



October 16th, 5:00 pm
Pivotal Conference Room
Centreville, MI

- I. **Approval of Agenda** *Welcome & preliminaries: the focus for our meeting. (Sandy)**
- II. **Public Comment** *Guest and Visitors are able to comment, 3 min max per person. (Sandy)*
- III. **Consent Agenda** *Ratification and approval of minutes & non-debatable items (Sandy)***
 - a. September 2023 Check Register pg 2
 - b. October 2023 Contracts pg 6
 - c. September 2023 Meeting Minutes pg 10
- IV. **Monitoring Reports** *Assuring Executive and Organizational Performance (C. Bullock)*
 - a. **Executive Limitations** *Is the organization operating within the boundaries set by the Board?*
- V. **Performance on Ends** *Is the organization on track with its vision? (C. Bullock)*
 - a. Report on Ends Accomplishments -N/A
 - b. Discussion on Implication of Ends Report- N/A
- VI. **Board Policy Review** *Do our existing policies reflect the board's current values?*
 - a. N/A
- VII. **Board Work on Ends, Linkage Activities, and Board Education**
 - a. SWMBH Presentation
- VIII. **Board Decisions (Motions) Actions** *only the Board has the authority to make. (S. Hall)*
 - a. **New Board Member Recommendation to County Commissioner**
- IX. **Communications** *Keeping the Board current on significant events and operations.*
 - a. September 2023 Affinity House Advisory Committee minutes pg 14
- X. **Board Process Review and Adjourn** *How did we do in using our time, discussing relevant information, and making decisions according to our own policies? What will we do in the next meetings to improve our preparation, debate, and process for decision making? **

*Motion required **Roll Call Vote
Recess Available upon request.

IF YOU ARE UNABLE TO ATTEND, PLEASE CONTACT THE BOARD OFFICE (269-467-1001 x364)
NEXT REGULAR MEETING: NOVEMBER 28th, 2023, PIVOTAL CONFERENCE ROOM

Community Mental Health and Substance Abuse Services of St Joseph County
 Disbursements
 September 2023

* Voided Checks

Check/EFT #	Vendor	Date	Amount	Description
63903	ADAPT INC	9/1/2023	68,804.24	Specialized Residential
63913	AIMS LLC	9/1/2023	1,400.00	Inpatient Doctor Services
63923	AMERICAN UNITED LIFE INSURANCE	9/1/2023	5,265.31	Employee Benefits
EFT000000000007	AREA WIDE TRANSPORT	9/1/2023	1,068.50	Transportation
EFT000000000006	AST - AUTISM SPECTRUM THERAPIE	9/1/2023	6,002.88	Autism Provider
63922	AUTISM OF AMERICA LLC	9/1/2023	5,508.39	Autism Provider
63911	BENJAMIN CARMICHAEL	9/1/2023	63.10	Committee Fee
63897	BLESSED HOME AFC	9/1/2023	6,183.57	Specialized Residential
EFT000000000014	BROOKSIDE CARE LLC	9/1/2023	4,900.00	Specialized Residential
63914	CHRISTINE MAHER	9/1/2023	51.97	Committee Fee
63900	COMCAST	9/1/2023	164.14	Utilities
EFT000000000001	COMMUNITY LIVING OPTIONS	9/1/2023	31,011.84	Specialized Residential
63909	COMMUNITY MENTAL HEALTH ASSOC	9/1/2023	5,000.00	CCBHC Technical Assistance
63910	COVERED BRIDGE HEALTHCARE	9/1/2023	40.00	Drug Screening
63904	DELTA DENTAL	9/1/2023	7,266.49	Employee Benefits
EFT000000000003	DOCTORS NEUROPSYCHIATRIC HOSPI	9/1/2023	51,265.00	Inpatient Doctor Services
63896	FARMERS STATE BANK	9/1/2023	13,461.14	Mortgage-Sept
63912	FLATROCK MANOR	9/1/2023	927.00	Specialized Residential
63893	FOREST VIEW HOSPITAL	9/1/2023	65,728.00	Inpatient Doctor Services
EFT000000000005	GAGAN S PC	9/1/2023	16,480.00	Psychiatrist Contract
EFT000000000015	GREAT LAKES CLEANING SERVICE	9/1/2023	1,150.00	Janitorial Services
63894	GRIFFIN PEST SOLUTIONS	9/1/2023	52.00	Pest Control
EFT000000000012	HEART 2 HEART AUTISM CENTER LL	9/1/2023	10,821.97	Autism Provider
EFT000000000016	HOLLY CERNY	9/1/2023	217.87	Employee Expense Reimbursement
EFT000000000004	HR ALLIANCE 1 INC	9/1/2023	2,937.63	Fiscal Intermediary
63921	IMAGINE MEDICAL GROUP P.A.	9/1/2023	2,240.00	Staffing Contract
EFT000000000017	JESSICA NIBLOCK	9/1/2023	173.33	Employee Expense Reimbursement
EFT000000000011	KARAH DENNELL JOHNSON	9/1/2023	1,450.00	Emergency Weekend Hours
EFT000000000002	KATHERINE DECKER	9/1/2023	69.65	Board member
63905	KATHY PANGLE	9/1/2023	63.10	Board member
63901	KSS ENTERPRISES	9/1/2023	363.70	Supplies
63926	LAUREN CAVALLI	9/1/2023	3,000.00	Contracted Services
EFT000000000013	LIFETREE BEHAVIORAL HEALTH	9/1/2023	13,191.26	Autism Provider
63927	MICHAEL HOUCK	9/1/2023	65.72	Committee Fee
63917	MICHIANA RECYCLING & DISPOSAL	9/1/2023	225.20	Utilities
63895	MICHIGAN GAS UTILITIES	9/1/2023	42.06	Utilities
63918	MIRACLE AFC HOME	9/1/2023	331.45	Specialized Residential
63925	NEUROBEHAVIORAL HOSP OF NW IND	9/1/2023	10,395.00	Inpatient Doctor Service
63920	PETTY CASH - ANNA FARLEY	9/1/2023	178.42	ACT Petty Cash Reimbursement
63892	PINE REST CHRISTIAN MHS	9/1/2023	368.00	Inpatient Doctor Service
63907	PINES BEHAVIORAL HEALTH	9/1/2023	180.00	Housing
63908	RESIDENTIAL OPPORTUNITIES INC	9/1/2023	15,750.00	Specialized Residential
EFT000000000008	RIPPLE EFFECTS AUTISM LEARNING	9/1/2023	47,871.26	Autism Provider
63919	RPG CARD SERVICES	9/1/2023	6,016.41	Gas Cards
63915	SAFEHAUS INC	9/1/2023	495.00	Specialized Residential
63899	ST JOSEPH COMMUNITY CO-OP INC	9/1/2023	1,611.45	Specialized Residential/After Hours
63902	STATE OF MICHIGAN	9/1/2023	48.16	State inpatient
63898	STUART WILSON, CPA PC	9/1/2023	9,789.42	Fiscal Intermediary
63924	SYNTHESIS ABA	9/1/2023	2,614.22	Autism Provider
63916	THE TM GROUP INC	9/1/2023	45.00	IT
EFT000000000009	UNITY MHS LLC	9/1/2023	3,510.00	Contract-Psychiatrist
EFT000000000010	WINDSWEPT THERAPEUTIC RIDING	9/1/2023	519.00	CLS
63906	WMU SCHOOL OF MEDICINE	9/1/2023	432.00	Doctor Services
63944	ADAPT INC	9/8/2023	7,440.94	Specialized Residential
63948	AGAPE AFC HOME	9/8/2023	15,010.20	Specialized Residential
EFT000000000034	AST - AUTISM SPECTRUM THERAPIE	9/8/2023	2,727.24	Autism Provider
63942	BEACON SPECIALIZED LIVING SERV	9/8/2023	67,062.30	Specialized Residential
EFT000000000044	BROOKSIDE CARE LLC	9/8/2023	6,300.00	Specialized Residential
63967	CAROL NACCARATO	9/8/2023	100.00	Board member
EFT000000000027	CATHI ABBS	9/8/2023	67.03	Board member
63954	CERTASITE LLC	9/8/2023	3,414.69	Fire Safety
63928	CITY OF THREE RIVERS	9/8/2023	121.61	Utilities
63938	COMCAST	9/8/2023	232.80	Utilities
EFT000000000024	COMMUNITY LIVING OPTIONS	9/8/2023	32,427.86	Specialized Residential
63958	CONLIN, MCKENNEY & PHILBRICK P	9/8/2023	742.50	Attorney
EFT000000000018	CRETSINGER CARE HOMES LTD	9/8/2023	17,420.65	Specialized Residential

