



February 25th, 2025 5:00 pm
Pivotal Conference Room

- I. **Approval of Agenda** *Welcome & Preliminaries: the focus for our meeting.*
- II. **Public Comment:** *Guests and visitors can comment, with a maximum of 3 mins. per person.*
- III. **Consent Agenda** *Ratification and approval of minutes & non-debatable items ***
 - a. Contracts February 2025 pg. 2
 - b. Check Register January 2025 pg.3
 - c. Meeting Minutes January 2025 pg. 6
- IV. **Monitoring Reports** *Assuring Executive and Organizational Performance (C. Bullock)*
 - a. **Executive Limitations:** *Is the organization operating within the boundaries the Board sets?*
 - i. **EV.01 – Global Executive Constraint*** pg.9
 - ii. **EV.05 -Financials*** pg.10
 - 1. Cashflow Analysis pg.16
- 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- Subpart 1
- VI. **Board Policy Review** *Do our existing policies reflect the board’s current values (L. Rosado)*
 - a. **VI.07 – Board Committee Principles** - Elizabeth R. pg.17
 - b. **VI.08 – Board Committee Structure** - Damon K. pg.18
 - c. **III.01 – Accountability of the CEO-** Raul M. pg.19
- VII. **Board Work on Ends, Linkage Activities, and Board Education (5-10 min)** (L. Rosado)
 - a. **Lean Management** – Cameron
- VIII. **Board Decisions (Motions) Actions:** *Only the Board has the authority to make them. (L. Rosado)*
 - a. **Closed Session*** - Union Grievance Revisit
- IX. **Communications:** *Keep the Board current on significant events and operations. (C. Bullock)*
 - a. **Directors Report** – February 2025 pg.20
 - b. **SWMBH Board Meeting Attendance** pg. 21
- 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 x 364) NEXT REGULAR MEETING: MARCH 25th, 5 PM PIVOTAL BOARD ROOM.

Contracts for Board Meeting 2/25/25

Clinical Contracts						
Provider Direct	Staff Responsible	Type of Service	Annual Budget Per Diem Cost	Explanation	Contract Dates	Board Approved

Non-Clinical Contract

Provider Direct	Staff Responsible	Type of Service	Annual Budget Per Diem Cost	Explanation	Contract Dates	Board Approved
Edgestow Services LLC	C. Bullock	Independent Contractor	\$9120	Database of Tables for CCBHC Dashboard, Power BI Dashboard, Encounter Database	2/3/25-9/30/25	
Miracle Lawn Care	C. Bullock	Mowing	Centreville Mowing: \$65 TR Mowing: \$45 Centreville Fertilizer: \$100 TR Fertilizer: \$60 Centreville Spring Clean up: \$325 TR Spring Clean up: \$225 Centreville Fall Clean up: \$400 TR Fall Clean up: \$300	Mowing Centreville and Three Rivers and cleanup	Spring/Summer/Fall all	

