



**FULL SERVICE BOARD**  
**January 16, 2025 / 5:30 p.m.**  
**Meeting Minutes**

The Lapeer County Community Mental Health Full Service Board met on Thursday, January 16, 2025 in the Boardroom, 1570 Suncrest Drive, Lapeer, MI.

**Present:**

Kay Morris  
Jerry Webb  
Lori Curtiss  
Donna Shelton  
Catherine Bostick  
Rex Ziebarth  
Brad Haggadone  
Cheryl Howell  
Christina Russell  
Mary Linn Voss  
Greg Wise

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

**Absent:** None.

**Guests:**

Alan Bolter, CMHAM  
Lacey Klimek, Accounting and Billing 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:** No members of the public were in attendance or spoke during public time.

**Changes to the Agenda:** None.

**Presentations:**

A. Alan Bolter, CMHAM

**Personnel Report:**

A. Staffing Report: December 2024

**Finance:**

- A. Expenditures List: December 2024  
0125-001: Motion was made by C. Russell seconded by R. Ziebarth to approve the December 2024 Expenditures. All in favor. Motion carried unanimously.
- B. General Ledger (Revenue/Expenses): November 2024  
0125-002: Motion was made by M. Voss seconded by C. Howell to approve the November 2024 General Ledger. All in favor. Motion carried unanimously.
- C. Audit Committee Report: December 2024 Payroll
  - For information.
- D. January 2025 Non-Subscription Contract List  
0125-003: Motion was made by L. Curtiss seconded by C. Howell to approve the January 2025 Non-Subscription Contract List. All in favor. Motion carried unanimously.
- E. January 2025 Region 10 Contract List  
0125-004: Motion was made by L. Curtiss seconded by J. Webb to approve the January 2025 Region 10 Contract List. All in favor. Motion carried unanimously.

**Approval of Meeting Minutes:**

- A. December 19, 2024 Full Service Board Meeting Minutes  
0125-005: Motion was made by B. Haggadone seconded by J. Webb to approve the December 19, 2024 Full Service Board 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 December 17, 2024  
0125-006: Motion was made by K. Morris seconded by L. Curtiss to approve the policy revisions referenced in the attached minutes dated December 17, 2024. All in favor. Motion carried unanimously.
- B. Transfer \$126,876.67, representing the first of the three installments toward the annual allocation of \$380,630.00 from CMH appropriations to CMH expenditure  
0125-007: Motion was made by K. Morris seconded by R. Ziebarth to transfer \$126,876.67, representing the first of the three installments toward the annual allocation of \$380,630.00 from CMH appropriations to CMH expenditure. All in favor. Motion carried unanimously.
- C. Approve the request to pay Rowe \$6,900 for topographic survey on the area north of the main building in preparation of the site of the new LCCMH building  
0125-008: Motion was made by L. Curtiss seconded by R. Ziebarth to approve the request to pay Rowe \$6,900 for topographic survey on the area north of the main building in preparation of the site of the new LCCMH building. All in favor. Motion carried unanimously.

**Discussion Items:** None.

**CEO Report:**

- The area once occupied by AICC has new paint and carpet. Still waiting for MSU extension to move their items in the lower level and 1st floor before we can split an office. John has talked to them on Tuesday and again on Friday.
- Region 10 is in the process of hiring a Corporate Compliance Manager. The OIG has approved for Jim Johnson to act as Interim.

- Grant opportunity came up for Community Based Crisis Mobile services grant offered through Egrams. The electronic application is due by Feb 11. From the press release it looks very similar to what our department already does but we could expand out efforts with the potential \$225, 000 that comes from the grant. Taylor is hoping it would help with costs for CIT. It was said they may be only awarded to agencies that are not already a CCBHC.

**CCO Report:**

- Moving forward with the CIT program and really looking at the work that needs to be done to take the next steps.
- Still have not received the results from the IDDT MiFast review. Have also requested reviews for DBT and Trauma informed care.
- Region 10 reported the agency doing well with the new UM process.
- Made some changes to the crisis services back in October. Crisis services were not previously being tracked so the numbers were not being reported correctly. We are now opening cases for all walk ins so services can be reported.

**Region 10 Update:** Meeting is scheduled for tomorrow. Will report the first meeting of February.

**Committee Reports:**

- A. Citizens Advisory Council: Meeting minutes attached.
- B. Health & Safety Committee: No meeting held in December.
- 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: Meeting minutes attached.

**Informational/Correspondence:**

- A. February Calendar

**Adjourn:** B. Haggadone motioned to adjourn at 6:42 pm.

Respectfully submitted,

Prepared by: Mandi Brace

Mandi Brace, Support Services Manager/recorder

Approved by: K. Morris

K. Morris, Secretary of the Board