63957	DAMON KNAPP	9/8/2023	50.00 Board member
EFT000000000033	DARCI SKRZYNIARZ	9/8/2023	50.00 Board member
EFT000000000030	DATA GUARDIAN	9/8/2023	79.00 Utilities
EFT000000000038	ELISABETH ROBERTS	9/8/2023	50.00 Board member
EFT000000000021	FALCO CORPORATION	9/8/2023	25,275.95 Specialized Residential
63945	FIDELITY SECURITY LIFE	9/8/2023	1,010.40 Employee Benefits
63933	FOREST VIEW HOSPITAL	9/8/2023	10,270.00 Inpatient Doctor Services
63929	FRED'S PHARMACY	9/8/2023	281.51 Client Pharmacy
63946	FRONTIER	9/8/2023	484.71 Utilities
EFT000000000032	GAGAN S PC	9/8/2023	8,240.00 Psychiatrist Contract
EFT000000000042	GIDDINGS AFC HOME LLC	9/8/2023	12,710.00 Specialized Residential
EFT000000000045	GIDDINGS AFC II	9/8/2023	10,850.00 Specialized Residential
EFT000000000046	GREAT LAKES CLEANING SERVICE	9/8/2023	2,300.00 Janitorial Services
63934	GRIFFIN PEST SOLUTIONS	9/8/2023	63.00 Pest Control
63940	GUARDIANSHIP & ALTERNATIVES, I	9/8/2023	100.00 Guardianship Reimbursement
EFT000000000039	HEART 2 HEART AUTISM CENTER LL	9/8/2023	3,479.52 Autism Provider
EFT000000000028	HR ALLIANCE 1 INC	9/8/2023	3,004.14 Fiscal Intermediary
63935	INDIANA MICHIGAN POWER	9/8/2023	433.95 Utilities
63959	INSPIRATION STUDIO DESIGNS	9/8/2023	1,946.74 Marketing
EFT000000000026	KATHERINE DECKER	9/8/2023	69.65 Board member
63947	KATHY PANGLE	9/8/2023	63.10 Board member
EFT000000000047	KAYLA ROBERTS	9/8/2023	288.00 Emergency Weekend Hours
63956	KONICA MINOLTA PREMIER FINANCE	9/8/2023	1,875.25 Printers
63939	KSS ENTERPRISES	9/8/2023	212.00 Supplies
EFT000000000040	LIFETREE BEHAVIORAL HEALTH	9/8/2023	17,188.64 Autism Provider
63963	LUIS ROSADO	9/8/2023	65.72 Board member
63968	LYNELLE GIRTON-THRASHER	9/8/2023	200.00 Supervision Contract
EFT000000000020	MICHIANA GUARDIANSHIP SERVICES	9/8/2023	1,400.00 Guardianship Reimbursement
63930	MICHIGAN COUNCIL #25	9/8/2023	959.70 Union Dues
63955	MIRACLE'S LAWN SERVICE	9/8/2023	1,140.00 Lawn Service-Centreville
63951	NAVIA BENEFIT SOLUTIONS	9/8/2023	160.00 Employee Benefits
EFT000000000043	NYUMBANI AFC	9/8/2023	14,924.00 Specialized Residential
63962	PHARAOH'S REST HAVEN LLC	9/8/2023	7,750.00 Specialized Residential
EFT000000000023	PLEASANT ACRES LLC	9/8/2023	33,396.20 Specialized Residential
EFT000000000031	PLEASANT PINES	9/8/2023	43,502.30 Specialized Residential
63966	PRESIDIO NETWORKED SOLUTIONS G	9/8/2023	205.00 Security Upgrade
63961	PROFESSIONAL REHABILITATION SE	9/8/2023	6,704.00 Client Services
63936	REHMANN	9/8/2023	11,000.00 Billing Contract
EFT000000000025	RICHARD SHAFFER	9/8/2023	145.00 Board member
63953	RILEY PUMPKIN FARM	9/8/2023	300.00 Lawn Service-Three Rivers
EFT000000000035	RIPPLE EFFECTS AUTISM LEARNING	9/8/2023	18,035.44 Autism Provider
63969	SANDRA ZAPATA	9/8/2023	5,000.00 Tuition Reimbursement
63931	SEMCO ENERGY GAS COMPANY	9/8/2023	100.29 Utilities
EFT000000000019	ST JO CO UNITED WAY	9/8/2023	130.00 Employee Donations
63965	STACY LINIHAN	9/8/2023	50.00 Board member
63937	STUART WILSON, CPA PC	9/8/2023	14,409.26 Fiscal Intermediary
63949	SUPERIOR CARE OF MICHIGAN	9/8/2023	11,772.27 Specialized Residential
63964	SYNTHESIS ABA	9/8/2023	1,153.37 Autism Provider
EFT000000000022	THE MEADOWS	9/8/2023	29,038.24 Specialized Residential
63952	THE TM GROUP INC	9/8/2023	90.00 IT
EFT000000000041	THE VESTIGE GROUP LLC	9/8/2023	354.90 Employee Alert Buttons
63941	TWIN COUNTY COMMUNITY PROBATIO	9/8/2023	1,685.00 DRC
EFT000000000029	UNITY GROUP II	9/8/2023	24,862.08 Specialized Residential
EFT000000000036	UNITY MHS LLC	9/8/2023	1,530.00 Contract-Psychiatrist
63943	VERIZON WIRELESS	9/8/2023	3,882.46 Employee Cell Phones
63932	WASTE MANAGEMENT-OF MICHIGAN	9/8/2023	322.17 Utilities
63950	WEX BANK	9/8/2023	1,183.63 Shell Gas
EFT000000000037	WINDSWEEP THERAPEUTIC RIDING	9/8/2023	397.50 CLS
63960	WMU CENTER FOR DISABILITIES	9/8/2023	1,788.79 Autism Provider
EFT000000000054	ADAPT INC	9/15/2023	195,899.26 Specialized Residential
63975	AIMS LLC	9/15/2023	900.00 Inpatient Doctor Services
EFT000000000069	AMAYA HAMILTON	9/15/2023	75.00 Employee Expense Reimbursement
EFT000000000058	AST - AUTISM SPECTRUM THERAPIE	9/15/2023	8,931.16 Autism Provider
63982	AUTISM OF AMERICA LLC	9/15/2023	4,242.42 Autism Provider
EFT000000000051	BLESSED HOME AFC	9/15/2023	1,027.50 Specialized Residential
EFT000000000068	BRONSON-ACADIA JOINT VENTURE L	9/15/2023	20,000.00 Inpatient Doctor Services
EFT000000000065	BROOKSIDE CARE LLC	9/15/2023	8,400.00 Specialized Residential
63970	CITY OF STURGIS	9/15/2023	1,614.15 Utilities
63984	CLIENT	9/15/2023	285.56 Client Reimbursement
63985	CLIENT	9/15/2023	126.87 Client Reimbursement
EFT000000000055	DOCTORS NEUROPSYCHIATRIC HOSPI	9/15/2023	1,556.00 Inpatient Doctor Services
63979	EVERSTREAM SOLUTIONS LLC	9/15/2023	500.00 Utilities
EFT000000000056	FLATROCK MANOR	9/15/2023	48,848.56 Specialized Residential
EFT000000000057	GAGAN S PC	9/15/2023	4,944.00 Psychiatrist Contract
EFT000000000067	GREAT LAKES CLEANING SERVICE	9/15/2023	1,000.00 Janitorial Services
EFT000000000048	GRYPHON PLACE	9/15/2023	724.94 After-Hours Emergency Answering Service
63974	HARBOR OAKS HOSPITAL	9/15/2023	9,116.00 Inpatient Doctor Service

