



Jeffrey W. Patton
Chief Executive Officer

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Administrative Services:
610 South Burdick Street
Kalamazoo, MI 49007

Community • Independence • Empowerment

AGENDA

INTEGRATED Services of Kalamazoo Board of Directors HAS SCHEDULED ITS MEETING FOR MONDAY, March 25, 2024, BEGINNING @ 4:00PM via *Microsoft TEAMS* or in-person at 610 S. Burdick Street/Kalamazoo, MI., (2nd Floor/Board Conference Room).

✦ Financial Statement and Single Audit Act Compliance/YEAR ENDING September 30, 2023/MOTION
Jason Kelly/CPA/Assurance Senior Manager/BDO

- I. CALL TO ORDER – CITY & COUNTY DECLARATION
- II. AGENDA
- III. CITIZEN TIME
- IV. RECIPIENT RIGHTS
 - a. Recipient Rights Monthly Report
- V. PROGRAM SERVICE REPORT
 - a. *Dawn Rasmussen*, Senior Executive of Youth and Family Services
 - b. *Beth Ann Meints*, Administrator of Clinical Services/CCBHC Report/**VERBAL**
- VI. CONSENT CALENDAR/VERBAL MOTION
 - a. Minutes February 26, 2024
 - b. Board Compensation (Policy)
 - c. Board Members' Code of Conduct (Policy)
 - d. Depreciation (Policy)
 - e. Conflict of Interest (Policy)
- VII. MONITORING REPORTS
 - a. Utilization Management Plan (Report)
- VIII. FINANCIAL REPORTS
 - a. Financial Condition Report
 - b. Utilization Report
 - c. February 2024 Disbursement/**MOTION**
- IX. ACTION ITEMS - NEW or REVISITED/MOTION
 - a. ISK Board of Directors to Enter into CLOSED SESSION
- X. CHIEF EXECUTIVE OFFICER VERBAL REPORT
 - a. CEO Report
- XI. CITIZEN TIME
- XII. BOARD MEMBER TIME
 - a. SWMBH (Southwest Michigan Behavioral Health) Updates/*Erik Krogh*
- XIII. ADJOURNMENT



Financial Statement and Single
Audit Act Compliance
YEAR ENDING

September 30, 2023

Will be reviewed at the
ISK Board of Directors Meeting
On Monday, March 25, 2024

PER

Chief Financial Officer

Amy Rottman

Thank you for your cooperation.



Community • Independence • Empowerment

Integrated Services of Kalamazoo MOTION

Subject:	<i>FY 2023</i> Financial Statements & Single Audit Act Compliance	Approval Date:
Meeting Date:	March 25, 2024	<u>March 25, 2024</u>
Prepared by:	Amy Rottman, CFO	

Recommended Motion:

“I move to accept and file the FY 2023 Financial Statements and Single Audit Act Compliance Report.”

Summary of Request:

- ✦ The independent audit of fiscal year 2023 was completed by BDO.
- ✦ The independent audit report is unmodified, or “clean”.
- ✦ There are no reported material weaknesses in internal controls.
- ✦ No findings related to the financial statements which are required to be reported.
- ✦ No findings or questioned costs for federal awards which are required to be reported.
- ✦ Net position changed from \$46.3 million in FY 2022 to \$47.8 million in 2023.

- Budget: N/A
- Staff: Amy Rottman
- Date of Board Consideration: March 25, 2024



INTEGRATED Services of Kalamazoo
 (ISK) Board of Director's Meeting
 INTEGRATED Services of Kalamazoo
 610 South Burdick Street
 Kalamazoo MI 49007

February 26, 2024

VI.a.

<u>ISK Board Member</u>	<u>Board Members PRESENT</u>	<u>Declaration of Location City/County</u>	<u>Board Members ABSENT</u>
Karen Longanecker, <i>CHAIR</i>			X
Michael Seals, <i>VICE CHAIR</i>	X	Kalamazoo/Kalamazoo	
Nkenge Bergan	X	Kalamazoo/Kalamazoo	
Sarah Carmany	X	Kalamazoo/Kalamazoo	
Patrick Dolly			X
Pat Guenther			X
Ramona Lumpkin			X
Michael Raphelson	X	Kalamazoo/Kalamazoo	
Sharon Spears	X	Kalamazoo/Kalamazoo	
Erik Krogh	X	Kalamazoo/Kalamazoo	
Melissa Woosley	X	Kalamazoo/Kalamazoo	
Montez Morales, <i>COMMISSIONER</i>	X	Kalamazoo/Kalamazoo	

ISK - KCMHSAS Staff Present:

Jeff Patton, *CHIEF EXECUTIVE OFFICER*
 Sheila Hibbs
 Beth Ann Meints
 Charlotte Bowser
 Wanda Brown
 Amy Rottman
 Dianne Shaffer
 Lisa Smith
 Ed Sova
 Michael Schlack, *CORPORATE COUNSEL*
 Alecia Pollard
 Demeta Wallace, *BOARD LIAISON*

Providers/Guests:

Diane Marquess
 Chief Executive
 Officer
 F&CS

Call to Order

The Board of Directors (Integrated Services of Kalamazoo) held their meeting on Monday, February 26, 2024.

It began @ 4:00pm and was presided over by Vice Chair, *Michael Seals*.

AgendaMOTION

Member Krogh, "I moved to approve the agenda for the meeting." Supported by Vice Chair Seals and carried without dissent.

Citizen Time No citizens came forth.

Recipient Rights

Lisa Smith, ISK, Director of ORR, presented the complaints/allegations closed in January 2024.

Abuse Violations

- There were three substantiated Abuse III violations in January 2024.
 - The remedial actions for these violations were Staff Transfer (1), Written Reprimand (4), and Training (3) There were 2 staff for one violation.

The 3 violations occurred at the same agency but different program sites.

Neglect Violations

- There were two substantiated Neglect III violations in January 2024.
 - The remedial actions for these violations were Written Reprimand (2), and Suspension (1). One violation was a Failure to Report.

The 2 violations occurred at the same agency but different program sites.

All of the ORR case information is sent to the ISK Population Directors on a monthly basis for any tracking/trending of the RR information in their areas of authority. *(Agencies can include ISK).

Program Service ReportWanda Brown, Integrated Health Services Clinic (Psychiatric Services)

The Integrated Health Services Clinic at ISK continues to elevate to new heights in the quality of care that is provided for members of our community. Our goal is to strive for excellence and to deliver exceptional experiences for each individual/patient that we serve at every interaction. We continue to look for quality improvement initiatives that will enhance the services offered at ISK. We are committed to health equity for all.

Since our last report to the Board, the IHSC team continues to work to improve the workflow at the clinic. Now, that ISK is in year two of the CCBHC designation it is imperative to remain up to date on policies, procedures and best practices that support the operations a Community Mental Health Clinic such as ours. IHSC provides an array of behavior health services to adults and children. Collaboration alliances within and outside of the organization remain in place with the Family Health Center, Borgess Hospital, Bronson Hospital and the WMU Homer Stryker School of Medicine, Department of Psychiatry under the leadership of Dr. Eric Achtyes, Department Chair for Psychiatry.

The latest collaboration is one that focuses on RESEARCH in the field of Psychiatry. ISK and WMU Department of Psychiatry will partner performing research studies. Over the next several weeks the research team will provide information to the psychiatrist and midlevel staff on the details of the studies and what the involvement will be for the patients and staff of ISK. Participation is fully voluntary. Dr. Achtyes described participating in the studies as a “bonus”, it will not have any effect on the services that the patients receive from ISK. The research team is being led by Dr. Eric Achtyes. Currently, the research team at IHSC consisted of Dr. Achtyes, Dr. Valrie Honablue and Wanda Brown, MSN. The most recent members to join the team are Dr. Richard Myers, Psychiatrist, Heather Mayle and Bill Boshoven, research assistants. The first study which is titled *Impact TD* is the one looking at tardive dyskinesia. The second study is titled *Research Registry*, this study is just seeing if people are interested in learning about research. This is a huge opportunity for ISK, Kalamazoo County, and the patients we serve.

ISK, PCE and Bronson Hospital have recently put into practice a laboratory interface. The interface system will support the ISK prescribers entering lab orders electronically for patients during their appointment. Paper orders will no longer be necessary to obtain labs drawn at a Bronson Hospital system facility. The Bronson Epic system and the lab results will be sent electronically to the ISK/KARE system. Once the prescriber reviews the results and signs off on the order/results, the information will automatically link into the individual’s electronic health record at ISK. Overall, this process will decrease the time it takes to receive lab results that can be shared with the patient in a timelier manner.

We continue to strengthen the collaboration with WMU Psychiatry Department by having the medical students and residents participate in shadowing and ride along experiences with the ISK teams. Gaining firsthand experience working in the CMH community. The collaboration between the WMU School of Medicine Psychiatry Department and ISK has afforded the Board-Certified Psychiatrist (Dr. Valrie Honablue) to continue providing evidenced based lectures and best practice peer review lectures to the ISK clinical team.

The Nurse Care Managers are collaborating with the EMH, Finance and Arcadia pharmacy departments to reimplement the Medication Assistance Program for patients without insurance and in need of assistance to obtain their prescribed medications. Stay tuned for more information about this initiative.

