MPC Steering Council Minutes

Meeting: MPC Steering Council	**Chair**: Christa Merritt
Date: 10.22.2026	**Minute Taker**: Samantha Williams
Start: 4:35 pm **End**: 6:46 pm	**Staff**: Jody Snyder, Coordinator; Samantha Williams, Asst. Coordinator; Jodie Faber, Consultant; Hannah Krull, Incoming Coordinator

Meeting Location: The Gathering Place, 120 West Grove St., Greenville, MI 48838 OR Zoom: LINK
Mission: Our mission is to reduce youth substance use throughout Montcalm County in a comprehensive and long-term manner.
Members: Christa Merritt, Mid-Michigan District Health Dept; John Johansen, Veteran's Affairs; Cari O'Connor, MAISD; Tara Allen, Montcalm Care Network; Cody Staup, Lakeview Community Schools

Member	***Item for Discussion***	***Information Discussion Decision (Please Indicate)***	***Action***
ALL	• Hiring ○ Coordinator hiring update – what still needs to be completed? ■ Finger printing ■ Background checks ■ What does 8 cap need? ■ W-9's ■ Other ○ Assistant Coordinator ■ Status update ○ AOR Employee: Who do we have to hire to do the payroll?	Hannah has returned all forms! W-9 sent to EightCap,awaiting response. CM asked 8CAP if anything else is needed other than signed contract and w9. Assistant Coordinator- SW through 9/2027?	**Action:** Hannah is getting fingerprinted 10/24 & will need to fill out background check form for MAISD schools. JJ made a motion to keep SW as assistant coordinator until 09/2027, Tara seconded. Motion moved. HK & SW will bring recommendations to the Steering Council regarding job descriptions and roles as Coordinator & Assistant Coordinator.

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	• Current staff
	  ○ Are there contracts signed for current positions?
	  ■ Is the AOR contract to be revised?
	  ■ Coordinator contracts need to be completed
	  ○ Are they being paid in a timely manner?
	  ○ Is there a contract for the existing coordinators, for when the onboarding process begins and the reduced hours previously approved by the SC?
		Contracts sent to CM. May need to adjust SW's to assistant? Forwarded to SW to review/question/ signature.10.26.26 CM
		
		Does this need to be revised to include onboarding?
		
		Budget Spreadsheet tracking
		
		Coordinators to send timesheets to Chair (CM) by 12 on Fridays/CM will process by Tuesday am.
			SW will change contract to cost based on $30/hr 624 hrs/12mo period- language from budget. Not to exceed 624 hours/year not to exceed average of 12 hrs/week over course of fiscal year. AOR & JS contracts are all set.
			
			Payroll- ADP or Paychex was recommended. TA will follow-up with previous Paychex employee & share info with CO who will share with Steering Council.
			
			CO suggested to receive EightCaps pay schedule regarding coordinator timeline for submitting timesheets.
			
			Staff will be sure to keep a copy of EightCap submission form prior to submitting.

	• New members
	  ○ Have they been contacted?
	  ○ When is the next meeting so we can orient them?
	  ○ Are there orientation packets for them?
	  ■ Who is doing this?
			Coordinators to send new members with letter/email and date of next meeting with orientation packet information. Coordinators will review orientation packets for new MPC members and update.

	• Annual membership meeting
	  ○ This needs to be scheduled and noticed to members
	  ■ Election of officers needs to be
			November 12, 5:00 PM - 6:30 PM (will tell those invited that they can come late). Elect officers and appoint the

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	done		Steering Council, generate meeting schedules, and YPC plans. CO will organize reserving MAISD for the November meeting. MPC Coordinators will organize having BC pizza delivered. JJ suggested to the Steering Committee to elect officers, nominations to be sent out and mentioned that nominations can be taken from the floor on the night of the meeting. SW will create and share a survey with the Steering Council to nominate roles/officers. Coordinators will follow-up to see if they accept or pass. Nominate: Chair, Vice Chair, Member at Large, & Secretary. (Past Chair is not a nominated position).

Jodie	• Eight Cap
	  ○ Review what has been decided with them regarding the following:
	  ■ Policies to be followed
	  ■ Any feedback on Cari's document?
	  ■ Who is doing what?
	  ■ MPC AOR and/or 8Cap process for filing reports
	  ■ Is there anything else to proceed in processing payments
	  ■ Status of PMS
		JF needs process for payment management
		
		PMS - I have started the registration and am waiting to have banking information approved. Still need training. Who can do that? **Scheduled with Cari & Tricia on 10/30**
		MPC Draft Policies and Procedures
			MPC to submit credit card expenses & have EightCap pay vendors directly (ex: CADCA). All expenses and timecards are to be submitted with a Request For Payment or Reimbursement form provided by EightCap. Coordinators will save these before submission.
			
