

# AuSable Valley Community Mental Health Authority

D. Jay O'Farrell, Board Chairperson  
Diane C. Pelts, M.A., Chief Executive Officer

Board Meeting  
Monday, March 25, 2024  
5:00 p.m., St. Vincent's Annex  
MINUTES

## 1. CONVENE

### a. Call to Order

The regularly scheduled meeting of the AuSable Valley Community Mental Health Authority Board was held on Monday, March 25, 2024, in the St. Vincent's Annex in West Branch. Chairperson D. Jay O'Farrell called the meeting to order at 5:01 p.m. A virtual option via Microsoft TEAMS was also offered for public attendance.

### b. Roll Call

**Board members physically present:** D. Jay O'Farrell, Chuck Varner, Brenda Simmons, Gary Klacking, Mark Surbrook, Patti Casey. and Jill Gould

**Board members present via video conference:** Roberta Roulo and Debra Welsch

**Board members excused:** Rose Walsh, Amy Knepp, and Bonnie Lixey

**Board members absent:** None

**Staff present:** Teresa Tokarczyk, Tyler Rood, Casey Carpenter, and Joseph Chrivia

**Staff present via video conference:** Jennifer Carr, Jennifer Warner, Laura Marentette, Shirley McMahan, Lori Enos, Michon VanWormer, Kathryn Cook, Laura Sisco, Erinn Trask, Sydney Larsen, Inna Mason, and Deb Bissonette

**Staff absent:** None

**Guests:** Steve Rapin

**Guests via video conference:** None

A quorum was present.

### c. Approval of Board meeting minutes

It was moved by Ms. Casey and second by Ms. Gould to approve the minutes of the February 26, 2024 Board meeting as presented. All ayes, motion passed.

### d. Approval of Agenda

It was moved by Mr. Varner and second by Mr. Surbrook to approve the agenda as presented. All ayes, motion passed.

#### ADMINISTRATIVE OFFICE:

P.O. Box 310  
1199 W. Harris Ave  
Tawas City, MI 48764  
(989) 362-8636  
FAX (989) 362-7800

P.O. Box 148  
42 N. Mt. Tom Rd  
Mio, MI 48647  
(989) 826-3208  
FAX (989) 826-6779

P.O. Box 218  
5805 Cedar Lake Rd.  
Oscoda, MI 48750  
(989) 739-1469  
FAX (989) 739-9901

511 Griffin  
West Branch, MI 48661  
(989) 345-5571  
FAX (989) 345-4111



Please visit us at: [www.avcmh.org](http://www.avcmh.org)

**e. Correspondence**

Ms. Tokarczyk stated the Board packet contains three newsletters (the Download Newsletter, the Recipient Rights Newsletter, and the Training Newsletter) as well as three Employee Spotlights. Additionally, she stated there are flyers for the NMRE Day of Education and the Iosco County Family Fun Fair. Ms. Tokarczyk explained each to the Board.

**f. Legislative Updates**

Ms. Tokarczyk said there are four editions of *This Week in Lansing* in the packet for them to read and review. She said she did not see anything related to behavioral health but there are other issues in Lansing that the Board might find interesting.

**g. Announcements** – Ms. Tokarczyk announced Oscoda County has reappointed Ms. Amy Knepp until March 31, 2027. All Board reappointments set to expire in 2024 have now been reappointed for another three years.

**h. Public Comments** – None.

**2. BOARD EDUCATION**

Ms. Tokarczyk introduced Steve Rapin of Forensic Fluids Laboratories. She stated his company is using a new methodology for testing for controlled substances. She said this can be done to determine what substances are present that shouldn't be as well as to ensure that prescribed medications are being properly utilized.

Mr. Rapin thanked the Board for the invitation to address them and described his company. He said they are based in Kalamazoo but conduct testing throughout the entire state. He said they specialize in oral fluid drug testing which is much simpler than a urinalysis. It is observed and doesn't require a special space.

Mr. Rapin described the procedure from collecting to transport. He said the process has received positive feedback from all involved as it is far easier to conduct and less intrusive. Mr. Rapin presented graphs depicting drug use by county and described where AuSable Valley's catchment area was in relation to other counties regarding various illegal drugs (e.g. methamphetamines, heroin, cocaine, and fentanyl). Mr. Rapin also discussed xylazine use which is a veterinarian drug that has been combined with illegal drugs. He explained that because xylazine is not an opioid it does not respond to Narcan.

Mr. Rapin said in the Community Mental Health setting, the testing is done primarily to ensure consumers are taking medications as prescribed. Not only can they determine if a specific drug is in their system, they can determine the level to ensure if it is being taken according to the prescription or not.

Mr. Rapin and the Board engaged in a discussion of the benefits of testing and the drug use trends.