Beth Ann Meints, Administrator of Clinical Services/CCBHC Report/VERBAL

As part of the CCBHC, ISK, has expanded their outpatient services. From October 1, 2022, to December 31, 2023, we have served a total of 1,978 distinct individuals within our outpatient clinic. This includes adults, youth and individuals with co-occurring mental health and substance use disorders. Of those individuals served within the first quarter of FY24 (October 1, 2023 – December 31, 2022) those served have been 34% youth and 21% adults naming themselves as African American or Black. ISK has been working to increase individuals’ engagement in substance abuse services especially males identifying as African American or Black. That concludes my reports.

Consent Calendar

MOTION

Vice Chair Seals, “Are there any materials that the ISK Board would like to have removed from the Consent Calendar before we proceed with the verbal motion?” No materials were requested to be removed.

- a. Minutes January 22, 2024 & January 29, 2024
- b. Quality Management (Policy)
- c. Board Travel (Policy)
- d. Investment (Policy)
- e. Collaboration (Policy & Report)

Member Krogh, “I MOVE TO ACCEPT THE CONSENT CALENDAR MONITORING REPORTS BOTH “AS-IS” OR WITH PROPOSED RECOMMENDED CHANGES.” Supported by Member Woolsey. MOTION PASSED.

Monitoring Reports

None

Financial Reports/Financial Condition Reports December 31, 2023

Amy Rottman, ISK, Chief Financial Officer, presented the Financial Condition Reports for January 31, 2024.

To review the financial and investment reports, please use the following link:

<https://iskzoo.org/about-us/board/>

Utilization Reports

Charlotte Bowser, ISK, Accounting Manager, presented the Utilization Report for the period ending January 31, 2024.

- Youth Community Inpatient Services is at (39) days and is unfavorable at \$42,705
- MI Adult Community Inpatient Services is at (99) days and is favorable at \$216,112
- Community Living Supports, Personal Care, and Crisis Residential is unfavorable at \$797,880

January Disbursements

MOTION

Member Krogh, “BASED ON THE BOARD FINANCE MEETING REVIEW, I MOVE THAT ISK APPROVE THE January 2024 vendor disbursements of \$10,311,467.11.” Supported by Member Raphelson.

MOTION PASSED.

ACTION ITEMS - NEW or REVISITED/MOTION

None

Chief Executive Officer Report

On Monday, February 19, 2024, Jennifer Harrison, WMU Interim Dean and Director of the WMU Health and Human Services School of Social Work, joined several of the ISK Leadership team for a tour of the new Behavioral Health Urgent Care & Access Center. And then on February 22, 2024, I had the pleasure of meeting with WMU’s President, Edward Montgomery. The meeting lasted for about an hour and during our visit, he took me for a tour of the new Student Center, and it is magnificent. We also discussed collaborating with the Unified Clinics at WMU. This discussion with President Montgomery was very promising on how to meet the mental health needs of the student population.

That concludes my report.

Citizen Time

No citizens came forth.

SWMBH (Southwest Michigan Behavioral Health) Updates/Erik Krogh

Member Krogh announced that the SWMBH are still actively engaging with the other boards in our region to obtain feedback on the impact that SWMBH is having on each board. Once all the data is collected, aggregated, then a report will be generated and sent out for review.

The last meeting was held at the Kalamazoo Air Zoo. It is a fascinating place, but our location was small and not very accommodating.

On May 10, 2024, the SWMBH Board Retreat, will be held at the Bay Pointe Inn in Shelbyville, MI.

That concludes my report.

Meeting ended at 4:57PM.

Demeta J. Wallace

Administrative Coordinator & Board Liaison

INTEGRATED Services of Kalamazoo

IV.a.

Office of Recipient Rights
Report to the Mental Health Board
On Complaints/Allegations
Closed in: February 2024

Office of Recipient Rights Report to the Mental Health Board
Complaints/Allegations Closed in February 2024

	February 2024	FY 23-24	February 2023	FY 22-23
Total # of Complaints Closed	27	157	35	174
Total # of Allegations Closed	50	289	64	311
Total # of Allegations Substantiated	17	72	13	103

The data below represents the total number of closed allegations and substantiations for the following categories:
Consumer Safety, Dignity/Respect of Consumer, Treatment Issues, and Abuse/Neglect.

ALLEGATIONS	February 2024		February 2023	
Category	TOTAL	SUBSTANTIATED	TOTAL	SUBSTANTIATED
Consumer Safety	6	1	7	0
Dignity/Respect of Consumer	5	2	9	0
Treatment Issues/Suitable Services (Including Person Centered Planning)	9	4	10	3
Abuse I	1	0	0	0
Abuse II	2	1	5	1
Abuse III	5	3	9	0
Neglect I	0	0	0	0
Neglect II	0	0	0	0
Neglect III	7	6	9	
	35	17	49	10

APPEALS	February 2024	FY 23-24	February 2023	FY 22-23
Uphold Investigative Findings & Plan of Action	1	3	0	0
Return Investigation to ORR; Reopen or Reinvestigate	0	0	0	0
Uphold Investigative Findings but Recommend Respondent Take Additional or Different Action to Remedy the Violation	0	0	0	0
Request an External Investigation by the State ORR	0	0	0	0

ABUSE AND NEGLECT DEFINITIONS – SUMMARIZED

Abuse Class I means serious injury to the recipient by staff. Also, sexual contact between a staff and a recipient.

Abuse Class II means non-serious injury or exploitation to the recipient by staff and includes using unreasonable force, even if no injury results.

Abuse Class III means communication by staff to a recipient that is threatening or degrading. (such as; putting down, making fun of, insulting)

Neglect Class I means a serious injury occurred because a staff person DID NOT do something he or she should have done (an omission). It also includes failure to report apparent or suspected abuse I or neglect I of a recipient.

Neglect Class II means a non-serious injury occurred to a recipient because a staff person DID NOT do something he or she should have done (an omission). It also includes failure to report apparent or suspected abuse II or neglect II of a recipient

Neglect Class III means a recipient was put at risk of physical harm or sexual abuse because a staff person DID NOT do something he or she should have done per rule or guideline. It also includes failure to report apparent or suspected abuse III or neglect III of a recipient.

ORR ADDENDUM TO MH BOARD REPORT

March 2024

Re: February 2024 Abuse/Neglect Violations

February

Abuse Violations

- There was one substantiated Abuse II violation in February 2024.
 - The remedial action for this violation is Employment Termination (1).
- There were three substantiated Abuse III violations in February 2024.
 - The remedial actions for these violations are Employment Termination (2), Suspension (1), and Training (1).

All 3 violations occurred at different agencies.

Neglect Violations

- There were six substantiated Neglect III violations in February 2024. Two were Failure to Report.
 - The remedial action for these violations were Employee left agency (2), Written Reprimand (3), Verbal Counseling (1), and Training (4).

3 of the 6 violations occurred at the same agency and 2 of those occurred at the same program site. One was a Failure to Report. The 3 other violations occurred at different agencies.



Program Services Report

Youth and Family Services Department

Dawn Rasmussen, Senior Executive, Youth and Family Services

3.25.2024

V.a.

In July 2023, when the new Senior Executive was hired to lead the Youth and Family Services Department, every team was struggling with being understaffed. Like behavioral health teams and organizations all over the country, the department struggled to hire and retain staff. However, when compared to the organization as a whole, which had approximately 25-30% vacancy rate in positions, Youth and Families had a disproportionate number of unfilled positions, landing closer to 40-50% unfilled.

Recruitment:

Team	# of positions	Positions filled July 2023	Positions filled March 2024 (full)
Care Coordination	3	2 (66%)	3
Case Management	9	5 (55%)	9
Community Health Workers	3	2 (66%)	2 (66%)
Family Support Partners	3	2 (66%)	3
Healthy Transitions	5	2 (40%)	4
Home-Based	7	3 (42%)	6 (85%)
Multi-Systemic Therapy	3	1 (33%)	3
Outpatient	8	3 (38%)	4*
Program Specialists	4	3 (75%)	4
School Based Prevention	4	2 (50%)	3 (75%)
Wraparound	9	6 (66%)	9
Intake	4	2 (50%)	4

(*Have also begun contracting with WMED Unified Clinics, Resiliency Center for Assessment and Treatment for outpatient therapy – which has enabled us to meet the needs of the community for outpatient treatment.)

Same Day Access:

In July, Integrated Services of Kalamazoo opened its Urgent Care and Assessment Center (UCAC) seeing adults from 8AM-8PM. Because the Youth and Family Department Intake team was so lightly staffed at the time, it was unable to launch same day access along with the adult population. By November, Y/F Intake was fully staffed, and thus, Same Day Access was launched on December 4. The hours are from 8AM to 5PM, Monday through Friday, with clinicians providing both routine (assessments) and urgent care (crisis intervention and pre-admission screenings). The team has gone from doing exclusively scheduled appointments with a 40% no show rate, to exclusively walk-in. The team has gone from 1 to 4 clinicians, which includes one remote staff who is providing telehealth screenings, either to those who

walk-in or by appointment. Since July, the Intake team has completed a total of 528 assessments. Over the summer, the team relied heavily on support from numerous teams within the Y/F Department, like Care Coordination, numerous supervisors, and even other departments like Utilization Management. Same day access has steadily picked up since its start, really taking off in mid- to late-January. In May, the UCAC will launch same day access on Saturdays, with Youth and Families launching the same services and same hours (8am-2pm).

Other projects:

Service Delivery:

With staffing having stabilized in terms of staffing, we are now better poised to begin to look at service delivery – ensuring that caseloads are at the optimal size, and that our youth and families are in the appropriate level of care and are receiving the right dose of treatment at the right time. As part of this, we are emphasizing increased communication and consultation between supervisors and staff/teams regarding the acuity of cases and keeping track of progress. This helps to ensure that when progress is made and goals are achieved, we look at graduation; conversely, when progress is stalled or regression occurs, we make sure to revisit the treatment modality and consider whether increased contact is indicated.

