



March 26th, 2024, 5:00 pm  
Pivotal Conference Room  
Centreville, MI

- I. **Approval of Agenda** *Welcome & preliminaries: the focus for our meeting.* (Kathy)\*
- II. **Public Comment:** *Guests and visitors can comment, with a maximum of 3 minutes per person.* (Kathy)
- III. **Consent Agenda** *Ratification and approval of minutes & non-debatable items* (Kathy)\*\*
  - a. February 2024 Check Register pg. 3
  - b. February 2024 Meeting Minutes pg. 7
- IV. **Monitoring Reports** *Assuring Executive and Organizational Performance* (C. Bullock)
  - a. **Executive Limitations:** *Is the organization operating within the boundaries the Board sets?*
    - i. **V.09- Communication and Support to the Board\*** pg. 10
    - ii. **V.05 – Financial Conditions/Activity\*** pg. 13
- 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. III.02 Unity of Control – Kathy P. pg. 19
  - b. III.03 Accountability to the CEO – Kay D. pg.20
  - c. III.04 Delegation to the CEO – Rick S. pg. 21
- VII. **Board Work on Ends, Linkage Activities, and Board Education (5-10 min)**
  - a. Children's Community Living Supports – Christina M.
- VIII. **Board Decisions (Motions) Actions:** *Only the Board has the authority to make them.* (Kathy)
  - a. **Request for Proposal – Administrative Building\*\***
  - b. **Reappointment of Board Members for 3-year term\*\***
  - c. **Dynamics 365 Business Central\*\*** pg. 23
  - d. **Reappointment of Recipient Rights Advisory Committee for 3-year term\*\*** pg. 26
  - e. **Vehicle purchases\*\***
- IX. **Communications:** *Keep the Board current on significant events and operations.*
  - a. Directors Report March 2024 pg. 27
  - b. Customer Advisory Committee Minutes pg. 29
  - c. Peer Connections Support Group flyer pg. 31
  - d. Maternal Mental Health Support Group flyer pg. 32
  - e. Recovery Support Group flyer pg. 33
  - f. Autism Awareness: Empowering Individuals, Inspiring Communities flyer pg. 34
- X. **Board Process Review and Adjourn:** *How did we use our time, discuss relevant information, and make decisions according to our 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 is Available upon request.

IF YOU ARE UNABLE TO ATTEND, PLEASE GET IN TOUCH WITH THE BOARD OFFICE (269-467-1001 x364) NEXT REGULAR MEETING: APRIL 30<sup>th</sup>, 2024, PIVOTAL CONFERENCE ROOM.



ADD	Attention Deficit Disorder	SAMHSA	Substance Abuse Mental Health Services Administration
ADHD	Attention Deficit/Hyperactivity Disorder		
ACT	Assertive Community Treatment	SED	Severe Emotional Disturbance (Children with)
AFC	Adult Foster Care		
BHDDA	Behavioral Health and Developmental Disabilities Administration	SMI	Severe Mental Illness (Adults with)
BH-TEDS	Behavioral Health Treatment Episode Data Set	SPMI	Severely and Persistently Mentally Ill
		SUD	Substance Use Disorders
		TANF	Temporary Assistance for Needy Families
BTC	Behavior Treatment Committee		
CARF	Commission on Accreditation and Rehabilitation Facilities		
CCBHC	Certified Community Behavioral Health Clinic		
CIT	Crisis Intervention Team		
CLS	Community Living Supports		
CMHSP	Community Mental Health Service Programs		
CMS	Centers for Medicare and Medicaid Services		
CON	Certificate of Need		
DAB	Disabled, Aged, Blind		
HMP	Healthy Michigan Plan		
HIPAA	Health Insurance Portability and Accountability Act		
ICD	Integrated Care for Dual Eligibles		
ID	Intellectually Disabled (formerly DD – Developmentally Disabled)		
IDDT	Interactive Dual Disorder Treatment		
IMH	Infant Mental Health		
IOP	Intensive Outpatient Services		
IPOS	Individualized Plan of Service		
LBSW	Licensed Bachelor's Level Social Worker		
LLBSW	Limited Licensed Bachelor's Level Social Worker		
LLMSW	Limited Licensed Master's Level Social Worker		
LLP	Limited Licensed Psychologist		
LLPC	Limited Licensed Professional Counselor (Master's Level)		
LMSW	Licensed Master's Level Social Worker		
LPC	Licensed Professional Counselor (Master's Level)		
MACMHB	Michigan Association of Community Mental Health Boards		
MHP	Medicaid Health Plans		
MMPBIS	Michigan Mission Performance-Based Indicator System		
OBRA	Omnibus Budget Reconciliation Act		
PCP	Person-Centered Planning		
PBIP	Performance-Based Incentive Payment		
PIHP	Prepaid Inpatient Health Plan		
PSS	Peer Support Services		
QBIP	Quality Bonus Incentive Payment		
SA	Substance Abuse		
SAL	Service Activity Log		
SCA	Standard Cost Allocation		

