

**MINUTES OF THE  
BOARD OF DIRECTORS OF SUMMIT POINTE ANNUAL ORGANIZATIONAL MEETING  
May 7, 2024**

<b>Meeting Location:</b>	College Street Campus 175 College Street, Battle Creek, MI 49037
<b>Meeting Time:</b>	2:00 p.m.
<b>Members Present:</b>	Kathy-Sue Vette, Dr. Frank Straub, Dr. Terance Lunger, Dr. Monique French, Sheriff Steven Hinkley, Christina Ramos, Sherii Sherban, Stephanie Swanson-Chang
<b>Members Excused:</b>	Joe du Lac, Dr. Paul Watson, Leroy Wright
<b>Guest Present:</b>	Susan Radwan, Ella Philander
<b>Staff Present:</b>	Jeannie Goodrich, David Ballmer, Dr. Sean Field, Mandi Quigley, Helen Royal

**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.

**2. Public Comments/Welcome**

Board Chair, Kathy-Sue Vette, welcomed Board members, Summit Pointe staff and guests. She welcomed new Board member, Dr. Monique French. Self-introductions were made. There were no Public Comments.

**3. Adoption of the Agenda**

**MOTION:**

**I move that the Board approve the agenda as presented.**

**Moved by: Dr. Straub**

**Supported by: Stephanie Swanson-Chang**

**MOTION UNANIMOUSLY ADOPTED**

**4. Consent Agenda**

**MOTION:**

**I move that the Board approve the Consent Agendas (March 5 and March 20, 2024, Minutes.)**

**Moved by: Christina Ramos**

**Supported by: Sherii Sherban**

**MOTION UNANIMOUSLY ADOPTED**

**5. Educational Activity – SWMBH Governance Presentation – Susan Radwan**

CEO, Jeannie Goodrich introduced Susan Radwan, SWMBH Board Governance Consultant. It was explained that the purpose of Susan’s visit was to engage with and gather input from Summit Pointe Board members on the expected impacts of SWMBH to each of the founding CMHs and their communities. Ella Philander, Executive Project Manager at SWMBH was in attendance to document Board member’s feedback.

Susan led the discussion with the Board, reviewing their input on the five questions presented in the SWMBH presentation. Board members expressed their expectations for more accountability, transparency, collaboration, and provided their concerns and suggestions. At the conclusion of the discussion, Susan explained the next step in the process will be that feedback from each CMH will be compiled and the SWMBH Board will review the input. The SWMBH Board will provide a proposed draft of its Ends for review and finalization. The final adoption is expected by July 2024.

**6. Organizational Activities**

**A. Election of Officers**

Dr. Terance Lunger made a motion to nominate the current slate of Board Officers: Kathy-Sue Vette, Chair; Dr. Frank Straub, Vice-Chair; Kelli Scott, Treasurer; and Dr. Terance Lunger, Secretary. No other nominations were made. The floor was closed for nominations.

**MOTION: Dr. Lunger**

**Supported by: Christina Ramos**

**MOTION UNANIMOUSLY ADOPTED**

**I move that the Board approve the slate of**

**Summit Pointe Board Officers as proposed.**

**B. Board Committees Chair Appointments**

Board Chair, Kathy-Sue Vette, recommended the renewal of the current Board committee chair appointments: Kelli Scott, Audit/Finance Committee; Dr. Terance Lunger, Corporate Compliance Committee; and Dr. Frank Straub, Human Resource Committee.

**MOTION:**

**Moved by: Christina Ramos**

**Supported by: Dr. Straub**

**MOTION UNANIMOUSLY ADOPTED**

**I move that the Board approve the recommended Committee Chairs for May 2024 to April 2025.**

**C. Resolution to Set Dates and Times of Regular Board Meetings from June 2024 through May 2025**

A proposal was presented to set the dates and times of the Regular Board meetings at 2:00 p.m. on the first Tuesday of each month, except for the months of July, December, and April. The September Board meeting will be held on the second Tuesday of the month.

**MOTION:**

**Moved by: Dr. Straub**

**Supported by: Sherii Sherban**

**I move that the Board approve the Resolution setting dates, times, and place of regular meetings for the Board of Directors from June 2024 to May 2025, as follows:**

**June 4, 2024**

**July 2024 – No Meeting**

**August 6, 2024**

**September 10, 2024**

**October 1, 2024**

**November 5, 2024**

**December 2023 – No Meeting**

**January 7, 2025**

**February 4, 2025**

**March 4, 2025**

**April 2025 – No Meeting**

**May 6, 2025 – Annual Organizational Meeting**

**MOTION UNANIMOUSLY ADOPTED**

**D. Calendar for Policies and Quality Metric Review**

CEO, Jeannie Goodrich presented the proposed 2024-2025 Calendar for Policies and Quality Metric Reviews.