Orientation and Staff Retention:

Following the struggles to attract and retain staff, feedback has been solicited from newer staff regarding their experience during onboarding and orientation. As a result of the feedback, leadership within the Youth and Families Department has worked to redesign the orientation process, which has historically been somewhat unstructured, and frequently has led to staff feeling prematurely responsible for sizeable caseloads. The department has created a department-wide orientation checklist which includes clinical trainings and specifics around the clinical competencies needed for clinicians. Leadership is now working to drill down with even more specific competencies related to each service within the department.

Other News:

In addition to partnering closely with area school districts, ISK has increased partnerships with a number of organizations to meet our clinical needs. For example: both Family and Children's Services and Western Michigan University have contracted with the organization to help us perform the Autism Diagnostic Observation Schedule (ADOS), which is one of the tools that we use to diagnose autism spectrum disorder. In another area of high need, WMU has contracted with us to provide outpatient therapy as a Designated Collaborating Organization (DCO) for the CCBHC – the demand for outpatient services increased significantly because of ISK's serving the mild to moderate population through the CCBHC. It may be of interest to the Board to note that the group providing outpatient therapy happens to be the Resiliency Center for Assessment and Treatment (RCAT), formerly known as the Children's Trauma Assessment Center. This partnership has increased access to highly skilled treatment of trauma, and at the same time has answered the call for an increase in outpatient treatment for youth and families.

INTEGRATED SERVICES OF KALAMAZOO

BOARD POLICY II.07

AREA: Governance	
SECTION: Board Governance Process	PAGE: 1 of 2
SUBJECT: BOARD COMPENSATION	SUPERSEDES: 03/24/2014 REVISED: 03/22/2021

PURPOSE/EXPLANATION

To establish parameters for compensation of Board members according to the Resolution adopted by the Kalamazoo County Board of Commissioners on November 4, 1997.

DEFINITIONS

Authority Board

The Integrated Services of Kalamazoo Board.

Meetings

A regular or special meeting of the Authority Board or a regular or special meeting of the Authority Board functioning as a committee of the whole, but only if a quorum of the Board or committee is present.

Per diem

Per day.

POLICY

- I. Board members will be compensated for attending regular or special meetings subject to the following conditions:
 - A. If an Authority Board member desires to submit a per diem request, he/she shall submit a signed voucher detailing the meetings attended to the Finance Director within ninety (90) days of the meeting which is the subject of the per diem request.
 1. Vouchers received after ninety (90) days shall not be paid.
 2. All per diem vouchers must be approved by the Board Chair or designee prior to payment.
 3. Compensation shall be paid for both in person and virtual attendance.
 - B. The maximum compensation that Authority Board members may receive shall be \$25.00 per day and \$850.00 per year.

- C. The compensation that is authorized by the Resolution of the County Board of Commissioners does not apply to a County Commissioner who is also an Authority Board member.
- II. This policy shall remain in full force and effect until modified or terminated by an appropriate Resolution of the County Board.

EXHIBIT/REFERENCE


- A. Kalamazoo County Board of Commissioners "Resolution to Establish Compensation for Kalamazoo County Community Mental Health and Substance Abuse Services Authority Board Members", November 4, 1997.

CHIEF EXECUTIVE OFFICER



Jeff Patton
Chief Executive Officer

APPROVED



Erik Krogh
Board Chair

Chm Initial ROSA

Clk Initial JS

13759

O. Request for the Adoption of a Resolution Establishing Compensation for Kalamazoo County Community Mental Health Authority Board Members

Commissioner Buskirk moved and it was duly seconded that the following Resolution be adopted:

RESOLUTION TO ESTABLISH COMPENSATION FOR
KALAMAZOO COUNTY COMMUNITY MENTAL HEALTH
AUTHORITY BOARD MEMBERS

WHEREAS, on August 6, 1996, the Kalamazoo County Board of Commissioners created the Kalamazoo County Community Mental Health Authority, with an effective date of December 31, 1996 at 12:59 p.m.; and

WHEREAS, on September 22, 1997, the Authority Board adopted a motion requesting that the County Board approve compensation for Authority Board members for attendance at the Authority's Board and committee of the whole meetings; and

WHEREAS, the County Board is willing to authorize compensation as hereinafter set forth.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby authorize compensation for members of the Kalamazoo County Community Mental Health Authority Board on the basis of \$25.00 per diem for attending meetings, subject to the following definitions and conditions:

1. "Per diem" means per day.
2. "Meetings" means a regular or special meeting of the Authority Board or a regular or special meeting of the Authority Board functioning as a committee of the whole, but only if a quorum of the Board or committee is present.
3. If an Authority Board member desires to submit a per diem request, he/she shall submit a signed voucher, detailing the meetings attended, to the Authority finance officer within ninety

Chm Initial RCW

Clk Initial JRS

13760

(90) days of the meeting which is the subject of the per diem request. Vouchers received after ninety (90) days shall not be paid. All per diem vouchers must be approved by the Authority Board prior to payment.

4. The maximum compensation that an Authority Board member may receive shall be \$25.00 per day and \$850.00 per year.

5. The compensation that is authorized by this Resolution shall not apply to a County Commissioner who is also an Authority Board member.

BE IT FURTHER RESOLVED that this Resolution shall be effective on January 1, 1998, and shall remain in full force and effect until modified or terminated by an appropriate Resolution of the County Board.

The roll call vote was as follows:

Ayes: All members present except
Nays: Commissioner Wilson
Abstains: None
Absent: Commissioners Houtman and Wenke

The motion carried.

ITEM 9 - Old Business

There was no Old Business.

ITEM 10 - New Business

Commissioner Johnson moved and it was duly seconded that Vice Chairperson Charlotte Sumney be authorized to sign contracts, resolutions and all other documents normally requiring the Chairman's signature that are approved by the County Board at tonight's meeting due to the fact that the Chairman is on vacation for a week.

There being no discussion, the motion carried by a voice vote.

Chm Initial

REH

Clk Initial

JWS

13761

ITEM 11 - Chairperson's Report

There was no Chairperson's Report.

ITEM 12 - Vice Chairperson's Report

Vice Chairperson Sumney applauded the efforts of all the individuals who recently participated in meetings attempting to dissuade Pharmacia & Upjohn, Inc. of its intention to relocate approximately 600 area jobs to New Jersey. She then urged everyone - government officials, business leaders and private citizens - to keep working as a team for the betterment of the community.

ITEM 13 - County Administrator's Report

Administrator Freeland reported that the County's total contribution to the Greater Kalamazoo United Way campaign for 1997 amounted to approximately \$46,000, which was up about 11% over 1996. He praised Kenda Horton, the County's United Way campaign coordinator, for having done an excellent job and being the driving force behind the campaign for the past several years.

ITEM 14 - Members' Time

Commissioner Johnson welcomed her Uncle Paul who recently moved here from Texas.

Commissioner Ozier stated that last week's storm, which caused numerous power outages in the area, presented opportunities for individuals to get acquainted with their neighbors.

Commissioner Powers reported on a Comprehensive Plan Meeting she recently attended and stressed the importance of community planners addressing superfund issues.

Commissioner Powers stated that she recently returned from a two-day trip to attend joint commission meetings. She expressed her concern regarding a rumor circulating that the EPA would be eliminating its Region V office. She then requested that the Board send a letter to Senator Levin and Representative Upton questioning the veracity of the rumor,

Chm Initial ROA

Clk Initial JS

13762

and upon Vice Chairperson Sumney's request, Commissioner Powers indicated that she would prepare a letter.

Commissioner Powers, commenting on the fact that on that day voters in Kalamazoo would elect a new mayor, stated that in her opinion, current Kalamazoo Mayor Barb Larson had done a fine job for the City over the past four years.

Commissioner Provancher stated that earlier that day he had participated in the Road Commission's road tour through Kalamazoo County. He said both the tour and the Commission's planned projects for 1998 had been impressive.

Commissioner Wilson expressed his thanks to Administrator Freeland for his efforts in connection with the tax rollback on the County's operating millage rate being included in the County's 1998 Budget.

ITEM 15 - Adjournment

There being no further business to come before the Board, Vice Chairperson Sumney adjourned the meeting at 7:54 p.m.



Timothy A. Snow
County Clerk/Register



Robert A. Houtman, Chairman
Kalamazoo County Board of
Commissioners

INTEGRATED SERVICES OF KALAMAZOO

BOARD POLICY II.09

AREA:	Governance		
SECTION:	Board Governance Process	PAGE:	1 of 4
SUBJECT:	BOARD MEMBERS' CODE OF CONDUCT	SUPERSEDES:	03/28/2011
		REVISED:	03/25/2019

PURPOSE/EXPLANATION

The purpose of the Board Members' Code of Conduct policy is to promote the highest standards of conduct by members of the ISK Board to maintain and enhance public confidence in the integrity, independence, impartiality and effectiveness of the ISK Board.

