

**PATHWAYS BOARD**

*George Botbyl, Elizabeth Brotherton, Patricia Bureau,  
Katie Carlson-Lynch, Bill Davie, Frederick Margrif, Julie Moker, Nancy Morrison,  
Kristin Peterson, Cathy Pullen, Gerard Tatrow, Glenn Wing*

**PATHWAYS MISSION STATEMENT**

*We serve and empower people with Severe Mental Illnesses, Severe Emotional Disturbances, or Developmental Disabilities to enhance their quality of life.*

**PATHWAYS APPROVED  
REGULAR BOARD MEETING MINUTES**

**August 5, 2020 12:15 P.M.**

**Via Lifesize Connection**

Alger, Delta, Luce, and Marquette County

**Present:**

Botbyl, George Brotherton, Elizabeth Bureau, Pat Carlson-Lynch, Katie Davie, Bill Margrif, Frederick	(Excused)	Moker, Julie Morrison, Nancy Peterson, Kristin Pullen, Cathy Tatrow, Gerard Wing, Glenn
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Alger Staff/Guest: None

Delta Staff/Guest: Jeanne Lippens, Shelly Sundstrom, Faye Witte

Luce Staff/Guest: None

Marquette Staff/Guest: Nick Kolinsky, Karen LaFave, Mary Swift, Jackie Syrjala, Derick Wall

**CALL TO ORDER AND ROLL CALL**

Chairperson Pullen called the meeting to order at 12:15 p.m. Roll call was taken by Dawn Mercier, Executive Assistant, a quorum was present.

**ADOPTION OF AGENDA**

**Additions/Changes** – Move Closed Session and CEO Contract Negotiation to After Consent Agenda and Before Board Member Comment

**MOTION/SECOND/CARRIED TO ADOPT THE AGENDA AS AMENDED.**

Wing/Brotherton

<b>APPROVAL OF PREVIOUS MEETING MINUTES</b>
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<b>MOTION/SECOND/CARRIED</b>	<b>TO APPROVE THE MINUTES FROM THE JUNE 3, 2020</b>
Davie/Brotherton	<b>REGULAR BOARD MEETING</b>

<b>PUBLIC COMMENT</b>
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Alger - None

Delta – None

Luce - None

Marquette – None

<b>CHAIR REPORT</b>
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Chair Pullen advised that she had a meeting with the Great Lakes Rural Mental Health Board and they have decided to move forward with the September conference, they decided on meals, and the deadline for registering is August 24. They will look at registrations to determine whether to move forward or cancel. It will not be available virtually. However, there will be a virtual presentation. Brochures have been sent out, they included Covid19 conference guidelines as well as a schedule. It is being held in Sault Ste. Marie. They are being concerned and aggressive regarding the wearing of masks, keeping social distance, and keeping people safe.

<b>CEO REPORT</b>
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CEO Swift opened the floor to questions. There were no questions from the Board.

Mary stated the main focus, as presented in her daily Covid19 emails, has been the safe return of staff to work and more face to face services. One of the issues is that our N95 order has not shipped. Throughout staff continue to be very imaginative as to how to continue to do telehealth with individuals and advocating to do that even after the pandemic. We are doing some pilot projects with the autism program and so far that project is going really well using telehealth.

- ✓ IT Report – IT Director, Matt Maskart was unavailable to present. The report was a part of the Board packet. There were no questions from the Board.

*After discussion by the Board no formal action was taken regarding the CEO Report or IT Report.*

<b>TRAINING – RECIPIENT RIGHTS</b>
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Faye Witte, Recipient Rights Supervisor presented a fill in the blank interactive training. She read aloud questions and requested the Board fill in the blanks with the correct answer. When provided, Faye shared and explained each answer and answered questions.

<b>ACTION ITEMS</b>
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**Finance**

- Contracts/Leases/Agreements – Contract Manager, Jeanne Lippens explained the contract as presented.

**MOTION/SECOND/CARRIED**

Davie/Wing

**TO APPROVE THE FOLLOWING CONTRACT AS**

**PRESENTED: Office Planning Group (Service Agreement – Copier in Munising Outpatient Office)**

- June 2020 Financial Update - CFO Kolinsky provided an oral update of the June 2020 financials. He will forward the June financials, as done previously, to the Board memorializing what he provided today. In summary, he advised the June financials are similar to May. Our financial position has not changed significantly. Our funding buckets show Medicaid surplus of 4.5M, Healthy Michigan is at deficit of 141K, GF has a surplus of 432K, and Local has a surplus 247K. The balance sheet remains stable. Our cash position remains consistent at 3.8M. On the Income statement, revenues are in excess of expenses by 234K compared to 241K in the prior year. These are over budget due to Covid related expenses. Covid related expenses include a wage pass through, PPE and IT equipment. Overall we are in a very very strong financial position this year.
- NorthCare Remodel Bids – CFO Kolinsky advised for the old NorthCare suite remodel we received four bids. A&F Construction was the lowest bid of \$94,000.00, Closner with a close second of \$99,130.00, followed by Roy Ness at \$126,000.00 and Howard Immel at \$183,800.00. We consulted with the architects, Sanders and Czapski. They recommended A&F Construction. A&F Construction advised they can start immediately and have no concerns about the project.

