

SAGINAW COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
REGULAR MONTHLY BOARD MEETING MINUTES
APRIL 2, 2020
ROOM 222 - 5:00 PM

*Due to the COVID-19 Public Health Emergency this Special
Board Meeting was held virtually by telephone.*

PRESENT: Steve Fresorger, Andrea Schrems, Jordan Wise, Tracey Raquepaw, Jill Armentrout, John Pugh, Larry Jones, Leola Wilson, Jane Sills, Mike Cierzniewski, Chuck Stack

ABSENT: Robert Woods

GUESTS:

STAFF: Sandra Lindsey, Fred Stall, Laura Argyle, AmyLou Douglas, Tim Ninemire, Matt Briggs, Colleen Sproul, Jennifer Keilitz, Ryan Mulder

I. CALL TO ORDER

Tracey Raquepaw, Chair called the meeting to order at 5:07 p.m. A quorum was established and verification of posting was determined.

II. PUBLIC PARTICIPATION

There was no public participation.

III. CEO REPORT

Sandy thanked members of the Board for making themselves available for this special Board meeting on short notice. Sandy referenced her 4/1/20 memo to Members of the SCCMHA Board re: Special Board Meeting on Thursday, April 2, 2020. See page 2 – 3 of tonight's packet for details. Sandy noted that there are two main Resolutions to be discussed at tonight's meeting:

- 1) Resolution Excluding SCCMHA Employees from Provisions of Emergency Family and Medical Leave Expansion Act and Emergency Sick Leave Act **(Pages 4 – 16)**
- 2) Resolution Authorizing the Purchase of New Vehicles and Auto Auction Disposal of Replaced Vehicles **(Pages 17 – 19)**

Sandy will assist with navigation of the packet noting specific page numbers as this meeting is being held by teleconference.

Motion made by Chuck Stack and supported by Leola Wilson to receive this CEO Report. Motion Carried.

IV. BOARD ACTION

A. APPROVAL OF RESOLUTION EXCLUDING SCCMHA FROM PROVISIONS OF FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

Fred Stahl, Director of Human Resources and Sandra Lindsey, CEO informed on recent legislation from federal government the Family First Coronavirus Relief Act (FFCRA). The period of time when Families First Coronavirus Relief Act (FFCRA) went into effect on 4/1/20 with very minimal time for businesses / organizations to

prepare for implementation on required date of 4/15/20. SCCMHA sought legal counsel from Braun Kendrick.

Fred Stahl walked the Board through the resolution being proposed. The following was reviewed:

- **Resolution Excluding SCCMHA Employees from Provisions of Emergency Family and Medical Leave Expansion Act and Emergency Paid Sick Leave Act (see page 4 – 5).**
- **Expansion of Family Medical Leave Act SCCMHA Policy 520 – Family & Medical Leave (see pages 6 – 12). A summary of expansion is below:**
All employees who have been employed by SCCMHA for at least 30 calendar days are eligible for the leave available under the Emergency Family and Medical Leave Expansion Act ('EFMLEA') as described below. However, SCCMHA may elect to exclude employees who are "Health care providers" includes anyone employed at SCCMHA as all are considered "essential". Therefore, SCCMHA has the discretion to determine whether employees will be offered leave under the EFMLEA (**see page 7**).

Emergency Family and Medical Leave Expansion Act (EFMLEA) Language added (**see pages 11 – 12**):

Eligible employees entitled to up to 12 weeks of leave in accordance with the EFMLEA if the employee is unable to work (or telework) due to a need for leave:

- a) Care for the son or daughter under 18 years of age of such employees if the school or place of care has been closed due to public health emergency; or
- b) Care for the son or daughter under 18 years of age of such employee if the child care provider of such son or daughter is unavailable due to public health emergency.
 - The first 10 days of leave under the EFMLEA is unpaid, although employees may, at their option, substitute any available paid leave for unpaid leave, including emergency paid sick time available under the Emergency Paid Sick Time policy
 - After first 10 days, leave will be paid pursuant to the requirements of the EFMLEA which generally provides that paid leave shall be calculated based on (i) an amount not less than 2/3 of the employee's regular rate of pay; and (ii) the number of hours the employee would otherwise be normally scheduled to work. However, in no event shall such paid leave exceed \$200 per day and \$10,000 in the aggregate. Employees may, at their option, use other paid time off to supplement the amount they receive, up to the employee's normal earnings.
 - Must provide documentation in support of the reasons for your leave under the EFMLEA
 - Leave available under the EFMLEA is not in addition to the 12 work weeks of leave available for other qualifying reasons under the FMLA. Employees are entitled to total of 12 work weeks of

family and medical leave under the FMLA and/or the leave available under the EFMLEA

- Leave under EFMLEA is only available from April 1, 2020 – December 31, 2020.