POLICY

- A. ISK Board Members are required to comply with this Code of Conduct, as well as the same ethical standards set forth in 15.342 of Michigan Act 196 of 1973 (and as amended), and Chapter 330 of the Michigan Mental Health Code § 330.1224 for public officers and board members.
- B. The ISK Board adheres to the Carver Model of Policy Governance and its members are expected to incorporate all Ten Principles into their approach. Principles 1-3 define an organization's ownership, the board's responsibility to it, and the board's authority. Principles 4-7 specify that the board defines in writing policies identifying the benefits that should come about from the organization, how the board should conduct itself, and how staff behavior is to be proscribed. Principles 8-10 deal with the board's delegation and monitoring. In general, if a board applies ALL the principles of Policy Governance in its process and decision-making, then the board is likely practicing the model. If a board applies fewer than all the principles, it weakens or destroys the model's effectiveness as a system (The Carver Model of Policy Governance: John & Miriam Carver's guidebook #1).
- C. ISK Board members must be committed to ethical and businesslike conduct in alignment with ISK' Vision, Mission and Guiding Values.
- D. In accordance with ISK Board Policy II.11 (Conflict of Interest), board members must represent unconflicted duty of care and duty of loyalty to the interests of ISK. This accountability supersedes any conflicting loyalty such as to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any Board member acting as a person or family member to a person receiving ISK services. Members must adhere to policy II.11 (Conflict

of Interest) and complete the annual disclosure packet according to the policy.

a. *Duty of Care*

Every Board Member shall act in a reasonable and informed manner and perform his or her duties for ISK in good faith and with a degree of care that an ordinarily prudent person would exercise under similar circumstances.

b. *Duty of Loyalty*

Every Board Member owes a duty of loyalty to act always in the best interests of ISK and not in the interest of the Board member or any other Entity or Person. No board member may personally take advantage of a business opportunity that is offered to ISK unless the Board of Directors determines not to pursue that opportunity, after full disclosure and a disinterested and informed evaluation.

E. When an individual becomes a Board member, he/she must not disclose identifiable information (with or without names) about persons receiving services from ISK, regardless of where this information was obtained from, without informed consent of an authorized party. Board members must comply with all applicable Confidentiality Regulations of the Michigan Mental Health Code, HIPAA and 42 CFR Part 2.

a. All information about persons receiving mental health services through ISK is confidential whether it is written, verbal or observed and must not be disclosed without written informed consent.

b. Confidential information about recipients of ISK services must not be disclosed by a Board member, even if the information is already known to the listener.

c. Confidential information about a recipient of ISK services must not be disclosed by a Board member, even if it was disseminated by the media, and both the listener and the Board member read/heard the media account.

F. Board members will likewise exercise decorum, dignity and respect with speaking about or to employees of ISK, Provider Agencies, persons from MDHHS, other PIHPs, CMHSPs, and other constituents. While persons who are not recipients of services are not lawfully protected by HIPAA, 42 CFR Part 2 or MMHC; ISK Board members will demonstrate a conservative approach when choosing to share business or personal information to or about partners of ISK.

G. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.

a. Members' interaction with the Chief Executive Officer or with staff, must recognize the lack of authority vested in individuals except when explicitly Board-authorized.

b. Members' interaction with public, press or other entities must recognize the same limitation and the inability of any Board member to speak for the Board.


- c. Members will not make or publish false or malicious statements about an employee, ISK, or its services or products.
 - d. Members will not engage in misconduct that renders a member's presence in ISK to be detrimental to employees, ISK operations or to others.
- H. Members are expected to vote according to the true merits of each motion, based on facts presented and applicable policy/procedure and law. Members must approach decision making with a mind that is open to persuasion by convincing evidence and argument. Members are expected to vote in the genuine best interest of ISK and the persons served by ISK without undue influence from partisan interest, public opinion, fear of criticism, or the prospect of disapproval from any person, institution or community.
- I. If a Board member has a concern with another member regarding this Code of Conduct, the issue should be directed in the following manner:
- a. If the concern involves a member other than one of the Board Officers, the issue should be directed to the Board Officer.
 - b. If the concern involves a Board Officer, the issue should be directed to the other Board Officer.
 - c. If the concern involves both Board Officers, the Board member should select two other members and direct the issue to them for review of the concern.
- J. If all attempts at an internal resolution of the concern has failed, then either the Board Officer(s) under H.a. or H.b. or the members selected under H.c of this policy. shall refer the matter to the Kalamazoo County Board of Commissioners' Chairperson for resolution under Section 1224 of the Mental Health Code.

REFERENCES

- STANDARDS OF CONDUCT FOR PUBLIC OFFICERS AND EMPLOYEES: 15.342 of Michigan Act 196 of 1973 (and as amended): Public officer or employee; prohibited conduct
- Michigan Compiled Laws, Chapter 330. Mental Health Code § 330.1224 and as amended
- ISK Board policy I.01 (Mission/Vision/Value Statement)
- The Carver Model of Policy Governance: John & Miriam Carver's guidebook #1.
- HIPAA, 42 CFR Part 2
- 1968 PA 317, MCL 15.321 to 15.330 (contracts of public servants with public entities)


- 1978 PA 566, MCL 15.181 to 15.185 (incompatible public offices)
- 18 USC 208 (Federal Conflict of Interest Statute)
- IRS Conflict of Interest Guidelines, Policies and Pronouncements for Charitable Tax-Exempt Nonprofit Entities

CHIEF EXECUTIVE OFFICER



Jeff Patton
Chief Executive Officer

APPROVED



Erik Krogh
Board Chair

INTEGRATED SERVICES OF KALAMAZOO

BOARD POLICY VI.04

AREA: Governance	
SECTION: System Governance	PAGE: 1 of 1
SUBJECT: DEPRECIATION	SUPERSEDES: 03/24/2014 REVISED: 03/23/2015

PURPOSE/EXPLANATION

To establish policy and procedures to calculate and record depreciation for all depreciable capital assets.

DEFINITIONS**Capital Equipment**

A single non-disposable item costing more than \$5,000 and having a useful life greater than two years.

Depreciation

Accounting process of allocating the cost of tangible assets to expense in a systematic and rational manner to those periods expected to benefit from the use of the asset.

Depreciation Method

A systematic and rational approach to cost allocation over the estimated useful life of the asset.


Useful Life

Period of time an asset is in service.


POLICY

It is the policy of Integrated Services of Kalamazoo (ISK) that all capital assets will be depreciated using the "Estimated Useful Lives of Depreciable Hospital Assets (most current published version)". Assets will be depreciated using straight-line half year convention methodology to determine depreciation expense.

CHIEF EXECUTIVE OFFICER**APPROVED**



 Jeff Patton
 Chief Executive Officer



 Erik Krogh
 Board Chair

INTEGRATED SERVICES OF KALAMAZOO

BOARD POLICY II.11

AREA:	Governance		
SECTION:	Board Governance Process	PAGE:	1 of 7
SUBJECT:	CONFLICT OF INTEREST	SUPERSEDES:	02/26/2018
		REVISED:	03/28/2022

PURPOSE/EXPLANATION

The purpose of the Conflict of Interest policy is to:

1. Protect ISK' interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a board member,
2. Clarify the duties and obligations of Board members in the context of potential conflicts of interest and to provide board members with a method for disclosing and resolving potential conflicts of interest,
3. Supplement, but not replace, any applicable state laws governing conflicts of interest applicable to public institutions, along with nonprofit and charitable corporations.

DEFINITIONS

A. Conflict of Interest

A conflict of interest arises when a board member participates or proposes to participate in a transaction, arrangement, proceeding or other matter for ISK, in which the board member, the board member's family member or an organization in which the board member is serving as an officer, director, trustee or employee has a financial interest. Board members should avoid both the appearance of and an actual Conflict of Interest.

B. Duty of Care

Every Board Member shall act in a reasonable and informed manner and perform his or her duties for ISK in good faith and with a degree of care that an ordinarily prudent person would exercise under similar circumstances.

C. Duty of Loyalty

Every Board Member owes a duty of loyalty to act at all times in the best interests of ISK and not in the interest of the Board member or any other Entity or Person. No board member or family member as defined in this policy may personally take advantage of a business opportunity that is offered to ISK unless the Board of Directors determines not to pursue that opportunity, after full disclosure and a disinterested and informed evaluation.

D. Compensation

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature. This includes but is not limited to business, political or personal enterprises, personal fundraising, and gifts, monies or gratuities with more than a nominal value. A voting member of the Board of Directors who receives compensation, directly or indirectly, from ISK is precluded from voting on matters pertaining to such compensation arrangement.

E. Family Member

Family shall be defined to include spouse, parent, sibling (whole or half-blood), a spouse's parents, children (natural or adopted), grandchildren, great grandchildren, step family members, any person sharing the same living quarters in an intimate, personal relationship and spouses of siblings, children, grandchildren, great grandchildren, and all step family members. Relationships that create a potential conflict of interest or appearance of conflict of interest must be reported on the Conflict of Interest Disclosure Form and Acknowledgment (Exhibit A).

F. Financial Interest

A Board member has a Financial Interest if he or she has, directly or indirectly, actually or potentially, through a business, investment or through a family member:

1. An actual or potential ownership, control or investment interest in, compensation arrangement with, or serves in a governance or management capacity for, any entity or individual with which ISK currently has a transaction, arrangement, proceeding or other matter.
2. An actual or potential ownership, control or investment interest in, compensation arrangement with, or serves in a governance or management capacity for, any entity or individual with which the ISK Board is contemplating or negotiating a transaction, arrangement, proceeding or other matter.