PIVOTAL				
Disbursements				
January 2025				
*Voided	Date	Check/RM #	Vendor	Amount
	01/03/25	RM-00334	BRANDI BELCHER	500.00 Contract-Access
	01/03/25	RM-00335	HOLLY LAGO LLC	2,340.00 Contract-Mobile Crisis
	01/03/25	RM-00336	DONALD LOUIS KITCHEN JR	25.00 Committee Member
	01/03/25	RM-00337	LYDIA MARIE CHAPA	5,845.00 Contract-Workaround
	01/03/25	RM-00338	JERGENS PIPING CORPORATION	632.16 Building Maintenance
	01/03/25	RM-00339	TINA BULLARD	25.00 Committee Member
	01/03/25	RM-00340	WAYNE SIMMONS	26.34 Committee Member
	01/03/25	064936	BLUE CROSS BLUE SHIELD OF MICHIGAN	113,324.27 Employee Benefits
	01/03/25	064937	G2G IRRIGATION LLC	450.00 2025 Irrigation Package
	01/03/25	064938	DELTA DENTAL	7,361.45 Employee Benefits
	01/03/25	064939	GAIL LECOUNT	44.44 Committee Member
	01/03/25	064940	TWIN COUNTY COMMUNITY PROBATION CENTER	2,405.00 DRC
	01/03/25	064941	JENNIFER HENDRICKS	25.00 Committee Member
	01/10/25	RM-00341	BRANDI BELCHER	100.00 Contract-Access
	01/10/25	RM-00342	CAHIL KRAJNIAK	5,000.00 Tuition Reimbursement
	01/10/25	RM-00343	CRETSINGER CARE HOMES LTD	21,960.71 Specialized Residential
	01/10/25	RM-00344	PARMETER AFC	9,361.69 Specialized Residential
	01/10/25	RM-00345	HANNAH ROBERTS	2,820.00 Contract-Mobile Crisis
	01/10/25	RM-00346	ST JO CO UNITED WAY	118.00 Employee Donations
	01/10/25	RM-00347	JETSY BEAN LLC	660.00 Contract-Mobile Crisis
	01/10/25	RM-00348	TRAYBEE LLC	845.00 Contract-Mobile Crisis
	01/10/25	RM-00349	KIF LLC	900.00 Contract-Mobile Crisis
	01/10/25	RM-00350	CARE FROM THE HEART	10,700.27 Specialized Residential
	01/10/25	RM-00351	DEAR COUNTRY AFC	14,637.20 Specialized Residential
	01/10/25	RM-00352	GREATER HEIGHTS AFC	33,474.16 Specialized Residential
	01/10/25	RM-00353	DELIGHT'S AFC	13,950.00 Specialized Residential
	01/10/25	RM-00354	HIP PADDERS CATERING	1,300.00 All Staff Training
	01/10/25	RM-00355	GIDDINGS AFC II	11,552.15 Specialized Residential
	01/10/25	RM-00356	AUTISM OF AMERICA LLC	4,253.62 Autism Provider
	01/10/25	RM-00357	NYUMBANI AFC	29,867.88 Specialized Residential
	01/10/25	RM-00358	GIDDINGS AFC HOME LLC	12,710.00 Specialized Residential
	01/10/25	RM-00359	THE VESTIGE GROUP LLC	1,064.70 Employee Alert Buttons
	01/10/25	RM-00360	LIFETREE BEHAVIORAL HEALTH	36,937.15 Autism Provider
	01/10/25	RM-00361	HEART 2 HEART AUTISM CENTER LLC	33,112.03 Autism Provider
	01/10/25	RM-00362	NEUROBEHAVIORAL HOSPITAL	14,556.00 Inpatient Services
	01/10/25	RM-00363	EVERSTREAM SOLUTIONS LLC	500.00 Utilities
	01/10/25	RM-00364	RIPPLE EFFECTS AUTISM LEARNING CENTER	27,055.92 Autism Provider
	01/10/25	RM-00365	AST - AUTISM SPECTRUM THERAPIES	6,100.80 Autism Provider
	01/10/25	RM-00366	FOREST VIEW HOSPITAL	15,559.00 Inpatient Services
	01/10/25	RM-00367	AIMS LLC	794.32 Inpatient Services
	01/10/25	RM-00368	PLEASANT PINES	32,400.37 Specialized Residential
	01/10/25	RM-00369	UNITY GROUP II	17,297.38 Specialized Residential
	01/10/25	RM-00370	HR ALLIANCE 1 INC	4,105.52 Fiscal Intermediary
	01/10/25	RM-00371	HARBOR OAKS HOSPITAL	13,632.00 Inpatient Services
	01/10/25	RM-00372	DOCTORS NEUROPSYCHIATRIC HOSPITAL	43,668.00 Inpatient Services
	01/10/25	RM-00373	RESIDENTIAL OPPORTUNITIES INC	107,717.25 Specialized Residential
	01/10/25	RM-00374	COMMUNITY LIVING OPTIONS	27,770.78 Specialized Residential
	01/10/25	RM-00375	PLEASANT ACRES LLC	87,902.04 Specialized Residential
	01/10/25	RM-00376	THE MEADOWS	73,571.43 Specialized Residential
	01/10/25	RM-00377	FALCO CORPORATION	9,229.92 Specialized Residential
	01/10/25	RM-00378	ADAPT INC	61,329.25 Specialized Residential
	01/10/25	RM-00379	AGAPE AFC HOME	16,776.27 Specialized Residential
	01/10/25	RM-00380	BEACON SPECIALIZED LIVING SERVICES INC	13,538.94 Specialized Residential
	01/10/25	RM-00381	ST JOSEPH COMMUNITY CO-OP INC	11,350.02 Specialized Residential
	01/10/25	RM-00382	STUART WILSON, CPA PC	16,224.94 Fiscal Intermediary
	01/10/25	RM-00383	BRIDGETTE MULVANEY LMSW LLC	1,890.00 Contract-Mobile Crisis
	01/10/25	064942	CITY OF STURGIS	1,250.00 Utilities
	01/10/25	064943	CITY OF THREE RIVERS	126.59 Utilities
	01/10/25	064944	FRED'S PHARMACY	1,068.60 ACT Clients Pharmacy
	01/10/25	064945	MICHIGAN COUNCIL #25	1,387.40 Union Dues
	01/10/25	064946	QUILL CORPORATION	475.90 Supplies
	01/10/25	064947	SEMCO ENERGY GAS COMPANY	875.44 Utilities
	01/10/25	064948	RML3 LLC	2,160.00 Contract-Mobile Crisis
	01/10/25	064949	MICHELLE CRITTENDEN LLC	2,280.00 Contract-Mobile Crisis
	01/10/25	064950	WASTE MANAGEMENT OF MICHIGAN	394.50 Utilities
	01/10/25	064951	LRS LLC	111.00 Utilities
	01/10/25	064952	INSPIRATION STUDIO DESIGNS	695.00 Services/Supplies
	01/10/25	064953	SUSAN PATTISON	1,500.00 Contract-Autism Testing
	01/10/25	064954	WEX BANK	818.83 Gas Cards
	01/10/25	064955	BCA - STONECREST CENTER	12,975.00 Specialized Residential
	01/10/25	064956	HAVENWYCK HOSPITAL	8,586.00 Inpatient Services
	01/10/25	064957	MEYERS MOVING & STORAGE INC	183.06 Quarterly Storage Fee
	01/10/25	064958	FRONTIER	489.66 Utilities
	01/10/25	064959	VERIZON WIRELESS	3,439.10 Utilities
	01/10/25	064960	COMCAST	631.97 Utilities
	01/10/25	064961	MICHIGAN GAS UTILITIES	223.76 Utilities
	01/10/25	064962	MILLER JOHNSON	3,260.02 Legal Fees
	01/10/25	064963	PREMIER FEED LLC	50.00 Amish Directory
	01/17/25	RM-00384	BLUE CROSS BLUE SHIELD OF MICHIGAN	123,147.45 Employee Benefits
	01/17/25	RM-00385	ST JO CO UNITED WAY	118.00 Employee Donations
	01/17/25	RM-00386	JETSY BEAN LLC	960.00 Contract-Mobile Crisis

