

**MINUTES OF THE
BOARD OF DIRECTORS OF SUMMIT POINTE REGULAR MEETING
November 7, 2023**

Meeting Location:	College Street Campus 175 College Street, Battle Creek, MI 49037
Meeting Time:	2:00 p.m.
Members Present:	Kathy-Sue Vette, Dr. Frank Straub, Dr. Terance Lunger, Joseph du Lac, Sheriff Steven Hinkley, Kelli Scott, Sherii Sherban, Dr. Tino Smith, Stephanie Swanson-Chang, Dr. Paul Watson, Leroy Wright
Members Excused:	Christina Ramos
Guest Present:	Clare Tanner (Executive Director, The Arc)
Staff Present:	Jeannie Goodrich, David Ballmer, Dr. Sean Field, Dr. Kimberly Peck, Mandi Quigley, Helen Royal, Meghan Taft, Sean Washington, Chris Walden, Nicole DuPont, Amy Reimann

1. Call to Order

Board Chair, Kathy-Sue Vette, called the meeting to order at approximately 2:00 p.m. Roll call was taken for members present. Based on the number of directors in attendance and pursuant to the by-laws, a quorum was present to begin the meeting.

2. Welcome Guests/Public Comments

Board Chair, Kathy-Sue Vette, welcomed Board members, Summit Pointe staff and guests. She introduced Joseph du Lac. Mr. du Lac is filling the Board position vacated by Deputy Chief Troy Gilleylen, for a term running through March 31, 2024. At that time Mr. du Lac will be eligible to renew for a full three-year term. Self-introductions were made.

There were no Public Comments.

3. Adoption of the Agenda

MOTION:

Moved by: Dr. Smith

Supported by: Kelli Scott

MOTION UNANIMOUSLY ADOPTED

I move that the Board approve the Agenda as presented.

4. Consent Agenda

MOTION:

Moved by: Dr. Smith

Supported by: Leroy Wright

MOTION UNANIMOUSLY ADOPTED

I move that the Board approve the Consent Agenda (October 3, 2023 Minutes.)

5. Educational Presentation

Grants Update – Nicole DuPont

CEO Jeannie Goodrich, introduced Nicole DuPont, Director of Strategic Development for an update on grants researched, submitted and awarded to Summit Pointe.

Nicole reviewed the grant process and provided a report with details of the full grant amounts, current annual amounts, purpose, and number of years for grants received from SWMBH, the State, and Federal sources. She reported that over 13 million dollars have been awarded for Summit Pointe programs. Grants are administered and monitored weekly with multi-reporting at grantee meetings.

Board members extended their appreciation for Nicole’s diligence and detailed report.

6. Organizational Activity

FY2024 Corporate Compliance Education – Mandi Quigley

Mandi Quigley, Corporate Compliance Director, provided the annual Corporate Compliance educational presentation for the Board members. The presentation covered the role and function of the Board of Directors’ in the oversight of the Compliance Program for Conflict of Interests, the Compliance Plan, and Code of Conduct. Mandi reviewed the Board members responsibility to Duty of Care, Loyalty and of Good Faith.

Mandi noted that the Corporate Compliance Plan is the roadmap for ethical behavior in the organization and the bases for the Corporate Compliance Program. She noted that the effectiveness of the plan is to prevent violations and reduce liability should violations occur. The Compliance Work Plan was created from the risk assessment, and allows for Summit Pointe to be proactive to risk, defining ownership and accountability. She noted that risk assessment is in process is and will be reported to the Board in March, 2024.

Mandi reported that the next steps are for the Board to vote to approve and adopt the FY2024 Corporate Compliance Plan and FY2024 Compliance Work Plan.

Board Chair, Kathy-Sue Vette expressed appreciation to Mandi Quigley for the thoroughness of her work. There were no Board questions.

7. Board Committee Reports

A. Audit Finance Committee – Kelli Scott

Audit Finance Committee Chair, Kelli Scott, provided highlights from the minutes of the Audit/Finance Committee Zoom meeting on October 23, 2023. The August FY2023 Financial Statements were reviewed. Kelli announced two action items requiring Board review and approval.

The Audit/Finance Committee recommends that the Board approve the Resolution to elect the 80%/20% cost sharing model for health benefits.