EFT000000000062	HEART 2 HEART AUTISM CENTER LL	9/15/2023	3,506.24	Autism Provider
63971	HILSDALE COMMUNITY HEALTH	9/15/2023	4,642.50	Inpatient Doctor Service
63981	IMAGINE MEDICAL GROUP P.A.	9/15/2023	2,560.00	Staffing Contract
EFT000000000070	KAYLA ROBERTS	9/15/2023	2,013.00	Emergency Weekend Hours
EFT000000000063	LIFETREE BEHAVIORAL HEALTH	9/15/2023	23,651.24	Autism Provider
EFT000000000061	LYDIA MARIE CHAPA	9/15/2023	4,095.00	Wraparound Provider
63976	MICHIANA BEHAVIORAL HEALTH	9/15/2023	6,444.00	Inpatient Doctor Service
63983	NEUROBEHAVIORAL HOSP OF NW IND	9/15/2023	8,085.00	Inpatient Doctor Service
EFT000000000064	NYUMBANI AFC	9/15/2023	364.00	Specialized Residential
EFT000000000049	PARMETER AFC	9/15/2023	5,580.00	Specialized Residential
63973	RESIDENTIAL OPPORTUNITIES INC	9/15/2023	16,800.00	Specialized Residential
EFT000000000059	RIPPLE EFFECTS AUTISM LEARNING	9/15/2023	22,172.40	Autism Provider
63980	SONA AFC	9/15/2023	1,823.10	Specialized Residential
63977	SOUTH BEND PSYCHIATRY	9/15/2023	100.00	Doctor Services
EFT000000000050	ST JO CO UNITED WAY	9/15/2023	130.00	Employee Donations
EFT000000000053	ST JOSEPH COMMUNITY CO-OP INC	9/15/2023	46,811.27	Specialized Residential/After Hours
EFT000000000052	STUART WILSON, CPA PC	9/15/2023	16,272.53	Fiscal Intermediary
EFT000000000066	SYNTHESIS ABA	9/15/2023	1,410.24	Autism Provider
63978	THE TM GROUP INC	9/15/2023	500.00	IT
EFT000000000071	TRAVIS KOHL	9/15/2023	51.39	Employee Expense Reimbursement
63972	VERIZON WIRELESS	9/15/2023	134.15	Employee Cell Phones
EFT000000000060	WINDSWEPT THERAPEUTIC RIDING	9/15/2023	276.00	CLS
EFT000000000078	ADAPT INC	9/22/2023	130,501.58	Specialized Residential
64002	AIMS LLC	9/22/2023	100.00	Inpatient Doctor Services
63991	ALLEGAN COUNTY CMH	9/22/2023	29.44	COFR
64006	ALTERNATIVE CHOICES	9/22/2023	1,981.00	CLS
EFT000000000082	AST - AUTISM SPECTRUM THERAPIE	9/22/2023	2,985.64	Autism Provider
63993	BEACON SPECIALIZED LIVING SERV	9/22/2023	165.20	Specialized Residential
EFT000000000074	BLESSED HOME AFC	9/22/2023	6,989.40	Specialized Residential
63986	BLUE CROSS BLUE SHIELD OF MICH	9/22/2023	92,376.22	Employee Benefits
EFT000000000094	BRONSON-ACADIA JOINT VENTURE L	9/22/2023	5,000.00	Inpatient Doctor Services
EFT000000000091	BROOKSIDE CARE LLC	9/22/2023	4,900.00	Specialized Residential
EFT000000000096	BRYANN BOOKS	9/22/2023	75.00	Employee Expense Reimbursement
64003	CEDAR CREEK HOSPITAL	9/22/2023	53,248.00	Inpatient Doctor Services
63988	CENTRAL MANUFACTURING SERVICES	9/22/2023	5,500.00	Rent
63995	CENTURYLINK	9/22/2023	123.35	Utilities
63999	CHASE CARD SERVICES	9/22/2023	21,264.89	Credit Card
EFT000000000095	DEAR COUNTRY AFC	9/22/2023	1,996.80	AFC
63997	DELTA DENTAL	9/22/2023	7,264.76	Employee Benefits
EFT000000000080	DOCTORS NEUROPSYCHIATRIC HOSPI	9/22/2023	13,150.00	Inpatient Doctor Services
64004	DONALD KITCHEN JR	9/22/2023	25.00	Committee Fee
EFT000000000081	FLATROCK MANOR	9/22/2023	23,957.76	Specialized Residential
63994	GAIL LECOUNT	9/22/2023	44.06	Committee Fee
EFT000000000093	GREAT LAKES CLEANING SERVICE	9/22/2023	1,150.00	Janitorial Services
EFT000000000088	HEART 2 HEART AUTISM CENTER LL	9/22/2023	5,020.82	Autism Provider
64005	JENNIFER HENDRICKS	9/22/2023	25.00	Committee Fee
EFT000000000087	KARAH DENNELL JOHNSON	9/22/2023	1,050.00	Emergency Weekend Hours
63990	KENDRICK STATIONERS INC	9/22/2023	422.50	Supplies
63996	KONICA MINOLTA	9/22/2023	60.00	Printers
EFT000000000077	KSS ENTERPRISES	9/22/2023	702.51	Supplies
EFT000000000085	LAKESIDE CUSTOM BUILDERS LLC	9/22/2023	450.00	Maintenance
EFT000000000089	LIFETREE BEHAVIORAL HEALTH	9/22/2023	13,677.82	Autism Provider
EFT000000000090	MAPLECREST LLC	9/22/2023	3,183.00	Rent
64007	PARKVIEW PHYSICIANS GROUP	9/22/2023	1,199.86	Inpatient Doctor Service
EFT000000000079	PETER CHANG ENTERPRISES INC	9/22/2023	12,937.55	PCE Software
63987	PINE REST CHRISTIAN MHS	9/22/2023	4,728.00	Inpatient Doctor Service
EFT000000000083	RIPPLE EFFECTS AUTISM LEARNING	9/22/2023	21,424.72	Autism Provider
EFT000000000073	ROSLUND, PRESTAGE & COMPANY, P	9/22/2023	4,375.00	Audit-Preliminary
63992	ST FRANCIS CAMP ON THE LAKE	9/22/2023	1,488.24	CLS
EFT000000000072	ST JO CO TRANSPORTATION AUTHOR	9/22/2023	978.00	Transportation
EFT000000000076	ST JOSEPH COMMUNITY CO-OP INC	9/22/2023	1,700.00	Specialized Residential/After Hours
64000	STRATUS VIDEO LLC	9/22/2023	658.92	interpreter
EFT000000000075	STUART WILSON, CPA PC	9/22/2023	9,079.30	Fiscal Intermediary
EFT000000000092	SYNTHESIS ABA	9/22/2023	1,340.85	Autism Provider
64001	TINA BULLARD	9/22/2023	42.03	Committee Fee
EFT000000000084	UNITY MHS LLC	9/22/2023	1,800.00	Contract-Psychiatrist
63989	VILLAGE OF CENTREVILLE	9/22/2023	1,266.18	Utilities
63998	WAYNE SIMMONS	9/22/2023	26.31	Committee Fee
EFT000000000086	WINDSWEPT THERAPEUTIC RIDING	9/22/2023	364.50	CLS
EFT000000000099	ADAPT INC	9/29/2023	14,357.76	Specialized Residential
EFT000000000113	AUTISM OF AMERICA LLC	9/29/2023	1,838.12	Autism Provider
EFT000000000114	BROOKSIDE CARE LLC	9/29/2023	4,900.00	Specialized Residential
EFT000000000118	CECILY BIERLEIN	9/29/2023	44.95	Employee Expense Reimbursement
64012	CERTASITE LLC	9/29/2023	442.99	Fire Safety
EFT000000000100	DOCTORS NEUROPSYCHIATRIC HOSPI	9/29/2023	3,465.00	Inpatient Doctor Services
64008	FARMERS STATE BANK	9/29/2023	13,461.14	Mortgage-Oct
EFT000000000102	FLATROCK MANOR	9/29/2023	927.00	Specialized Residential