**MOTION/SECOND/CARRIED**

Wing/Tatrow

**TO ACCEPT THE CONSTRUCTION BID OF A&F**

**CONSTRUCTION IN THE AMOUNT OF \$94,000 AND ALLOW CFO KOLINSKY TO MOVE FORWARD**

**Personnel**

- Retirement Resolution – Lionel Wolf. HR Director, Shelly Sundstrom explained Lionel is a bachelor level outpatient clinician. He has been with us for a little over 30 years. His retirement date is September 14, 2020. Although he has been with us for 30 years he has also worked at Gogebic CMH and Marquette – Alger CMH.

**MOTION/SECOND/CARRIED**

Davie/Botbyl

**TO ADOPT THE RETIREMENT RESOLUTION OF****LIONEL WOLF, OUTPATIENT SERVICES CLINICIAN.**

- EAP Policy - HR Director, Shelly Sundstrom explained this is an updated policy to state that we do provide an EAP program.

**MOTION/SECOND/CARRIED**

Wing/Brotherton

**TO ADOPT THE EAP POLICY AS PRESENTED****OTHER BUSINESS**

- Great Lakes Rural Mental Health Association 27<sup>th</sup> Annual Conference – Reminder by Executive Assistant to interested members to email her for registration and accommodations if attending.

**CONSENT AGENDA**

- **May 2020 Check Disbursement Report \$3,537,152.52**
- **Recipient Rights System Policy**
- **June 2020 Check Disbursement Report \$4,125,562.12**
- **Contracts/Leases/Agreements: Lakestate Industries, Inc (Vocational Services – Retainer Payment Due to Covid-19 Pandemic), Residential Opportunities, Inc. (Specialized Residential Services), Lakestate Industries, Inc. (Cleaning and Lawn Care Services Reduction Due to Covid-19 Pandemic), Peninsula Fiber Network (Additional Internet Capability), MARESA (MOU- Early On), MARESA (Early On Contract Service Agreement), MDHHS GF Contract Amendment 1 (Master Contract MDHHS)**
- **May 31, 2020 Financial Report**
- **Appeals Process for Compliance Decisions Policy**
- **Notification of Change in Provider Network and Provider Directory**

**MOTION/SECOND/CARRIED**

Botbyl/Wing

**TO ADOPT THE CONSENT AGENDA****CLOSED SESSION – CEO EVALUATION**

- CEO Evaluation

**MOTION/SECOND/CARRIED**

Botbyl/Brotherton

**TO GO INTO CLOSED SESSION AT 1:00 FOR THE PURPOSE OF DISCUSSING THE EVALUATION OF THE CEO [Section 8(a), MCL 15.268(a)]**

Roll Call Vote:

Ayes: Botbyl, Brotherton, Bureau, Davie, Margrif, Moker, Morrison, Peterson, Pullen, Tatrow, Wing

Nays:

**MOTION CARRIED**

**MOTION/SECOND/CARRIED**  
Wing/Botbyl

**TO COME OUT OF CLOSED SESSION AT 1:15 WITH NO ACTION TAKEN BY THE BOARD IN CLOSED SESSION.**

Chair Pullen called the meeting back to order at 1:15

**MOTION/SECOND/CARRIED**  
Wing/Tatrow

**TO APPROVE THE EVALUATION AS PRESENTED.**

**MOTION/SECOND/CARRIED**  
Wing/Brotherton

**TO APPROVE THE FOLLOWING OUTCOMES: Continue to Improve Internal and External Communication with Staff the Board and the Community, Continue to Insure that the Staff Get the Information Needed to Continue to Understand Pathways Finances, Assure that there is a Strategic Plan in Place for the Next Three Years, Assist the Board in Transitioning to a New CEO.**

- CEO Contract - CEO Swift advised this contract will be for eight months Sept 1, 2020 – April 30, 2021 continuing with the same contract and pay scale developed 9/3/14.

**MOTION/SECOND/CARRIED**  
Wing/Tatrow

**TO ACCEPT THE PAY SCALE AS PRESENTED.**

The Board discussed setting a date for a Special Board meeting to begin the CEO recruitment process. It was the consensus of the Board that meeting be held August 12, 2020 @ 2:00 p.m.

It was also discussed how to hold future CEO recruitment meetings via “Lifesize” or in person either on site or at alternate location to accommodate social distancing. After discussion a decision had not been made. However each member could make a personal choice of how to attend but will have to accommodate Pathways procedures on social distancing, temperature taken, and masks.

<b>BOARD MEMBER COMMENT</b>
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Davie mentioned he is continually impressed with the creativity of staff. Specifically activities and training in the Jail Diversion Program. He is sure the Board echoes the appreciation of management in meeting this crisis head on.

<b>MEETING SCHEDULE – VIA “LIFESIZE”</b>		
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Committee of the Whole	August 25, 2020	12:15 p.m.
Board Meeting	September 2, 2020	12:15 p.m.
<i>**Training – Corporate Compliance**</i>		
Special Board Meeting	September 12, 2020	2:00 p.m.
Recipient Rights Advisory Committee	September 17, 2020	12:00 p.m.
Committee of the Whole	September 22, 2020	12:15 p.m.

<b>ADJOURNMENT</b>		
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Chairperson Pullen adjourned the meeting at 1:54 p.m.

Respectfully submitted  
 Dawn Mercier, Executive Assistant

Approved by,  
 Catherine A. Pullen, Board Chairperson