LAPEER COUNTY COMMUNITY MENTAL HEALTH
SUPPORT & CARE FOR COMPLETE WELLNESS

FULL SERVICE BOARD
Meeting Minutes
May 2, 2024 / 5:30 p.m.

The Lapeer County Community Mental Health Full Service Board met on Thursday, May 2, 2024 in the Boardroom, 1570 Suncrest Drive, Lapeer, MI.

Present:
Kay Morris
Catherine Bostick
Jerry Webb
Mary Linn Voss
Lori Curtiss
Rex Ziebarth
Cheryl Howell
Truman Mast
William Hamilton arriving at 5:34 pm.

Brooke Sankiewicz – CEO
Emma McQuillan – CFO
Laura Moore – CCO
Mandi Brace – Support Services Manager/recorder

Absent:
Donna Shelton
Brad Haggadone

Guests:
Stephanie Hamilton
Maddison Cross – ACTP Supervisor
Larry Smith
Tabiha Welch – CCBHC Director
Lisa Ruddy – Quality Supervisor

Call to Order: The meeting was called to order by Chairperson Bostick at 5:30 p.m. The tag line was recited and roll was called.

Public Time: None.

Changes to the Agenda:
- 8.A Committee Appointments
- 8.B Strategic Planning
  0524-001: <u>Motion was made by M. Voss seconded by J. Webb to approve the changes to the agenda. All in favor. Motion carried unanimously. W. Hamilton was absent for this motion.</u>

Presentations:

A. 2nd Qtr Quality Improvement Plan
   0524-002: Motion was made by L. Curtiss seconded by J. Webb to approve the 2nd Qtr Quality Improvement Plan. All in favor. Motion carried unanimously.

B. 2nd Qtr CCBHC Updates

Personnel Report:

A. Staffing Report: April 2024

Approval of Meeting Minutes:

A. April 18, 2024 Full Service Board Meeting Minutes
   0524-003: Motion was made by L. Curtiss seconded by W. Hamilton to approve the April 18, 2024 Full Service Board Meeting Minutes. All in favor. Motion carried unanimously.

Action Items:

A. Standards Committee: Recommend approval of the policy revisions referenced in the attached minutes dated April 16, 2024
   0524-004: Motion was made by K. Morris seconded by W. Hamilton to approve the policy revisions referenced in the attached minutes dated April 16, 2024. All in favor. Motion carried unanimously.

B. Write-off of client accounts in the amount of $2,536.86
   0524-005: Motion was made by W. Hamilton seconded by T. Mast to approve the write-off of client accounts in the amount of $2,536.86 and refer to the Standards Committee to revise the policy regarding write-offs. All in favor. Motion carried unanimously.

C. Approve the 22/23 Financial Audit
   0524-006: Motion was made by K. Morris seconded by W. Hamilton to approve the 22/23 Financial Audit. All in favor. Motion carried unanimously.

Discussion Items:

A. Committee appointments: C. Bostick presented the committee appointments.

B. Strategic planning: Once the management team identifies their goals and objectives the board will plan their strategic planning meeting.

CEO Report:

- There is about a four month wait on receiving the new vehicles.
- We are having a photographer come on June 20th from 3:30-5:30 pm for members of the board and management team to receive a picture for the use on our agency website.
- In discussion with county administration for CMH to have their own general ledger. More information to come.
- Brooke met with the school administration about potential space at Maple Grove and will be following up again next week.
- The properties committee will be discussing the new building in May. No update on the DHHS building.
- The Region 10 Performance Indicator report will be presented at the next meeting.

Region 10 Update:

- The board is currently reviewing their by-laws with a focus on their attendance policy.

Committee Reports:

A. Citizens Advisory Council: Meeting minutes attached.
Action: Appoint Cheryl Eubanks to the Citizen's Advisory Council.
0524-007: Motion was made by L. Curtiss seconded by W. Hamilton to appoint Cheryl Eubanks to the Citizen's Advisory Council. All in favor. Motion carried unanimously.

B. Health & Safety Committee: No meeting in April.

C. Recipient Rights Advisory Committee: Meeting minutes attached.
Action: Appoint Janice Baggett and Michael Canjar to the Recipient Rights Advisory Committee.
0524-008: Motion was made by W. Hamilton seconded by R. Ziebarth to appoint Janice Baggett and Michael Canjar to the Recipient Rights Advisory Committee. All in favor. Motion carried unanimously.

D. Harmony Hall Advisory Committee: Meeting minutes attached.

E. Golden Arrow: Meeting minutes attached.

F. Trauma Committee: Meeting minutes attached.

Informational/Correspondence: None.

Adjourn: W. Hamilton motioned to adjourn at 6:38 pm.

Respectfully submitted,

Prepared by: Mandi Brace

Mandi Brace, Support Services Manager/recorder

Approved by: Kay Morris, Secretary

K. Morris, Secretary of the Board