

Public Hearing (before official Board Meeting): Lisa Ruddy and Tabitha Welch presented the annual Needs Assessment data.

The Lapeer County Community Mental Health Full Service Board met on Thursday, March 30, 2023 in the Boardroom, 1570 Suncrest Drive, Lapeer, MI.

Present:

Mary Linn Voss
Kay Morris
Laird Kellie
Donna Shelton
Rex Ziebarth
Catherine Bostick
Brad Haggadone
Lori Curtiss
Truman Mast
Jerry Webb
Ronald Barnard

Lauren Emmons – CEO
Emma McQuillan – CFO
Brooke Sankiewicz – CCO
Mandi Brace – Executive Secretary/recorder

Absent:

Larry Smith – Financial Consultant
Tom Kohlman

Guests:

Michelle Gould-Rice – Quality Improvement Supervisor
Lisa Ruddy – Quality Improvement Coordinator
Tabitha Welch – CCBHC Project Director
Sandy Warda – Quality Improvement Specialist
Inder Abrol – Contract Management
Mary Bechill

Call to Order: The meeting was called to order by Chairperson Bostick at 5:49 p.m. The tag line was recited and roll was called.

Public Time: None.

Changes to the Agenda:

- L. Curtiss would like to add the Boardworks video schedule to Discussion Items 9.A

0323-001: Motion was made by L. Curtiss seconded by K. Morris to approve the changes to the agenda. All in favor. Motion carried unanimously.

Presentations: None.

Personnel Report:

A. Staffing Report: March 2022

Finance:

A. Expenditures List: February 2023

0323-002: Motion was made by R. Barnard seconded by B. Haggadone to approve the February 2023 Expenditures. All in favor. Motion carried unanimously.

B. Balance Sheet: February 2023

0323-003: Motion was made by M. Voss seconded by L. Curtiss to approve the February 2023 Balance Sheet. All in favor. Motion carried unanimously.

C. General Ledger (Revenue/Expenses): February 2023

0323-004: Motion was made by K. Morris seconded by L. Curtiss to approve the Budget Amendment. All in favor. Motion carried unanimously.

0323-005: Motion was made by L. Curtiss seconded by L. Kellie to approve the February 2023 General Ledger. All in favor. Motion carried unanimously.

D. Audit Committee Report: February 2023 Payroll
- For information.

Consent Agenda:

A. Full Service Board Meeting Minutes: February 2023

B. Committee of the Whole Meeting Minutes: March 2023

CW0323-001: Motion was made by R. Barnard seconded by R. Ziebarth to eliminate the Children's Services Clinical Director/Supervisor and change the title of the Adult Services Clinical Director to Chief Clinical Officer. All in favor. Motion carried unanimously.

CW0323-002: Motion was made by R. Ziebarth seconded by J. Webb to eliminate an Adult Case Management Clinical Supervisor in the Case Management Department and create a Bachelor Level Adult Case Management Supervisor. All in favor. Motion carried unanimously.

CW0323-003: Motion was made by R. Ziebarth seconded by B. Haggadone to eliminate the Children's Services Clinical Director/Supervisor in the Children's Department and create a Bachelor Level Children's Case Management Supervisor. All in favor. Motion carried unanimously.

CW0323-004: Motion was made by R. Ziebarth seconded by K. Morris to eliminate a Stepping Stone Paraprofessional and create a Stepping Stone Lead Paraprofessional. All in favor. Motion carried unanimously.

CW0323-005: Motion was made by D. Shelton seconded by R. Ziebarth to approve the purchase of the Ford Transit Van previously approved in motion #1221-010 at an increased cost of \$3,423.00 for a total cost of \$50,125.00. All in favor. Motion carried unanimously.

0323-006: Motion was made by R. Ziebarth seconded by R. Barnard to approve the Consent Agenda which includes the meeting minutes from the February 2023 Full Service Board meeting and the March Committee of the Whole meeting. All in favor. Motion carried unanimously.

