



175 College Street, Battle Creek, Michigan 49037 – Telephone: (269) 966-1460; Fax: (269) 966-2844

BOARD MEETING

May 6, 2025

**College Street Campus
175 College Street, Battle Creek, MI 49037**

SUMMIT POINTE BOARD MEETING AGENDA

Welcome to the Summit Pointe Board Meeting. This meeting agenda is available for you to follow. The expectation for our Board Meeting is to follow this agenda closely.

There is also an opportunity for public comment during our set agenda. We welcome the public to express their comments or opinions during this time on our agenda. Please speak loud and clear when acknowledged by the Chair.

1. Roll Call

2. Public Comment

This is the section of the meeting where the public may make comments or express their opinions. Public comments are limited to 2 minutes per person.

3. Adoption of Agenda

Action Item: Motion to Adopt Agenda as Presented or Motion to Amend.

4. Consent Agenda

Approval of the Minutes of the Board Meeting held on February 4, 2025.

Action Item: Motion to Approve Consent Agenda or Motion to Remove Items from Consent Agenda.

5. Organizational Activities

A. Election of Officers

Action Item: Pursuant to Sections 2.9, 2.10, 3.2, and 3.3 of the Summit Pointe Bylaws, the Board of Directors shall elect members from the Board at its annual meeting in May to serve as its Chair, Vice-Chair, Secretary and Treasurer. The Chair will preside over nominations and elections for these positions.

B. Board of Directors Committee Chair Appointments

Action Item: Pursuant to Section 4.1 of the Bylaws, “[t]he Chairperson of the Board of Directors, with the approval of the Board of Directors, shall appoint all Committee Chairs” for the year. The Committees of the Board are as follows: Audit/Finance; Human Resources; and Compliance. Motion to approve the Chair’s appointments to serve as Board Committee Chairs from May 2025 through April 2026.

C. Resolution to Set Dates and Times of Regular Board Meetings from June 2025 through May 2026

Action Item: Pursuant to Section 2.3 of the Summit Pointe Bylaws, the Board at its annual meeting in May shall determine, by Resolution, “the dates and times of regular meetings to be held during the next twelve (12) months.” The Bylaws further state that “[t]here shall be no less than nine (9)

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regular meetings, inclusive of the annual meeting, inclusive of the annual meeting, of the Board of Directors in each calendar year.” Motion to approve and adopt the proposed Resolution Establishing Schedule of Regular Meetings of the Board of Directors from June 2025 through May 2026 as attached to the Board Packet.

D. Calendar for Policies and Quality Metric Review

Action Item: Pursuant to Board Policy Nos. 01-007 (Annual Board Planning Cycle) and 02-004 (Annual Calendar Review Policy), the Board’s annual schedule begins in May and shall include, in addition to other matters, adoption of an annual schedule for the review of Summit Pointe’s programs and services, policies, and quality measures set by MDHHS, and also to set a schedule of educational presentations. Motion to approve and adopt the proposed schedule from the CEO attached to the Board Packet.

6. Closed Session – Facilities/Property Discussion

7. Organizational Activity – Annual Risk Assessment and Risk Plan Process and Documentation – Mandi Quigley

8. Board Committee Reports

A. Audit/Finance Committee – Kelli Scott

- Audit/Finance Committee Minutes of February 25, 2025
- Audit/Finance Committee Minutes of April 22, 2025
- March 2025 Financial Report

B. Corporate Compliance Committee – Mandi Quigley

- Corporate Compliance Committee Minutes of February 19, 2025
- FY2025/2026 Risk Assessment and Plan

Action Item: Motion to approve the FY2025/2026 Risk Assessment and Plan.

- Conflict of Interest Disclosures

Action Item: Motion to waive the conflict of interests disclosed by Mindy Newhouse-Oisten.

C. Human Resources Committee – Stephanie Swanson-Chang

- HR Committee Minutes of April 17, 2025
- Emergency Succession Plan

Action Item: Motion to approve the 2025 Emergency Chief Executive Officer Succession Plan.

- Action Plan/HR Consultant Scope of Services
- Organizational Structure

9. Other Items Requiring Board Action or Approval

A. Board Policy Review

- i. **No. 01-007 Annual Board Planning Cycle**
- ii. **No. 01-008 Board Member Code of Conduct**
- iii. **No. 01-009 SWMBH Board of Directors and Appointment**
- iv. **No. 01-010 Public Participation**
- v. **No. 01-011 Conflict of Interest**
- vi. **No. 02-001 Delegation to the Chief Executive Officer**
- vii. **No. 02-002 Chief Executive Officer Job Description and Compensation**

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Action Item: Motion to reaffirm Board Policies No. 01-007, No. 01-008, No. 01-009, No. 01-010, No. 01-011, No. 02-001, and No. 02-002.

B. Customer Advisory Committee Membership Recommendation

Action Item: Motion to approve the named customers for appointment to serve on the Customer Advisory Committee (CAC) to serve two consecutive years, with terms ending on September 30.

10. Resolution – Southern Michigan Bank & Trust Banking Authority – Jeannie Goodrich

Action Item: Motion to approve the Resolution regarding banking authority at Southern Michigan Bank & Trust.

11. CEO Communication – Jeannie Goodrich

12. SWMBH Board Update – Sherii Sherban

**13. Other Business
Board Chair Update**

14. Adjournment

Action Item: Motion to adjourn the meeting.

Next Summit Pointe Board Meeting:

June 10, 2025 (Pending Approval) – 2:00 PM
College Street Campus
175 College Street
Battle Creek, Michigan 49037

Upcoming Board Committee ZOOM Meetings:

Corporate Compliance: May 21, 2025 – 8:00 AM
Human Resources: May 16, 2025 – 12:00 PM
Audit/Finance: June 5, 2025 – 11:00 AM

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