MOTION:

Moved by: Dr. Straub

Supported by: Sherii Sherban

MOTION UNANIMOUSLY ADOPTED

I move that the Board approve the resolution to elect the 80%/20% cost sharing model.

The Audit/Finance Committee recommends that that the Board approve proposed contract for IT services with Rubix Technologies for fiscal year 2024.

MOTION: **I move that the Board approve the proposed contract for IT Services with Rubix Technologies for FY2024.**
Moved by: Dr. Straub
Supported by: Dr. Lunger
MOTION UNANIMOUSLY ADOPTED

B. Corporate Compliance Committee – Dr. Terance Lunger

Corporate Compliance Committee Chair, Dr. Terance Lunger, reported that the committee met by Zoom on October 18, 2023. He reported that there are three action items requiring Board approval.

The Corporate Compliance Committee recommends that that the Board approve the FY2024 Quality Assurance and Performance Improvement Plan (QAPIP).

MOTION: **I move that the Board approve the FY2024 Quality Assurance and Performance Improvement Plan (QAPIP).**
Moved by: Leroy Wright
Supported by: Dr. Paul Watson
MOTION UNANIMOUSLY ADOPTED

The Corporate Compliance Committee recommends that that the Board approve and adopt the FY2024 Corporate Compliance Plan and the FY2024 Compliance Work Plan.

MOTION: **I move that the Board approve the FY2024 Corporate Compliance Plan and FY2024 Compliance Work Plan**
Moved by: Dr. Paul Watson
Supported by: Kelli Scott
MOTION UNANIMOUSLY ADOPTED

The Corporate Compliance Committee recommends that that the Board waive the conflict of interests disclosed by Kelli Scott, Jeannie Goodrich, Meghan Taft, Sean Field, Angela Deal, Mandi Quigley, Kimberly Peck, Mindy Newhouse Oisten, Elizabeth Wygant, Jason Villalta, Elizabeth Philpott, Rhea Freitag, Sean Washington, Shannon Roberts, Lakeyta Patterson, Nicole DuPont, and Kent Rehmann.

MOTION: **I move that the Board waive the disclosed conflicts of interests.**
Moved by: Dr. Paul Watson
Supported by: Sheriff Hinkley
MOTION UNANIMOUSLY ADOPTED

C. HR Committee – Dr. Frank Straub

HR Committee Chair, Dr. Frank Straub, reported that the HR Committee meet by Zoom on November 1, 2023. It was reported that the committee reviewed the salary survey for Leadership level positions at Summit Pointe.

A presentation on the newly implemented HR Cloud was presented to the committee. It was reported that the Directors and Hiring Managers have been trained on the recruiting module. A progress report was provided to the committee on the findings and the proactive actions addressing the findings of the employee survey.

8. CEO Communication – Jeannie Goodrich

Jeannie provided the CEO monthly report highlighting the new format of the CEO communication memo. She noted that the new format provides updates on the key areas of the agency. Jeannie welcomed feedback from the board members on the format and presentations that they would like to have.

Facilities Director, Chris Walden, provided an update on the Grace Health Pharmacy building project.

Dr. Smith requested information about acquiring a Narcan vending machine. Dr. Sean Field stated that he will work with Dr. Smith on the resources.

It was requested to have the Summit Pointe podcast links shared on the website and links to the podcasts shared with the Board in the monthly email with the Board packet.

9. SWMBH Board Update – Sherii Sherban

SWMBH designee, Sherii Sherban, provided an update regarding the other CMHs in the SWMBH region who have viewed the video from SWMBH. She recommended a few representatives of Summit Pointe’s Board join her to provide feedback to SWMBH. Stephanie Swanson - Chang and Kelli Scott volunteered to join Sherii.

10. Board Chair Update – Kathy-Sue Vette

Kathy-Sue Vette announced that there is no December Board meeting and that the next Board meeting will be held on January 9, 2024. She wished everyone a safe and healthy holiday.

11. Adjournment

MOTION:

I move that the Board adjourn the meeting.

Moved by: Dr. Tino Smith

Supported by: Sherii Sherban

MOTION UNANIMOUSLY ADOPTED

There being no further business to consider, the meeting was adjourned at approximately 3:05 p.m.