01/17/25	RM-00387	TRAYBEE LLC	1,400.00	Contract-Mobile Crisis
01/17/25	RM-00388	JDCO HOLDINGS LLC DBA LANGUAGES INTERNATIONAL	60.00	Translation Services
01/17/25	RM-00389	KRISTI MERRILLS PLC	5,220.00	Contract-Mobile Crisis
01/17/25	RM-00390	RILEY PUMPKIN FARM	1,305.00	Contract-Snow Removal
01/17/25	RM-00391	FLATROCK MANOR	85,274.67	Specialized Residential
01/17/25	RM-00392	QLER PHYSICIAN MEDICAL GROUP	2,950.00	Contract-Psychiatry
01/17/25	064964	TBD SOLUTIONS INC	5,590.00	Consultation Fees
01/17/25	064965	CHASE CARD SERVICES	14,442.73	Credit Card
01/17/25	064966	CLUBHOUSE INTERNATIONAL	3,800.00	Annual Dues
01/17/25	064967	FIDELITY SECURITY LIFE (Eye Med)	1,013.65	Employee Benefits
01/17/25	064968	VERIZON WIRELESS	189.85	Utilities
01/17/25	064969	DYLAN SCHWARTZ	5,000.00	Tuition Reimbursement
01/24/25	RM-00393	GRYPHON PLACE	887.24	After-Hours Emergency Service
01/24/25	RM-00394	PINE REST CHRISTIAN MHS	6,965.00	Inpatient Services
01/24/25	RM-00395	ST JO CO TRANSPORTATION AUTHORITY	1,596.00	Client Transportation
01/24/25	RM-00396	TRAYBEE LLC	780.00	Contract-Mobile Crisis
01/24/25	RM-00397	DEAR COUNTRY AFC	8,684.80	Specialized Residential
01/24/25	RM-00398	GREAT LAKES CLEANING SERVICE	4,275.00	Janitorial
01/24/25	RM-00399	AUTISM OF AMERICA LLC	7,452.01	Autism Provider
01/24/25	RM-00400	MAPLECREST LLC	3,183.00	Rent/Supplies
01/24/25	RM-00401	LIFETREE BEHAVIORAL HEALTH LLC	39,082.03	Autism Provider
01/24/25	RM-00402	WINDSWEEP THERAPEUTIC RIDING	300.00	CLS
01/24/25	RM-00403	ROSLUND, PRESTAGE & COMPANY, PC	555.00	Audit
01/24/25	RM-00404	RIPPLE EFFECTS AUTISM LEARNING CENTER	28,897.13	Autism Provider
01/24/25	RM-00405	THE TM GROUP INC	1,417.50	Consultation Fees
01/24/25	RM-00406	AUTISM SPECTRUM THERAPIES LLC	1,113.74	Autism Provider
01/24/25	RM-00407	GAGAN S PC	39,449.00	Contract-Psychiatry
01/24/25	RM-00408	FOREST VIEW HOSPITAL	18,530.00	Inpatient Services
01/24/25	RM-00409	DATA GUARDIAN	160.00	Utilities
01/24/25	RM-00410	FLATROCK MANOR	61,832.77	Specialized Residential
01/24/25	RM-00411	HR ALLIANCE 1 INC	3,543.04	Fiscal Intermediary
01/24/25	RM-00412	DOCTORS NEUROPSYCHIATRIC HOSPITAL	1,632.00	Inpatient Services
01/24/25	RM-00413	SPECTRUM COMMUNITY SERVICES	6,439.60	Specialized Residential
01/24/25	RM-00414	PETER CHANG ENTERPRISES INC	12,940.90	PCE
01/24/25	RM-00415	KONICA MINOLTA BUSINESS SOLUTIONS	60.00	Copiers/Printers
01/24/25	RM-00416	STUART WILSON, CPA PC	10,579.36	Fiscal Intermediary
01/24/25	RM-00417	BRONSON-ACADIA JOINT VENTURE LLC	91,448.00	Inpatient Services
01/24/25	RM-00418	WINGS OF HOPE LLC	19,036.00	Specialized Residential
01/24/25	RM-00419	BLUE CARE NETWORK OF MICHIGAN	113,324.27	Employee Benefits
01/24/25	064970	CITY OF STURGIS	1,570.43	Utilities
01/24/25	064971	PARKVIEW REGIONAL MEDICAL CENTER	3,168.00	Inpatient Services
01/24/25	064972	ALTERNATIVE CHOICES	1,777.50	Specialized Residential