PIVOTAL  
Disbursements  
February 2024

\* Voided Checks

Check/EFT #	Vendor	Date	Amount	Description
EFT000000000566	ADAPT INC	2/2/2024	27,653.00	Specialized Residential
EFT000000000572	AIMS LLC	2/2/2024	500.00	Inpatient Doctor Services
64283	AMANDA MILLER	2/2/2024	50.00	Board Member
64282	AMERICAN UNITED LIFE INSURANCE	2/2/2024	11,094.24	Employee Benefits
EFT000000000583	AUTISM OF AMERICA LLC	2/2/2024	2,169.87	Autism Provider
64281	BCA - STONECREST CENTER	2/2/2024	15,570.00	Specialized Residential
64280	BEACON MEDICAL GROUP BEHAVIORA	2/2/2024	100.00	Inpatient Doctor Services
EFT000000000592	BRANDI BELCHER	2/2/2024	1,066.50	Contract - Access
EFT000000000589	BRONSON-ACADIA JOINT VENTURE L	2/2/2024	45,000.00	Inpatient Doctor Services
EFT000000000584	BROOKSIDE CARE LLC	2/2/2024	3,500.00	Specialized Residential
EFT000000000593	CAROL NACCARATO	2/2/2024	50.00	Board Member
EFT000000000570	CATHI ABBS	2/2/2024	50.00	Board Member
64276	COMCAST	2/2/2024	159.49	Utilities
EFT000000000574	DARCI SKRZYNIARZ	2/2/2024	50.00	Board Member
EFT000000000590	DEAR COUNTRY AFC	2/2/2024	2,815.20	Specialized Residential
EFT000000000591	DENISE RENEE BINGAMAN DBA JDBI	2/2/2024	500.78	Emergency After Hours
EFT000000000577	ELISABETH ROBERTS	2/2/2024	50.00	Board Member
EFT000000000563	FOREST VIEW HOSPITAL	2/2/2024	19,044.00	Specialized Residential
EFT000000000573	GAGAN S PC	2/2/2024	8,446.00	Contact-Psychiatrist
64274	GRIFFIN PEST SOLUTIONS	2/2/2024	90.00	Utilities
EFT000000000569	HARBOR OAKS HOSPITAL	2/2/2024	3,308.00	Inpatient Doctor Services
EFT000000000581	HEART 2 HEART AUTISM CENTER LL	2/2/2024	8,095.38	Autism Provider
EFT000000000571	HR ALLIANCE 1 INC	2/2/2024	3,169.68	Fiscal Intermediary
EFT000000000580	INNOVATEL TELESYCHIATRY LLC	2/2/2024	9,168.00	Contract Employment
EFT000000000594	JONATHAN ANTHONY	2/2/2024	45.96	Employee Expense Reimbursement
EFT000000000579	KARAH DENNELL JOHNSON	2/2/2024	820.10	Emergency After Hours
EFT000000000568	KATHERINE DECKER	2/2/2024	70.10	Board Member
EFT000000000595	KATHLEEN MORRILL	2/2/2024	47.98	Employee Expense Reimbursement
64279	KATHY PANGLE	2/2/2024	63.40	Board Member
EFT000000000588	KRISTI MERRILLS PLC	2/2/2024	621.16	Emergency After Hours
64284	LAUREN FRANK	2/2/2024	5,000.00	Tuition Reimbursement
EFT000000000582	LIFETREE BEHAVIORAL HEALTH	2/2/2024	16,385.88	Autism Provider
EFT000000000585	LUIS ROSADO	2/2/2024	66.08	Board Member
EFT000000000578	LYDIA MARIE CHAPA	2/2/2024	2,012.50	Contract-Wraparound
64272	MICHIGAN COUNCIL #25	2/2/2024	1,245.40	Union Dues
* 64275	MICHIGAN GAS UTILITIES	2/2/2024	188.75	Utilities
EFT000000000576	ORBIS PARTNERS LLC	2/2/2024	874.00	Subscription
EFT000000000560	PINE REST CHRISTIAN MHS	2/2/2024	3,942.00	Inpatient Doctor Services
EFT000000000567	RICHARD SHAFFER	2/2/2024	50.00	Board Member
EFT000000000575	RIPPLE EFFECTS AUTISM LEARNING	2/2/2024	25,840.52	Autism Provider
EFT000000000562	ROSLUND, PRESTAGE & COMPANY, P	2/2/2024	2,887.50	Audit
64273	SEMCO ENERGY GAS COMPANY	2/2/2024	177.46	Utilities
64278	SOUTHWEST MICHIGAN BEHAVIORAL	2/2/2024	16,134.00	Local Match
EFT000000000561	ST JO CO UNITED WAY	2/2/2024	182.00	Employee Contributions
EFT000000000565	ST JOSEPH COMMUNITY CO-OP INC	2/2/2024	11,665.49	Specialized Residential
EFT000000000587	STACY LINIHAN	2/2/2024	50.00	Board Member
EFT000000000564	STUART WILSON, CPA PC	2/2/2024	15,023.82	Fiscal Intermediary
EFT000000000586	SYNTHESIS ABA	2/2/2024	5,062.72	Autism Provider
64277	VERIZON WIRELESS	2/2/2024	3,816.93	Utilities
EFT000000000603	ADAPT INC	2/9/2024	264.24	Specialized Residential
EFT000000000604	AGAPE AFC HOME	2/9/2024	15,103.20	Specialized Residential
64300	ANNA FARLEY	2/9/2024	36.25	Employee Expense Reimbursement
EFT000000000616	AST - AUTISM SPECTRUM THERAPIE	2/9/2024	5,982.29	Autism Provider
EFT000000000624	AUTISM OF AMERICA LLC	2/9/2024	2,846.74	Autism Provider
EFT000000000602	BEACON SPECIALIZED LIVING SERV	2/9/2024	173,689.58	Specialized Residential
EFT000000000632	BRANDI BELCHER	2/9/2024	1,100.00	Contract - Access

EFT000000000625	BROOKSIDE CARE LLC	2/9/2024	500.00 Specialized Residential
EFT000000000631	CARE FROM THE HEART	2/9/2024	10,436.77 Specialized Residential
64301	CATHY HYSKA	2/9/2024	367.27 Payroll Reimbursement
64288	COMCAST	2/9/2024	263.80 Utilities
64297	CONLIN, MCKENNEY & PHILBRICK P	2/9/2024	87.50 Legal
EFT000000000609	COVERED BRIDGE HEALTHCARE	2/9/2024	120.00 Drug Screening
EFT000000000596	CRETSINGER CARE HOMES LTD	2/9/2024	14,345.25 Specialized Residential
EFT000000000613	DATA GUARDIAN	2/9/2024	79.00 Utilities
EFT000000000630	DEAR COUNTRY AFC	2/9/2024	2,686.40 Specialized Residential
EFT000000000608	DOCTORS NEUROPSYCHIATRIC HOSPI	2/9/2024	1,800.00 Inpatient Doctor Services
EFT000000000605	FALCO CORPORATION	2/9/2024	27,443.56 Specialized Residential
64292	FIDELITY SECURITY LIFE	2/9/2024	979.72 Employee Benefits
EFT000000000611	FLATROCK MANOR	2/9/2024	61,856.28 Specialized Residential
EFT000000000598	FOREST VIEW HOSPITAL	2/9/2024	3,174.00 Specialized Residential
64285	FRED'S PHARMACY	2/9/2024	325.02 Client Pharmacy
64293	FRONTIER	2/9/2024	488.01 Utilities
EFT000000000615	GAGAN S PC	2/9/2024	8,446.00 Contact-Psychiatrist
EFT000000000622	GIDDINGS AFC HOME LLC	2/9/2024	12,710.00 Specialized Residential
EFT000000000626	GIDDINGS AFC II	2/9/2024	11,444.89 Specialized Residential
EFT000000000628	GREAT LAKES CLEANING SERVICE	2/9/2024	1,150.00 Janitorial
EFT000000000620	HEART 2 HEART AUTISM CENTER LL	2/9/2024	5,680.27 Autism Provider
64291	HOSPITAL NETWORK HEALTHCARE SE	2/9/2024	63.66 Inpatient Doctor Services
EFT000000000633	ISABEL DETWILER	2/9/2024	841.00 Emergency After Hours
64296	KONICA MINOLTA PREMIER FINANCE	2/9/2024	1,875.25 Printers
EFT000000000629	KRISTI MERRILLS PLC	2/9/2024	85.00 Emergency After Hours
EFT000000000601	KSS ENTERPRISES	2/9/2024	192.23 Supplies
EFT000000000619	LAKESIDE CUSTOM BUILDERS LLC	2/9/2024	550.00 Maintenance
EFT000000000621	LIFETREE BEHAVIORAL HEALTH	2/9/2024	21,675.61 Autism Provider
64295	NAVIA BENEFIT SOLUTIONS	2/9/2024	100.00 Employee Benefits
64299	NEUROBEHAVIORAL HOSP OF NW IND	2/9/2024	1,600.00 Inpatient Doctor Services
EFT000000000623	NYUMBANI AFC	2/9/2024	22,918.92 Specialized Residential
64298	PETTY CASH - ANNA FARLEY	2/9/2024	180.95 ACT Petty Cash
EFT000000000597	PINE REST CHRISTIAN MHS	2/9/2024	7,440.00 Inpatient Doctor Services
EFT000000000607	PLEASANT ACRES LLC	2/9/2024	39,005.75 Specialized Residential
EFT000000000614	PLEASANT PINES	2/9/2024	32,754.60 Specialized Residential
EFT000000000627	PROFESSIONAL REHABILITATION SE	2/9/2024	1,010.16 Client Services
EFT000000000599	REHMANN	2/9/2024	44,000.00 Billing Contract/YE
EFT000000000618	RILEY PUMPKIN FARM	2/9/2024	2,107.00 Snow Removal
EFT000000000617	RIPPLE EFFECTS AUTISM LEARNING	2/9/2024	25,827.93 Autism Provider
64286	SEMCO ENERGY GAS COMPANY	2/9/2024	654.09 Utilities
EFT000000000600	STUART WILSON, CPA PC	2/9/2024	9,798.74 Fiscal Intermediary
EFT000000000612	SUPERIOR CARE OF MICHIGAN	2/9/2024	8,660.16 Specialized Residential
EFT000000000606	THE MEADOWS	2/9/2024	39,466.16 Specialized Residential
64290	THREE RIVERS POLICE DEPARTMENT	2/9/2024	744.00 Reimbursement-Bullet Proof Vest
64289	TWIN COUNTY COMMUNITY PROBATIO	2/9/2024	3,660.00 DRC
EFT000000000610	UNITY GROUP II	2/9/2024	25,790.76 Specialized Residential
64287	WASTE MANAGEMENT OF MICHIGAN	2/9/2024	400.59 Utilities
64294	WMU SCHOOL OF MEDICINE	2/9/2024	718.00 Doctor Services
64304	ACUITY, A MUTUAL INSURANCE COM	2/16/2024	322.00 Agency Insurance
EFT000000000642	ADAPT INC	2/16/2024	257,476.45 Specialized Residential
64314	ALTERNATIVE CHOICES	2/16/2024	1,826.78 CLS
EFT000000000652	AST - AUTISM SPECTRUM THERAPIE	2/16/2024	2,577.78 Autism Provider
EFT000000000641	BEACON SPECIALIZED LIVING SERV	2/16/2024	96.00 Specialized Residential
EFT000000000666	BRANDI BELCHER	2/16/2024	900.00 Contract - Access
EFT000000000660	BROOKSIDE CARE LLC	2/16/2024	6,500.00 Specialized Residential
EFT000000000650	CEDAR CREEK HOSPITAL	2/16/2024	31,175.00 Inpatient Doctor Services
64302	CENTRAL MANUFACTURING SERVICES	2/16/2024	5,665.00 Rent-Three Rivers
64311	CHASE CARD SERVICES	2/16/2024	14,082.60 Credit Card
EFT000000000667	CHERYL KRONTZ	2/16/2024	5.08 Employee Expense Reimbursement
EFT000000000664	DEAR COUNTRY AFC	2/16/2024	1,030.40 Specialized Residential
EFT000000000665	DENISE RENEE BINGAMAN DBA JDBI	2/16/2024	1,369.99 Emergency After Hours
EFT000000000645	DOCTORS NEUROPSYCHIATRIC HOSPI	2/16/2024	1,600.00 Inpatient Doctor Services
EFT000000000648	ERICA A SAGE	2/16/2024	1,062.50 OT Assessment
EFT000000000638	FOREST VIEW HOSPITAL	2/16/2024	7,406.00 Specialized Residential
EFT000000000651	GAGAN S PC	2/16/2024	8,343.00 Contact-Psychiatrist
EFT000000000662	GREAT LAKES CLEANING SERVICE	2/16/2024	2,300.00 Janitorial
64303	GRIFFIN PEST SOLUTIONS	2/16/2024	63.00 Utilities
EFT000000000634	GRYPHON PLACE	2/16/2024	908.88 After Hours Emergency Answering Services