POLICY

- I. Each ISK Board member shall act in a reasonable and informed manner and perform his or her duties for ISK in good faith and with the degree of care that an ordinarily prudent person would exercise under similar circumstances. In this regard, each Board member has a duty to disclose the existence of a Financial Interest or other actual or potential conflict of interest and all related material facts annually to the Board using the attached form (see Exhibit A).
- II. ISK will provide a means for a Board member to identify and report to the Board any direct or indirect Financial Interest and/or actual or potential conflict of interest. Based on that information, to permit the Board to review such Financial Interests and conflict of interest, ISK will provide a process for the Board to follow when managing financial interests and other actual or potential conflicts of interest, all in accordance with applicable law.

PROCEDURE

I. DUTY TO DISCLOSE

- A. Each board member shall complete and sign the annual Conflict of Interest Disclosure Form indicating that he/she agrees to abide by the terms of the Conflict of Interest policy and has disclosed the material facts of any actual, apparent or potential conflict of interest in the manner provided in this policy (see Exhibit A).
- B. Each board member has a continuing obligation to disclose (in the manner provided in this policy) the existence and nature of any actual, apparent or potential conflict of interest he/she may have. Such disclosure shall be made promptly any time an actual, apparent or potential conflict of interest arises.
- C. Conflict of Interest Disclosure Forms (Exhibit A) will be collected upon appointment of new board members and annually thereafter. Forms will be returned to the ISK Compliance Officer for review and further action as necessary, according to this policy, and kept on file. Any actual, potential or appearance of Conflict identified by the ISK Compliance Officer will be presented to the Board for further consideration.

II. ADDRESSING CONFLICTS OF INTEREST INVOLVING BOARD MEMBERS

- A. When considering a conflict of interest, the Board will consider a number of factors. In making a determination as to whether a Financial Interest is substantial enough to be likely to affect the integrity of the Board member's services to the entity, the Board shall consider, as applicable:
 - 1. Input from ISK Corporate Counsel and ISK Corporate Compliance Officer.
 - 2. The type of interest that is creating the potential conflict (e.g., stock, bonds, real estate, cash payment, job offer or enhancement of a spouse's employment).
 - 3. The identity of the person whose Financial Interest is involved, and if the interest does not belong directly to the Board member, the Board member's relationship to that person.
 - 4. The dollar value of the disqualifying Financial Interest, if known and quantifiable (e.g., amount of cash payment, salary of job to be gained or lost, change in value of securities).
 - 5. The value of the financial instrument or holding from which the disqualifying Financial Interest arises and its perceived value to the individual.
 - 6. The nature and importance of the Board member's role in the matter, including the level of discretion which the Board member may exercise in the matter.
 - 7. The sensitivity of the matter.
 - 8. The need for the Board member's services.
 - 9. Adjustments which may be made in the Board member's services as they relate to the potential conflict.

- B. The minutes of the Board and all committees with Board delegated powers shall contain:
1. The names of the persons who disclosed or otherwise were found to have a possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present and the Board/Committee's or Chief Executive Officer's decision as to whether a conflict of interest in fact existed.
 2. The names of persons who were present for discussions and votes relating to the contract, transaction or arrangement, the context of the discussion, including any alternatives to the proposed contract, transaction or arrangement, and a record of any votes taken in connection therewith.
- C. When a potential conflict arises, the Board will take the following steps:
1. The person who has information about an actual or potential conflict will present the issue to the full Board.
 2. If a majority of the ISK Board is involved in the actual or potential conflict, the matter will be submitted to the Kalamazoo County Board of Commissioners for review and decision.
 3. As necessary, the Board may request additional information from the involved Board Member, to be obtained no later than the next scheduled board meeting for vote.
 4. As necessary, the Board may request verbal input from legal counsel and the ISK Corporate Compliance Officer, to be obtained no later than the next scheduled board meeting for vote.
 5. Once all input has been obtained and presented, the Board will vote to determine whether an actual or potential conflict exists, according to this policy. The Involved Board Member(s) shall not participate in any vote on the matter.
 - a. If it is decided by majority vote of quorum that an actual or potential conflict does not in any way exist, the decision will be well-documented with supporting documentation, presented to the full board and considered resolved.
 - b. If it is decided by majority vote of quorum that a potential or actual conflict exists, the decision will be well-documented with supporting documentation, presented to the full board, and the involved Board Member will decide at that time to do one of two things:
 - i. propose an action in writing to cure the potential or actual conflict (see Step F), or
 - ii. request that the board appoint a committee to review the potential or actual conflict and make recommendations. (see Step G)
- D. If the board member chooses to propose an action to cure the potential conflict in writing he or she will present it to the full board for vote. The Board will vote to

determine whether the proposed action is sufficient as written, according to this policy and relevant law. The Involved Board Member(s) shall not participate in any vote on the matter. If it is decided by majority vote of quorum that the proposed action fully cures the potential or actual conflict as written, the proposed action will be well-documented, enacted with supporting documentation and the issue will be considered resolved. If it is decided by majority vote of quorum that the proposed action does not fully cure the potential or actual conflict, the board will appoint a committee to evaluate the potential or actual conflict and make written recommendations for final vote.

- E. If a committee is requested or required according to this policy, it will assemble before the next scheduled board meeting. The committee will consist of the ISK CEO, Board Chair, at least one other Board Member, ISK Corporate Counsel and the ISK Corporate Compliance Officer (provided that all parties are disinterested). If a committee member is unavailable to meet, she or he will produce a written opinion on the matter. The committee will form a written recommendation with supporting documentation. Upon completion of committee process, the committee will present its findings to the full board for final vote at the next scheduled board meeting (see Step H).
- F. The Board will vote to determine whether the committee's recommendation is sufficient as written, according to this policy and relevant law. The Involved Board Member(s) shall not participate in any vote on the matter. If it is decided by majority vote of quorum that the committee's recommendation is sufficient as written, the recommendation will be enacted with supporting documentation and the issue will be considered resolved.
- G. If it is decided by majority vote of quorum that the committee's recommendation is insufficient as written, the Board shall consider the following:
 - 1. Whether ISK can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest and thus avoid unnecessary risk to the organization.
 - 2. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the disinterested members of the Board shall consider granting a waiver and shall act with full knowledge and acceptance of all potential risks.
- H. Michigan law specifically provides support for granting a waiver of a Conflict of Interest arising under the following Conflict of Interest exception scenarios:
 - 1. A Community Mental Health Services Program (CMHSP) Board member may be a party to a contract with a CMHSP or administer or financially benefit from that contract, if the contract is between the CMHSP and the Regional Entity;
 - 2. A CMHSP Board member may also be a member of the Regional Entity Board, even if the Regional Entity has a contract with the CMHSP;

3. A CMHSP Board may approve a contract with the Regional Entity, if a CMHSP Board member is also an employee or independent contractor of the Regional Entity; and
 4. CMHSP public officers (e.g., Board members, officers, executives and employees) may also be Board members, officers, executives and employees of the Regional Entity, even if the Regional Entity contracts with the CMHSP, subject to any prohibition imposed by the Michigan Department of Health and Human Services in that regard.
- I. A conflict of interest waiver may be granted if the Board determines that it is not able, with reasonable efforts, to obtain a more advantageous transaction, arrangement, proceeding or other matter from another person or entity not involving the Board member, or that the actual or potential conflict is not so substantial as to be likely to affect the integrity of the services which the entity may expect from the Board Member. The Board may vote to waive the potential or actual conflict of interest and proceed with the proposed transaction, arrangement, proceeding or other matter and/or the Board member's participation in the matter. A Conflict of Interest Waiver shall be made in writing and signed by the Chairperson of the Board (or Vice Chair if the conflict involves the Chairperson) on the Conflict of Interest Waiver form (Exhibit C). The Conflict of Interest Waiver may restrict the Board member's participation in the matter, to the extent deemed necessary by the Board or the Conflict of Interest waiver may cover all matters the Board member may undertake as part of his/her official duties with the Board, without specifically enumerating such duties. All Conflict of Interest Waivers shall be issued prior to the Board member's participation in any transaction, arrangement, proceeding or other matter on behalf of ISK.

REFERENCES

- Mental Health Code, 1974 PA 258, MCL 300.1001 to 300.2106
- 1978 PA 566, MCL 15.181 to 15.185 (incompatible public offices)
- 1968 PA 317, MCL 15.321 to 15.330 (contracts of public servants with public entities)
- 45 CFR Part 74 (Federal Procurement Regulations)
- 45 CFR Part 92 (Federal Procurement Regulations)
- 42 USC 1396a (Federal Medicaid Statute)
- Michigan Medicaid State Plan
- 18 USC 208 (Federal Conflict of Interest Statute)

- IRS Conflict of Interest Guidelines, Policies and Pronouncements for Charitable Tax-Exempt Nonprofit Entities

EXHIBITS

- A. Board Member Disclosure Statement
- B. Resolution of the Board
- C. Conflict of Interest Waiver

CHIEF EXECUTIVE OFFICER



Jeff Patton
Chief Executive Officer

APPROVED



Erik Krogh
Board Chair

BOARD MEMBER DISCLOSURE STATEMENT

Exhibit A

PURPOSE

The Conflict of Interest Policy adopted by the Board of Directors of ISK requires annual disclosure of certain Interests. It is not uncommon to have these interests, but you are required to make them known to ISK.

Use this questionnaire to disclose where you or your Family Members have affiliations, interests or relationships, and/or have taken part in transactions. Your answers will be reviewed to determine whether a conflict of interest exists according to ISK Policy.