01/24/25	064973	PROMEDICA COLDWATER REGIONAL HOSPITAL	25,650.00	Inpatient Services
01/24/25	064974	HAVENWYCK HOSPITAL	21,942.00	Inpatient Services
01/24/25	064975	DELTA DENTAL	7,932.80	Employee Benefits
01/24/25	064976	INDIANA MICHIGAN POWER	471.51	Utilities
01/31/25	RM-00420	LYNELLE GIRTON-THRASHER	250.00	Contract-Supervision
01/31/25	RM-00421	HOLLY LAGO LLC	2,070.00	Contract-Mobile Crisis
01/31/25	RM-00422	JETSY BEAN LLC	480.00	Contract-Mobile Crisis
01/31/25	RM-00423	ISOLVED BENEFIT SERVICES	75.00	Employee Benefits
01/31/25	RM-00424	GREAT LAKES CLEANING SERVICE	1,150.00	Janitorial
01/31/25	RM-00425	INNOVATEL TELEPSYCHIATRY LLC	14,976.00	Contract-Outpatient
01/31/25	RM-00426	LYDIA MARIE CHAPA	3,850.00	Contract-Wraparound
01/31/25	RM-00427	MIRACLE'S LAWN SERVICE	6,675.00	Contract-Snow Removal
01/31/25	RM-00428	GAGAN S PC	7,313.00	Contract-Psychiatry
01/31/25	RM-00429	SUPERIOR CARE OF MICHIGAN	25,149.91	Specialized Residential
01/31/25	RM-00430	ADAPT INC	226,858.05	Specialized Residential
01/31/25	RM-00431	KSS ENTERPRISES	484.16	Supplies
01/31/25	RM-00432	FARMERS STATE BANK	13,461.14	Mortgage
01/31/25	RM-00433	KENDRICK STATIONERS INC	365.83	Supplies
01/31/25	RM-00434	Diekema Hamann Architecture, Inc.	31,357.08	Architect-Building Addition
01/31/25	RM-00435	BRIDGETTE MULVANEY LMSW LLC	3,600.00	Contract-Mobile Crisis
01/31/25	064977	STURGIS GRIDIRON CLUB	350.00	Prevention Grant
01/31/25	064978	LRS, LLC	138.69	Utilities
01/31/25	064979	AMERICAN UNITED LIFE INSURANCE COMPANY	5,296.58	Employee Benefits
01/31/25	064980	STRATUS VIDEO LLC	818.85	Interpreter Services
01/31/25	064981	CENTURYLINK	141.73	Utilities
01/31/25	064982	VERIZON WIRELESS	3,439.37	Utilities
01/31/25	064983	UNITED STATES TREASURY	1,271.99	941, 2024 Q4
01/31/25	064984	UNEMPLOYMENT INSURANCE AGENCY	3,304.13	Employee Benefits
01/31/25	064985	VILLAGE OF CENTREVILLE	669.13	Utilities
01/31/25	064986	MICHIGAN GAS UTILITIES	264.32	Utilities
01/31/25	064987	BISON GRAFIX	450.00	Health Dept/Beacon Grant
		Total Amount of Non-Void Checks	2,162,226.00	
1/2/2025	Electronic Debit	PAYCOR INC	179,564.94	Employee Payroll
1/2/2025	Electronic Debit	PAYCOR INC	59,964.38	Employee Payroll
1/6/2025	Electronic Debit	EMPOWER	10,341.45	Employee Benefits
1/6/2025	Electronic Debit	EMPOWER	8,519.50	Employee Benefits
1/6/2025	Electronic Debit	EMPOWER	15,623.69	Employee Benefits
1/6/2025	Electronic Debit	OPTUM BANK	56.95	Employee Benefits
1/7/2025	Electronic Debit	OPTUM BANK	12,374.32	Employee Benefits
1/7/2025	Electronic Debit	PAYCOR INC	2,407.00	Employee Payroll
1/9/2025	Electronic Debit	TRANSFER TO COMPENSATED BALANCES BANK ACCT	120,597.72	Employee Benefits
1/14/2025	Electronic Debit	TRANSFER TO FLEX BENEFITS ACCOUNT	49.00	Interest Earned
1/16/2025	Electronic Debit	EMPOWER	10,379.32	Employee Benefits