EFT000000000646	HARBOR OAKS HOSPITAL	2/16/2024	5,789.00 Inpatient Doctor Services
EFT000000000657	HEART 2 HEART AUTISM CENTER LL	2/16/2024	4,696.11 Autism Provider
EFT000000000647	HR ALLIANCE 1 INC	2/16/2024	3,672.72 Fiscal Intermediary
EFT000000000656	INNOVATEL TELESPYCHIATRY LLC	2/16/2024	9,168.00 Contract Employment
64313	JENNIFER HENDRICKS	2/16/2024	25.00 Committee Fee
64307	KERWIN ELECTRIC INC	2/16/2024	190.00 Maintenance
EFT000000000663	KRISTI MERRILLS PLC	2/16/2024	936.29 Emergency After Hours
EFT000000000658	LIFETREE BEHAVIORAL HEALTH	2/16/2024	18,369.08 Autism Provider
64316	LRS, LLC	2/16/2024	126.45 Trash Disposal
EFT000000000655	LYDIA MARIE CHAPA	2/16/2024	1,872.50 Contract-Wraparound
EFT000000000668	LYNELLE GIRTON-THRASHER	2/16/2024	250.00 Contract-Supervision
EFT000000000659	MAPLECREST LLC	2/16/2024	3,183.00 Rent-Sturgis
64315	NEUROBEHAVIORAL HOSP OF NW IND	2/16/2024	1,872.00 Inpatient Doctor Services
EFT000000000635	PARMETER AFC	2/16/2024	9,330.69 Specialized Residential
EFT000000000643	PETER CHANG ENTERPRISES INC	2/16/2024	12,964.95 PCE
EFT000000000636	PINE REST CHRISTIAN MHS	2/16/2024	23,560.00 Inpatient Doctor Services
64317	PRIME HEALTHCARE SERVICES-GARD	2/16/2024	2,970.00 Inpatient Doctor Services
64310	RESIDENTIAL OPPORTUNITIES INC	2/16/2024	36,115.00 Specialized Residential
EFT000000000654	RIPPLE EFFECTS AUTISM LEARNING	2/16/2024	21,373.55 Autism Provider
EFT000000000644	SPECTRUM COMMUNITY SERVICES	2/16/2024	19,538.20 Specialized Residential
EFT000000000637	ST JO CO UNITED WAY	2/16/2024	182.00 Employee Contributions
EFT000000000640	ST JOSEPH COMMUNITY CO-OP INC	2/16/2024	75.00 Supported Employment
EFT000000000639	STUART WILSON, CPA PC	2/16/2024	8,510.88 Fiscal Intermediary
EFT000000000661	SYNTHESIS ABA	2/16/2024	5,233.47 Autism Provider
EFT000000000653	THE TM GROUP INC	2/16/2024	500.00 IT Support
EFT000000000649	TINA BULLARD	2/16/2024	43.76 Committee Fee
64305	UNITED STATES TREASURY	2/16/2024	679.76 FICA Expense on Disability Pay
64306	VERIZON WIRELESS	2/16/2024	184.09 Utilities
64308	WAYNE SIMMONS	2/16/2024	26.34 Committee Fee
64312	WEX BANK	2/16/2024	1,068.68 Shell Gas
64309	WMU SCHOOL OF MEDICINE	2/16/2024	342.00 Doctor Services
EFT000000000674	BRANDI BELCHER	2/23/2024	1,000.00 Contract - Access
EFT000000000675	CAMERON BULLOCK	2/23/2024	146.55 Employee Expense Reimbursement
64323	CHRISTINE MAHER	2/23/2024	54.02 Committee Fee
64318	CITY OF STURGIS	2/23/2024	1,535.41 Utilities
64324	EVERSTREAM SOLUTIONS LLC	2/23/2024	500.00 Utilities
64321	FARMERS STATE BANK	2/23/2024	13,461.14 Mortgage
EFT000000000670	GAGAN S PC	2/23/2024	8,652.00 Contact-Psychiatrist
EFT000000000673	GREAT LAKES CLEANING SERVICE	2/23/2024	1,000.00 Janitorial
64319	INDIANA MICHIGAN POWER	2/23/2024	401.59 Utilities
EFT000000000672	KARAH DENNELL JOHNSON	2/23/2024	950.00 Emergency After Hours
64325	KAREN BURG	2/23/2024	50.00 Committee Fee
EFT000000000669	KATHERINE DECKER	2/23/2024	70.10 Board Member
64322	KATHY PANGLE	2/23/2024	63.40 Board Member
64326	KRISTI MERRILLS	2/23/2024	71.49 Emergency After Hours
64327	MICHAEL HOUCK	2/23/2024	66.08 Committee Fee
EFT000000000671	RILEY PUMPKIN FARM	2/23/2024	909.00 Snow Removal
64320	VILLAGE OF CENTREVILLE	2/23/2024	660.91 Utilities