**MOTION:**

**Moved by: Dr. Straub**

**Supported by: Christina Ramos**

**MOTION UNANIMOUSLY ADOPTED**

**I move that the Board approve the Calendar for Policies and Quality Metric Reviews as presented.**

**E. Board Self-Assessment Review – Mandi Quigley**

Corporate Compliance Director, Mandi Quigley explained that the Board Self-Assessment reports were distributed by email in April and that she has received feedback from several members. The results from the Self-Assessments will be collated and reported at the June Board meeting.

**7. CEO Communication – Jeannie Goodrich**

Jeannie provided the CEO monthly Communication report, highlighting the CEO, HR, Facilities, Clinical Programming, and Compliance updates.

She announced that the Summit Pointe Management System (SPMS), based on lean management principles, was implemented at the end of April and is operational. She reported that the new management system has received positive feedback from staff. A SPMS presentation will be provided at the June Board meeting.

Jeannie announced the sale of the Country Pine Building (SPAC office) was finalized and the SPAC team relocated to the new location at 155 Garfield Avenue, Battle Creek.

She announced the addition of a new psychiatrist, Dr. Joshua Nnanji. Dr. Nnanji began on May 6.

**8. Board Committee Reports**

**A. Audit Finance Committee**

Finance Director, Dave Ballmer provided highlights of the Audit/Finance Committee Zoom meeting on May 2, 2024. He noted the payment trends and comparative charts from fiscal year 2023 to current year in the February 2024 Financial Statements.

Dave reported a health insurance plan update. Jeannie explained the need to change the health insurance plan, due to increased rates by 25% and the discontinuation of the plan by the Union, in fiscal year 2024. Summit Pointe engaged with its local insurance broker to receive medical quotes. The proposed Blue Cross Blue Shield plan would take effect July 1, 2024.

The Audit Finance Committee recommends that the Board accept the recommended BCBS health insurance plan.

**MOTION:**

**Moved by: Sherii Sherban**

**Supported by: Dr. Lunger**

**MOTION UNANIMOUSLY ADOPTED**

**I move that the Board accept the recommended BCBS health insurance change.**

**B. Corporate Compliance Committee**

The Corporate Compliance Committee did not meet in March or April.

**C. HR Committee**

The HR Committee did not meet in March or April.

**9. Other Items Requiring Board Action of Approval**

**A. Recipient Rights Advisory Board 2024**

On an annual basis, the Board must approve members of the Recipient Rights Advisory Committee for Summit Pointe. Motion to approve the proposed revised slate of committee members for 2024.

**MOTION:**

**Moved by: Dr. Lunger**

**I move that the approve the proposed**

**Supported by: Sherii Sherban**

**revised slate of committee members for 2024.**

**MOTION UNANIMOUSLY ADOPTED**

**B. Board Policy Review**

Management recommends no changes to Board Policy No. 02-001: Delegation to the Chief Executive Officer.

**MOTION:**

**Moved by: Dr. Straub**

**I move that the Board reaffirm Board Policy**

**Supported by: Christina Ramos**

**No. 02-001.**

**MOTION UNANIMOUSLY ADOPTED**

Management recommends changes to Board Policy No. 02-002: Chief Executive Officer Job Description.

**MOTION:**

**Moved by: Christina Ramos**

**I move that the Board approve the changes to Board**

**Supported by: Dr. Straub**

**Policy No. 02-002.**

**MOTION UNANIMOUSLY ADOPTED**

**10. SWMBH Board Update – Sherii Sherban**

SWMBH Board representative, Sherii Sherban, announced that she was nominated and elected chair to the SWMBH Board of Directors, at the April meeting. The next SWMBH Board meeting is scheduled for May 10, 2024, at Bay Pointe Inn in Shelbyville, Michigan.

**11. Other Business**

**A. SWMBH PBIP Update – Jeannie Goodrich**

Jeannie Goodrich provided an update following the meeting of the Region 4 CEOs to collect as much as possible of the FY2024 Performance Bonus Incentive Pool (PBIP) monies. Jeannie announced the expected funding of \$575,000 is expected to go back into local communities.

Jeannie distributed a copy of a letter from SWMBH to Board members. Details regarding the communication were provided. Jeannie reported that Richard Carpenter, consultant from Rehmann will be leading the meeting with SWMBH for Summit Pointe, on May 16. Jeannie and Mandi Quigley will be attending the meeting.

**B. Board Chair Update**

Kathy-Sue Vette announced the upcoming Board Committee and Board of Directors meeting dates.

**12. Adjournment**

**MOTION:**

**I move that the Board adjourn the meeting.**

**Moved by: Sherii Sherban**

**Supported by: Christina Ramos**

**MOTION UNANIMOUSLY ADOPTED**

There being no further business to consider, the meeting was adjourned at approximately 4:15 p.m.