

**Newaygo County Mental Health  
Minutes of the Regular Meeting**

March 14, 2019

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, March 14, 2019 in the Board Conference Room.

Member Twing opened the meeting with prayer.

**Roll Call**

Members Present: Ralph Bell, Sarah Boluyt, Kathy Broome, Michael Hamm, Adele Hansen, Steve Johnson, Catherine Kellerman, Bryan Kolk , Todd Koopmans, Helen Taube and Susan Twing

Members Absent: None

Others Present: Director Carol Mills, Jeff Labun, Chief Operating Officer; Kristen Roesler, Annette Vander Ark and Shannon Woodside, recording secretary

**Communications from the Public**

No communication from the public.

**Approval of Agenda**

**Motion** by Member Kellerman, supported by Member Hansen, to amend the agenda to add to 9.3 Policy - 9.3.3: 1.BOD.115A Evaluation of the Executive Director – Procedure and 9.3.4: 3.HR.511 Unwanted Harassment/Discrimination – Policy. Discussion took place; motion carried unanimously.

**Approval of Regular Minutes**

**Motion** by Member Boluyt, supported by Member Broome, to approve the minutes of the Regular Board meeting of February 14, 2019 with correction to January 10, 2019 minutes under Finance to 94259 K. Vanderjag to Vanderjagt. Discussion took place; motion carried unanimously.

**Presentation**

Kristen Roesler, Director and Annette Vander Ark, Associate Director of Community Support Services presented on Access, Intermediate Clinicians and Med Clinic. They gave a brief overview of what services each department offers. Questions were addressed.

**Director's Update**

Director Mills reviewed her written report presented in 8.0 (handout). Discussion took place.

- Coming Up for Air event, March 19<sup>th</sup> at the Black Box, 7 – 9 p.m.
- Home-Health & Garden Show, April 13<sup>th</sup> at Newaygo High School, 9 a.m. – 2 p.m.

- Pasty sale, these will be made on April 13<sup>th</sup> at TrueNorth, 8 a.m. – 2 p.m.(or earlier)
- Empowerment closed on their building.
- Randy’s House closed on the purchase of women’s house.
- Legislative Breakfast is April 22<sup>nd</sup> at Commission on Aging, 7:30 a.m. – 9 a.m.
- CARF survey went well.

**Executive Committee**

Reviewed minutes of March 8, 2019. No discussion.

Next meeting is April 3, 2019 at 10:00 a.m.

**Finance**

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

*Check Register*

94552 Stuart Wilson	\$ 3,668.35; This amount is what he gets paid.
94581 Hedrick	\$ 274.00; This amount is for rail kits for servers.
94607 Roslund, Prestage & Company	\$ 8,375.00; This amount is for NCMH financial audit.
94611 Accurate Screen	\$ 50.00; This amount is for an employment screen.
94625 Barb Rider	\$ 100.00; This amount is for on-call service.
94682 Countryview Furniture	\$ 3,285.50; This amount is for Morgan and Rex homes. (2 – dining room table sets)
94690 Dell, EMC Corp.	\$ 278.00; This amount is for computer parts.

*Cash Statement*

No questions.

**Policy Committee**

Reviewed minutes of February 28, 2019. No discussion.

**Motion** by Member Boluyt, supported by Member Kellerman, to accept the revised policies, procedures and forms as presented. No discussion; motion carried unanimously.

**Motion** by Member Kolk, supported by Member Kellerman, to accept the revised procedure, 1.BOD.115A Evaluation of the Executive Director. No discussion; motion carried unanimously.

**Motion** by Member Broome, supported by Member Taube, to accept the revised policy, 3.HR.511 Unwanted Harassment/Discrimination. Discussion took place; motion carried unanimously.

No meeting scheduled.

**Recipient Rights**

Member Bell reminded everyone that the Fall Conference will be September 27, 2019 in Battle Creek.

Next meeting is May 13, 2019.

### **Consumer Advisory Committee**

Next meeting is March 28, 2019 at 12:30 p.m. with a presentation on Trauma.

### **Promotion & Education Committee**

Reviewed Minutes of February 19, 2019.

#### *Art Wunsch Award*

Nominations need to be submitted by March 29, 2019. The nominee will be announced at the April Board meeting. Discussion took place on the following items:

- Some board members felt that current board members should not be nominated.
- The award does not have to be given out every year. The board can wait for a qualifying nominee so it means something when it is awarded.

#### *Staff Appreciation Breakfast*

**Motion** by Member Koopmans, supported by Member Broome, to approve the Staff Appreciation Breakfast, to be held May 3, 2019 at Commission on Aging, at a cost of \$7 per person. No discussion; motion carried unanimously.

### **Mid-State Health Network**

Member Johnson's term is coming up and we will need to reappoint a board member to this position.

At the March 5<sup>th</sup> meeting they discussed the following:

- Newaygo County's expenditures
- Randy's House expansion
- PA2 funds
- Liability with Department of Corrections, legal stance has been taken
- Hiring of 3 full-time staff

Next meeting is May 7, 2019 at 5 p.m.

### **CMHAM**

- Four PAC donations have been received.

### **Other**

Director Mills introduced Nicole Haney who has taken over Corporate Compliance and Quality Improvement. Nicole has also become our temporary Recipient Rights Officer. She was the Recipient Rights Officer at Northern Lakes CMH for three years. Andrea Fletcher has agreed to stay on part-time to assist with Corporate Compliance and Jeff Labun will be taking over Quality Improvement temporarily. We have a contract with Ionia CMH for Rights coverage when needed.

The former Recipient Rights Officer was terminated for reasons outside the scope of Recipient Rights position.

### **Communications from the Public**

No communications from the public.

**Adjournment**

**Motion** by Member Koopmans, supported by Member Broome to adjourn the meeting at 12:00 p.m.

  
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Steve Johnson, Chairperson

  
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Sarah Boluyt, Secretary