Total Amount of Non-Void Checks & EFTs

1,496,462.41

Electronic Debit	PAYCOR INC	2/1/2024	164,805.01 Employee Payroll
Electronic Debit	PAYCOR INC	2/1/2024	56,629.67 Employee Payroll
Electronic Debit	OPTUM BANK	2/5/2024	12,315.11 Employee Benefits
Electronic Debit	EMPOWER	2/5/2024	9,868.74 Employee Benefits
Electronic Debit	EMPOWER	2/5/2024	6,804.40 Employee Benefits
Electronic Debit	EMPOWER	2/5/2024	13,962.95 Employee Benefits
Electronic Debit	PAYCOR INC	2/7/2024	2,107.35 Employee Payroll
Electronic Debit	PAYCOR INC	2/9/2024	367.27 Employee Payroll
Electronic Debit	PAYCOR INC	2/15/2024	161,212.12 Employee Payroll
Electronic Debit	PAYCOR INC	2/15/2024	53,741.06 Employee Payroll
Electronic Debit	EMPOWER	2/15/2024	9,301.81 Employee Benefits
Electronic Debit	EMPOWER	2/15/2024	6,714.68 Employee Benefits
Electronic Debit	EMPOWER	2/15/2024	13,494.14 Employee Benefits
Electronic Debit	OPTUM BANK	2/16/2024	12,235.37 Employee Benefits
Electronic Debit	ISOLVED BENEFIT DEBIT CARD	2/21/2024	7.00 Employee Benefits
Electronic Debit	ISOLVED BENEFIT DEBIT CARD	2/22/2024	25.00 Employee Benefits
Electronic Debit	PAYCOR INC	2/29/2024	163,611.60 Employee Payroll

Electronic Debit	PAYCOR INC	2/29/2024	55,765.76	Employee Payroll
Electronic Debit	CENTURY BANK ACH FEES	2/29/2024	28.28	ACH Initiation Fees
Total Amount of Electronic Debits			<u>742,997.32</u>	
Total Disbursements			<u>2,239,459.73</u>	



**MEETING MINUTES OF FEBRUARY 27, 2024  
PIVOTAL CONFERENCE ROOM**

**OFFICERS**

**PRESENT:** Sandra Hall- Chair, Kathy Pangle- Vice Chair, Kay Decker- Secretary

**MEMBERS**

**PRESENT:** Carol Naccarato, Rick Shaffer, Luis Rosado, Elisabeth Roberts, Stacey Linihan, Damon Knapp

**MEMBERS**

**ABSENT:** Darci Skrzyniarz, Amanda Miller, Cathi Abbs

**VISITORS:**

**MINUTES**

**CALL TO ORDER**

Hall, Chair called the meeting to order at 5:00pm

**APPROVAL OF AGENDA**

**A MOTION WAS MADE BY ROBERTS, SUPPORTED BY PANGLE, TO APPROVE THE AGENDA. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED**

**GUEST, VISITORS, & PUBLIC COMMENTS**

Cameron Bullock, CEO, announced Kristy Barkley as the new Union Chair

**CONSENT AGENDA**

Check Register January \$2,719,810.69

Contracts January 2024

Board Meeting Minutes January 2024

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

**EXECUTIVE LIMITATIONS**

#### **V.01- Global Executive Constraint**

#### **V.05 Financial Condition/Activities**

Bullock, CEO presented on Finances.

While speaking on Internal Services, Bullock, CEO stated we were over budget contributing most of that cost to telehealth providers. Carol Naccarato suggested someone from Pivotal go visit and recruit from nearby colleges. Hall, Chair, added contacting the Professor to see if they would like a guest speaker from a clinician working in the field. They could bring a current list of job openings with them. Bullock, CEO will look into the suggestion.

**A MOTION WAS MADE BY PANGLE, SUPPORTED BY KNAPP, TO APPROVE BOTH V.01 GLOBAL EXECUTIVE CONSTRAINT AND V.05 FINANCIAL CONDITION/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- Subpart 1

#### **BOARD POLICY REVIEW**

- a. VI.07 Board committee Principles.
  - i. Collaboratively the Board looked it over and did not see anything that needed to be changed
- b. VI.08 Board Committee Structure
  - i. Presented by Elisabeth Roberts
- c. III.01 Global Governance Management
  - i. Presented by Damon Knapp

#### **Board work on Ends, Linkage Activities, and Board Education**

- a. Adult Case Management
  - i. Presented by Stacey D. and Rayshell L
- b. Adult Community Living Support (CLS)
  - i. Presented by Veniece D

#### **BOARD DECISIONS (MOTIONS) ACTIONS**

Bullock presented on the QIP plan FY 24

**A MOTION WAS MADE BY ROSADO, SUPPORTED BY LINIHAN TO ACCEPT THE QIP PLAN FY 24. ROLL CALL VOTE. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.**



**COMMUNICATIONS**

- a. Directors Report February 2024
- b. CAC meeting Minutes

**BOARD PROCESS REVIEW AND ADJOURNMENT**

Kathy Pangle requested having an abbreviation sheet attached to the agenda moving forward.

**A MOTION WAS MADE BY ROSADO, SUPPORTED BY PANGLE TO ACCEPT THE BOARD  
PROCESS REVIEW AND ADJOURNMENT. ROLL CALL VOTE. ALL IN FAVOR/NONE OPPOSED.  
MOTION CARRIED.**

**MEETING ADJOURNED AT 5:50pm**

Signature \_\_\_\_\_

Kay Decker, Secretary

\_\_\_\_\_

Date



## BOARD POLICY V.09

AREA:	Governance		
POLICY TYPE:	Executive Limitations	PAGE:	1 of 1
POLICY TITLE:	<b>COMMUNICATION AND SUPPORT TO THE BOARD</b>	EFFECTIVE:	09/28/2022
		REVIEWED:	03/26/2024

### POLICY:

The CEO will not permit the board to be uninformed or unsupported in its work.

The CEO will not

1. Withhold, impede, or confound information relevant to the board's informed accomplishment of its job.

- A. Neglect to submit monitoring data required by the board in Board-Management Delegation policy "Monitoring CEO Performance" in a timely, accurate, and understandable fashion, directly addressing provisions of board policies being monitored, and including CEO interpretations consistent with Board-Management Delegation policy "Delegation to the CEO," as well as relevant data.

*Executive Officer Response:* Proof of monitoring data can be found in your board calendar updates and each month's board packets with the Executive Limitations responses given according to the board calendar.

- B. Allow the board to be unaware of any actual or anticipated noncompliance with any Ends or Executive Limitations policy, regardless of the board's monitoring schedule.

*Executive Officer Response:* I am not aware of any anticipated or actual noncompliance. However, I do provide weekly updates to the board on all activities going on during the week and give information necessary for the board to make decisions if necessary. This also includes any potential issues or shortcomings.

- C. Allow the board to be without decision information required periodically by the board or let the board be unaware of relevant trends.

*Executive Officer Response:* The board is presented with what I believe is all the necessary information for the board to make decisions and fulfill its roll. I also have been timely in any additional requests the board makes as a whole for further information if needed.

D. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.

*Executive Officer Response:* Information that is presented is presented concisely. I try to ensure that nothing is overly complicated and simplified as necessary. There are times when things are just plain complicated, and I help the board work through the thought process to show how things work and the pros/cons of any potential actions.

E. Let the board be unaware of any incidental information it requires including anticipated media coverage, threatened or pending lawsuits and material internal changes.

*Executive Officer Response:* At a minimum, the board chair is kept apprised of any issues that may negatively affect the agency. Working with the board chair, it is then determined what and how much information is released to the full board, especially when it is dealing with sensitive issues. When it comes to internal changes, I try to keep the board apprised of these either through weekly happenings or in my director's reports each month during the board meetings.

F. Let the board be unaware if, in the CEO's opinion, the board is not in compliance with its own policies on Governance Process and Board-CEO Linkage, particularly in the case of board behavior that is detrimental to the work relationship between the board and the CEO.

*Executive Officer Response:* I don't think anyone can call me unopinionated when it comes to how things are run, however, even so, I try to be respectful of the full board and offer my opinion when I feel it is necessary.

