

The Lapeer County Community Mental Health Full Service Board met on Thursday, May 25, 2023 in the Boardroom, 1570 Suncrest Drive, Lapeer, MI.

**Present:**

Mary Linn Voss  
Kay Morris  
Laird Kellie  
Donna Shelton  
Cheryl Howell  
Catherine Bostick  
Brad Haggadone  
Lori Curtiss  
Jerry Webb  
Ronald Barnard  
Tom Kohlman  
Truman Mast

Lauren Emmons – CEO  
Emma McQuillan – CFO  
Brooke Sankiewicz – CCO  
Larry Smith – Financial Consultant

**Absent:**

Mandi Brace – Executive Secretary/recorder

**Guests:**

Kelly North – HR Assistant/recorder  
Martha Hall – Children’s Clinical Supervisor  
Lisa Ruddy – QI Coordinator

**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. Lisa Ruddy – 2<sup>nd</sup> Quarter Quality Improvement Plan  
0523-001: Motion was made by T. Kohlman seconded by L. Kellie to approve the 2<sup>nd</sup> Quarter Quality Improvement Plan. All in favor. Motion carried unanimously.

## Personnel Report:

- A. Staffing Report: May 2023

## Finance:

- A. Expenditures List: April 2023 (6A – Approval)  
0523-002: Motion was made by B. Haggadone seconded by L. Kellie to approve the April 2023 Expenditures List. All in favor. Motion carried unanimously.
- B. Balance Sheet: April 2023  
0523-003: Motion was made by K. Morris seconded by L. Kellie to approve the April 2023 Balance Sheet. All in favor. Motion carried unanimously.
- C. General Ledger (Revenue/Expenses): April 2023  
0523-004: Motion was made by B. Haggadone seconded by L. Curtiss to approve the April 2023 General Ledger. All in favor. Motion carried unanimously.
- D. Audit Committee Report: April 2023 Payroll
  - For information only.
- E. Independent Auditors report  
0523-005: Motion was made by M. Voss seconded by C. Howell to approve FY2022 Independent auditors report. All in favor. Motion carried unanimously.

## Consent Agenda:

- A. Full Service Board Meeting Minutes: April 2023
- B. Committee of the Whole Meeting Minutes: May 2023
  - CW0523-001: Motion was made by K. Morris seconded by R. Barnard to set aside the rules and cast a unanimous ballot for the following slate of officers C. Bostick for Chairperson, L. Kellie for Vice Chairperson, K. Morris for Secretary and L. Curtiss for Treasurer. All in favor. Motion carried unanimously.
  - CW0523-002: Motion was made by J. Webb seconded by L. Curtiss to approve the FY23 Risk Management Plan. All in favor. Motion carried unanimously.
  - CW0523-003: Motion was made by L. Curtiss seconded by K. Morris to fund support for Walk-A-Mile and the Creative Minds Traveling Art Show in the amount of \$540.00. All in favor. Motion carried unanimously.
  - CW0523-004: Motion was made by K. Morris seconded by L. Curtiss to approve the write-off of client accounts in the amount of \$546.32. All in favor. Motion carried unanimously.
  - CW0523-006: Motion was made by L. Curtiss and seconded by R. Barnard to table this agenda item until May, 25<sup>th</sup> meeting to give more time to research other options.
- 0523-006: Motion was made by C. Howell seconded by J. Webb to amend April Full Board, and May COW minutes to add C. Howell to the list of those present at those meetings. All in favor. Motion carried unanimously.

0523-007: Motion was made by C. Howell seconded by L. Kellie to approve the Consent Agenda which includes April 2023 Full Service Board Meeting Minutes and the May 2023 Committee of the Whole Meeting Minutes. All in favor. Motion carried unanimously.

**Action Items:**

- A. Standards Committee: Recommend approval of the policy revisions referenced in the attached minutes dated May 9, 2023  
0523-008: Motion was made by K. Morris seconded by R. Barnard to approve the policy revisions to the Standards Committee minutes dated May 9, 2023. All in favor. Motion carried unanimously.
- B. Office partitions at Maple Grove not to exceed \$7000.00  
0523-009: Motion was made by T. Kohlman seconded by L. Kellie to approve office partitions at Maple Grove not to exceed \$7000.00. All in favor. Motion carried unanimously.
- C. AICC merger  
0523-010: Motion was made by B. Haggadone seconded by J. Webb to approve the AICC merger contingent on county transfer of PA2 revenue, Region 10 enhanced rates, union negotiation, value of AICC staff employee contribution for retirement, and access to opioid dollars. All in favor. Motion carried unanimously.
- D. Microsoft 365  
0523-011: Motion was made by B. Haggadone seconded by L. Kellie to approve the request to purchase Microsoft Office 365 Subscription for 187 total users at a total cost of 34,899.96. All in favor. Motion carried unanimously.

**Discussion Items:**

- No discussion

**Region 10 Update:**

- First Region 10 meeting at the new building at 9am followed by an open house on June 16 11-1pm.

**Committee Reports:**

- A. Citizens Advisory Council: Meeting minutes attached.
- 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: Meeting minutes attached.
- F. Trauma Committee: No meeting held.
- G. Quality Council Minutes: Meeting minutes attached.

**CEO Report:**

- A. Monthly Report:
  - Michelle Gould-Rice submitted resignation and intent to retire on June 30<sup>th</sup>.
  - L. Emmons shared plaque delivered by State Rep. Green at the open house celebration honoring Lapeer CMH's 50<sup>th</sup> Anniversary.

- May 11<sup>th</sup> ended the Covid public health emergency, as an agency we are proud of the fact that our doors were always open (even when the state shut down) as an essential service provider to meet the needs of persons served.
- CMH submitted, and MDHHS has approved, an intent to participate in the CCBHC State Demonstration. Tabitha Welch, CCBHC Project Director, is coordinating the application process and leading the planning team for the agency. L. Emmons is very confident that CMH can meet the criteria needed by October 1<sup>st</sup>. The CCBHC planning team will be attending a series of MDHHS trainings and CMHA Technical Assistance sessions.

**Informational:**

**A. Administrative Reports:**

1. 2<sup>nd</sup> Quarter FY23 Community Benefit Report.

**B. Correspondence: N/A**

**Adjourn:** B. Haggadone motioned to adjourn at 6:50 pm.

Respectfully submitted,

Prepared by: Kelly North

Kelly North, HR Assistant/recorder

Approved by: Kay Morris

K. Morris, Secretary of the Board