

**Newaygo County Mental Health  
Minutes of the Regular Meeting  
September 11, 2018  
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 Tuesday, September 11, 2018 in the Board Conference Room.

Member Johnson opened the meeting with prayer.

**Roll Call**

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

Members Excused: Albert Steil and Sue Twing

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

**Communications from the Public**

Member Boluyt shared that Member Steil has been transferred to the Newaygo Medical Facility. Director Geoghan visited Member Steil and he is doing well.

Ms. Mills introduced Jeff Labun our new Chief Operating Officer.

**Approval of Agenda**

**Motion** by Member Boluyt, supported by Member Kolk, to amend the agenda to add 6A. Annual Public Hearing Minutes; motion carried unanimously.

**Approval of Annual and Regular Minutes**

**Motion** by Member Taube, supported by Member Broome, to approve the minutes of the Annual Public Hearing; motion carried unanimously.

**Motion** by Member Kolk, supported by Member Kellerman, to approve the minutes of the Regular Board meeting of August 14, 2018. Motion carried unanimously.

**Director's Update**

Director Geoghan reviewed his written report and said his goodbyes to the board members. Discussion took place.

**Executive Committee**

Reviewed Minutes of September 6, 2018.

*Retreat*

November 1, 2018 is the date of the Retreat, 10:00 a.m. – 2:00 p.m. Member Johnson will check with Stone Lodge to see if they have a conference room available. Lunch will be catered.

*ID Badges*

We will have IT take board member pictures at the October board meeting for ID badges. These badges will allow you to enter through inside locked doors.

**Finance**

Check Register, Cash Statement and June Financials were reviewed with the following inquiries addressed by Carol Mills, Chief Operating Officer.

*Check Register*

93295 Christi Tank	\$1,220.57; This is for tuition reimbursement.
93354 Anna Eggleston	\$ 32.28; This is for staff expense reimbursement.
93355 Flex Administrators	\$ 174.30; This is for staff flex plan, money taken out pre-tax for medical bills.
93357 Dr. Gunnell	\$4,650.00; This is monthly salary.

*Cash Statement*

No questions.

*June Financials*

Performance incentive payment was discussed.  
Books and magazines are subscriptions for the agency.

*FY18 Revised Budget*

**Motion** by Member Taube, supported by Member Hamm, to approve Revised Budget for Fiscal Year 2018 as presented as submitted and that the Executive Director and the Chief Operating Officer are authorized to change line items within the total budget allocation. Discussion took place; motion carried unanimously.

*FY19 Initial Budget*

**Motion** by Member Taube, supported by Member Kellerman, to approve Initial Budget for Fiscal Year 2019 as presented and the Executive Director and the Chief Operating Officer are authorized to change line items within the total budget allocation. Discussion took place; motion carried unanimously.

*FY18 Contract List*

**Motion** by Member Taube, supported by Member Bell, to approve Contract List for Fiscal year 2018 as presented. Discussion took place; motion carried unanimously.

*FY19 Performance Based Compensation*

**Motion** by Member Taube, supported by Member Koopmans, to approve Performance Based Compensation for Fiscal Year 2019 in the amount of \$104,068.00. Discussion took place; motion carried unanimously.

*Health Insurance Law Waiver/Public Act 152*

**Motion** by Member Taube, supported by Member Hansen, to approve in accordance with Public Act 152 of 2011 section 8, I move that the Newaygo County Mental Health Board, as a public employer defined in section 2(f) of the Act, exempt itself from the requirements of PA 152 of 2011 for the fiscal year 2018 – 2019. Discussion took place; motion carried unanimously.

*FY19 Medicaid Subcontract*

**Motion** by Member Taube, supported by Member Broome, to authorize the Executive Director to sign the Michigan of Health & Human Services and Community Mental Health Program Managed Mental Health Supports and Services Contract for Fiscal Year 2019. Discussion took place; motion carried unanimously.

Next meeting is October 3, 2018 at 11:00 a.m.

**Policy Committee**

Reviewed minutes of August 21, 2018 and corrected 8.CLN.203 (Leave as 6 months instead of 3 months).

**Motion** by Member Boluyt, supported by Kellerman, to approve the listed policies, procedures and forms as presented. Discussion took place; motion carried unanimously.