2. Withhold from the board and its processes logistical and clerical assistance.

A. Allow the board to be deprived of a workable, user-friendly mechanism for official board, officer, or committee communications.

*Executive Officer Response:* We have been utilizing iPads for much of the board and provide paper copies of the agency to help with the utilization of the iPads. I utilize email as the primary means of contact with the board, and I mail any emails to those who do not have an email account and cannot receive electronic copies. Board members can also contact me through various means if something is not being done satisfactorily.

- B. Allow the board to be deprived of pleasant and efficient settings and arrangements for board and committee meetings.

*Executive Officer Response:* Accommodations were updated in 2022 with the board's approval. We upgraded the Projector to see better in brighter lights. Also, I recently upgraded the chairs for the board to be more uniform and comfortable for everyone.

3. Impede the board's holism, misrepresent its processes and role, or impede its lawful obligations.

- A. Deal with the board in a way that favors or privileges certain board members over others except when (i) fulfilling individual requests for information or (ii) responding to officers or committees with respect to duties charged to them by the board.

*Executive Officer Response:* I have relied on individual board members when making decisions that involve their area of expertise of that board member. Official business is generally routed through the board chair, and then a joint decision between me and the chair on how to proceed with certain duties. I will, on occasion, bounce ideas off board members to see if I can be preemptive and gather more data if necessary or to see if there isn't a different perspective to be aware of. These conversations are in no way binding to my actions, just help me gain differing prospectives from time to time.

- B. Allow the board to do its work without the necessary items on its Required Approvals agenda. Necessary items are those decisions delegated to the CEO yet required by law, regulation, or contract to be board-approved, along with applicable monitoring information.

*Executive Officer Response:* I believe the board to be in full compliance with all rules and regulations that are required as a board member.



## BOARD POLICY V.05

AREA:	Governance		
POLICY TYPE:	Executive Limitations	PAGE:	1 of 2
POLICY TITLE:	FINANCIAL CONDITIONS/ACTIVITIES (MARCH 2024)	EFFECTIVE:	09/28/2022
		REVIEWED:	03/26/2024

### POLICY:

With respect to the actual, ongoing financial condition and activities, the CEO will not cause or allow the development of fiscal jeopardy or material deviation of actual expenditures from board priorities established in Ends policies.

The CEO will not

1. Expend more funds than have been received in the fiscal year to date, with the exception of federal, state, and local required services.

*Executive Officer Response:* Final entries for FY 23 have been input, and as a result, you see the fund balance of the agency increase to our fund balance to be 6.6 million, with an unrestricted amount of \$5.2 million. We also saw our Medicaid deficit reduced from \$1.1 million to \$871k. We have been actively restructuring and figuring out ways to better allocate our resources.

2. Use any long-term reserves.

*Executive Officer Response-* No long-term reserves have been expended.

3. Allow payroll and debts to be settled in an untimely manner.

*Executive Officer Response-* All debts have been settled in a timely manner.

4. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

*Executive Officer Response-* Tax payments are made through Paycor automatically.

5. Make a single purchase or commitment of greater than \$20,000. Splitting orders to avoid this limit is not acceptable.

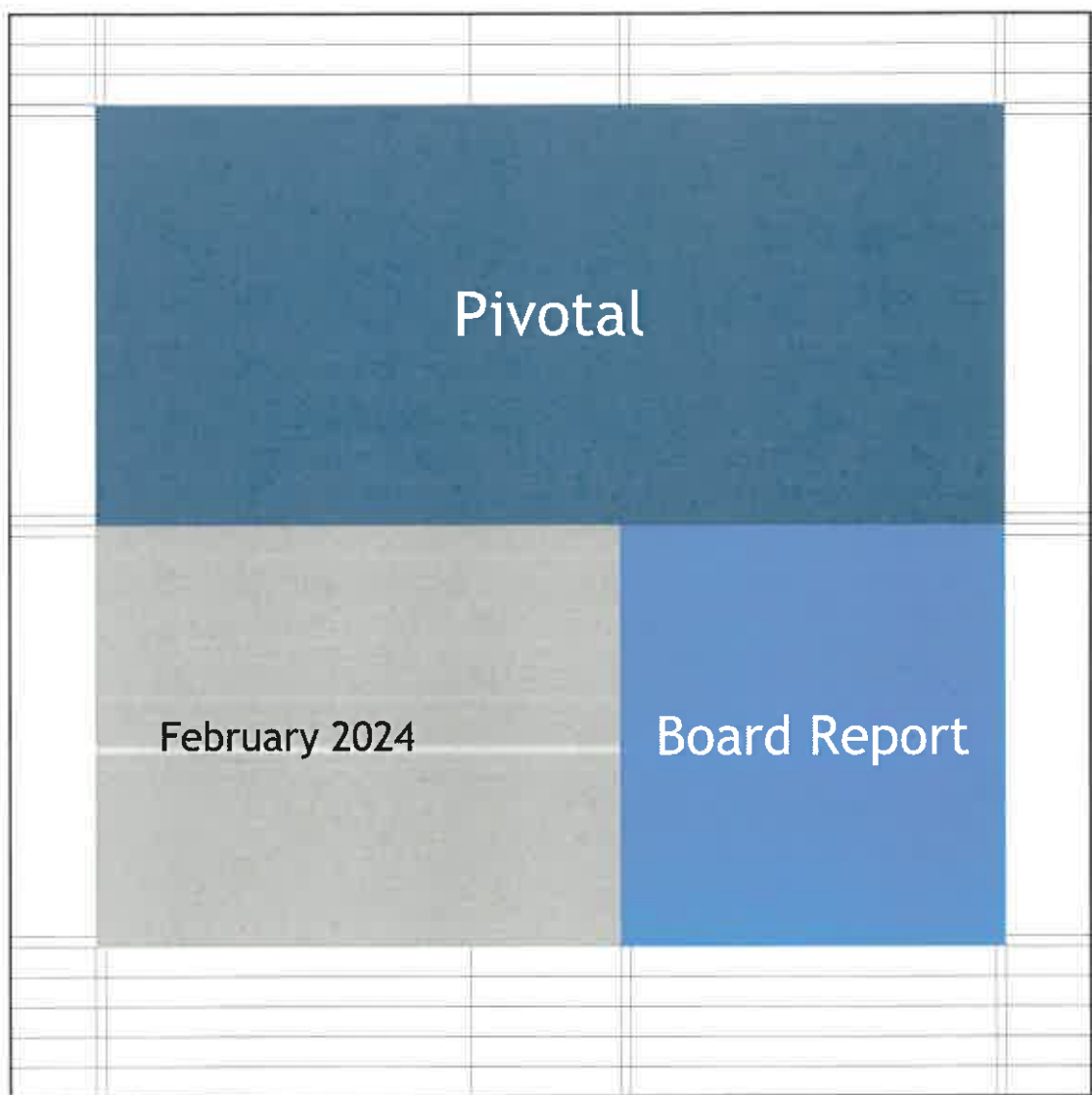
*Executive Officer Response-* No purchases greater than \$20,000 occurred.

6. Acquire, encumber or dispose of real estate.

*Executive Officer Response-* No real estate transactions have taken place.

7. Allow receivables to be unpursued after a reasonable grace period.

*Executive Officer Response-* Policies of uncollected funds are being followed and adhered to. Should the board wish to aggressively pursue collections such as collection agencies, I will do so. However, current practices require us to bill repeatedly for six months, and if you are not able/or do not pay, the bill is then written off. For Q1 we have written off \$4862.00.



