

**FULL SERVICE BOARD  
December 5, 2024 / 5:30 p.m.  
Meeting Minutes**

The Lapeer County Community Mental Health Full Service Board met on Thursday, December 5, 2024 in the Boardroom, 1570 Suncrest Drive, Lapeer, MI.

**Present:**

Jerry Webb  
Lori Curtiss  
Catherine Bostick  
Truman Mast  
Christina Russell  
William Hamilton

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

**Absent:**

Kay Morris  
Mary Linn Voss  
Donna Shelton  
Brad Haggadone  
Rex Ziebarth  
Cheryl Howell

**Guests:** None.

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

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

**Changes to the Agenda:** None.

**Presentations:** None.

**Personnel Report:**

A. Staffing Report: November 2024

**Approval of Meeting Minutes:**

- A. November 21, 2024 Full Service Board Meeting Minutes
- Moved to December 19, 2024 meeting

**Action Items:**

- A. Standards Committee: Recommend approval of the policy revisions referenced in the attached minutes dated November 19, 2024
  - Moved to December 19, 2024 meeting
- B. Write off of client accounts in the amount of \$1,546.69
  - Moved to December 19, 2024 meeting
- C. Renovations to health department up to \$10,000.00
  - The executive committee would like to give Brooke the approval to work with the Properties Committee on December 19<sup>th</sup> to move forward with the purchase of the carpet for the Health Department renovation. There was consensus among the board.
- D. Request to add the option to hire either a Full-Time BCaBA position County Pay Grade 18 or a Full-Time BCBA County Pay Grade 21 in the Autism Department
  - The executive committee would like to authorize Brooke to present this to the Personnel Committee. There was consensus among the board.

**Discussion Items:** None.

**CEO Report:**

- Alan Bolter will be coming to our Board Meeting on January 16th in-person, weather permitting.
- Our maintenance man has started painting and prepping the space at the Health Department for the program move. The hope is to be moved by the end of January but need feedback from John.
- Winter Conference is February 4 and 5 in Kalamazoo. We just received the email today that we are able to book hotel room. Please let Mandi know if you are interested in attending so she can book a hotel room at the venue.

**CCO Report:**

- The outpatient department is starting a new group in January called “Living with Purpose”. It is to help the older populations with aspects of independent living.

**Region 10 Update:**

- No updates from the state in regard to FY25 Contract.

**Committee Reports:**

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

**Informational/Correspondence:**

- A. CMHA Winter Conference

**Adjourn:** 5:55 pm.

Respectfully submitted,

Prepared by: Mandi Brace

Mandi Brace, Support Services Manager/recorder

Approved by: K. Morris

K. Morris, Secretary of the Board