

The Lapeer County Community Mental Health Services Board met on Thursday, April 28, 2022 in the Training Center, 1570 Suncrest Drive, Lapeer, MI.

**Present:**

Jerry Webb  
Mary Linn Voss  
Jennifer Nemchek  
Catherine Bostick  
Kay Morris  
Lori Curtiss  
Tim Brown  
Ronald Barnard  
Jeremy Howe  
Rick Warren  
Laird Kellie

Lauren Emmons – CEO  
Tina Close – COO  
Emma Brandt – CFO  
Larry Smith – Financial Consultant  
Brooke Sankiewicz – Clinical Director  
Mandi Brace – Executive Secretary/recorder

**Absent:**

Brenden Miller

**Guests:**

Amy Morrison, HR Manager  
Kelly North, HR Assistant  
Kevin Mountz, Employment Services Lead  
Sandy Koyl, Billing, IT, Data Management 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:** None.

**Presentations:**

- A. Kevin Mounts – Individual Placement and Support
- B. Sandy Koyl – 1<sup>st</sup> Qtr FY 22 MMPBI Report

**Personnel Report:**

- A. Staffing Report: April 2022

**Finance:**

- A. Expenditures List: March 2022  
0422-001: Motion was made by M. Voss seconded by L. Kellie to approve the March 2022 Expenditures. All in favor. Motion carried unanimously.
- B. Balance Sheet: March 2022  
0422-002: Motion was made by R. Warren seconded by T. Brown to approve the March 2022 Balance Sheet. All in favor. Motion carried unanimously.
- C. General Ledger (Revenue/Expenses): March 2022  
0422-003: Motion was made by L. Kellie seconded by K. Morris to approve the March 2022 General Ledger. All in favor. Motion carried unanimously.
- D. Audit Committee Report: March 2022 Payroll  
- For information.

**Consent Agenda:**

- A. Full Service Board Meeting Minutes: March 2022
- B. Committee of the Whole Meeting Minutes: April 2022  
CW0422-001: Motion was made by M. Voss seconded by R. Warren to elect C. Bostick for Chairperson, L. Kellie for Vice Chairperson, K. Morris for Secretary and R. Barnard for Treasurer. All in favor. Motion carried unanimously.  
  
CW0422-002: Motion was made by K. Morris seconded by L. Kellie to approve the request to eliminate one regular part-time Medical Assistant position and create a full-time Medical Assistant position. All in favor. Motion carried unanimously.  
  
CW0422-003: Motion was made by L. Curtiss seconded by J. Nemchek to accept the strategic plan as presented with noted changes. All in favor. Motion carried unanimously.  
  
CW0422-004: Motion was made by M. Voss seconded by J. Nemchek to revise the policy to not send delinquent accounts to a collection agency. All in favor. Motion carried unanimously.  
  
0422-004: Motion was made by K. Morris seconded by T. Brown to approve the Consent Agenda which includes the March 2022 Full Service Board Minutes and the April 2022 COW 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 12, 2022  
0422-005: Motion was made by K. Morris seconded by M. Voss to approve the policy revisions referenced in the attached minutes dated April 12, 2022. All in favor. Motion carried unanimously.
- B. Agency Policy Manual  
0422-006: Motion was made by K. Morris seconded by L. Kellie to approve the Agency Policy Manual. All in favor. Motion carried unanimously.



- C. Transfer \$89,193.33, representing the second of three installments towards the annual allocation of \$267,580.00 from CMH appropriations to CMH expenditures  
0422-007: Motion was made by L. Curtiss seconded by T. Brown to approve the transfer \$89,193.33, representing the second of three installments towards the annual allocation of \$267,580.00 from CMH appropriations to CMH expenditures. All in favor. Motion carried unanimously.
- D. Authorize the purchase of Relias, Behavioral Health Standard Package, 164 seat at \$114.63 per seat for a total of \$18,799.32  
0422-008: Motion was made by R. Warren seconded by J. Webb to authorize the purchase of Relias, Behavioral Health Standard Package, 164 seats at \$114.63 per seat for a total of \$18,799.32. All in favor. Motion carried unanimously.
- E. MDHHS Contract Amendment  
0422-009: Motion was made by M. Voss seconded by L. Curtiss to approve the MDHHS Contract Amendment. All in favor. Motion carried unanimously.
- F. Approve CMH Open House Budget  
0422-010: Motion was made by R. Warren seconded by J. Nemchek to approve the CMH Open House Budget. All in favor. Motion carried unanimously.

**Discussion Items:** None.

**Region 10 Update:**

- L. Curtiss report Region 10 is doing very well financially. They will be putting out a proposal to other SUD programs on how to retain employees.

**Committee Reports:**

- A. Citizens Advisory Council: Meeting minutes attached.
- B. Health & Safety Committee: No meeting in April.
- 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:**

- A. Monthly Report:
- The offers submitted for the proposed Stepping Stone building were not accepted. The county is looking at another possible building to purchase.
  - The CCBHC grant application is coming together successfully. It should be ready to submit by the end of next week.
  - Offered a proposed contract to a full time nurse practitioner. She will be providing services primarily on site.
  - The Recipient Rights audit was completed. The agency received full compliance.
  - Tim Brown has served on the CMH board for 20 years. He will be moving out of county and is resigning from the board. This will be his last board meeting.

**Informational:**

- A. Administrative Reports: None.
- B. Correspondence:
  - 1. May 2022 Calendar

**Adjourn:** L. Kellie motioned to adjourn at 6:53 pm.

Respectfully submitted,

Prepared by: Mandi Brace

Mandi Brace, Executive Secretary/recorder

Approved by: Kay Morris

K. Morris, Secretary of the Board