<b>Pivotal</b>			
<b>Statement of Position</b>			
Proprietary Funds			
February 29, 2024			
	<b>Operating Fund</b>	<b>Balance September 30 2023</b>	<b>Favorable (Unfavorable)</b>
<b>ASSETS</b>			
Cash position	\$ 1,093,802	\$ 2,015,398	\$ (921,596)
Investments	1,423,793	1,389,636	34,157
Receivables:			
Accounts receivable	88,039	84,380	3,659
Due from State of Michigan	13,932	13,374	558
Due from SWMBH	2,856,050	456,490	2,399,560
Due from other governments	42,878	64,317	(21,439)
Prepaid items	108,146	177,320	(69,174)
Capital assets not being depreciated	-	-	-
Capital assets being depreciated, net	2,207,406	2,128,989	78,417
<b>Total assets</b>	<b>7,834,046</b>	<b>6,329,904</b>	<b>1,504,142</b>
<b>LIABILITIES</b>			
Accounts payable	1,987,956	2,218,126	(230,170)
Due to MDHHS	174,921	175,028	(107)
Due to SWMBH	(2,714,168)	-	(2,714,168)
Accrued liabilities	150,680	145,562	5,118
Unearned revenue	12,606	41,749	(29,143)
Long-term debt:			
Due within one year	-	-	-
Due in more than one year	836,104	894,370	(58,266)
Lease liability	556,347	489,626	66,721
Accrued sick and vacation	173,939	173,939	(0)
<b>Total liabilities</b>	<b>1,178,385</b>	<b>4,138,400</b>	<b>(2,960,015)</b>
<b>NET POSITION</b>			
Net investment in capital assets	1,371,302	1,234,619	1,234,619
Unrestricted	5,284,359	956,885	4,327,474
<b>Total net position</b>	<b>\$ 6,655,661</b>	<b>\$ 2,191,504</b>	<b>\$ 4,464,157</b>



<b>Pivotal</b>				
<b>Statement of Activities</b>				
October 1, 2023 through February 29, 2024				
	Operating Fund	Projected Total Activities	Prior Year Total Activities	Favorable (Unfavorable)
<b>Operating revenue</b>				
SWMBH Funding				
Medicaid capitation	\$ 7,422,676	\$ 17,814,422	\$17,310,793	\$ 503,630
Medicaid capitation - Settlement	1,040,891	2,498,138	-	2,498,138
MIHealth Link	-	-	-	-
MIHealth Link - Settlement	-	-	-	-
Healthy Michigan Plan	977,804	2,346,730	3,397,534	(1,050,804)
Healthy Michigan Plan - Settlement	(169,828)	(407,587)	-	(407,587)
CCBHC prepayment	1,305,218	3,132,523	3,017,272	115,251
CCBHC - Settlement	647,204	1,553,290	-	1,553,290
SUD Block Grant	-	-	78,969	(78,969)
Federal & State Sources				
State general fund	434,400	1,042,560	792,561	249,999
State general fund - Settlement	-	-	-	-
Federal and state grants	340,733	817,759	1,030,607	(212,848)
Local revenue				
County appropriation	107,195	257,268	257,268	-
Client fees	153,501	368,402	162,671	205,731
Performance Based Incentive Program	-	-	133,017	(133,017)
Rent revenue	2,160	5,184	9,610	(4,426)
Other revenue	40,352	96,845	83,017	13,828
Total operating revenue	12,302,306	29,525,534	26,273,319	3,252,215
<b>Operating expenses</b>				
Administration	1,648,164	3,955,594	3,632,432	323,161
Internal Services	2,376,016	5,702,438	5,174,438	(528,000)
Provider claims	7,103,417	17,048,201	16,769,534	(278,667)
Grant expenses	263,531	632,474	794,985	162,511
Vehicles	10,949	26,278	34,771	8,494
Facilities	179,758	431,419	556,822	125,402
Total operating expenses	11,581,835	27,796,404	26,962,983	(187,098)
Change in net position	720,471	1,729,130	(689,664)	2,418,794
Net position, beginning of year	5,935,190	5,935,190	2,881,168	
Net position, end of year	\$ 6,655,661	\$ 7,664,320	\$ 2,191,504	

<b>Pivotal</b>				
<b>Statement of Activities</b>				
Budget to Actual - October 1, 2023 through February 29, 2024				
	Original Budget	YTD Budget	YTD Actual	Over (Under) Budget
<b>Operating revenue</b>				
SWMBH Funding				
Medicaid capitation	\$ 12,517,716	\$ 5,215,715	\$ 7,422,676	\$ 2,206,961
Medicaid capitation - Settlement	-	-	1,040,891	1,040,891
MIHealth Link	-	-	-	-
MIHealth Link - Settlement	-	-	-	-
Healthy Michigan Plan	2,733,523	1,138,968	977,804	(161,164)
Healthy Michigan Plan - Settlement	-	-	(169,828)	(169,828)
CCBHC prepayment	9,867,475	4,111,448	1,305,218	(2,806,230)
CCBHC - Settlement	-	-	647,204	647,204
SUD Block Grant	78,968	32,903	-	(32,903)
Federal & State Sources				
State general fund	1,042,561	434,400	434,400	(0)
State general fund - Settlement	-	-	-	-
Federal and state grants	1,359,938	566,641	340,733	(225,908)
Local revenue				
County appropriation - St Joseph County	257,268	107,195	107,195	-
Client fees	149,200	62,167	153,501	91,334
Performance Based Incentive Program	-	-	-	-
Rent revenue	9,960	4,150	2,160	(1,990)
Other revenue	40,000	16,667	40,352	23,685
<b>Total operating revenue</b>	<b>28,056,609</b>	<b>11,690,254</b>	<b>12,302,306</b>	<b>612,052</b>
<b>Operating expenses</b>				
Administration	4,100,791	1,708,663	1,648,164	(60,499)
Internal Services	5,538,105	2,307,544	2,376,016	68,472
Provider claims	16,386,575	6,827,740	7,103,417	275,677
Grant expenses	1,359,938	566,641	263,531	(303,110)
Vehicles	30,000	12,500	10,949	(1,551)
Facilities	641,200	267,167	179,758	(87,409)
<b>Total operating expenses</b>	<b>28,056,609</b>	<b>11,690,254</b>	<b>11,581,835</b>	<b>(108,419)</b>
<b>Change in net position</b>	<b>-</b>	<b>-</b>	<b>720,471</b>	<b>720,471</b>
<b>Net position, beginning of year</b>	<b>5,935,190</b>	<b>5,935,190</b>	<b>5,935,190</b>	<b>-</b>
<b>Net position, end of year</b>	<b>\$ 5,935,190</b>	<b>\$ 5,935,190</b>	<b>\$ 6,655,661</b>	<b>\$ 720,471</b>



## BOARD POLICY III.02

AREA:	Governance		
POLICY TYPE:	Board-Management Delegation	PAGE:	1 of 1
POLICY TITLE:	<b>UNITY OF CONTROL</b>	EFFECTIVE:	09/28/2022
		REVIEWED:	3/26/2024

### **POLICY:**

Only officially passed motions of the board are binding on the CEO.

Accordingly:

1. Decisions or instructions of individual board members, officers, or committees are not binding on the CEO except in rare instances when the board has specifically authorized such exercise of authority.
2. In the case of board members or committees requesting information or assistance without board authorization, the CEO can refuse such requests that require, in the CEO's opinion, a material amount of staff time or funds or is disruptive.



## BOARD POLICY III.03

AREA:	Governance		
POLICY TYPE:	Board-Management Delegation	PAGE:	1 of 1
POLICY TITLE:	<b>ACCOUNTABILITY OF THE CEO</b>	EFFECTIVE:	09/28/2022
		REVIEWED:	3/26/2024

### **POLICY:**

The CEO is the board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the CEO.

Accordingly:

1. The board will never give instructions to persons who report directly or indirectly to the CEO.
2. The board will not evaluate, either formally or informally, any staff other than the CEO.
3. The board will view CEO performance as identical to organizational performance, so that organizational accomplishment of board stated Ends and avoidance of board proscribed means will be viewed as successful CEO performance.