INSTRUCTIONS

1. Please read the Conflict of Interest policy and know the definitions for terms in this form.
2. Answer all questions. Please do not leave any question blank if the correct response is "no".
3. For purposes of this form, the definition of "Family Member" includes spouse, parent, sibling (whole or half-blood), a spouse's parents, children (natural or adopted), grandchildren, great grandchildren, step family members, any person sharing the same living quarters in an intimate, personal relationship and spouses of siblings, children, grandchildren, great grandchildren and all step family members.
4. Where this form refers to "you," it is also referring separately to each Family Member. Your response should indicate whether you are disclosing an interest of you or a Family Member (and, in the case of a Family Member, the nature of your relationship with that Family Member).
5. Disclose all potential Conflicts of Interest that currently exist, even if you previously reported them.
6. Complete the questionnaire, date it and sign the affirmation at the end of the document.
7. Each Board member has a duty to disclose the existence of a Financial Interest or other actual or potential conflict of interest and all related material facts annually to the Board using this form.

You must report any relationship that creates a potential Conflict of Interest that occurs between now and the completion of the next annual Conflict of Interest Annual Disclosure and Acknowledgment form completion. Any potential conflicts of interest that arise after the questionnaire has been completed should be immediately reported to the Compliance Officer.

CAUTION

May contain privileged and confidential information not subject to FOIA.

BOARD MEMBER DISCLOSURE STATEMENT

CONFLICT OF INTEREST DISCLOSURE AND ACKNOWLEDGMENT

Name: _____

I. POSITION (Board Member)

- A. I hold the following additional positions(s) and/or have the following relationship(s) with ISK:

II. OUTSIDE INTERESTS

- A. Do you or any Family Member hold, directly or indirectly, an ownership or investment interest in any entity that does business with ISK?
 No Yes (explain in Part VI-Page 5)
- B. Do you or any Family Member hold, directly or indirectly, a compensation arrangement with any client, business entity, vendor, provider, contractor or consultant that does business with ISK (*examples: compensation for employment or independent contractor services, consulting fees, board stipends or fees, advisory committee fees, honoraria, etc.*)?
 No Yes (explain in Part VI-Page 5)
- C. Do you or any Family Member hold, directly or indirectly, a director, trustee, officer or board committee position with any other business entity that does business with ISK?
 No Yes (explain in Part VI-Page 5)
- D. Do you or any Family Member have any personal loans, advances or other indebtedness to or from any client, business entity, vendor, provider, contractor or consultant who also does business with ISK? (*Note: you may exclude charge cards and personal or mortgage loans at market rates from financial institutions*)
 No Yes (explain in Part VI-Page 5)
- E. Do you or any Family Member provide managerial, consultative or other services to or on behalf of any other client, business entity, vendor, provider, contractor or consultant that does business with ISK?
 No Yes (explain in Part VI-Page 5)
- F. Do you or any Family Member employ or otherwise retain any ISK personnel for work on non-ISK business done outside of ISK?
 No Yes (explain in Part VI-Page 5)
- G. Have you or any Family Member been a party to any action, lawsuit or proceeding during the past five years that might be deemed material to evaluating your ability, your integrity or your interests with respect to ISK?
 No Yes (explain in Part VI-Page 5)
- H. Do you or any Family Member know of any recent or pending actions, lawsuit or proceeding in which you have an interest adverse to the interests of, or are a party adverse to ISK?
 No Yes (explain in Part VI-Page 5)

BOARD MEMBER DISCLOSURE STATEMENT

III. INSIDE ACTIVITIES

- A. Have you or any Family Member attempted to influence ISK concerning the employment or retention of any immediate family member or other individual with whom you have a business or personal relationship?
 No Yes (explain in Part VI-Page 5)
- B. Do you or any Family Member have any personal loans, advances or other indebtedness owed to ISK?
 No Yes (explain in Part VI-Page 5)
- C. Is any ISK director, officer, employee, consultant, contractor or business associate a Family Member?
 No Yes
if yes, please specify name and relationship:

- D. Are you or a Family Member an employee of any ISK director, officer, employee, consultant, contractor or business associate?
 No Yes
if yes, please specify employer(s)

- E. Do you or a Family Member have a written contract with any ISK director, officer, employee, consultant, contractor or business associate?
 No Yes
if yes, please specify name and relationship:

IV. GIFTS, GRATUITIES AND ENTERTAINMENT

- A. Have you or any Family Member accepted gifts, gratuities or other favors from any client, business entity, vendor, provider or consultant under circumstances from which a reasonable person might think that such action was intended to influence you in the performance of your duties on behalf ISK? (*Note: this does not prohibit the acceptance of reasonable items of nominal value.*)
 No Yes (explain in Part VI-Page 5)
- B. Have you or any Family Member accepted any gifts, gratuities, favors or benefits of higher than nominal value from any client, business entity, vendor, provider or contractor, or consultants of ISK?
 No Yes (explain in Part VI-Page 5)

V. OTHER

- Do you or a Family Member have any other interest, activities, investments or involvement that you think might be relevant for full disclosure of all actual, apparent or possible conflicts of interest?
 No Yes (explain in Part VI-Page 5)

BOARD MEMBER DISCLOSURE STATEMENT

VI. IF YOU ANSWERED YES TO ANY OF THE QUESTIONS ON THE CONFLICT OF INTEREST DISCLOSURE FORM, YOU MUST COMPLETE THIS SECTION

List the question number and describe the Conflict of Interest exception(s) in detail. Explain how you intend to manage or resolve the disclosed Conflict of Interest exception(s). Attach additional pages as necessary.

VII. AFFIRMATION

I hereby state that:

1. I have read, understand and will comply with the ISK Board Conflict of Interest policy.
2. I agree to report to the Compliance Officer any change in the responses to each of the foregoing questions that may result from changes in circumstances that may develop before the completion of my next annual Conflict of Interest Disclosure form.
3. I agree to report to the Compliance Officer any further financial interest, situation, activity or conduct that may develop before completion of my next annual Conflict of Interest Disclosure form.
4. The information contained in this Conflict of Interest Disclosure form is true and accurate to the best of my knowledge and belief as of the date below.

Sign: _____ Date: _____

Print Name: _____

CONFLICT OF INTEREST

Name: _____

Position: _____

INTERNAL REVIEW (as applicable)

No conflicts reported

Personal conflict: _____

Financial conflict: _____

Board review date: _____

Board review date: _____

Waiver granted by Board - Yes No Date: _____

Corporate Counsel Signature Date

Compliance Officer Signature Date

Notes:

INTEGRATED SERVICES OF KALAMAZOO

RESOLUTION OF THE BOARD

Appointment to the Southwest Michigan Behavioral Health Board

WHEREAS, Integrated Services of Kalamazoo ("CMHSP") has adopted a Conflict of Interest Policy (the "Policy") requiring certain individuals to disclose Conflicts of Interest, as defined in the Policy, on the CMHSP's Conflict of Interest Policy Disclosure Statement to the CMHSP Board (the "Board");

WHEREAS, the Board has received the Conflict of Interest Policy Disclosure Statement Attached as Exhibit A, (the "Statement") in which _____ and _____ have disclosed a Conflict of Interest which requires the Board's consideration;

WHEREAS, the Board has undertaken such investigation, deliberation and discussion of the Conflict of Interest disclosed on the Statement and the potential Conflict of Interest created thereby, in accordance with the requirements of the Policy, to reach an informed decision regarding the matter; and

WHEREAS, pursuant to MCL 330.1204b, CMHSP is authorized and desires to appoint _____ to the Southwest Michigan Behavioral Health Board; and

WHEREAS, pursuant to MCL 330.1204b, CMHSP is authorized and desires to appoint _____ as an alternate member of the Southwest Michigan Behavioral Health Board to participate on that Board when _____ is unable to do so;

THEREFORE, the Board adopts the following resolutions:

- 1. Due Diligence Review - After due consideration of the factors described in the Policy, the Board has determined that it is not, with reasonable efforts, able to obtain a more advantageous arrangement from a person other than _____ and _____, and that the Conflict of Interest disclosed on the Statement is not so substantial as to be likely to affect the integrity of services which the CMHSP may expect from _____ and _____.
2. Waiver - In consideration of such due diligence review, the Board grants the written Conflict of Interest Waivers attached to this resolution as Exhibit B.
3. Appointment - The Board appoints _____ to serve on the Southwest Michigan Behavioral Health Board. Further, the Board appoints _____ to serve as an alternate member of the Southwest Michigan Behavioral Health Board, to participate on that Board when _____ Is unable to do so.

Date _____ enter Board Members name here , Board Member

INTEGRATED SERVICES OF KALAMAZOO
CONFLICT OF INTEREST WAIVER

Review of the Disclosed Conflict of Interest

In accordance with the requirements of Integrated Services of Kalamazoo’s (the “CMHSP”) Conflict of Interest Policy, the CMHSP Board has undertaken appropriate due diligence review and deliberation regarding the Conflict of Interest disclosed by _____ on the Conflict of Interest Disclosure Statement (the Statement) attached as Exhibit A.

Board Resolution Granting Conflict of Interest Waiver

At the conclusion of such due diligence review and deliberation, at its meeting on _____, the Board passed the resolution attached as Exhibit B in which it determined that it is not, with reasonable efforts, able to obtain a more advantageous arrangement from a person other than _____ and the Conflict of Interest disclosed on the Statement is not so substantial as to be likely to affect the integrity of services which the CMHSP may expect from _____ and granted this Conflict of Interest Waiver under the terms described below.

