

**FULL SERVICE BOARD
May 1, 2025 / 5:30 p.m.
Meeting Minutes**

The Lapeer County Community Mental Health Full Service Board met on Thursday, May 1, 2025 in the Boardroom, 1570 Suncrest Drive, Lapeer, MI.

Present:

Kay Morris
Jerry Webb
Lori Curtiss
Christina Russell
Greg Wise
Catherine Bostick
Mary Linn Voss
Mark Bachman
Cheryl Howell
Rex Ziebarth

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

Absent:

Emma McQuillan – CFO
Brad Haggadone
Donna Shelton

Guests:

Kristen Schank – Data Management Coordinator
Todd Anglebrandt – SUD 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: One member of the public was in attendance. No one spoke during public time.

Changes to the Agenda: None.

Presentations:

- A. Kristen Schank – FY24 4th Qtr Performance Indicator Report
- B. Todd Anglebrandt - SUD Department primary substance of use

Finance:

- A. Expenditures List: March 2025

0525-001: Motion was made by M. Voss seconded by K. Morris to approve the March 2025 Expenditures. All in favor. Motion carried unanimously.

B. Finance Report (Revenue/Expenses): February 2025

0525-002: Motion was made by L. Curtiss seconded by C. Russell to approve the February 2025 Finance Report. All in favor. Motion carried unanimously.

Personnel Report:

A. Staffing Report: April 2025

Approval of Meeting Minutes:

A. April 3, 2025 Full Service Board Meeting Minutes

0525-003: Motion was made by K. Morris seconded by C. Russell to approve the April 3, 2025 Full Service Board Meeting Minutes. All in favor. Motion carried unanimously.

Action Items:

A. Approve the CEO Contract Addendum effective May 1, 2025

0525-004: Motion was made by J. Webb seconded by R. Ziebarth to approve the CEO Contract Addendum effective May 1, 2025 as presented. All in favor. Motion carried unanimously.

B. Approval of the By-Laws

0525-005: Motion was made by G. Wise seconded by R. Ziebarth to approve the By-Laws. All in favor. Motion carried unanimously.

C. Election of Officers

0525-006: Motion was made by G. Wise seconded by J. Webb to cast a unanimous ballot for the following slate of officers, C. Bostick for Chairperson, B. Haggadone for Vice Chairperson, K. Morris for Secretary and L. Curtiss for Treasurer. C. Bostick asked three times if there were any other nominations. Hearing none, all in favor. Motion carried unanimously.

D. Approval of 100 additional monthly scribe hours at a cost of \$22.66 an hour

0525-007: Motion was made by L. Curtiss seconded by R. Ziebarth to approve 100 additional monthly scribe hours at a cost of \$22.66 an hour. All in favor. Motion carried unanimously.

E. Approve the transfer of \$126,876.67, representing the second of the three installments toward the annual allocation of \$380,630.00 from CMH appropriations to CMH expenditure

0525-008: Motion was made by C. Howell seconded by G. Wise to approve the transfer of \$126,876.67, representing the second of the three installments toward the annual allocation of \$380,630.00 from CMH appropriations to CMH expenditure. All in favor. Motion carried unanimously.

F. Approve the write off of person served accounts in the amount of \$848.66

0525-009: Motion was made by R. Ziebarth seconded by C. Howell to approve the write off of person served accounts in the amount of \$848.66. All in favor. Motion carried unanimously.

Discussion Items:

A. Policy Manual Table of Contents: List of all the agency policies. The policy manual was approved at the last board meeting. The Standards Committee oversees policies.

B. FY24 Annual Report: A new format was chosen this year. It will be shared with other CMH agency's as well as local agencies.

CEO Report:

- We are appreciative for the board's approval of DocuSign. It has already been put to use for numerous documents and it's so efficient.
- It appears the state is looking at reducing the number of PIHPs. Looking at what Region 10 has to offer that makes them look desirable as well as things that are not desirable. April 16th, Brooke sent an email with the CMHA Advocacy tool kit which included a template resolution.
- Reviewed dashboard report and highlighted areas of increased hours for services provided by department.

CCO Report:

- Increased persons served by 170 people in the last quarter.
- The children's department started same day intakes this week. This will help with timeliness standards. Things are going well.
- Now receiving dispatch reports daily so we can follow-up. There is also a way to make central dispatch aware of special cases associated with addresses. Taylor has also been doing mental health trainings for EMTs.
- The Living with Purpose group has completed their first session and they are beginning another session.
- Harmony Hall's Open House is on May 23rd.

Region 10 Update:

- Trying to address the procurement issue.

Committee Reports:

- A. Citizens Advisory Council: Meeting minutes attached.
- B. Health & Safety Committee: No meeting held in April.
- C. Recipient Rights Advisory Committee: Meeting minutes attached.
 - Action: Appoint Brian Priest to the Recipient Rights Committee
0525-010: Motion was made by M. Voss seconded by J. Webb to appoint Brian Priest to the Recipient Rights Committee. All in favor. Motion carried unanimously.
- D. Harmony Hall Advisory Committee: Meeting minutes attached.
 - Attached is the Open House Flier and 30th Anniversary Ball flier
- E. Golden Arrow: Meeting minutes attached.
- F. Trauma Committee: No meeting held in April.
- G. Standards Committee: Meeting minutes attached.

Informational/Correspondence:

- A. May Calendar
- B. March 2025 Payroll
- C. February 2024 Balance Sheet
- D. FY25 Qtr 2 Dashboard Report

Adjourn: M. Voss motioned to adjourn at 6:47 pm.

Respectfully submitted,

Prepared by: Mandi Brace

Mandi Brace, Support Services Manager/recorder

Approved by: Kay Morris

K. Morris, Secretary of the Board