Action Items:

- A. Standards Committee: Recommend approval of the policy revisions referenced in the attached minutes dated March 14, 2023
0323-007: Motion was made by K. Morris seconded by M. Voss to approve the policy revisions referenced in the attached minutes dated March 14, 2023. All in favor. Motion carried unanimously.
- B. Approve _____ dollars to support the Lapeer County Suicide Prevention Network Mental Health Month Suicide Prevention Event
0323-008: Motion was made by J. Webb seconded by R. Ziebarth to provide \$2,500.00 to support the Lapeer County Suicide Prevention Network Mental Health Month Suicide Prevention Event. All in favor. Motion carried unanimously.
- C. Approve the installation of security cameras on the exterior of the CMH Building and Harmony Hall at a cost not to exceed \$14,305.00
0323-009: Motion was made by T. Mast seconded by R. Barnard to approve the purchase and installation of security cameras on the exterior of the CMH Building and Harmony Hall with a live feed to 911 at a cost not to exceed \$15,500.00. All in favor. Motion carried unanimously.
- D. Approve Survey Monkey Invoice in the amount of \$2,700.00
0323-010: Motion was made by L. Curtiss seconded by R. Ziebarth to approve the Survey Monkey Invoice in the amount of \$2,700.00. All in favor. Motion carried unanimously.
- E. Approve the transfer of \$89,661.33, representing the second of three installments towards the annual allocation of \$268,984.00 from CMH appropriations to CMH expenditures
0323-011: Motion was made by L. Curtiss seconded by L. Kellie to approve the transfer of \$89,661.33, representing the second of three installments towards the annual allocation of \$268,984.00 from CMH appropriations to CMH expenditures. All in favor. Motion carried unanimously.
- F. Authorize LCCMH Administration to provide a \$3,000.00 retention payment utilizing Region 10 funding to each eligible staff in the LCCMH provider network including CMH county employees before September 30, 2023
0323-012: Motion was made by R. Ziebarth seconded by J. Webb to authorize LCCMH Administration to provide a \$3,000.00 retention payment utilizing Region 10 funding to each eligible staff in the LCCMH provider network including CMH county employees before September 30, 2023. All in favor. Motion carried unanimously.

Discussion Items:

- A. Boardworks video schedule: L. Curtiss provided the schedule to the board. A reminder will be added to the board agenda just before each scheduled meeting.

Region 10 Update:

- L. Curtiss reports they reviewed the QI Plan for the 1st Qtr, and also discussed the ending of the public health emergency. Region 10 will be working on creating a new Strategic Plan over the next couple months.

Committee Reports:

- A. Citizens Advisory Council: Meeting minutes attached.
 - Action: Appoint Audrey Niester and John Smith to the Citizen’s Advisory Committee
0323-013: Motion was made by K. Morris seconded by R. Ziebarth to appoint Audrey Niester and John Smith to the Citizen’s Advisory Committee. All in favor. Motion carried unanimously.
- B. Health & Safety Committee: Meeting minutes attached.
- C. Recipient Rights Advisory Committee: Meeting minutes attached.
 - Action: Appoint Matthew Demeulenaere to the Recipient Rights Advisory Committee
0323-014: Motion was made by M. Voss seconded by R. Ziebarth to appoint Matthew Demeulenaere to the Recipient Rights Advisory Committee. All in favor. Motion carried unanimously.
- D. Harmony Hall Advisory Committee: No minutes provided.
- E. Golden Arrow: Meeting minutes attached.
- F. Trauma Committee: No meeting held.

CEO Report:

- A. Monthly Report:
 - An appeal to the wage study has been filed on behalf of the HR Manager position.
 - Emma has submitted our first request for CCBHC payment and payment has already been received.
 - Bishop Kelly School is being leased out to various homeschool programming and is not available for use.
 - Some of the management team met with an agency called Life Skills who provide CLS services to discuss the possibility of them establishing a CLS program in Lapeer County.
 - The county will be hiring employees directly for this season rather than continuing with the parks program. We will be identifying past parks program participants who may be interested in the seasonal employment and helping them apply for a position.
 - The county commission has taken action to notify the state of their intent to not renew the lease of the DHHS building. The interim controller has been in contact with the state and will be discussing the option of sharing space with the children’s program until the lease is up.

Informational:

- A. Administrative Reports:
 - 1. February 21, 2023 Quality Council Meeting Minutes
 - 2. 1st Qtr FY23 Community Benefit Activities
- B. Correspondence:
 - 1. April Calendar

Reminder:

- C. Bostick reminded the board to complete the CEO evaluation if they have not done so yet.

- C. Bostick would like to thank R. Ziebarth for his service on the board as this will be his last meeting.

Adjourn: R. Ziebarth motioned to adjourn at 6:51 pm.

Respectfully submitted,

Prepared by: Mandi Brace

Mandi Brace, Executive Secretary/recorder

Approved by: Kay Morris

K. Morris, Secretary of the Board