## BOARD POLICY III.04

AREA:	Governance		
POLICY TYPE:	Board-Management Delegation	PAGE:	1 of 1
POLICY TITLE:	<b>DELEGATION TO THE CEO</b>	EFFECTIVE:	09/28/2022
		REVIEWED:	3/26/2024

### POLICY:

The board will instruct the CEO through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the CEO to use any reasonable interpretation of these policies.

Accordingly:

1. The board will develop policies instructing the CEO to achieve specified results, for specified recipients at a specified relationship between cost and results. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies. All issues that are not Ends issues as defined above are Means issues.
2. The board will develop policies that limit the latitude the CEO may exercise in choosing the organizational means. These limiting policies will describe those practices, activities, decisions and circumstances that would be unacceptable to the board, even if they were to be effective. These policies will be developed systematically from the broadest, most general level to more defined levels; they will be called Executive Limitations policies. The board will never prescribe organizational means of the CEO.
  - a. Below the global level, a single limitation at any given level does not limit the scope of any foregoing level.
  - b. Below the global level, the aggregate of limitations on a given level may embrace the scope of the foregoing level, but only if justified by the CEO to the board's satisfaction.
3. As long as the CEO uses *any reasonable interpretation* of the board's Ends and Executive Limitations policies, the CEO is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities. Such decisions of the CEO shall have full force and authority as if decided by the board.

The board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and CEO domains. By doing so, the board changes the latitude of choice given to the CEO. But as long as any particular delegation is in place, the board will respect and support the CEO's choices.



Community Mental Health Of St. Joseph County  
Microsoft Dynamics 365  
Business Software & Services Proposal



March 12, 2024

**Microsoft Dynamics 365 ERP**

- 7 Dynamics 365 Business Central Essentials (7 users Included with GP Enhancement Plan through promotion)
- 1 Dynamics 365 Business Central Team Member
- 1 TMG Cloud SaaS Insights (free version - 3 data points)
- 1 TMG Cloud SaaS Insights (full version - 12 data points)
- 1 eOne Popdock Business - Ad-Hoc Reporting

**Professional Services**

Services estimate includes General Ledger, Accounts Payable, Bank Reconciliation and PCE Integration

Project Management - Flat Fee Paid Monthly, See note 4  
Planning, Statement of Work - Flat Fee  
Status Meetings - Flat Fee Paid Monthly, See note 4  
Installation  
Configuration  
Current Data Migration  
Historical Data Migration  
Data Integration  
Customization  
Reporting  
Consulting  
Training  
User Acceptance Testing  
Support

Total Professional Services Estimated Investment:

**Investment Summary**

Total Annual Software Investment  
Total Services Investment  
Total Investment

**Payment Information**

First Year Subscriptions Deposit Due Upon Order  
First Month Project Management Fee Due Upon Order  
First Month Status Meeting Due Upon  
Planning Fee Due Upon Order  
Total Due Upon Order

Unit of Sale	Annual Unit Price	Annual Investment
User/Year	\$504	\$0
User/Year	\$96	\$0
Tenant/Year	\$0	\$0
Tenant/Year	\$1,100	\$0
Tenant/Year	\$2,388	\$2,388
Total Software Investment:		\$2,388

Code	Estimated Hours	Total Services
PM		\$10,000
IMP		\$7,000
SM		\$5,040
SY	10	\$2,100
CFG	24	\$5,040
MIG	24	\$5,040
MIG	0	\$0
INT	24	\$5,040
DV	0	\$0
RPT	16	\$3,360
CN	4	\$840
TN	22	\$4,620
UAT	20	\$4,200
SUP	16	\$3,360
	160	\$55,640

\$2,388  
\$55,640  
\$58,028

\$2,388  
\$1,700  
\$900  
\$7,000  
\$11,988



## Community Mental Health Of St. Joseph County

### Microsoft Dynamics 365 Business Software & Services Proposal

March 12, 2024

**STRATOS**  
DESIGNED

**Microsoft Partner**  
Enterprise Resource Planning  
Customer Relationship Management

#### Notes

- 1 The quoted software/subscription prices are guaranteed for a period of thirty days from the date of this quote.
- 2 The Dynamics 365 Business Central licensing quoted is based on a Microsoft GP Enhancement promotion where you receive D365 Business Central licenses with your GP enhancement plan. Based on the value of your GP plan you will have access to 7 Business Central users. Any users needed above 7 will be priced at \$504 per user per year. This represents a 40% discount from the retail price. This promotion is renewable annually for up to 3 years total and assumes payment of your annual GP renewal each April to
- 3 Services are estimated and will be billed as utilized.  
Travel time, if required, will be billed both ways at half the project rate to the client site. This is NOT quoted in the time above.
- 4 This project is quoted at the rate of \$210/hour for all services except for the Project Management, Planning, Status Meetings and System Architecture services.
  - Project Management will be billed as a flat monthly fee throughout the duration of the project and the first month is due upon acceptance of this proposal. The fee for this project will be \$1,700 per month. The recurring Project Management billing will begin the first of the month after the implementation Planning Study starts and will be billed the first of each month through 30 days post go-live or project acceptance, whichever is later. Monthly Project Management fees are not prorated.
  - Project Planning will be billed as a flat fee for this project and is due upon acceptance of this proposal.
  - Status Meetings will be billed as a flat monthly fee throughout the duration of the project and the first month is due upon acceptance of this proposal. The fee for this project will be \$900 per month. The recurring Status Meeting billing will begin the first of the month after the implementation Planning Study starts and will be billed the first of each month through 30 days post go-live or project acceptance, whichever is later. Monthly Status Meeting fees are not prorated.
- 5 The TMG SaaS Insights is a system monitoring tool that we use to help support your system and keep you and optimum performance. The free version has 3 key data points monitored. The paid version (\$1,100/year) provides 9 additional key data point monitoring and some more advanced / detailed reports. The paid version is required for larger / more complex projects.
- 6 Assumptions:
  - The quoted services are based on our current knowledge of client's environment and the clients required solution.
  - All hours will be validated during the Implementation Planning Study - some categories may increase, others may decrease.
- 7 Microsoft subscriptions cannot be cancelled or transferred until the end of the chosen term. If client leaves within a contract year, the remaining payments of the contract will be due.
- 8 Contracts will auto-renew at the end of their term in the increments of the chosen term unless cancelled/terminated with 90 days advance notice.
- 9 Subscription payments must remain current for the term of the contract. Unpaid subscriptions for longer than thirty (30) days will be suspended thereby preventing you from accessing your system. You will still be responsible for the subscription costs for the term of the agreement and access will be restored upon payment of overdue balance.
- 10 Subscriptions require EFT Authorization form completion before order can be initiated. Purchased software requires a check/EFT upon acceptance of proposal.
- 11 Subscriptions and software will not be ordered until the IPS has been completed and the statement of work has been accepted.
- 12 Data migration hours are estimated in two categories:
  - Current Data Migration consists of the migration of master data files like Chart of Accounts, Customers Vendors and Items as well as transactional data like open AP/AR, open Sales Orders. Only open transactions are migrated into Dynamics 365. Current data migration is a part of every project.
  - Historical Data Migration consists of the closed or posted transactional data like posted payables, posted invoices, posted & cleared checks, etc. Historical transactions do not get migrated into Dynamics 365. It is generally not cost effective to try to force historical data from one system into another system with a different data structure. Historical data can be moved into a data repository that is outside of Dynamics 365 but is queryable within Dynamics 365. This is not a standard part of most projects but can be included.





Community Mental Health Of St. Joseph County

Microsoft Dynamics 365  
Business Software & Services Proposal

March 12, 2024



13 Integration and development hours (if stated) are only a preliminary estimate and maybe updated as part of the IPS. Solution Architecture hours are a key part of the integration and development processes.

