

**FULL SERVICE BOARD
Meeting Minutes
August 25, 2022 / 5:30 p.m.**

The Lapeer County Community Mental Health Services Board met on Thursday, August 25, 2022 in the Training Center, 1570 Suncrest Drive, Lapeer, MI.

Present:

Mary Linn Voss
Catherine Bostick
Kay Morris
Lori Curtiss
Donna Shelton
Jerry Webb

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

Absent:

Tina Close – Children’s Clinical Director
Brenden Miller
Rex Ziebarth
Rick Warren
Laird Kellie
Ronald Barnard
Jeremy Howe

Guests:

Michelle Gould-Rice – Quality Management Supervisor
Lisa Ruddy – Quality Improvement Coordinator
Cheryl Bartel – Case Manager

Call to Order: The meeting was called to order by Chairperson Bostick at 5:33 p.m. The tag line was recited and roll was called. A quorum was not present so official business could not be conducted.

Public Time: None.

Changes to the Agenda: None.

Presentations:

A. Michelle Gould-Rice – 3rd Quarter QI Report

Personnel Report:

A. Staffing Report: August 2022

Finance:

- A. Expenditures List: July 2022: Report reviewed and will be added to the first meeting in September, which will be posted as a Full Board meeting, for approval.
- B. Balance Sheet: July 2022: Report reviewed and will be added to the first meeting in September, which will be posted as a Full Board meeting, for approval.
- C. General Ledger (Revenue/Expenses): July 2022: Report reviewed and will be added to the first meeting in September, which will be posted as a Full Board meeting, for approval.
- D. Audit Committee Report: July 2022 Payroll
- For information

Consent Agenda:

- A. Full Service Board Meeting Minutes: July 2022
- B. Committee of the Whole Meeting Minutes: August 2022
 - CW0822-001: Motion was made by L. Curtiss seconded by J. Webb to approve the Barracuda E-mail Protection subscription renewal at a cost of \$16,317.00. All in favor. Motion carried unanimously.
 - CW0822-002: Motion was made by R. Warren seconded by R. Ziebarth to table the proposal to purchase an outdoor storage building until the requested information has been gathered. All in favor. Motion carried unanimously.
 - CW0822-003: Motion was made by L. Curtiss seconded by M. Voss to approve the request to use a charter bus for transportation to the Walk-A-Mile event at a cost of \$1,750.00. All in favor. Motion carried unanimously.
 - CW0822-004: Motion was made by R. Warren seconded by K. Morris to approve the renewal of Square9 Softworks software at a cost of \$1,141.32. All in favor. Motion carried unanimously.
 - CW0822-005: Motion was made by R. Warren seconded by K. Morris to approve \$10,500.00 to Rowe Engineering for parking lot engineering survey and bid specs. All in favor. Motion carried unanimously.
 - CW0822-006: Motion was made by R. Warren seconded by L. Curtiss to approve \$247,407.00 to Birmingham Sealcoat to rebuild and pave Harmony Hall parking lot and the carport parking lot on Suncrest. All in favor. Motion carried unanimously.

The consent agenda will be added to the first meeting in September, which will be posted as a Full Board meeting, for approval.

Action Items:

- A. Standards Committee: Recommend approval of the policy revisions referenced in the attached minutes dated August 9, 2022: Will be added to the first meeting in September, which will be posted as a Full Board meeting, for approval.
- B. Approve ASO contract for FY22 in the amount of \$58,783.00: Will be added to the first meeting in September, which will be posted as a Full Board meeting, for approval.

- C. Approval to contract with Altarum for a security risk analysis to identify IT security vulnerabilities and recommend corrective actions at a cost of \$1,700.00: Will be added to the first meeting in September, which will be posted as a Full Board meeting, for approval.

Discussion Items: None.

Region 10 Update: L. Curtiss reports contract amendments for all the CMHs were completed.

Committee Reports:

- A. Citizens Advisory Council: Meeting minutes attached.
 - Discuss CAC Representatives: C. Bostick will reach out to R. Ziebarth to check availability.
- B. Health & Safety Committee: No meeting held.
- C. Recipient Rights Advisory Committee: Meeting minutes attached.
- D. Harmony Hall Advisory Committee: Meeting minutes attached.
- E. Golden Arrow: No minutes available. Summary of the meeting provided. The board discussed how the Golden Arrow runs. They will review the Golden Arrow contract and by-laws.
- F. Trauma Committee: No meeting held.

CEO Report:

- A. Monthly Report:
 - Lauren shared a Letter of Resignation he received from a staff member.
 - Lauren signed two MOUs with Human Development to help with the homeless community.
 - Clarification was provided to SAMSHA after receiving inquiries.
 - Lauren and the Maple Grove supervisors toured Knollwood Clinic. They are discussing how to best utilize the building.
 - The agency held a Staff Development Day this week.
 - Lauren has a meeting next week with some of the new commissioners.
 - The agency is hosting an open house on September 8th.


Informational:

- A. Administrative Reports:
 - 1. August 16, 2022 QC Meeting Minutes
- B. Correspondence:
 - 1. September Calendar

Adjourn: Meeting adjourned at 6:51 pm.

Respectfully submitted

Prepared by:



Mandi Brace, Executive Secretary/recorder

Approved by: K. Morris

K. Morris, Secretary of the Board