

**Lapeer County Community Mental Health Center Mission Statement**  
**Recovery: Hope; Choice; Health; Fulfilling Dreams**

**LAPEER COUNTY  
COMMUNITY MENTAL HEALTH  
FULL SERVICES BOARD  
MEETING MINUTES  
April 29, 2021 / 5:30 p.m.**

The Lapeer County Community Mental Health Services Board met on Thursday, April 29, 2021 in the CMH Training Center, 1570 Suncrest Drive Lapeer, MI.

**Present:**

Lori Curtiss  
Jennifer Nemchek – via video  
Mary Linn Voss – via video  
Ron Barnard  
Tim Brown  
Kay Morris  
Laird Kellie  
Wayne Strandberg  
Catherine Bostick

Lauren Emmons-CEO  
Tina Close-COO – via video  
Larry Smith-CFO  
Mandi Brace- Executive Secretary/Recorder

**Absent:**

Brenden Miller  
Rick Warren  
Jeremy Howe

**Guests:**

Emily Caswell – The View Group

**Call to Order:** The meeting was called to order by Chairperson Strandberg at 5:30 p.m. The Mission Statement was read and roll was called.

**Public Time:** None.

**Changes to the Agenda:**

- Add Request for Consideration from the County Properties Committees as a discussion item

0421-001: Motion was made by C. Bostick seconded by K. Morris to approve the changes to the agenda. Roll call vote: R. Barnard- Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie- Aye, K. Morris- Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick- Aye, W. Strandberg- Aye. Motion Carried.

**Presentations:**

A. Emily Caswell – Branding Proposal

**Personnel Report:**

A. Staffing Report: April 2021

**Finance:**

B. Expenditures List: March 2021

0421-002: Motion was made by C. Bostick seconded by T. Brown to approve the March 2021 Expenditures. Roll call vote: R. Barnard- Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie- Aye, K. Morris- Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick- Aye, W. Strandberg- Aye. Motion Carried.

C. Balance Sheet: March 2021

0421-003: Motion was made by L. Kellie seconded by K. Morris to approve the March 2021 Balance Sheet. Roll call vote: R. Barnard- Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie- Aye, K. Morris- Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick- Aye, W. Strandberg- Aye. Motion Carried.

D. General Ledger (Revenue/Expense): March 2021

0421-004: Motion was made by T. Brown seconded by L. Kellie to approve the March 2021 General Ledger. Roll call vote: R. Barnard- Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie- Aye, K. Morris- Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick- Aye, W. Strandberg- Aye. Motion Carried.

E. Audit Committee Report: March 2021 Payroll

- For informational purposes only.

**Consent Agenda:**

A. Full Service Board Meeting Minutes: March 2021

B. COW Meeting Minutes: April 2021

CW0421-001: Motion was made by L. Kellie seconded by R. Barnard to approve the renewal of the Sage software at a cost of \$3,568.07. Roll call vote: R. Barnard- Aye, L. Curtiss- Aye, L. Kellie- Aye, K. Morris- Aye, C. Bostick- Aye, M. Voss- Aye, J. Nemchek- Aye, W. Strandberg- Aye. Motion Carried.

CW0421-002: Vote was cast for W. Strandberg for Chairperson, L. Kellie for Vice Chairperson, K. Morris for Secretary and R. Barnard for Treasurer. Roll call vote: R. Barnard- Aye, L. Curtiss- Aye, L. Kellie- Aye, K. Morris- Aye, C. Bostick- Aye, M. Voss- Aye, J. Nemchek- Aye, W. Strandberg- Aye.



CW0421-003: Motion was made by L. Kellie seconded by K. Morris to approve the purchase of cubicle walls to complete the remodeling of the front desk area at a cost not to exceed \$4,700.00. Roll call vote: R. Barnard- Aye, L. Curtiss- Aye, L. Kellie- Aye, K. Morris- Aye, C. Bostick- Aye, M. Voss- Aye, J. Nemchek- Aye, W. Strandberg- Aye. Motion Carried.