Conflict of Interest Waiver Terms and Conditions

Name of Interested Person:

Description of Conflict of Interest:

_____ serves as a member of the Board for Southwest Michigan Behavioral Health and at the same time serves on the CMHSP Board.

Description of the Transaction, Arrangement, Proceeding or Matter to which the Conflict of Interest Applies:

CMHSP has contract with Southwest Michigan Behavioral Health under which the CMHSP provides, among other things, mental health services to Medicaid beneficiaries, for which the Southwest Michigan Behavioral Health compensates the CMHSP using federal and state government funds.

Interested Person’s Role in the Transaction, Arrangement, Proceeding or Matter:

_____ serves as a member on the Southwest Michigan Behavioral Health Board and in this role may be directly or indirectly involved in decisions regarding the award of contracts to CMHSP and the amount of federal and/or state government funds paid to CMHSP through or by the Southwest Michigan Behavioral Health.

INTEGRATED SERVICES OF KALAMAZOO
CONFLICT OF INTEREST WAIVER

Scope of Waiver and Restrictions, if any:

This Conflict of Interest Waiver shall cover all matters _____ may undertake as part of his official duties with the CMHSP concerning any matters arising between the CMHSP and the Southwest Michigan Behavioral Health.

President/Chairperson of the Board Signature

Date

(Print Name)

INTEGRATED
SERVICES OF
KALAMAZOO



Period Ended
February 29, 2024

Monthly Finance
Report

INTEGRATED SERVICES OF KALAMAZOO

Statement of Net Position

February 29, 2024

	February 2023 (unaudited)	February 2024
Assets		
Current assets		
Cash and investments	\$ 30,456,944	\$ 30,381,671
Accounts receivable	3,559,192	7,261,194
Due from other governments	20,154	3,131,291
Prepaid items	1,366,564	2,005,443
Total current assets	<u>35,402,854</u>	<u>42,779,599</u>
Non-current assets		
Capital assets, net of accumulated depreciation	11,519,414	13,242,253
Net pension asset, net of deferred outflows	5,722,229	7,214,053
Total non-current assets	<u>17,241,643</u>	<u>20,456,306</u>
Total assets	<u>\$ 52,644,497</u>	<u>\$ 63,235,906</u>
Liabilities		
Current liabilities		
Accounts payable	\$ 10,936,230	\$ 12,462,037
Due to other governments	2,111,949	1,288,502
Due to providers	38,626	906,885
Accrued payroll and payroll taxes	1,649,425	1,827,555
Unearned revenue	163,513	84,634
Total current liabilities	<u>14,899,743</u>	<u>16,569,612</u>
Net position		
Designated	13,747,779	9,171,891
Undesignated	18,360,519	25,729,038
Investment in fixed assets	4,858,748	13,470,123
Previous year close	-	-
Net gain (loss) for period	777,708	(1,704,759)
Net position	<u>\$ 37,744,754</u>	<u>\$ 46,666,293</u>

INTEGRATED SERVICES OF KALAMAZOO

Statement of Revenue, Expenses and Change in Net Position

October 1, 2023 through February 29, 2024

Percent of Year is 41.67%

	Original 2024 BUDGET	YTD Totals 2/29/24	Remaining Budget	Percent of Budget - YTD
Operating revenue				
Medicaid:				
Traditional Capitation	\$ 59,535,085	\$ 33,356,297	\$ 26,178,788	56.03%
Healthy Michigan Capitation	12,302,122	3,789,700	8,512,422	30.81%
Settlement	5,287,379	3,097,510	2,189,869	0.00%
State General Fund:				
Formula Fundings	3,705,491	1,625,215	2,080,276	43.86%
CCBHC Demonstration	27,297,101	4,506,268	22,790,834	0.00%
CCBHC Accrual	-	33,781	(33,781)	0.00%
County Allocation	1,550,400	646,000	904,400	41.67%
Client Fees	357,483	331,433	26,050	92.71%
SUD Block Grant	-	46,649	(46,649)	0.00%
Other grant revenue	7,071,254	3,041,971	4,029,283	43.02%
Other earned contracts	2,752,649	1,134,219	1,618,430	41.20%
Interest	1,000	75,441	(74,441)	0.00%
Local revenue	10,000	11,860	(1,860)	0.00%
Total operating revenue	\$ 119,869,964	\$ 51,696,343	\$ 68,173,621	43.13%
Operating expenses				
Salaries and wages	27,984,525	11,376,469	\$ 16,608,056	40.65%
Employee benefits	10,070,805	3,563,058	6,507,747	35.38%
Staff development	280,317	36,336	243,981	12.96%
Payments to providers	76,194,079	33,916,477	42,277,602	44.51%
Administrative contracts	7,781,913	3,347,497	4,434,416	43.02%
IT software and equipment	692,972	280,751	412,221	40.51%
Client transportation	41,100	13,516	27,584	32.89%
Staff travel	322,767	87,682	235,085	27.17%
Office expenses	515,667	163,035	352,632	31.62%
Insurance expense	128,035	64,668	63,367	50.51%
Depreciation expense	589,832	280,210	309,622	47.51%
Utilities	374,796	123,846	250,950	33.04%
Facilities	-	20,431	(20,431)	0.00%
Local match	617,788	127,128	490,660	0.00%
Total operating expenses	\$ 125,594,595	\$ 53,401,103	\$ 72,193,493	42.52%
Change in net position	(5,724,631)	(1,704,759)	\$ (4,019,872)	
Beginning net position	48,371,052	48,371,052		
Ending net position	\$ 42,646,421	\$ 46,666,293		

INTEGRATED SERVICES OF KALAMAZOO

Statement of Revenue, Expenses and Change in Net Position

October 1, 2023 through February 29, 2024

Percent of Year is 41.67%

	Specialty Services		Healthy Michigan		SUD Block Grant		Totals	
	YTD 2/29/24	Budget	YTD 2/29/24	Budget	YTD 2/29/24	Budget	YTD 2/29/24	Budget
Operating revenue								
Medicaid:								
Traditional Capitation	\$ 24,806,285	\$ 33,356,297	\$ -	\$ -	\$ -	\$ -	\$ 24,806,285	\$ 33,356,297
Healthy Michigan Capitation	-	-	3,789,700	-	-	-	3,789,700	-
CCBHC Base Payment	-	(5,083,928)	(1,231,659)	-	-	-	(6,315,587)	-
Settlement Estimate	5,547,669	3,684,911	(621,268)	(3,344,595)	-	-	2,203,075	3,097,510
Client Fees	-	65,180	5,044	-	-	-	-	70,224
Total operating revenue	\$ 30,353,954	\$ 32,022,461	\$ 1,781,289	\$ 1,941,817	\$ -	\$ -	\$ 32,135,245	\$ 34,044,793
Operating expenses								
Internal services	\$ 1,554,154	\$ 846,252	\$ 108,182	\$ 8,586	\$ -	\$ -	\$ 1,662,336	\$ 935,354
External services	26,859,776	28,578,099	1,559,259	1,775,684	-	-	28,419,035	30,353,783
Delegated managed care	1,940,024	2,598,109	113,848	157,547	-	-	2,053,873	2,755,657
Total operating expenses	\$ 30,353,955	\$ 32,022,460	\$ 1,781,290	\$ 1,941,817	\$ -	\$ -	\$ 32,135,244	\$ 34,044,794
Change in net position	(0)	0	(0)	(0)	-	(0)	0	(0)

Change in net position

INTEGRATED SERVICES OF KALAMAZOO

Statement of Revenue, Expenses and Change in Net Position

October 1, 2023 through February 29, 2024

Percent of Year is 41.67%

	State General Fund		CCBHC		Other Funding Sources		Totals	
	YTD	YTD Totals	YTD	YTD Totals	YTD	YTD Totals	YTD	YTD Totals
	Budget	2/29/24	Budget	2/29/24	Budget	2/29/24	Budget	2/29/24
Operating revenue								
General Fund	\$ 1,543,955	\$ 1,625,215	\$ -	\$ -	\$ -	\$ -	\$ 1,543,955	\$ 1,625,215
Projected GF Carryforward	-	-	-	-	-	-	-	-
CCBHC Demonstration	-	-	11,373,792	11,116,695	-	-	11,373,792	11,116,695
Other Federal and State Grants	-	-	-	-	2,986,675	3,041,971	2,986,675	3,041,971
Earned Revenue	-	-	-	-	1,099,618	1,134,219	1,099,618	1,134,219
COFR Revenue	-	-	-	-	7,000	-	7,000	-
Interest	-	-	-	-	417	75,441	417	75,441
County Allocation	-	-	-	-	646,000	646,000	646,000	646,000
Local Revenue	-	149	-	-	4,167	11,860	4,167	12,009
Transfer from GF	-	-	-	499,865	878,765	-	878,765	499,865
Settlement Revenue (Expense)	-	-	-	-	-	-	-	-
Total operating revenue	\$ 1,543,955	\$ 1,625,364	\$ 11,373,792	\$ 11,616,560	\$ 5,622,641	\$ 4,909,491	\$ 18,540,388	\$ 18,151,415
Operating expenses								
Internal Programs	137,737	231,525	13,435,854	10,214,416	42,201	-	13,615,792	10,445,942
External Programs	484,938	804,977	-	2,223,841	-	265,044	484,938	3,293,862
Other Federal and State Grants	-	-	-	-	4,593,491	4,680,716	4,593,491	4,680,716
HUD Grants	-	-	-	-	533,260	532,189	533,260	532,189
Managed Care Administration	42,515	88,997	-	-	2,881	-	45,396	88,997
Homeless Shelter	-	-	-	-	220,469	156,114	220,469	156,114
Transfer from GF	878,765	499,865	-	-	-	-	878,765	499,865
Local match expense	-	-	-	-	543,583	127,128	543,583	127,128
Non-DCH Activity Expenditures	-	-	-	-	58,579	31,361	58,579	31,361
Total operating expenses	\$ 1,543,955	\$ 1,625,364	\$ 13,435,854	\$ 12,438,257	\$ 5,994,464	\$ 5,792,553	\$ 20,974,273	\$ 19,856,174
Change in net position	0	(0)	(2,062,062)	(821,697)	(371,823)	(883,062)	(2,433,885)	(1,704,759)
								729,126