14 This proposal is subject to the terms and conditions of The TM Group Master Services Agreement.

Proposal Acceptance

We agree to the terms of the proposal as stated above. We understand that purchased software is non-refundable.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

☒ Payment by EFT Withdrawal

☐ Subscribe with Monthly Contract Term

☒ Subscribe with Annual Contract Term

## **RECIPIENT RIGHTS ADVISORY COMMITTEE APPOINTMENTS**

The following individuals are up for appointment or re-appointment for a 3-year term to the Recipient Rights Advisory Committee:

Mary Bowers

Kathy Pangle

Kay Decker

Ben Carmichael

Chris Maher

Michael Houck

Karen Burg

Larry Henneman (New member)

Rights Staff:

Michael Sidener/ORR

## **Directors Report March 2024**

### **Administrative**

- Attended HSC meeting
- Attended CMHA planning group
- Attended Operations Committee, we proposed a 90/10 split alternative to SWMBH's PBIP payments with an SUD carve out for fiscal years 23 and 24 and going to a full 90/10 split for FY 25 and beyond.
- Attended Summit Pointes Board meeting; they had requested that I come over to help them understand Carver Policy governance.
- Attended SJC Housing Task Force Meeting
- Attended an Administrative Efficiencies Advisory Committee meeting.
- Attended SWMBH board meeting with Carol and Cathi
- Attended Covered Bridge Finance and Board Meeting
- Attended High School Mentoring for Seniors at Sturgis High School
- Attended Operations Committee
- Attended Beacon Health Systems Health Advisory Council
- Attended the Administrative Efficiency Advisory Committee through the state.
- Attended a two-day training session regarding the Community Health Needs Assessment that Beacon is working on completing for a four-county area that Beacon services.
- Attended Suicide Prevention Task Force
- Met with Brad Casemore and Garyl G. from SWMBH to discuss financials
- Reviewed proposals from staff/management for Pivotal Redesign options
- Behavioral Health Urgent Care – Should have definitive requirements by April 1<sup>st</sup>, 2024. More information to come as I get it.

### **Clinical**

- We had our first quarterly staff meeting at the Sturges Young Auditorium. It was well received, and I plan to do this again this year and gather feedback on how people like it.
- Bryann Books was recognized for her recent certification for her newest credentials.
- I attended a bi-monthly meeting with Eleos. We have an official go-live date of May 15th.
- Scheduled a Secondary Trauma and trauma Fatigue training in May as requested by staff in the staff satisfaction survey.

### **Human Resources**

#### **Open Positions:**

- **Police Social Worker – Sherriff's Department**
- **Children's Therapist**
- **Access care Manager I/II**
- **Clubhouse Advocate**
- **Autism Coordinator/BCBA**
- **Paret Support Partner**

**Transfers:**

- Denise B. is transferring to Children's Case Manager (Opens up Access Care Manager I)
- Kendra B. is transferring to Children's Case Manager (Opens up Clubhouse Advocate)

**Resignations:**

- Clark F. is looking to retire, he is transitioning into a part-time (20 hr/wk) position and will stay on to train our next replacement (Opens up Parent Support Partner Position)
- Sara P. has taken a job with White Pigeon Schools. Has agreed to stay on and carry a caseload (10 hrs/wk) (Opens up Autism Coordinator/BCBA position)

## **CUSTOMER ADVISORY COMMITTEE MINUTES**

### **March 11, 2024**

Members present: Donnie, Gail, Jen, and Wayne, Tina (virtual)

Facilitated by: Marie

Contact information on membership roster was updated.

#### **GUEST SPEAKER**

Peer Support Specialist Kim Fultz provided an overview of the ACT program and explained her role on the treatment team. The presentation was well received by the committee, and members had questions regarding discharge criteria as well as how to support friends, neighbors, or others in the community experiencing signs of psychosis or another mental health crisis. Kim will see if any ACT clients would be interested in joining the CAC.

#### **PEER GROUP UPDATE (See attached flyers)**

- Continuing to offer the weekly Connections group in Centreville focused on practicing social and coping skills. An additional Connections group will be starting in Three Rivers on April 2.
- The Maternal Mental Health support group began in Sturgis earlier this month. We have promoted this at the Pregnancy Helpline and also plan to distribute flyers at local events such as the Mom 2 Mom sale, community baby shower, and Project Connect.
- Additionally, our recovery coaches have been doing weekly outreach at the local jail, and their programs have had high attendance and received positive feedback.

#### **MEMBER FEEDBACK**


- The waiting room in the Centreville office was crowded before today's meeting, which caused anxiety for one member who was unable to sit down. They recommended that more seating be made available, and the space expanded if possible.
- Several members were happy to have the option to receive their stipend payments via direct deposit.
- All members have been satisfied with their current services and reported no other concerns at this time.

## **OTHER BUSINESS**

- Members found it helpful to learn about what else Pivotal offers outside of their own services. We will reach out to other staff and community partners to find guest speakers for future meetings.
- We are working to update the CAC membership application and draft guidelines for committee roles, meeting structure, member recruitment, and other relevant topics.
- The SWMBH Customer Advisory Committee has been seeking a member to represent St. Joseph County. Application information was offered to CAC members.
- Next month we plan to review the Quality Improvement Plan as well as results of the Consumer Satisfaction Survey.

### Remaining meeting dates for 2024:

- April 8
- May 13
- June 10
- July 8
- August 12
- September 9
- October 14
- November 11
- December 9



*"Just because no one else can heal you or do your inner work for you doesn't mean you can, should, or need to do it alone."*

*Lisa Olivera*

# PEER CONNECTIONS SUPPORT GROUP

Join our community of peers to share our lived experience, encourage each other, learn about various mental health topics, practice different wellness strategies, and engage in games, crafts, and other activities to enhance social support and personal enrichment.

This group is facilitated by peer support specialists in recovery from mental illness and/or substance abuse and is open to adults 18 & up wishing to improve their emotional and overall health in a safe, supportive, and strengths-based atmosphere.

**CENTREVILLE - Thursdays 12:00-1:30 pm**  
**677 E. Main St.**

**THREE RIVERS - Tuesdays 1:30-3:00 pm**  
**1020 Millard St.**

# Maternal Mental Health Support Group



**Encouraging women through pregnancy, postpartum, and early childhood**

The joys of motherhood can often be overshadowed by thoughts, feelings, and circumstances that are hard to talk about. Nurture your emotional wellness by coming together with other moms who have been there as we share our stories and navigate this journey together.

**Thursdays 3:00-4:30 pm**

(Starting March 7, 2024)

**Pivotal Sturgis**

(1555 E. Chicago Rd. in Maplecrest Plaza next to Dollar General)

**Contact: Marie Cherry, Peer Support Services (269) 221-1750**



# RECOVERY SUPPORT GROUP

BUILDING A BRIDGE FROM  
ADDICTION TO SOBRIETY

Recovery is possible.

**Sobriety was the greatest gift I gave  
myself.**

Tuesdays: Women- 8:30am & Men- 9:45am  
Location: GYM

\*For more information or to register, complete  
a kite. Attention, Tracey Cole & Betsy Wright





**PRESENTS**

**Autism Awareness:  
Empowering Individuals, Inspiring Communities**

**April 18<sup>th</sup>**

**5:30 – 7:00 pm**

**Pivotal  
677 E Main St. Centreville, MI**

**Mission: To raise awareness and promote an understanding  
of autism spectrum disorder and services offered in our  
community**

**Through expert presenters, interactive discussions, personal  
testimonies, our goal is to inform the community about  
services that are offered to support and advocate for  
individuals that have been diagnosed with autism and their  
families.**

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**Questions or concerns please contact Sara Pope  
269-816-4472**