CW0421-004: Motion was made by C. Bostick seconded by R. Barnard to approve the request to hire a full-time, BCaBA at paygrade 9 with a \$300.00 Labor Market Exception payment; a full-time ABA Technician at paygrade 4; and four (4) RPT (up to 28 hours per week) ABA Technicians at paygrade 4 with authority to post and fill any subsequent vacancies if an internal staff is selected for any of the positions at no additional cost to the county. Roll call vote: R. Barnard- Aye, L. Curtiss- Aye, L. Kellie- Aye, K. Morris- Aye, C. Bostick- Aye, M. Voss- Aye, J. Nemchek- Aye, W. Strandberg- Aye. Motion Carried.

0421-005: Motion was made by K. Morris seconded by L. Kellie to approve the Consent Agenda which includes the meeting minutes from the March 2021 Full Service Board and April 2021 Committee Of Whole. Roll call vote: R. Barnard- Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie- Aye, K. Morris- Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick- Aye, W. Strandberg- Aye. Motion Carried.

#### **Action Items:**

A. Standards Committee: Recommend approval of the policy revisions referenced in the attached minutes dated April 13, 2021

0421-006: Motion was made by K. Morris seconded by C. Bostick to approve the policy revisions referenced in the attached minutes dated April 13, 2021. Roll call vote: R. Barnard- Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie- Aye, K. Morris- Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick- Aye, W. Strandberg- Aye. Motion Carried.

B. Approve policy manual

0421-007: Motion was made by K. Morris seconded by R. Barnard to approve the policy manual. Roll call vote: R. Barnard- Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie- Aye, K. Morris- Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick- Aye, W. Strandberg- Aye. Motion Carried.

C. Review Risk Management Plan

0421-008: Motion was made by C. Bostick seconded by L. Curtiss to approve the 2021 Risk Management Plan. Roll call vote: R. Barnard- Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie- Aye, K. Morris- Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick- Aye, W. Strandberg- Aye. Motion Carried.

D. Authorize the purchase of Survey Monkey Team Platform at a cost not to exceed \$2,700.00

0421-009: Motion was made by C. Bostick seconded by T. Brown to approve the purchase of Survey Monkey Team Platform at a cost not to exceed \$2,700.00. Roll call vote: R. Barnard-

Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie- Aye, K. Morris- Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick- Aye, W. Strandberg- Aye. Motion Carried.

**Discussion Items:**

- A. Request for Consideration from the County Properties Committees: The county properties committee has received a request from DHHS to get out of their lease. Discussed whether this space is sufficient to meet the agency needs.
- 0421-010: Motion was made by C. Bostick seconded by T. Brown to explore with the County the potential use of the Warner-Molzen-Charles Building (aka DHHS Building) to meet some of the space needs for CMH programs and to delay planning of an addition to the current CMH building until the use of the Warner-Molzen-Charles Building including an architectural review is determined. Roll call vote: R. Barnard- Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie- Aye, K. Morris- Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick- Aye, W. Strandberg- Aye. Motion Carried.

**Region 10 Update:**

- L. Curtiss reports Region 10 reviewed all of the first quarter reports at the last meeting. Copies can be provided to any board members who want them.

**Committee Reports:**

- A. Citizens Advisory Council: No meeting in April.
- B. Health & Safety Committee: No meeting in April.
- C. Recipient Right Advisory Committee: Meeting minutes attached.
- D. Harmony Hall Advisory Committee: No meeting in April.
- E. Golden Arrow: Meeting minutes attached.
- F. Trauma Committee: Meeting minutes attached.

**CEO Report:**

- F. Monthly Report
- The agency had their first jail diversion this week in three years.
  - The club house will be participating in the state database.
  - Gearing toward integration proposal was sent out by Senator Shirkey's office. It was suggested to have Senator Daley and Representative Howell come to the Committee of the Whole meeting in May to discuss. Lauren will forward the document to the board members.
  - An HR Manager was hired to start May 17<sup>th</sup>.
  - The Triage/MICS supervisor has resigned as well as the OBRA Coordinator.

**Informational:**

- A. Administrative Reports:
  - 1. CMH 2<sup>nd</sup> Qtr FY21 Community Benefit Activities
- B. Correspondence:



1. May 2021 Calendar
2. Golden Arrow Statement of Activities February 2021
3. Update member profiles

**Adjourn:** C. Bostick motioned to adjourn at 7:13 p.m.

Respectfully Submitted

Prepared by: Mandi Brace  
Mandi Brace – Executive Secretary/recorder

Approved by: Kay Morris  
Kay Morris, Secretary of the Board