INTEGRATED SERVICES OF KALAMAZOO

CCBHC

October 1, 2023 through February 29, 2024
 Percent of Year is 41.67%

	CCBHC Medicaid	CCBHC Healthy MI	CCBHC Non-Medicaid	CCBHC YTD Totals
Operating revenue				
Prepayment	\$ 2,672,260	\$ 1,834,008	\$ -	\$ 4,506,268
CCBHC Base Payment Reclaim	5,083,928	1,231,659	-	6,315,587
Remaining CCBHC revenue due	767,623	(733,842)	-	33,781
Client fees	141,228	16,687	103,145	261,060
Total CCBHC Revenue (PPS-1 of \$287.35 x encounters)	\$ 8,665,039	\$ 2,348,512	\$ 103,145	\$ 11,116,695
Operating expenses				
Internal services	\$ 6,970,718	\$ 2,000,655	\$ 1,243,043	\$ 10,214,416
DCO Contracts	1,532,588	415,382	275,871	2,223,841
Total operating expenses	\$ 8,503,306	\$ 2,416,037	\$ 1,518,914	\$ 12,438,257
Operating change in net position	161,733	(67,525)	(1,415,770)	(1,321,562)
Reclassification to cover Non-Medicaid	-	-	499,865	499,865
Total change in net position	\$ 161,733	\$ (67,525)	\$ (915,905)	\$ (821,697)

CCBHC Cost per daily visit

	2023	Q1 2024	Jan 2024	Feb 2024
Total CCBHC Cost	\$ 27,687,187	\$ 7,369,913	\$ 9,789,400	\$ 12,438,257
Daily Visits	99,802	24,829	34,097	43,756
Cost per daily visit	277.42	296.83	287.10	284.26

This financial report is for internal use only. It has not been audited, and no assurance is provided.

YOUTH COMMUNITY INPATIENT SERVICES
Report Period: October 1st, 2023 through February 29th, 2024

UTILIZATION COMPARISONS FY 23/24											
MONTH	FY 22/23 Actual		FY 23/24 Budget		FY 23/24 Actual		Days Difference Favorable (Unfavorable)	Cost Difference Favorable (Unfavorable)	Cost YTD Favorable (Unfavorable)		
	Days	Dollars	Days	Dollars	Days	Dollars					
OCTOBER	70	\$72,791	46	\$47,906	69	\$72,587	(23)	(\$24,681)	(\$24,681)		
NOVEMBER	63	\$66,150	46	\$47,906	66	\$69,300	(20)	(\$21,394)	(\$21,394)		
DECEMBER	37	\$38,735	46	\$47,906	57	\$59,892	(11)	(\$11,986)	(\$11,986)		
JANUARY	53	\$55,661	46	\$47,906	31	\$32,550	15	\$15,356	\$15,356		
FEBRUARY	55	\$57,939	46	\$47,906	101	\$105,966	(55)	(\$58,060)	(\$58,060)		
MARCH	78	\$81,900	46	\$47,906							
APRIL	90	\$94,500	46	\$47,906							
MAY	62	\$65,100	46	\$47,906							
JUNE	9	\$9,450	46	\$47,906							
JULY	41	\$43,050	46	\$47,906							
AUGUST	23	\$24,087	46	\$47,906							
SEPTEMBER	54	\$56,312	46	\$47,906							
TOTALS	635	\$665,675	549	\$574,872	324	\$340,295	(94)	(\$100,765)			
MONTHLY AVERAGES	53		137		65						
GROSS ANNUAL COST		\$665,675		574,872		\$340,295		(\$100,765)			

Favorable/(Unfavorable): Total **(\$100,765)**

COMMUNITY INPATIENT SERVICES

Report Period: October 1st, 2023 through February 29th, 2024

UTILIZATION COMPARISONS FY 23/24											
MONTH	FY 22/23 Actual		FY 23/24 Budget		FY 23/24 Actual		Days Difference Favorable (Unfavorable)	Cost Difference Favorable (Unfavorable)	Cost YTD Favorable (Unfavorable)		
	Days	Dollars	Days	Dollars	Days	Dollars					
OCTOBER	900	\$905,756	654	\$716,371	612	\$644,457	42	\$71,915	\$71,915		
NOVEMBER	686	\$714,410	654	\$716,371	373	\$393,100	281	\$323,271	\$323,271		
DECEMBER	704	\$732,356	654	\$716,371	681	\$716,615	(27)	(\$244)	(\$244)		
JANUARY	639	\$663,945	654	\$716,371	690	\$726,120	(36)	(\$9,748)	(\$9,748)		
FEBRUARY	656	\$683,828	654	\$716,371	703	\$739,800	(49)	(\$23,429)	(\$23,429)		
MARCH	635	\$660,537	654	\$716,371							
APRIL	543	\$565,345	654	\$716,371							
MAY	796	\$829,300	654	\$716,371							
JUNE	629	\$655,218	654	\$716,371							
JULY	757	\$789,744	654	\$716,371							
AUGUST	820	\$854,847	654	\$716,371							
SEPTEMBER	698	\$727,339	654	\$716,371							
TOTALS	8,463	\$8,782,625	7,848	\$8,596,454	3,059	\$3,220,091	211	\$361,765			
MONTHLY AVERAGES	705		654		612						
GROSS ANNUAL COST		\$8,782,625		8,596,454		\$3,220,091		\$361,765			

Favorable/(Unfavorable):

Total **361,765**

**COMMUNITY LIVING SUPPORTS (CLS), PERSONAL CARE (PC) & CRISIS RESIDENTIAL
ALL POPULATIONS**

Report Period: October 1st, 2023 through February 29th, 2024

SERVICE	Month	Avg. Daily Rate	No. Served	Days of Service	FY 23/24 Budget		FY 22/23 Actual	
					Dollars	Dollars	Dollars	Favorable / (Unfavorable)
PC/CLS	Feb	\$283	370	54,860	\$14,442,438	\$15,522,172	(\$1,079,734)	
CRISIS RES.	Feb	\$575	26	395	\$402,953	\$227,031	\$175,922	
CLS (SIP)	Feb	NA	315		\$5,443,188	\$5,628,132	(\$184,945)	
Annual Cost							(\$1,088,757)	

Personal Care (P.C.)-hands on of daily personal activities such as laundry, feeding, bathing, etc.

Community Living Supports (CLS)-services to increase or maintain personal self-sufficiency with a goal of community inclusion, independence and productivity.

Specialized Residential (S.R.)-Licensed setting where Personal Care and Community Living Supports occur.

Supported Independent Program (SIP)-more independent setting where Personal Care and Community Living Supports occur.



Community • Independence • Empowerment

Integrated Services of Kalamazoo MOTION

Subject:	<u>February 2024</u> Disbursements	Approval Date:
Meeting Date:	March 25, 2024	<u>March 25, 2024</u>
Prepared by:	Charlotte Bowser	

Recommended Motion:

“Based on the Board Finance meeting review, I move that ISK approve the February, 2024 vendor disbursements of \$9,365,029.41.”

Summary of Request:

As per the February 2024 Vendor Check Register Report dated 03/12/2024 that includes checks issued from 02/01/2024 to 02/29/2024.

I affirm that all payments identified in the monthly summary above are for previously appropriated amounts.

Staff: C. Bowser, Director of Finance

Date of Board
Consideration: March 25, 2024



Community • Independence • Empowerment

Integrated Services of Kalamazoo MOTION

Subject:	MOTION for the ISK Board of Directors to Enter a CLOSED a SESSION	
Meeting Date:	March 25, 2024	Approval Date:
Prepared by:	Jeff Patton	March 25, 2024

Recommended Motion:

“I move that the ISK Board of Directors enter into a closed session to discuss pending legal issues, as allowed under the Michigan Open Meetings Act, MCL 15.268(1)(e).”

Summary of Request:

- The Michigan Open Meetings Act allows the ISK board to enter a closed session to discuss pending litigation, including settlement strategy.
- Two-thirds of the ISK board must vote to approve a closed session (8 members) and there must be a roll call vote.
- Once the closed session is completed, the board may conduct a voice vote to return to an open session.

<u>ROLL CALL VOTE:</u>		
ISK Board Member	Yes	No
Chair Karen Longanecker		
Vice Chair Michael Seals		
Member Nkenge Bergan		
Member Sarah Carmany		
Member Patrick Dolly		
Member Pat Guenther		
Member Erik Krogh		
Member Monteze Morales		
Member Michael Raphelson		
Member Sharon Spears		
Member Ramona Lumpkin		
Member Melissa Woolsey		
<u>MOTION PASSED</u>		
Need 8 yes votes (2/3 of currently appointed board) no matter how many members are in attendance.		

Staff: [Jeff Patton/CEO](#)

Date of Board
Consideration: [March 25, 2024](#)