewed minutes of February 8, 2021.

#### *Recipient Rights Appeals Committee Membership*

Member Parker indicated that with the appointment of Rhonda Barnett to the Recipient Rights Committee that the committee is still short a person on the Recipient Rights Appeal Committee. This position needs to be filled to be in compliance. The Appeals Committee should have seven people on it and it currently only has six. Member Parker stated that it has to be stipulated who is on both committees if you do not have the Recipient Rights Committee as the Appeals Committee, you have to stipulate names of who is on the Appeals Committee. The board has to make the decision of who serves on the Appeals Committee. In the policy there is two separate committees and the board may designate that the Rights Committee is also the Appeals Committee. The policy will be reviewed and brought to the next Policy Committee. Chair Johnson indicated that Member Taube has been appointed to the Recipient Rights Committee, which brings the committee into compliance. Member Twing indicated that she would serve on the Appeals Committee but is concerned with time needed to serve. Chair Johnson indicated that with the appointment of Member Taube to the Recipient Rights Committee and Appeals Committee, we now have seven members to serve on both committees.

**Motion** by Member Kolk, supported by Member Twing, that the members of the Recipient Rights Committee for the current year will also serve as the Appeals Committee. Discussion took place; motion carried unanimously.

Next meeting is May 10, 2021 at 10:00 a.m.

### **Consumer Advisory Committee**

Member Kellerman indicated that Empowerment Network is open. The Director of Empowerment Network said only one client is allowed in the building at a time and they must call and schedule an appointment. The last update given it was said that there was 3 – 4 clients being allowed in at the same time. This will be followed up on.

No meeting scheduled.

### **Promotion & Education Committee**

Member Broome indicated that the all artwork has been removed the White Cloud and Fremont libraries. It was decided to continue to display the artwork. It will be displayed at Hesperia Library and Jeff Labun will inquire at Independent Bank to see if we can display in their lobby.

Mental Health Month is in May. Director Mills will be asking staff to write articles and post those in Near North Now every week for the month of May.

No meeting scheduled.

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

Member Johnson and Member DeLaat reported on the following:

- MSHN Directors meeting is on March 2, 5 – 7 p.m., via Zoom

### **Community Mental Health Association (CMHA)**

Member Kellerman reported on the following:

- Persons Served Committee: issue with finding beds for clients. If an ambulance does not arrive to a facility on time the client could lose the bed. If you are being transported from a rural area it could take be two or more hours for arrival.
  - Director Mills shared that when the ambulance is not available for transport we use officers to transport. We have alternative transportation to hospitals. We have not lost a bed due to transportation.
- Advocate for a living wage for healthcare workers in homes. Also a different title for their job. If their title is changed for example to “Peer Support”, they are able to get training and certification.
- Advocate to get rid of spend downs for clients
- Suicide Coalition Summit is March 3, 2021, 8:30 a.m. – 3:30 p.m. on Zoom. Let Member Kellerman know if you are interested in attending.
- When a direct care worker is with a client they need to report codes every 15 minutes. This could be several different codes at a time. MDHHS has made reporting difficult and extra paperwork.
- Michigan Health Endowment Fund is providing a two year grant to CMHA to support tele-health research center to approve future sustainability for tele-health after COVID.

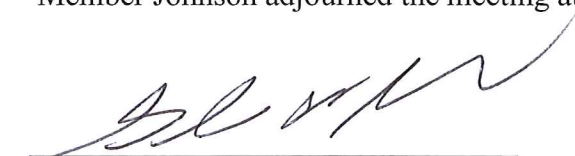
### **Communications from the Public**

Member Parker would like to remind the Board of Directors that anything that happens outside of this meeting that it is supposed to come to the Board of Directors for discussion such as Member Taube being appointed to the Recipient Rights Committee. That discussion needs to happen at the board meeting and it has to be documented. When something requires board attention it has to come to the meeting, otherwise, there is no documentation or paper trail.

Chair Johnson responded that he has the authority as Chair of the Board of Directors to appoint any board member to a committee without consulting the Board of Directors. Director Mills responded that Member Taube’s name will be listed under the Recipient Rights Committee on the attendance record in the next board packet.


### **Adjournment**

Member Johnson adjourned the meeting at 11:33 a.m.



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Steve Johnson, Chairperson



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Helen Taube, Secretary