- **New SCCMHA Policy 529 – Emergency Paid Sick Leave. (see pages 13 – 16). A brief summary is below:**

Employees may be entitled to paid sick time pursuant to the Emergency Paid Sick Leave Act to the extent the employee is unable to work (or telework) due to a need for leave because:

- (1) The employee is subject to Federal, State, or local quarantine or isolation order related to COVID-19.
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (4) The employee is caring for an individual who is subject to an order as described in paragraph (1) above or has been advised as described in paragraph (2) above.
- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of the son or daughter is unavailable, due to COVID-19 precautions.
- (6) The employee is experiencing any substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of Treasury and the Secretary of Labor.

Paid sick time under this policy is available from April 1, 2020 through December 31, 2020. Paid sick time can only be used for the purposes stated in paragraphs (1) through (6) above. Unused sick time will not carry over to the next year.

Eligibility:

In general, paid sick time available under this policy is available for immediate use by employees for a purpose described in paragraphs (1) – (6) above, regardless of how long the employee has been employed by SCCMHA.

However, SCCMHA may elect to exclude employees who are “health care providers” from the paid sick time requirements of the Emergency Paid Medical Leave Act. The term “health care provider” includes anyone employed at SCCMHA. Therefore, the SCCMHA has the discretion to determine whether employees will be offered paid sick time under this policy.

See pages 17 – 19 in tonight’s packet for complete details.

Motion made by Chuck Stack and supported by Mike Cierzniewski to approve resolution Excluding SCCMHA Employees from Provisions of Emergency Family and Medical Leave Expansion Act and Emergency Paid Sick Leave Act. After Discussion and Questions were taken a Roll Call Vote was held (Results 11 votes ‘Yea’ & 0 votes ‘Nay’). Motion passed.

B. APPROVAL OF RESOLUTION AUTHORIZING THE PURCHASE OF NEW VEHICLES AND AUTO AUCTION DISPOSAL OF REPLACED VEHICLES

Matt Briggs, Contracts & Properties Manager and Laura Argyle, CFO/COO informed on proposal to purchase and dispose of the current vehicles in SCCMHA fleet. These are capital assets so we need a formal board approval for purchase and sale of vehicles. The following was noted:

- Currently 38 vehicles in the SCCMHA fleet.
- Fleet has been inspected found in need of upgrade as no vehicle has been purchased within 7 years and no bus has been purchased within last 5 years.
- Consumer / staff safety, road worthiness, extensive maintenance repair costs, high mileage, and significant rusting of vehicles were taken into consideration.
- New vehicle purchasing was approved by SCCMHA Board in FY 2020 Operating Budget Revision approved at 3/6/20 Meeting.
- Purchase of ten (10) new vehicles (see page 18 for individual cost details).
- Loan not to exceed \$353,000 from PNC Bank with 10% down payment, five-year repayment terms and interest at the current market rate.
- Completed in next 60 days.

See pages 17 – 19 in tonight's packet for complete details.

Motion made by Mike Cierzniewski and supported by John Pugh to approve resolution Authorizing the Purchase of New Vehicles and Auto Auction Disposal of Replaced Vehicles. After Discussion and Questions were taken a Roll Call Vote was held (Results 11 votes 'Yea' & 0 votes 'Nay'). Motion passed.

V. BOARD INFORMATION

There was a comment from a board member about Sandy's recent email(s) to the board on COVID-19 pandemic and these communications being invaluable.

Sandy went on to say SCCMHA continues to work our Pandemic Plan. SCCMHA has been in communication with a lot of stakeholders and she wants to commend the Saginaw community for sharing of PPEs, supplies and equipment. The SCCMHA Crisis staff at Covenant ED are still working as they always do. The collaboration that we have is so important in the environment where we find ourselves currently.

The care for SCCMHA consumers with complex needs is paramount and we must work hard to keep these folks out of the Covenant ED. Sandy feels that we've been very successful to date.

Currently a lot of SCCMHA staff are working remotely using telehealth across all populations served.

The most urgent work is being done at Hancock site with a handful of staff still working at A&W. For the time being really only new consumers and urgent clinical appointments are being held here at Hancock.

Communications to SCCMHA staff on COVID-19 Pandemic Info and Operational Changes went out on 3/31/20 by US Mail. Sandy reiterated that it is truly a blessing that we had deployed mobile workstations for staff earlier this year. Our flexibility and move to

telehealth would not have been possible without these devices. Communications to SCCMHA retirees and unions is expected to go out very shortly as well.

VI. MEDIA / PUBLICATIONS

VII. OTHER ITEMS OF INTEREST

VIII. ADJOURNMENT

Motion by Chuck Stack and supported by Leola to adjourn this meeting at 5:51 pm. Motion carried.

**Minutes prepared by:
Ryan Mulder
Executive Assistant to CEO**