EFT000000000103	GAGAN S PC	9/29/2023	16,171.00 Psychiatrist Contract
EFT000000000117	GREAT LAKES CLEANING SERVICE	9/29/2023	1,150.00 Janitorial Services
64010	HAVENWYCK HOSPITAL	9/29/2023	14,994.00 Inpatient Doctor Service
EFT000000000111	HEART 2 HEART AUTISM CENTER LL	9/29/2023	3,651.84 Autism Provider
EFT000000000101	HR ALLIANCE 1 INC	9/29/2023	3,013.65 Fiscal Intermediary
64015	IMAGINE MEDICAL GROUP P.A.	9/29/2023	2,560.00 Staffing Contract
EFT000000000119	JONATHAN ANTHONY	9/29/2023	25.67 Employee Expense Reimbursement
EFT000000000110	KARAH DENNELL JOHNSON	9/29/2023	400.00 Emergency Weekend Hours
64014	KONICA MINOLTA PREMIER FINANCE	9/29/2023	1,875.25 Printers
EFT000000000112	LIFETREE BEHAVIORAL HEALTH	9/29/2023	14,814.92 Autism Provider
EFT000000000109	LYDIA MARIE CHAPA	9/29/2023	2,100.00 Wraparound Provider
64013	MICHIANA RECYCLING & DISPOSAL	9/29/2023	123.23 Utilities
EFT000000000106	RILEY PUMPKIN FARM	9/29/2023	375.00 Lawn Service-Three Rivers
EFT000000000105	RIPPLE EFFECTS AUTISM LEARNING	9/29/2023	24,354.91 Autism Provider
64011	SOUTH BEND PSYCHIATRY	9/29/2023	600.00 Doctor Services
EFT000000000098	STATE OF MICHIGAN	9/29/2023	374.42 County 10% Remittance
EFT000000000097	STUART WILSON, CPA PC	9/29/2023	11,135.44 Fiscal Intermediary
EFT000000000116	SYNTHESIS ABA	9/29/2023	1,048.25 Autism Provider
EFT000000000104	THE TM GROUP INC	9/29/2023	180.00 IT
64009	UNITED STATES TREASURY	9/29/2023	3,074.89 IRS Payment
EFT000000000107	UNITY MHS LLC	9/29/2023	2,700.00 Contract-Psychiatrist
EFT000000000108	WINDSWEEP THERAPEUTIC RIDING	9/29/2023	256.50 CLS
EFT000000000115	WMU CENTER FOR DISABILITIES	9/29/2023	433.34 Autism Provider