1/16/2025	Electronic Debit	EMPOWER	8,814.10	Employee Benefits
1/16/2025	Electronic Debit	EMPOWER	15,752.17	Employee Benefits
1/16/2025	Electronic Debit	PAYCOR INC	182,911.74	Employee Payroll
1/16/2025	Electronic Debit	PAYCOR INC	60,058.06	Employee Payroll
1/17/2025	Electronic Debit	OPTIUM BANK	12,317.37	Employee Benefits
1/29/2025	Electronic Debit	TRANSFER TO FLEX BENEFITS ACCOUNT	1,062.00	Interest Earned
1/30/2025	Electronic Debit	PAYCOR INC	182,289.62	Employee Payroll
1/30/2025	Electronic Debit	PAYCOR INC	60,507.56	Employee Payroll
1/31/2025	Electronic Debit	CENTURY BANK ACH FEES	26.72	ACH Initiation Fees
		Total Amount of Electronic Debits	943,617.61	
		Total Disbursements	3,105,843.61	



**MEETING MINUTES OF JANUARY 28TH 2025
PIVOTAL CONFERENCE ROOM**

OFFICERS

PRESENT: Luis Rosado- Chair, Cathi Abbs- Vice Chair, Kay Decker- Secretary

MEMBERS

PRESENT: Carol Naccarato, Stacy Linihan, Elisabeth Roberts, Darci Skrzyniarz, Rick Shaffer, Damon Knapp

MEMBERS

ABSENT: Amanda Miller

VISITORS: Alan Bolter, CMHA

CALL TO ORDER

Rosado, Chairperson called the meeting to order at 5:00 pm

APPROVAL OF AGENDA

A MOTION WAS MADE BY SHAFFER, SUPPORTED BY ABBS, TO APPROVE THE AGENDA AS PRESENTED. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED

GUEST, VISITORS, & PUBLIC COMMENTS

Rob Tomlinson was present

CONSENT AGENDA

Check Register October - \$2,138,255.95

Check Register November - \$2,130,277.98

Check Register December \$2,688,795.37

Meeting Minutes from November 11th, 2024.

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

EXECUTIVE LIMITATIONS

Bullock CEO presented V.08.

Abbs stated that she was waiting for more information and then the executive committee would be meeting to discuss CEO compensation.

A MOTION WAS MADE BY SHAFFER, SUPPORTED BY DECKER, TO APPROVE V.08. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED

Bullock CEO presented V.05.

Cashflow analysis and quarterly investment reports were presented and explained.

A MOTION WAS MADE BY KNAPP, SUPPORTED BY NACCARATO, TO APPROVE V.05. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED

PERFORMANCE ON ENDS

Bullock, CEO presented Ends Monitoring Subpart 1

A MOTION WAS MADE BY ABBS, SUPPORTED BY LINIHAN, TO APPROVE SUBPART 1 END METRICS. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED

BOARD POLICY REVIEW

A. VI.06 Board Member Code of Conduct was reviewed. No changes noted.

Board work on Ends, Linkage Activities, and Board Education

Alan Bolter, CMHA representative, presented legislative updates and state happenings.

BOARD DECISIONS (MOTIONS) ACTIONS

Bullock CEO provided a building update and discussed potential costs, such as general contractor vs. construction manager, bank loans, etc. The board agrees to continue with the project as presented.

A MOTION WAS MADE BY SHAFFER, SUPPORTED BY ABBS, TO ALLOW THE CEO TO MOVE FORWARD WITH RFPS FOR FINANCING AND CONSTRUCTION MANAGEMENT COMPANY OF NEW ADDITION. ROLL CALL VOTE, ALL IN FAVOR/ NONE OPPOSED. MOTION CARRIED.

COMMUNICATIONS

The packet included the directors' report, an update on the strategic plan, communication from the SWMBH Board Chair, and minutes from the Affinity House Advisory Board meeting.

A brief discussion was had regarding social media and its impact and who it is reaching.

ADJOURNMENT

Rosado, Chairperson, adjourned the meeting.

MEETING ADJOURNED AT 7:00 pm

Signature _____

Kay Decker, Secretary

Date



BOARD POLICY V.01

AREA:	Governance		
POLICY TYPE:	Executive Limitations	PAGE:	1 of 1
POLICY TITLE:	GLOBAL EXECUTIVE CONSTRAINT	EFFECTIVE:	09/28/2022
		REVIEWED:	02/25/2025

POLICY:

The CEO will not cause or allow any organizational practice, activity, decision, or circumstance which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics and practices.

Executive Officer Response: I have not permitted any organizational practice, activity, decision, or situation that is unlawful, imprudent, or violates accepted business and professional ethics.



BOARD POLICY V.05

AREA:	Governance		
POLICY TYPE:	Executive Limitations	PAGE:	1 of 2
POLICY TITLE:	FINANCIAL CONDITIONS/ACTIVITIES (JANUARY 2025)	EFFECTIVE:	09/28/2022
		REVIEWED:	09/28/2022

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: Medicaid is overspent by \$1.8 million, and Healthy Michigan is overspent by \$92,184. We are still evaluating ways to reduce Medicaid deficits, however with Direct Care Wage expenditures, Autism Fee Schedule changes, etc it is difficult to reduce significantly.

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 payroll and debts have been settled timely. We did notice that our billing email was not going to accounts payable like we were expecting. This problem was not solved like we initially thought as there was also a Spam filter that was blocking attachments, we do believe at this time it is now actually working appropriately.

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

Executive Officer Response- Tax payments are paid for and through Paycor as an automatic process.

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. But current practices to bill repeatedly for 6 months, and if not able/or does not pay, the bill is then written off.

