



**FULL SERVICE BOARD**  
**Meeting Minutes**  
**March 7, 2024 / 5:30 p.m.**

The Lapeer County Community Mental Health Full Service Board met on Thursday, March 7, 2024 in the Boardroom, 1570 Suncrest Drive, Lapeer, MI.

**Present:**

Kay Morris  
Catherine Bostick  
Brad Haggadone  
Jerry Webb  
William Hamilton  
Mary Linn Voss  
Lori Curtiss  
Truman Mast

Brooke Sankiewicz – CEO  
Emma McQuillan – CFO  
Laura Moore – CCO  
Mandi Brace – Executive Secretary/recorder

**Absent:**

Donna Shelton  
Laird Kellie  
Cheryl Howell  
Ronald Barnard

**Guests:**

Lisa Ruddy – Quality Improvement Supervisor  
Tabitha Welch – CCBHC Director  
Stephanie Hamilton

**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. Tabitha Welch – CCBHC FY24 Q1 Update
- B. Lisa Ruddy – FY23 Quality Council Annual Report
- C. Lisa Ruddy – 1<sup>st</sup> Qtr FY24 Quality Improvement Plan

0324-001: Motion was made by W. Hamilton seconded by J. Webb to approve the 1st Qtr FY24 Quality Improvement Plan. All in favor. Motion carried unanimously.

**Personnel Report:**

- A. Staffing Report: February 2024

**Finance:**

- A. Expenditures List: January 2024

0324-002: Motion was made by L. Curtiss seconded by W. Hamilton to approve the January 2024 Expenditures. All in favor. Motion carried unanimously.

- B. Balance Sheet: January 2024

0324-003: Motion was made by K. Morris seconded by W. Hamilton to approve the January 2024 Balance Sheet. All in favor. Motion carried unanimously.

- C. General Ledger (Revenue/Expenses): January 2024

0324-004: Motion was made by M. Linn seconded by W. Hamilton to approve the proposed budget amendments. All in favor. Motion carried unanimously.

0324-005: Motion was made by L. Curtiss seconded by J. Webb to approve the January 2024 General Ledger. All in favor. Motion carried unanimously.

- D. Audit Committee Report: January 2024 Payroll

- For information.

- E. Contract List: March 2024

0324-006: Motion was made by B. Haggadone seconded by K. Morris to approve the March 2024 Contract List. All in favor. Motion carried unanimously.

**Approval of Meeting Minutes:**

- A. February 1, 2024 Full Service Board Meeting Minutes

0324-007: Motion was made by B. Haggadone seconded by W. Hamilton to approve the February 1, 2024 Full Service Board Meeting Minutes. All in favor. Motion carried unanimously.

**Action Items:**

- A. Approval of write-offs of person served accounts in the amount of \$369.00

0324-008: Motion was made by W. Hamilton seconded by J. Webb to approve the write-off of person served accounts in the amount of \$369.00. All in favor. Motion carried unanimously.

**Discussion Items:**

- A. 6-month general contractor cost: Brooke reviewed. No further discussion.

**CEO Report:**

- Reviewed the bids for the new building construction that will be going to the properties committee.
- Visited the 911 center to review how the security monitors will be used.

**Region 10 Update:**

- The executive board is looking at their attendance policy as well as their by-laws. L. Curtiss will report back on the changes.
- Region 10 has encountered an error that has incurred some cost to the region.

**Committee Reports:**

- A. Citizens Advisory Council: Meeting minutes attached.
  - Action: Appoint Jessica Schultz and Cheryl Ireland to the committee.  
0324-009: Motion was made by K. Morris seconded by J. Webb to appoint Jessica Schultz and Cheryl Ireland to the Citizens Advisory Council. All in favor. Motion carried unanimously.
- B. Health & Safety Committee: No meeting in February.
- C. Recipient Rights Advisory Committee: Meeting minutes attached.
- D. Harmony Hall Advisory Committee: No meeting in February.
- E. Golden Arrow: Meeting minutes attached.
- F. Trauma Committee: Meeting minutes attached.

**Informational/Correspondence:**

- A. 2024 Annual PAC Campaign
- B. March 2024 Calendar
- C. M. Linn would like to acknowledge the Knisely family for hosting the Polar Plunge.

**Adjourn:** B. Haggadone motioned to adjourn, seconded by W. Hamilton at 6:58 pm.

Respectfully submitted,

Prepared by: Mandi Brace

Mandi Brace, Executive Secretary/recorder

Approved by: K. Morris

K. Morris, Secretary of the Board