

Lapeer County Community Mental Health Center Mission Statement

Recovery: Hope; Choice; Health; Fulfilling Dreams

**LAPEER COUNTY
COMMUNITY MENTAL HEALTH**

**FULL SERVICES BOARD
MEETING MINUTES
August 26, 2021 / 5:30 p.m.**

The Lapeer County Community Mental Health Services Board met on Thursday, August 26, 2021 in the CMH Training Center, 1570 Suncrest Drive Lapeer, MI.

Present:

Lori Curtiss
Jennifer Nemchek - Zoom
Mary Linn Voss - Zoom
Tim Brown
Kay Morris
Laird Kellie
Wayne Strandberg
Ron Barnard
Rick Warren
Catherine Bostick

Lauren Emmons-CEO
Tina Close-COO
Larry Smith-CFO
Brooke Sankiewicz-Clinical Director
Mandi Brace- Executive Secretary/Recorder

Absent:

Brenden Miller
Jeremy Howe

Guests: None.

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: None.

Presentations: None.

Personnel Report:

A. Staffing Report: July/August 2021

Finance:

B. Expenditures List: July 2021

0821-001: Motion was made by C. Bostick seconded by L. Kellie to approve the July 2021 Expenditures List. Roll call vote: R. Barnard-Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie-Aye, K. Morris- Aye, R. Warren-Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick-Aye, W. Strandberg- Aye. MOTION CARRIED.

C. Balance Sheet: July 2021

0821-002: Motion was made by L. Kellie seconded by T. Brown to approve the July 2021 Balance Sheet. Roll call vote: R. Barnard-Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie-Aye, K. Morris- Aye, R. Warren-Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick-Aye, W. Strandberg- Aye. MOTION CARRIED.

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

0821-003: Motion was made by T. Brown seconded by R. Warren to approve the July 2021 General Ledger. Roll call vote: R. Barnard-Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie-Aye, K. Morris- Aye, R. Warren-Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick-Aye, W. Strandberg- Aye. MOTION CARRIED.

E. Audit Committee Report: July 2021 Payroll

- For informational purposes only

Consent Agenda:

A. Full Service Board Meeting Minutes: July 2021

B. COW Meeting Minutes: August 2021

CW0821-001: Motion was made by R. Warren seconded by R. Barnard to approve the 3rd QI Plan. Roll call vote: T. Brown- Aye, L. Curtiss- Aye, L. Kellie- Aye, C. Bostick-Aye, M. Voss- Aye, W. Strandberg- Aye, K. Morris- Aye, R. Warren- Aye, R. Barnard-Aye. MOTION CARRIED Unanimously.

CW0821-002: Motion was made by T. Brown seconded by K. Morris to approve the FY 21-22 Proposed Budget. Roll call vote: T. Brown- Aye, L. Curtiss- Aye, L. Kellie- Aye, C. Bostick- Aye, M. Voss- Aye, W. Strandberg- Aye, K. Morris- Aye, R. Warren- Aye, R. Barnard- Aye. MOTION CARRIED Unanimously.

CW0821-003: Motion was made by R. Warren seconded by R. Barnard to approve the request for PBIP funds from Region 10 in the amount of \$216,871. Roll call vote: T. Brown- Aye, L. Curtiss- Aye, L. Kellie- Aye, C. Bostick- Aye, M. Voss- Aye, W. Strandberg- Aye, K. Morris- Aye, R. Warren- Aye, R. Barnard- Aye. MOTION CARRIED Unanimously.

0821-004: Motion was made by R. Warren seconded by T. Brown to approve the Consent Agenda which includes the July 2021 Full Service Board Meeting Minutes and the August 2021 COW Meeting Minutes. Roll call vote: R. Barnard-Aye, T. Brown- Aye, L. Curtiss-Aye, L. Kellie-Aye, K. Morris- Aye, R. Warren-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 August 10, 2021

0821-005: Motion was made by K. Morris seconded by M. Voss to approve the policy revisions referenced in the attached minutes dated August 10, 2021. Roll call vote: R. Barnard-Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie-Aye, K. Morris- Aye, R. Warren-Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick-Aye, W. Strandberg- Aye. MOTION CARRIED.

B. Approve the upgraded contract with Foxbright for webhosting services through June 30, 2024 with a onetime set up cost of \$1308.30 and an annual fee of \$1519.00

0821-006: Motion was made by T. Brown seconded by C. Bostick to approve the upgraded contract with Foxbright for webhosting services through June 30, 2024 with a onetime set up cost of \$1308.30 and an annual fee of \$1519.00. Roll call vote: R. Barnard-Aye, T. Brown-Aye, L. Curtiss- Aye, L. Kellie-Aye, K. Morris- Aye, R. Warren-Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick-Aye, W. Strandberg- Aye. MOTION CARRIED.