Pivotal	
January 2025	Board Report

Pivotal			
Statement of Position			
Proprietary Funds			
January 31, 2025			
	Operating Fund	Balance September 30 2024	Favorable (Unfavorable)
ASSETS			
Cash position	\$ 2,157,977	\$ 2,485,732	\$ (327,755)
Investments	1,487,464	1,476,218	11,246
Receivables:			
Accounts receivable	56,428	65,327	(8,899)
Due from State of Michigan	26,388	48,224	(21,836)
Due from SWMBH	3,090,959	393,311	2,697,648
Due from other governments	21,439	64,317	(42,878)
Prepaid items	272,277	209,166	63,111
Capital assets not being depreciated	-	-	-
Capital assets being depreciated, net	2,295,121	2,152,648	142,473
Total assets	9,408,053	6,894,943	2,513,110
LIABILITIES			
Accounts payable	3,790,200	2,121,490	1,668,710
Due to MDHHS	175,010	175,010	0
Due to SWMBH	(71,493)	(70,693)	(800)
Accrued liabilities	172,239	165,488	6,751
Unearned revenue	18,744	14,002	4,742
Long-term debt:			
Due within one year	-	-	-
Due in more than one year	705,890	753,560	(47,670)
Lease liability	335,945	375,611	(39,666)
Accrued sick and vacation	294,786	294,786	(0)
Total liabilities	5,421,321	3,829,253	1,592,068
NET POSITION			
Net investment in capital assets	1,589,231	1,399,088	1,399,088
Unrestricted	2,397,501	1,666,602	730,899
Total net position	\$ 3,986,732	\$ 3,065,690	\$ 921,042

Pivotal				
Statement of Activities				
October 1, 2024 through January 31, 2025				
	Operating Fund	Projected Total Activities	Prior Year Total Activities	Favorable (Unfavorable)
Operating revenue				
SWMBH Funding				
Medicaid capitation	\$ 6,099,842	\$ 18,299,526	\$ 17,822,516	\$ 477,010
Medicaid capitation - Settlement	1,818,947	5,456,841	-	5,456,841
MIHealth Link	-	-	-	-
MIHealth Link - Settlement	-	-	-	-
Healthy Michigan Plan	756,088	2,268,264	2,190,590	77,674
Healthy Michigan Plan - Settlement	92,184	276,552	-	276,552
CCBHC prepayment	1,687,682	5,063,046	4,332,296	730,750
CCBHC - Settlement	686,755	2,060,265	-	2,060,265
SUD Block Grant	2,245	6,735	78,969	(72,234)
Federal & State Sources				
State general fund	347,520	1,042,560	1,042,561	(1)
State general fund - Settlement	-	-	-	-
Federal and state grants	357,930	1,073,790	827,922	245,868
Local revenue				
County appropriation	85,756	257,268	257,268	-
Client fees	145,019	435,057	366,374	68,683
Performance Based Incentive Program	-	-	258,854	(258,854)
Rent revenue	4,760	14,280	9,960	4,320
Other revenue	18,527	55,581	114,576	(58,995)
Total operating revenue	12,103,255	36,309,765	27,301,885	9,007,880
Operating expenses				
Administration	1,514,006	4,542,018	4,263,906	278,112
Internal Services	2,128,247	6,384,741	5,664,045	(720,696)
Provider claims	7,100,560	21,301,680	18,913,012	(2,388,668)
Grant expenses	266,262	798,786	734,232	(64,554)
Vehicles	18,264	54,792	28,569	(26,223)
Facilities	154,874	464,622	567,621	102,999
Total operating expenses	11,182,213	33,546,639	30,171,385	(2,819,030)
Change in net position	921,042	2,763,126	(2,869,500)	5,632,626
Net position, beginning of year	3,065,690	3,065,690	5,935,190	
Net position, end of year	\$ 3,986,732	\$ 5,828,816	\$ 3,065,690	

Pivotal				
Statement of Activities				
Budget to Actual - October 1, 2024 through January 31, 2025				
	Original Budget	YTD Budget	YTD Actual	Over (Under) Budget
Operating revenue				
SWMBH Funding				
Medicaid capitation	\$ 16,865,376	\$ 5,621,792	\$ 6,099,842	\$ 478,050
Medicaid capitation - Settlement	-	-	1,818,947	1,818,947
MIHealth Link	-	-	-	-
MIHealth Link - Settlement	-	-	-	-
Healthy Michigan Plan	2,785,556	928,519	756,088	(172,431)
Healthy Michigan Plan - Settlement	-	-	92,184	92,184
CCBHC prepayment	8,933,464	2,977,821	1,687,682	(1,290,139)
CCBHC - Settlement	-	-	686,755	686,755
SUD Block Grant	78,968	26,323	2,245	(24,078)
Federal & State Sources				
State general fund	1,042,561	347,520	347,520	(0)
State general fund - Settlement	-	-	-	-
Federal and state grants	901,236	300,412	357,930	57,518
Local revenue				
County appropriation - St Joseph County	257,268	85,756	85,756	-
Client fees	250,000	83,333	145,019	61,686
Performance Based Incentive Program	-	-	-	-
Rent revenue	9,960	3,320	4,760	1,440
Other revenue	65,001	21,667	18,527	(3,140)
Total operating revenue	31,189,390	10,396,463	12,103,255	1,706,792
Operating expenses				
Administration	5,173,963	1,724,654	1,514,006	(210,648)
Internal Services	7,055,149	2,351,716	2,128,247	(223,469)
Provider claims	17,522,898	5,840,966	7,100,560	1,259,594
Grant expenses	858,660	286,220	266,262	(19,958)
Vehicles	50,541	16,847	18,264	1,417
Facilities	528,179	176,060	154,874	(21,186)
Total operating expenses	31,189,390	10,396,463	11,182,213	785,750
Change in net position	-	-	921,042	921,042
Net position, beginning of year	3,065,690	3,065,690	3,065,690	-
Net position, end of year	\$ 3,065,690	\$ 3,065,690	\$ 3,986,732	\$ 921,042

