

**FULL SERVICE BOARD  
December 16, 2025 / 5:30 p.m.  
Meeting Minutes**

**Present:**

Kay Morris  
Christina Russell  
Donna Shelton  
Mark Bachman  
Lori Curtiss  
Cheryl Howell  
Catherine Bostick  
Brad Haggadone excused at 5:49 pm.  
Mary Linn Voss

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

**Absent:**

Greg Wise  
Jerry Webb

**Guests:**

Sandy Koyl, CIO

**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:** No members of the public were in attendance or spoke during public time.

**Changes to the Agenda:**

- Request to extend Brooke's contract to February 28, 2026  
1225-005: Motion was made by C. Howell seconded by B. Haggadone to approve the changes to the agenda. All in favor. Motion carried unanimously.

**Presentations:** None.

**Finance:**

- A. Expenditures List: November 2025  
1225-006: Motion was made by K. Morris seconded by M. Bachman to approve the November 2025 Expenditures. All in favor. Motion carried unanimously.

**Approval of Meeting Minutes:**

- A. December 4, 2025 Full Service Board Meeting Minutes  
1225-007: Motion was made by L. Curtiss seconded by C. Howell to approve the December 4, 2025 Full Service Board Meeting Minutes. All in favor. Motion carried unanimously.

**Action Items:**

- A. Approve the transfer of \$149,256.67 from appropriation to expenditure, which represents the first of the three transfers for the fiscal year 2025-2026  
1225-008: Motion was made by K. Morris seconded by M. Bachman to approve the transfer of \$149,256.67 from appropriation to expenditure, which represents the first of the three transfers for the fiscal year 2025-2026. All in favor. Motion carried unanimously.
- B. Approve the write-off of client accounts in the amount of \$783.00  
1225-009: Motion was made by M. Bachman seconded by L. Curtiss to approve the write-off of client accounts in the amount of \$783.00. All in favor. Motion carried unanimously.
- C. Recommend to the Board of Commissioners, pursuant to the recommendation of the Properties Committee, to authorize Building and Grounds/Parks Director and Community Mental Health to proceed with Castle Brothers for the construction contract, including alternates 1, 5, 6, and 7 for the remodeling of the county building located at 1505 Suncrest Dr., for a cost of \$494,255 plus a 10% contingency, for a total cost of \$543,680.00, to be paid for from CMH funds; and further, to authorize Board of Commissioners Chair/Vice Chair to sign said agreement  
1225-010: Motion was made by L. Curtiss seconded by C. Howell to recommend to the Board of Commissioners, pursuant to the recommendation of the Properties Committee, to authorize Building and Grounds/Parks Director and Community Mental Health to proceed with Castle Brothers for the construction contract, including alternates 1, 5, 6, and 7 for the remodeling of the county building located at 1505 Suncrest Dr., for a cost of \$494,255.00 plus a 10% contingency, for a total cost of \$543,680.00, to be paid for from CMH funds; and further, to authorize Board of Commissioners Chair/Vice Chair to sign said agreement. All in favor. Motion carried unanimously.
- D. Request to amend the Table of Organization for Community Mental Health to change full-time Triage/MICCS Clinical Coordinator position #761 Pay Grade 22 to a full-time Intake/DBT Supervisor #TBD Pay Grade 23  
1225-011: Motion was made by B. Haggadone seconded by C. Russell to amend the Table of Organization for Community Mental Health to change full-time Triage/MICCS Clinical Coordinator position #761 Pay Grade 22 to a full-time Intake/DBT Supervisor #TBD Pay Grade 23. All in favor. Motion carried unanimously.
- B. Haggadone excused at 5:49 pm.
- E. Request to extend Brooke's contract to February 28, 2026  
1225-012: Motion was made by K. Morris seconded by C. Howell to extend Brooke Sankiewicz's contract to February 28, 2026. All in favor. Motion carried unanimously.

**Discussion Items:** None.

**CEO Report:**

- There were three hearing dates last week regarding the lawsuit on the procurement process. Although Judge Yates did not issue an opinion from the bench, his questions suggested that he has several concerns regarding the RFP and its alignment with the Mental Health Code. Judge Yates indicated that he would prefer to allow the state, through DTMB and MDHHS, to identify and work through an appropriate remedy versus mandating the state pull the RFP by his order. The state could pull the RFP and write a new one or attempt to fix the current RFP to make it fit within the current structure of Michigan law. Judge Yates is expected to issue an opinion later this week at the earliest.
- Laura and Brooke met with Sarah Whaley and Lt. Beebe a few weeks back to explore a grant opportunity to bridge the gap of services between mental health services and those incarcerated. The grant can work in conjunction with the Opioid settlement funds.
- Brooke met with Steve Kress last week to explore areas of need at juvenile probate. They discussed areas where mental health coordination would be of help for the services he is providing, how we can help improve his processes, as well as ours.
- The CMH board member appointment is on the BOC agenda this week.

#### **CCO Report:**

- Discussed the increase of 30% for intakes over the last year.
- The agency launched a “Sign on Time” campaign to provide staff with resources to help them with timely documentation. An improvement has been noticed.

#### **Informational/Correspondence:**

- A. January Calendar
- B. November 2025 Payroll
- C. CMHAM Winter Conference

**Adjourn:** C. Howell motioned to adjourn at 6:20 pm.

Respectfully submitted,

Prepared by: Mandi Brace

Mandi Brace, Support Services Manager/recorder

Approved by: Kay Morris

K. Morris, Secretary of the Board