Total Amount of Non-Void Checks & EFTs

1,999,182.51

Electronic Debit	EMPOWER	9/1/2023	9,904.61 Employee Benefits
Electronic Debit	EMPOWER	9/1/2023	5,562.84 Employee Benefits
Electronic Debit	EMPOWER	9/1/2023	12,720.38 Employee Benefits
Electronic Debit	OPTUM BANK	9/5/2023	11,815.31 Employee Benefits
Electronic Debit	PAYCOR INC	9/7/2023	2,245.75 Employee Payroll
Electronic Debit	STATE OF MICHIGAN	9/11/2023	250,000.00 236 Transfer - General Fund
Electronic Debit	PAYCOR INC	9/14/2023	162,507.27 Employee Payroll
Electronic Debit	PAYCOR INC	9/14/2023	55,820.81 Employee Payroll
Electronic Debit	OPTUM BANK	9/15/2023	11,638.36 Employee Benefits
Electronic Debit	EMPOWER	9/18/2023	9,871.81 Employee Benefits
Electronic Debit	EMPOWER	9/18/2023	5,662.80 Employee Benefits
Electronic Debit	EMPOWER	9/18/2023	12,779.89 Employee Benefits
Electronic Debit	PAYCOR INC	9/28/2023	160,752.34 Employee Payroll
Electronic Debit	PAYCOR INC	9/28/2023	54,360.19 Employee Payroll
Electronic Debit	PAYCOR INC	9/28/2023	405.65 Employee Payroll
Electronic Debit	EMPOWER	9/29/2023	9,868.78 Employee Benefits
Electronic Debit	EMPOWER	9/29/2023	6,667.90 Employee Benefits
Electronic Debit	OPTUM BANK	9/29/2023	11,638.36 Employee Benefits