Pivotal Cash Flow Forecast FY 2025

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25
SUMBH	\$ 1,978,626.74	\$ 1,410,285.92	\$ 1,740,888.95	\$ 1,709,327.30	\$ 1,709,782.23	\$ 1,709,782.23	\$ 1,709,782.23	\$ 1,709,782.23	\$ 1,709,782.23	\$ 1,709,782.23	\$ 1,709,782.23	\$ 1,709,782.23
COBHC	\$ 417,883.40	\$ 420,485.38	\$ 419,657.89	\$ 429,645.76	\$ 421,920.56	\$ 421,920.56	\$ 421,920.56	\$ 421,920.56	\$ 421,920.56	\$ 421,920.56	\$ 421,920.56	\$ 421,920.56
Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,652,048.00	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund	\$ 86,880.00	\$ 86,880.00	\$ 86,880.00	\$ 86,880.00	\$ 86,880.00	\$ 86,880.00	\$ 86,880.00	\$ 86,880.00	\$ 86,880.00	\$ 86,880.00	\$ 86,880.00	\$ 86,880.00
Other	\$ 77,437.77	\$ 180,025.24	\$ 182,816.70	\$ 73,384.78	\$ 128,411.12	\$ 128,411.12	\$ 128,411.12	\$ 128,411.12	\$ 128,411.12	\$ 128,411.12	\$ 128,411.12	\$ 128,411.12
County Approp	\$ 64,317.00	\$ -	\$ -	\$ 64,317.00	\$ -	\$ -	\$ 64,317.00	\$ -	\$ -	\$ -	\$ 64,317.00	\$ -
Total Revenue	\$ 2,626,144.91	\$ 2,097,676.54	\$ 2,430,253.34	\$ 2,363,534.84	\$ 2,346,983.91	\$ 2,346,983.91	\$ 7,063,359.91	\$ 2,346,983.91	\$ 2,346,983.91	\$ 2,346,983.91	\$ 2,411,310.91	\$ 2,346,983.91
Payroll/Fringe	\$ 566,353.85	\$ 811,376.12	\$ 615,614.89	\$ 823,319.17	\$ 704,166.01	\$ 704,166.01	\$ 704,166.01	\$ 704,166.01	\$ 704,166.01	\$ 704,166.01	\$ 704,166.01	\$ 704,166.01
External	\$ 1,684,126.38	\$ 1,266,891.24	\$ 1,708,992.58	\$ 2,046,561.95	\$ 1,676,640.54	\$ 1,676,640.54	\$ 1,676,640.54	\$ 1,676,640.54	\$ 1,676,640.54	\$ 1,676,640.54	\$ 1,676,640.54	\$ 1,676,640.54
Other	\$ 235,535.98	\$ 156,969.68	\$ 253,258.37	\$ 310,713.05	\$ 239,119.27	\$ 239,119.27	\$ 239,119.27	\$ 239,119.27	\$ 239,119.27	\$ 239,119.27	\$ 239,119.27	\$ 239,119.27
Total Expenses	\$ 2,486,016.21	\$ 2,235,237.04	\$ 2,577,855.84	\$ 3,180,594.17	\$ 2,619,925.82	\$ 2,619,925.82	\$ 2,619,925.82	\$ 2,619,925.82	\$ 2,619,925.82	\$ 2,619,925.82	\$ 2,619,925.82	\$ 2,619,925.82
Net	\$ 139,128.70	\$ (137,560.50)	\$ (147,602.50)	\$ (817,059.33)	\$ (272,931.91)	\$ (272,931.91)	\$ 4,443,434.09	\$ (272,931.91)	\$ (272,931.91)	\$ (272,931.91)	\$ (208,614.91)	\$ (272,931.91)
Bag Cash	\$ 2,751,993.10	\$ 2,891,121.80	\$ 2,753,561.30	\$ 2,605,958.80	\$ 1,788,899.47	\$ 1,515,967.56	\$ 1,243,035.66	\$ 5,686,469.75	\$ 5,413,537.84	\$ 5,140,605.93	\$ 4,867,674.03	\$ 4,659,059.12
End Cash	\$ 2,891,121.80	\$ 2,753,561.30	\$ 2,605,958.80	\$ 1,788,899.47	\$ 1,515,967.56	\$ 1,243,035.66	\$ 5,686,469.75	\$ 5,413,537.84	\$ 5,140,605.93	\$ 4,867,674.03	\$ 4,659,059.12	\$ 4,386,127.21
Investments	\$ 1,472,808.97	\$ 1,475,330.42	\$ 1,478,879.75	\$ 1,487,464.13	\$ 1,478,879.75	\$ 1,478,879.75	\$ 1,478,879.75	\$ 1,478,879.75	\$ 1,478,879.75	\$ 1,478,879.75	\$ 1,478,879.75	\$ 1,478,879.75
Total Available Cash	\$ 4,363,930.77	\$ 4,228,791.77	\$ 4,084,338.55	\$ 3,776,363.60	\$ 2,994,847.31	\$ 2,721,915.41	\$ 7,165,349.50	\$ 6,892,417.59	\$ 6,619,485.68	\$ 6,346,553.78	\$ 6,137,836.87	\$ 5,865,006.96
key:												
Actual												
Estimate												