<b>Policy #</b>	<b>POLICY NAME</b>	<b>STATUS</b>
3.HR.103	PERSONNEL MANAGEMENT SYSTEM	<b>REVISED</b>
3.HR.104	PERSONNEL RECORDS	NO CHANGE
3.HR.105	PERSNNEL RECORDS – POSITION DESCRIPTION	<b>REVISED</b>
3.HR.106	EMPLOYEE’S PERSONNEL POLICIES AND AT-WILL EMPLOYMENT	NO CHANGE
3.HR.201	EMPLOYEE BENEFITS – INSURANCE PROGRAMS	NO CHANGE
3.HR.202	EMPLOYEE BENEFIT – DEFERRED COMPENSATION	NO CHANGE
3.HR.203	EDUCATION REIMBURSEMENT - <b>Recommended Change: #2. Leave as 6 months instead of 3 months.</b>	<b>REVISED</b>
3.HR.204	EMPLOYEE BENEFIT – FAMILY AND MEDICAL LEAVE ACT OF 1993	NO CHANGE
3.HR.204A	EMPLOYEE BENEFIT – FAMILY AND MEDICAL LEAVE ACT OF 1993	NO CHANGE
3.HR.205	EMPLOYEE BENFIT – FITNESS CENTER MEMBERSHIP	NO CHANGE
3.HR.207	EMPLOYEE BENEFITS – INSURANCE PROGRAM FOR RETIREES – <b>Recommended Change: Page 2, #3 change 25 years to 20 years, Page 3, #5 change 25 to 20 years</b>	<b>REVISED</b>
3.HR.208	EMPLOYEE BENEFIT – JURY DUTY LEAVE	NO CHANGE
3.HR.211	EMPLOYEE BENEFIT – PAID HOLIDAYS	NO CHANGE

3.HR.212	EMPLOYEE BENEFITS – PAYMENT IN LIEU OF HEALTH INSURANCE	NO CHANGE
F3212.1	GROUP MEDICAL INSURANCE WAIVER	NO CHANGE
3.HR.213	EMPLOYEE BENEFIT – RETIREMENT PLAN	NO CHANGE
3.HR.215	EMPLOYEE BENEFITS – UNPAID LEAVE OF ABSENCE	NO CHANGE
3.HR.302	CLASSIFICATION OF EMPLOYEES	NO CHANGE
F3302.1	JOB EVALUATION PLAN	NO CHANGE
F3302.3	JOB ANALYSIS QUESTIONNAIRE	NO CHANGE
F3302.4	JOB DESCRIPTION – FACTOR ANALYSIS	NO CHANGE
3.HR.303	METHOD OF PAYMENT/SALARY AND WAGES	<b>REVISED</b>
3.HR.304	PERFORMANCE-BASED COMPENSATION – POLICY	NO CHANGE
3.HR.401	COMPENSATORY TIME – OVERTIME, OPTIONAL FLEXIBLE TIME	NO CHANGE
F3401.1	TIME SHEET / LEAVE REPORT	NO CHANGE
F3401.2	TIME REPORT / JOB COACH	NO CHANGE
3.HR.402	HOURS OF WORK BENEFIT	NO CHANGE
3.HR.408	EMPLOYEE COMPENSATION – LONGEVITY – POLICY	NO CHANGE
3.HR.408A	EMPLOYEE COMPENSATION – LONGEVITY – PROCEDURE	NO CHANGE
3.HR.501	EMPLOYEE CONFLICT OF INTEREST – POLICY	NO CHANGE
3.HR.501A	EMPLOYEE CONFLICT OF INTEREST – PROCEDURE	NO CHANGE
F3501.1	OUTSIDE EMPLOYMENT REPORT	NO CHANGE
3.HR.503	EXPRESSION OF OPINION	NO CHANGE
3.HR.505	PARTISAN POLITICAL ACTIVITY	NO CHANGE
3.HR.506	PROBLEM SOLVING PROCEDURES	NO CHANGE
3.HR.510	STAFF MORALE AND INTER-AGENCY RELATIONS – POLICY	NO CHANGE
3.HR.510A	STAFF MORALE AND INTER-AGENCY RELATIONS – PROCEDURE	NO CHANGE
3.HR.511	UNWANTED HARASSMENT/DISCRIMINATION – POLICY	NO CHANGE
3.HR.511A	UNWANTED HARASSMENT/DISCRIMINATION – PROCEDURE	NO CHANGE
F3511.1	ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF UNWANTED HARASSMENT/DISCRIMINATION POLICY	NO CHANGE
F3511.2	CONFIDENTIAL EMPLOYEE HARASSMENT /DISCRIMINATION COMPLAINT FORM	NO CHANGE