Total Amount of Electronic Debits

794,223.05

Total Disbursements

2,793,405.56

Contracts for Board Meeting October 16th, 2023

Clinical Contracts						
Provider Direct	Staff Responsible	Type of Service	Annual Budget Per Diem Cost	Explanation	Contract Dates	Board Approved
Autism of America	J. Cupp	ABA	97151: \$21.25-\$30	ABA	10/1/23-9/30/24	
			0362T: \$21.25-\$30			
			97153: \$14.03-\$15			
			97154: \$4.08-\$4.59			
			97155: \$21.25-\$30			
			97156: \$21.25-\$30			
			97157: \$8.50-\$12			
97158: \$6.07-\$8.75						
0373T: \$\$21.25-\$30						
Heart2Heart	J. Cupp	ABA	97151: \$21.25-\$30	ABA	10/1/23-9/30/24	
			0362T: \$21.25-\$30			
			97153: \$14.03-\$15			
			97154: \$4.08-\$4.59			
			97155: \$21.25-\$30			
			97156: \$21.25-\$30			
			97157: \$8.50-\$12			
97158: \$6.07-\$8.75						
0373T: \$\$21.25-\$30						
Lifetree Behavioral Health	J. Cupp	ABA	97151: \$21.25-\$30	ABA	10/1/23-9/30/24	
			0362T: \$21.25-\$30			
			97153: \$14.03-\$15			
			97154: \$4.08-\$4.59			
			97155: \$21.25-\$30			
			97156: \$21.25-\$30			
			97157: \$8.50-\$12			
97158: \$6.07-\$8.75						
0373T: \$\$21.25-\$30						
Professional Rehabilitation Center DBA Rebound	J. Cupp	ABA	97151: \$21.25-\$30	ABA	10/1/23-9/30/24	
			0362T: \$21.25-\$30			
			97153: \$14.03-\$15			

Contracts for Board Meeting October 16th, 2023

				97154: \$4.08-\$4.59 97155: \$21.25-\$30 97156: \$21.25-\$30 97157: \$8.50-\$12 97158: \$6.07-\$8.75 0373T: \$\$21.25-\$30			
ROI	J. Cupp	ABA		97151: \$21.25-\$30 0362T: \$21.25-\$30 97153: \$14.03-\$15 97154: \$4.08-\$4.59 97155: \$21.25-\$30 97156: \$21.25-\$30 97157: \$8.50-\$12 97158: \$6.07-\$8.75 0373T: \$\$21.25-\$30	ABA	10/1/23-9/30/24	
Ripple Effect	J. Cupp	ABA		97151: \$21.25-\$30 0362T: \$21.25-\$30 97153: \$14.03-\$15 97154: \$4.08-\$4.59 97155: \$21.25-\$30 97156: \$21.25-\$30 97157: \$8.50-\$12 97158: \$6.07-\$8.75 0373T: \$\$21.25-\$30	ABA	10/1/23-9/30/24	
Synthesis ABA	J. Cupp	ABA		97151: \$21.25-\$30 0362T: \$21.25-\$30 97153: \$14.03-\$15 97154: \$4.08-\$4.59 97155: \$21.25-\$30 97156: \$21.25-\$30 97157: \$8.50-\$12 97158: \$6.07-\$8.75 0373T: \$\$21.25-\$30	ABA	10/1/23-9/30/24	
OnPointe	J. Cupp	Single Case Agreement	Single Case	9083X: \$96.80-\$216	Single Case for Client	10/1/23-9/40/23	

Contracts for Board Meeting October 16th, 2023

Provider Direct	Staff Responsible	Type of Service	Annual Budget Per Diem Cost	Explanation	Contract Dates	Board Approved
Lynelle Girton-Thrasher	J. Cupp	Infant Mental Health Supervisor	\$100 per hour	Infant Mental Health Supervisor	10/1/23-9/30/24	
AGAPE	J. Cupp	Specialized Residential	H2016: \$65 T1020: \$97.40	Specialized Residential	10/1/23-9/30/24	
Community Living Options	J. Cupp	Specialized Residential	H2016: \$145.18-\$348.31 T1020: \$27.60-\$123.64	Updated Rates	10/1/23-9/30/24	
Dear Country AFC	J. Cupp	CLS Home	H2015: \$4.60	Updated Rates	10/1/23-9/30/24	
Spectrum Community Services	J. Cupp	CLS Home	H2015: \$2.10-\$3.50	Updated Rates	10/1/23-9/30/24	
Delight AFC	J. Cupp	Specialized Residential	H2016: \$245 T1020: \$83.18	Specialized Residential	10/1/23-9/30/24	
Borgess	J. Cupp	Inpatient Hospital	0124: \$951 99221-99239: \$114 0124 1:1: \$1668 99211-99215 (Partial): \$144 0912 (Partial): \$489 0901 (ECT): \$1245 90870 (ECT): \$187	Inpatient Hospital	10/1/23-9/30/24	
Pine Rest	J. Cupp	Inpatient Hospital	0100: \$1240 0912: \$554 0100: TG: \$2085 0901: \$1092	Inpatient Hospital	10/1/23-9/30/24	
Pine Way	J. Cupp	Crisis Residential	H0018: \$955.89-\$1055.89	Crisis Residential	10/1/23-9/30/24	
Beacon Sandhurst	J. Cupp	Crisis Residential	H0018: \$652.25	Crisis Residential	10/1/23-9/30/24	
Centerpointe 1&2	J. Cupp	Crisis Residential	H0018: \$573.49	Crisis Residential	10/1/23-9/30/24	
Beechwood Crisis Residential	J. Cupp	Crisis Residential	H0018: \$607.49	Crisis Residential	10/1/23-9/30/24	
Robert Brown Crisis Center	J. Cupp	Crisis Residential	H0018: \$599.84	Crisis Residential	10/1/23-9/30/24	
Samuel's House	J. Cupp	Crisis Residential	H0018: \$768.63	Crisis Residential	10/1/23-9/30/24	
Miscellaneous						
Provider Direct	Staff Responsible	Type of Service	Annual Budget Per Diem Cost	Explanation	Contract Dates	Board Approved
MRS	C. Bullock	Cash Transfer	\$14814.81	Vocational Rehabilitation Services	10/1/23-9/30/24	