C. Authorize the attached contract with CMA, Inc. (effective 1/1/2022 through 12/31/2024) to provide financial services and contract management services and train a CFO to directly employed by CMH at a cost of \$22,900.00 per month

0821-007: Motion was made by C. Bostick seconded by K. Morris to authorize the attached contract with CMA, Inc. (effective 1/1/2022 through 12/31/2024) to provide financial services and contract management services and train a CFO to directly employed by CMH at a cost of \$22,900.00 per month. Roll call vote: R. Barnard-Aye, T. Brown- Aye, L. Curtiss-Aye, L. Kellie-Aye, K. Morris- Aye, R. Warren-Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick-Aye, W. Strandberg- Aye. MOTION CARRIED.

D. Authorize the CEO to amend the table of organization and in consultation with CMA, Inc. to recruit and hire a CFO directly employed by CMH and the County with an anticipated start date of on or before 1/1/2022

0821-008: Motion was made by R. Warren seconded by L. Kellie to authorize the CEO to amend the table of organization and in consultation with CMA, Inc. to recruit and hire a CFO directly employed by CMH and the County with an anticipated start date of on or before 1/1/2022. Roll call vote: R. Barnard-Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie-Aye, K. Morris- Aye, R. Warren-Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick-Aye, W. Strandberg- Aye. MOTION CARRIED.

E. Approve the request to eliminate a regular part-time Masters Level Clinical Case Manager position and create a full-time Clinical Case Manager position in the Co-Occurring Services Department as well as fill any subsequent vacancy that may occur due to internal transfers no additional cost to the county

0821-009: Motion was made by M. Voss seconded by C. Bostick to approve the request to eliminate a regular part-time Masters Level Clinical Case Manager position and create a full-time Clinical Case Manager position in the Co-Occurring Services Department as well as fill any subsequent vacancy that may occur due to internal transfers no additional cost to the county. Roll call vote: R. Barnard-Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie-Aye, K. Morris- Aye, R. Warren-Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick-Aye, W. Strandberg- Aye. MOTION CARRIED.

F. Approve the request to hire a Regular part-time Youth Peer Support Specialist (position #TBD) in the Children's Services Program at no additional cost to the county

0821-010: Motion was made by R. Warren seconded by K. Morris to approve the request to hire a Regular part-time Youth Peer Support Specialist (position #TBD) in the Children's Services Program at no additional cost to the county, subject to the verification the age range. Roll call vote: R. Barnard-Aye, T. Brown- Aye, L. Curtiss- Aye, L. Kellie-Aye, K. Morris- Aye, R. Warren-Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick-Aye, W. Strandberg- Aye. MOTION CARRIED.

G. Approve the following resolution recognizing CMH Staff for exemplary performance on the CARF Accreditation Survey and Financial and Compliance Audits

0821-011: Motion was made by R. Warren seconded by L. Kellie to approve the modern resolution recognizing CMH Staff for exemplary performance on the CARF Accreditation Survey and Financial and Compliance Audits. Roll call vote: R. Barnard-Aye, T. Brown-Aye, L. Curtiss- Aye, L. Kellie-Aye, K. Morris- Aye, R. Warren-Aye, M. Voss- Aye, J. Nemchek- Aye, C. Bostick-Aye, W. Strandberg- Aye. MOTION CARRIED.

Discussion Items: None.

Region 10 Update:

- Lori reports the committee is meeting in person in Port Huron. They approved three contract amendments at the latest meeting. Discussed a new after-hours service.

Committee Reports:

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

CEO Report:

F. Monthly Report:

- Senator Shirkey will be introducing bills 597 and 598 next week.
- No movement on the Whiteford house bills.
- Lauren explained the background of the KB lawsuit. They are seeking reforms in the children's mental health in Michigan. Once this lawsuit is settled, there will be many changes.
- The Federal Declaration of Emergency is set to expire 9/30/2021. The telehealth codes due to the pandemic will no longer be available.
- There is a staff development day scheduled for September 10.
- The agency has arranged for a staff training related to emotional stress and burnout.

Informational:

A. Administrative Reports:

1. Quality Council Meeting Minute August 18, 2021

B. Correspondence: None.

Adjourn: L. Kellie motioned to adjourn at 6:45 pm.

Respectfully Submitted

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

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