BOARD POLICY VI.07

AREA:	Governance		
POLICY TYPE:	Governance Process	PAGE:	1 of 1
POLICY TITLE:	BOARD COMMITTEE PRINCIPLES	EFFECTIVE:	09/28/2022
		REVIEWED:	02/25/2025

POLICY:

Board committees, when used, will be assigned so as to reinforce the wholeness of the board's job and so as never to interfere with delegation from board to CEO.

Accordingly:

1. Board committees are to help the board do its job, not to help or advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees will normally not have direct dealings with current staff operations.
2. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the CEO.
3. Board committees cannot exercise authority over staff. Because the CEO works for the full board, he or she will not be required to obtain approval of a board committee before an executive action.
4. Committees will be used sparingly and ordinarily in an *ad hoc* capacity.
5. This policy applies to any group which is formed by board action, whether or not it is called a committee and regardless whether the group includes board members. It does not apply to committees formed under the authority of the CEO.



BOARD POLICY VI.08

AREA:	Governance		
POLICY TYPE:	Governance Process	PAGE:	1 of 1
POLICY TITLE:	BOARD COMMITTEE STRUCTURE	EFFECTIVE:	09/28/2022
		REVIEWED:	02/25/2025

POLICY:

A committee is a board committee only if its existence and charge come from the board, regardless of whether board members sit on the committee. The only board committees are those which are set forth in this policy. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

1. Executive Committee

A. Product:

A meeting of the Executive Committee can be called by the Chairperson or the CEO. The Executive Committee acts as a liaison between the board and the CEO in between Board meetings.

B. Authority:

Unless specific actions are given by the board as a whole to the committee, then the Committees' authority is limited to an advisory role only.



BOARD POLICY III.03

AREA:	Governance		
POLICY TYPE:	Board-Management Delegation	PAGE:	1 of 1
POLICY TITLE:	ACCOUNTABILITY OF THE CEO	EFFECTIVE:	09/28/2022
		REVIEWED:	2/25/2025

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.

Directors Report February 2025

Administrative

- Met with the Architects for the final page turn. The project and documents should be completed 100% by 2-28-25.
- RFP's for both the financial and the construction management companies went out.
- Met with CMHA to go over a financial advocacy plan.
- Attended HSC meeting, and presented at the ISD for the Jo Cherry
- Attended the Operations Committee Meeting.
- Attended SWMBH Board meeting with Carol.
- Presented at the CMHA Conference regarding Lean Management and its Implementation in Behavioral Health with Jeannie Goodrich (Summit Pointe CEO) and Dorothy Malcolm (Lean Management Consultant)
-

Clinical

- The Kaizen event (problem-solving) kicked off this week with two sessions, and our third is scheduled for next week. This is to solve the issue of our onboarding/orientation/training that has been an issue with our staff for several staff satisfaction surveys.

Human Resources

Open Positions:

- **Infant Mental Health Therapist**
- **Adult CSM**
- **Access Care Manager II**
- **Mild to Moderate Therapist**
- **Clinical Director – Children's Services**
- **Children's CSM**
- **Clubhouse Specialist**

Pending:

- N/A

Transfers:

N/A

Resignations:

- Lori Williams – Children's CSM – Going to Dr. Neuropsych of Kalamazoo



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Date: January 28, 2025

To: Luis Rosado

From: Bradley Casemore, Executive Officer *MCT*
Southwest Michigan Behavioral Health (SWMBH)

Re: SWMBH Board Attendance Record

As requested by the SWMBH Board, enclosed is the attendance report of SWMBH Board members for January through December of 2024.

If you have any questions, please let me know or questions can be directed to Sherii Sherban, Chairperson of the SWMBH Board.

cc: Cameron Bullock, CEO STJCMHSAS

2024 SWMBH Board Member & Board Alternate Attendance

Name:	January	February	March	April	May	June	July	August	September	October	November	December
Board Members:												
Mark Doster (Barry)												
Lorraine Lindsey (Barry)												
Edward Meny (Berrien)												
Tom Schmelzer (Branch)												
Sherii Sherban (Calhoun)												
Louie Csokasy (Cass)												
Erik Krogh (Kalamazoo)												
Carole Naccarato (St. Joe)												
Susan Barnes (Van Buren)												
Tina Leary (Van Buren)												
Alternates:												
Bob Becker (Barry)												
Nancy Johnson (Berrien)												
Jon Houtz (Branch)												
Kathy-Sue Vette (Calhoun)												
Jeanne Jourdan (Cass)												
Karen Longanecker (Kalamazoo)												
Cathi Abbs (St. Joe)												
Angie Dickerson (Van Buren)												

as of 12/13/24

Green = present

Red = absent

Black = not a member

Gray = meeting cancelled