Contracts for Board Meeting October 16th, 2023



**MEETING MINUTES OF SEPTEMBER 25 , 2023
PIVOTAL CONFERENCE ROOM**

OFFICERS

PRESENT: Sandra Hall- Chair (Virtual), Kathy Pangle- Vice Chair, Kay Decker- Secretary

MEMBERS

PRESENT: Cathi Abbs, Elisabeth Roberts, Darci Skrzyniarz, Carol Naccarato, Stacey Linihan, Rick Shaffer, Luis Rosado, Damon Knapp,

MEMBERS

ABSENT:

VISITORS:

PUBLIC HEARING:

Public Hearing was held at 4:00 pm, there were no visitors present and no one wishing to speak.

MINUTES

CALL TO ORDER

Decker, Secretary called the meeting to order at 4:02pm

APPROVAL OF AGENDA

Adding letter J, October Board Meeting under Board Decisions

A MOTION WAS MADE BY ABBS, SUPPORTED BY KNAPP, TO APPROVE THE AGENDA ADDING LETTER J, OCTOBER BOARD MEETING. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED

GUEST, VISITORS, & PUBLIC COMMENTS

No comments

CONSENT AGENDA

Check Register \$2,261,398.11

Contracts September 2023

Board Meeting Minutes August 2023

A MOTION WAS MADE BY ABBS, SUPPORTED BY SHAFFER, TO APPROVE THE CONSENT AGENDA. ROLL CALL VOTE. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED

EXECUTIVE LIMITATIONS

V.05 Financial Condition and Activities

Bullock, CEO, made a minor correction with the Healthy Michigan showing we have a \$3.2million deficit. We did not have any long term reserves expended. All debits have been settled and no expenses over \$20,000

Versteeg, CFO, presented on financials showing operating fund with a total net position of \$4.7million. Medicaid settlement is at \$3.4million and \$208,000 within Healthy Michigan.

Bullock, CEO added this does not yet show our General Fund that was submitted to Cass and Woodlands. Cash was sent out in September. Our PPS1 rate was changed halfway through the year that is why our CCBHC settlement is showing a \$1.7million we still have a positive surplus at the end of the year. Looking to have a fund balance of \$4.7million which is in increase of almost \$1.9million from last year.

A MOTION WAS MADE BY KNAPP, SUPPORTED BY SKRZYNIARZ, TO APPROVE V.05 FINANCIAL CONDITION AND ACTIVITIES. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

PERFORMANCE ON ENDS

- A. Reports on Ends Accomplishments- N/A
- B. Discussion on Implication on Ends Report-
 - a. Per Bullock, CEO, the chart is correct and will send out the correct number in the weekly happenings.

BOARD POLICY REVIEW

A. VI. 11 Annual Leave Reserve Policy

Damon Knapp presented.

Kathy Pangle joined the meeting at 4:27pm

B. VI.12 Investment Policy

Kathy Pangle presented

C. Discuss Proposed Policy- N/A

BOARD WORK ON ENDS, LINKAGE ACTIVITIES, AND BOARD EDUCATION

N/A

BOARD DECISIONS (MOTIONS) ACTIONS

A. By-Laws update

Review dates changed. Adding the Executive Committee can meet as a liaison and will meet as an advisory and not as a decision making unless the Board grants them at that time.

A MOTION WAS MADE BY SHAFFER, SUPPORTED BY SKRZYNIARZ, TO ACCEPT BY-LAWS UPDATE. ROLL CALL VOTE. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

B. Closed session- Union Negotiations

A MOTION WAS MADE BY ROSADO, SUPPORTED BY DECKER, TO ACCEPT THE CLOSED SESSION FOR UNION NEGOTIATION. ROLL CALL VOTE. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

C. Amended Budget Proposal FY 22/23

A MOTION WAS MADE BY LINIHAN, SUPPORTED BY ROSADO, TO ACCEPT THE AMENDED BUDGET PROPOSAL FY 22/23 ROLL CALL VOTE. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

D. FY 23/24 Budget Proposal

Revenue budget of \$28,056,609

Expense budget of \$28,056,609

Bullock, CEO, would like to finish the remanding remodeling renovations. The facility budget shows the depreciation expenses not the total budget for the project. Also added in the depreciation expenses is the front pillars and the parking lot that floods when it rains.

Provider claims also increased significantly. We are working and will continue to work to make sure people are in the appropriate housing and services. Unfortunately, a lot of providers get to make their own rate.

Bullock, CEO, is hoping with having the Police Liaison in both locations we are hoping our hospital diversion and hospitalization cost will decrease. However, Bullock, CEO, increased the Provider claims budget.