3.HR.602	CRIMINAL CONVICTION HISTORY/CHILD ABUSE/NEGLECT CENTRAL REGISTRY	NO CHANGE
F3602.2	CRIMINAL CONVICTION & DRIVER'S LICENSE HISTORY CONSENT	NO CHANGE
3.HR.604	EMPLOYMENT PRACTICES – EQUAL OPPORTUNITY – POLICY	NO CHANGE
3.HR.604A	EMPLOYMENT PRACTICES – EQUAL OPPORTUNITIES – PROCEDURE	NO CHANGE
3.HR.605	EMPLOYMENT PRACTICES – POLICY – <b>Recommended Change: Page 2, Executive/Personnel Committee – remove Personnel Committee since it is the Executive Committee.</b>	<b>REVISED</b>
3.HR.605A	EMPLOYMENT PRACTICES – PROCEDURE	NO CHANGE
F3605.1	APPLICATION FOR EMPLOYMENT	NO CHANGE
F3605.2	CONSENT FOR REFERENCE RELEASE PRE-EMPLOYMENT	NO CHANGE
F3605.3	EMPLOYEE DISCHARGE PROCEDURES CHECKLIST	NO CHANGE
F3605.4	EXIT INTERVIEW QUESTIONNAIRE	NO CHANGE
F3605.5	INTERVIEW OUTLINE AND QUESTIONS	NO CHANGE
F3605.6	REASONABLE ACCOMODATION REQUEST FORM	NO CHANGE
F3605.7	REFERENCE CHECK	NO CHANGE
3.HR.903	MILITARY LEAVE	NO CHANGE
3.HR.904	AGENCY CREDIT CARD – AUTHORIZED USAGE	<b>REVISED</b>
3.HR.906	SOCIAL SECURITY NUMBER PRIVACY ACT – POLICY	NO CHANGE
3.HR.906A	SOCIAL SECURITY NUMBER PRIVACY ACT – PROCEDURE	NO CHANGE
4.FIN.103	CHILDREN'S MEDICAID WAIVER – PROCUREMENT OF DURABLE MEDICAL AND ADAPTIVE EQUIPMENT CONDITIONERS – POLICY	NO CHANGE
4.FIN.103A	CHILDREN'S MEDICAID WAIVER – PROCUREMENT OF DURABLE MEDICAL AND ADAPTIVE EQUIPMENT COLNDITIONERS – PROCEDURE	NO CHANGE
4.FIN.104	ACCOUNTING SYSTEM	NO CHANGE
4.FIN.105	ACCOUNTING – GENERAL FUND	NO CHANGE
4.FIN.107	AUDIT REQUIREMENTS	NO CHANGE
4.FIN.108	ACCOUNTING – CASH MANAGEMENT – DONATIONS	NO CHANGE
4.FIN.109	FEE FOR SERVICE/ABILITY TO PAY	NO CHANGE
4.FIN.117	AGENCY FUND BALANE POLICY	NO CHANGE

**Recipient Rights**

Next meeting is November 12, 2018 at 10:00 a.m.

**Consumer Advisory Committee**

Reviewed minutes of August 23, 2018.

Member Broome also mentioned that gas card donations would be appreciated to help offset transportation. Member Bell said that full sized blankets are needed for consumers not small lap blankets.

Empowerment Network building is up for sale. Empowerment would like to try and purchase the building so they can stay in that location. Ms. Mills is helping Gabrielle Blackwell in this process.

Next meeting is October 25, 2018 at 12:30 p.m.

**Promotion & Education Committee**

No meeting scheduled.

**Mid-State Health Network**

MSHN's Board of Director's meeting is on September 11, 2018 in the evening. Board members discussed concerns with potential MDOC contract with our board representatives that will be attending this meeting.

**CMHAM**

Member Kellerman will be attending the Steering Committee meeting on Friday, September 14, 2018. They will be working on their revised procedures for the elections.

Member Services meet on September 20, 2018. They are hoping to meet at Novi to re-tour the new addition to the conference center.

**Communications from the Public**

No communication from the public.

**Adjournment**

Chair Johnson adjourned the meeting at 11:55 a.m.

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Steve Johnson, Chairperson

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Sarah Boluyt, Secretary