Mr. Rapin departed.

### 3. REPORTS

**a. Chairman** – Mr. O’Farrell appointed Mr. Surbrook, Ms. Casey, Ms. Roulo, and Ms. Welsch to the Nominating Committee.

**b. Board Association** – None.

**d. NMRE**

Mr. O’Farrell said the NMRE meets on Wednesday.

**d. Chief Executive Officer**

Ms. Tokarczyk said Ms. Pelts’s report is in their meeting book for them to read. She said there is a link to a video from a recent statewide meeting that contains excellent information and she encouraged everyone to watch the video.

Ms. Tokarczyk then shared data related to the 988 emergency line. She said all calls in AuSable Valley’s catchment area have been routed through 911 and none have been directed to the Agency.

**e. Committee**

**(1) Facilities -- February 26, 2024**

Committee Chair Mark Surbrook read the Committee meeting minutes.

Mr. Surbrook stated that after last month’s Board meeting, the Committee met to review the West Branch landscaping bids. He described the methodology and scoring parameters used in assessing the responses to the RFP. Although the Board granted final authority to the Facilities Committee to select the winning bid, Mr. Surbrook requested the Board review their decision. It was moved by Mr. Surbrook and seconded by Mr. Klacking to award the West Branch landscaping bid to Pro-Scape Landscaping. All ayes; motion passed.

**(2) Human Resources – March 4, 2024**

Committee Chair Gary Klacking read the Committee meeting minutes.

There were no motions which required board approval.

**(3) Recipient Rights Advisory – March 12, 2024**

Board member Gary Klacking read the Committee meeting minutes.

It was moved by Mr. Klacking and seconded by Ms. Gould to approve the Recipient Rights Policy Manual update as presented. All ayes; motion approved.

**(4) Recipient Rights Appeal – March 12, 2024**

Board member Gary Klacking read the Committee meeting minutes.

There were no motions which required board approval.

**(5) Program – March 14, 2024**

Committee Chair Patti Casey read the Committee meeting minutes.

There were no motions which required board approval.

**(6) Executive & Finance – March 19, 2024**

Committee member Chuck Varner read the Committee meeting minutes.

It was moved by Mr. Varner and seconded by Mr. Surbrook to accept the January financial statements as presented. All ayes; motion passed.

It was moved by Mr. Varner and seconded by Mr. Klacking to approve one new contract (Encompass Therapy), two amendments (ProtoCall and North Shores). Additionally, there were four single-service agreements (McBride Home, Serenity Home, Camp FishTales, and RiverCrest Specialty Hospital). All ayes; motion passed.

**4. OLD BUSINESS – None.**

**5. NEW BUSINESS –** Ms. Trask explained that with the Board’s decision to move several banking functions to Mercantile Bank, specific language is required on the banking resolution. She stated Mercantile Bank drafted a resolution describing who can perform what banking functions. She explained the authority of each person in detail. Furthermore, she assured the Board that dual-approval is required for all transactions – no single person can draft and approve a transfer of funds. It was moved by Mr. Klacking and seconded by Ms. Casey to adopt the Mercantile Bank Resolution as presented. Roll call vote taken. All ayes; motion passed.

**6. COMMENTS**

**a. Board –** Ms. Casey said it is time for a Board self-evaluation and asked if she could assist with the process. The Board concurred with Ms. Casey.

**b. Public –** None.

**7. MEETING DATES**

**a. Board**

(1) Monday, April 22; 5:00 p.m.; St. Vincent’s Annex

**b. Committees**

(1) Facilities – Thursday, April 11; 3:00 p.m.; St. Vincent’s Annex

(2) Program – Thursday, April 14; 4:00 p.m.; St. Vincent’s Annex

- (3) Executive & Finance – Tuesday, April 19; 4:30 p.m.; St. Vincent’s Annex
- (4) Nominating Committee – Monday, April 22; 4:15 p.m.; St. Vincent’s Annex
- (5) Human Resources – No meeting scheduled
- (6) Recipient Rights Advisory – No meeting scheduled
- (7) Recipient Rights Appeals – No meeting scheduled

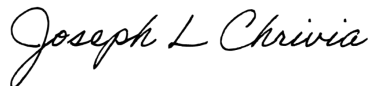
**c. Other**

- (1) NMRE Day of Recovery Education: May 17, Treetops Resort, Gaylord
- (2) CMHAM Summer Conference: June 11-12, Traverse City
- (3) Agency Picnics: July 29 – August 1, Locations TBD

**8. ADJOURN**

It was moved by Ms. Simmons and seconded by Mr. Varner to adjourn the meeting at 5:54 p.m.

Respectfully submitted,



Joseph L. Chrivia  
Recording Secretary