A MOTION WAS MADE BY DECKER, SUPPORTED BY LINIHAN TO, ACCEPT THE FY 23/24 BUDGET PROPOSAL. ROLL CALL VOTE. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED

E. Union Raises

3.5% across the board increase does not include the Director

Equal increase to opt out of insurance once the rates are finalized by insurance company. Agency will cover 100% of insurance cost and the mandatory HSA deduction will not change for 2024 however, the employee has the opportunity to increase contribution should they wish.

A MOTION WAS MADE BY SHAFFER, SUPPORTED BY DECKER, TO ACCEPT THE UNION RAISES THAT DOES NOT INCLUDE THE DIRECTOR. ROLL CALL VOTE. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

F. Insurance for FY 24

Agency will cover 100% of the insurance cost.

A MOTION WAS MADE BY LINIHAN, SUPPORTED BY SKRZYNIARZ, TO ACCEPT THE INSURANCE FOR FY 24. ROLL CALL VOTE. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

G. Directors Contract

A MOTION WAS MADE BY ROSADO, SUPPORTED BY ABBS, TO ACCEPT THE DIRECTORS CONTRACT. ROLL CALL VOTE. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

H. New Board Member Committee

Executive Committee meet and makes a recommendation to the Board. Bullock, CEO, to coordinate.

I. SWMBH Alternative Meeting

Bullock, CEO, to send out 7-minute video. The Board to take one week to watch and send Bullock, CEO any questions they may have.

A MOTION WAS MADE BY ROSADO, SUPPORTED BY DECKER, TO APPROVE SWMBH ALTERNATIVE MEETING. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

J. October Board Meeting

SWMBH special meeting would have a Consent Agenda, New Board Member vote and then the SWMBH special meeting.

A MOTION WAS MADE BY SHAFFER, SUPPORTED BY DECKER, TO CANCEL THE OCTOBER BOARD MEETING. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

Sandy Hall, Chair left meeting at 5:01pm

Elizabeth Roberts joined meeting at 5:01pm

COMMUNICATIONS

- A. Directors Report
- B. Supported Employment Update

BOARD PROCESS REVIEW AND ADJOURNMENT

A MOTION WAS MADE BY SHAFFER, SUPPORTED BY LINIHAN, TO ADJOURN THE MEETING. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

MEETING ADJOURNED AT 5:22pm

Signature _____

Kay Decker, Secretary

Date

Affinity House Advisory Board Minutes

September 20, 2023

*Quorum not met

- Jessica	- Damon
- Holly	- Gina (Absent)
- Wayne	- Jo
- Jen	- Liz (Absent)
- Travis (Absent)	- Cory (Absent)
- Rick	- Jill
	- Luke (Absent)

Guest: Ron Waite (Affinity House Member)

1. **Call to Order:** 12:09pm
2. **Banking Account:** Savings \$1249.28 Cash -\$127.10 FY '21/'22 Budget - \$212,144.41
 - a. Follow up with Cameron about Gabe (Southern Michigan Bank and Trust) sitting on board as financial representative
3. **Accreditation Updates:**
 - a. Continue to work on meeting with Accreditation recommendations: Expanding Advisory Board and Increasing TE's
4. **Employment:**
 - a. Jess will follow-up with Gina about a TE at Courthouse
 - b. Jess stated Clubhouse International recommends following 1 TE at a time, due to staffing/training.
 - c. Jess shared that Affinity House had a TE position at GG's Cookies, though did not have a member to fill the position. Holly shared Staff Kendra is working on educating young adults about the benefits of employment.
5. **Education:**
 - a. Kendra will be taking member to the Glen Oaks College Fair
6. **Advisory Board:**
 - a. Amber, from Clubhouse International, will be here in October, to present on how the board can best assist the Clubhouse.
 - b. Damon resigned from the advisory board this month.
 - c. Adam, from Glen Oaks, wants to be on the board, but has to teach a class this semester and will not be able to attend meetings until December.
7. **Fundraising:**
 - a. Holly reported the 100 Men's Club denied Clubhouse the opportunity to present. Holly is now looking into presenting at the 100 Women's Club
 - b. Holly is working on a grant from WalMart.
 - c. Jill suggested an online auction, 5k run, golf outing, or walk for warmth for fundraising events.
 - d. Damon suggested BBQ Brew house or Nelson's Chicken fundraisers.
8. **Advocacy:**
 - a. Holly shared the local Rotary Clubs want to help with after-hours volunteer opportunities.
 - b. Clubhouse attended the Walk-A-Mile advocacy event at the State Capitol.
10. **For the good of the order**
 - a. Affinity House is sending three colleagues to Utah to attend the USA Clubhouse Conference, thanks to MDHHS scholarships.

- b. Affinity House hired a 3rd staff generalist, Kaitlyn. She is scheduled to start late October.
- c. Jessica asked Rick about getting a possible membership at Health Trac for members to work towards reaching their fitness goals.
- d. Jessica is resigning from the Clubhouse Director position, effective November 2nd. She is hoping to still sit on the advisory board.

10. **Meeting Adjourned:** 1:00pm

Next Meeting: October 18, 2023 @ 12:00 PM

***Standard 32 – International Clubhouse** - The Clubhouse has an independent board of directors, or if it is affiliated with a sponsoring agency, has a separate advisory board comprised of individuals uniquely positioned to provide financial, legal, legislative, employment development, consumer and community support and advocacy for the Clubhouse.

Advisory Board Mission Statement - 'The Advisory Board will be comprised of individuals who are actively engaged in supporting Affinity House to become integrated into the community through employment, advocacy, and fundraising events.'