			PMS HAS BEEN DRAWN DOWN!! JF is meeting with Tricia Root 10/30, 9:00-9:30 at

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			ISD in Stanton regarding PMS submissions. JF needs to know the amount needed to request, only request what we need to be reimbursed for, be able to log in to PMS, and the contract with DFC numbers.

	• Will the invoices that are being sent to MPC for payment have account numbers that 8cap is using to pay the vendor invoices?
	  ○ If so, do they match the categories that CDC uses in their budget?
	  ○ I have concerns that when I submit for a draw down that I will need **matching documentation** to indicate which categories are being charged/reimbursed.
	• Will new employees be assigned contractor ID numbers?
	  ○ If so, does 8cap do that?
	• Has a timeline been established to indicate the process we will be using to do all this?
	  ○ Ie: We order a supply, do we use our credit card to pay it? Then do we submit the vendor invoice to SC chair for approval, and then to 8 cap to pay it. Then 8cap sends MPC and invoice to be reimbursed. Then MPC submits to PMS for reimbursement?
	  ■ If this is the case, I am concerned that our credit card will accumulate interest because I don't see this getting accomplished within 30 days.
		SW will email Maureen and ask if they need MAISD contractor numbers on timesheets or if EightCap has a different number for MPC contractors to use. SW will also ask if EightCap has direct deposit forms instead of checks.
		
		Cari O'Connor made a motion to add Jodie Faber and Hannah Krull to Huntington Bank accounts on behalf of MPC and to remove John Johansen & Jody Snyder for the purposes of MPC. Tara Allen seconded. Motion passed.
			Will discuss with EightCap to correspond cost-code/account numbers if need be.
			
			Coordinators will monitor in-kind donations- not EightCap.
			
			MPC to pay EightCap $1,000/month for being financial support due to EightCap's changes to contract. This is a change from the original $15,000 discussed. CM will make changes to EightCap contract and facilitate with EightCap. Contract needs an effective date, 09/1/2026 - 06/30/2027. CM will share with MPC Steering Council, AOR, & Coordinators before sharing with EightCap. CM updated MOU with items discussed and sent out to MPC members/staff for review.

ALL	• "Landing Space" update ○ We need an address	Christa will contact AS about an address. AS agreed to let	JF volunteered 1028 Grosvenor Dr, Greenville MI 48838. CM will

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	○ If staff is expected to work 2 days a week – where will that be? ○ Where are supplies to be delivered? Mailing address?	MPC use their mailing address - 101 N Lafayette St, Greenville, MI 48838 for grant purposes. Deliveries should not be sent to this address due to not having normal OPEN hours. Who can create an informal agreement with UWGCM regarding the mailing address? - (INKIND the cost of a Greenville USPS POBox) IDEA - Local libraries could be used as a "landing space" within the county.	report on United Way office space use. JF will discuss with Corewell United Lifestyles for office space for Coordinator 2 days a week. CM will ask Annie at United Way to use their address for MPC deliveries and grant purposes.
ALL	● Next steps ○ When do we actually start working on the action plan that we are now 3 months behind? ■ Who is willing to help with that? ○ Other	Coordinators will add expenses to the running agenda for future meetings to review credit card statements.	SW will input processing/onboarding documents into Google Drive for MPC collaboration. SW will upload DFC reporting forms & progress report information. Coordinators will create an in-kind tracking form for Steering Council w/ tabs for board members. 11-02 coordinators & AOR will meet at JF's home for introduction/orientation.11/4 Montcalm Human Services Coalition (MHSC) meeting HK will attend. MHSC Amy O'Brien AmyO@8cap.org; LICC Cindy DeYoung cdeyoung@maisd.com; meetings are required for HK. Recovery Integrated & Services of Care (RISC) Christa Merritt

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			cmerritt@mmdhd.org; , Leadership Montcalm ??? , Ionia/Montcalm Facing Addiction Now (I/MFAN) - Christa Merritt cmerritt@mmdhd.org; Michigan Coalition to Reduce Underage Drinking (MCRUD) - .05 to Save Lives, etc. Mike Tobias miket@preventionnetwork.org; Restorative Community Collaboration: kclark@montcalmcare.net SUDAC? SW will make a list with SC to fill in contacts/emails for her to introduce & get connected to. TA will connect with Adel from MAISD to get HK on Superintendent/Principals Agenda. CO will follow-up with MiPHY data.