



**MINUTES OF THE REGULAR MEETING
WEDNESDAY, DECEMBER 20, 2023**

The LifeWays Board of Directors met in regular session in the Board Room at the LifeWays Building, 1200 N West Avenue, Jackson, Michigan on Wednesday, December 20, 2023.

BOARD MEMBERS PRESENT: John Clark (Vice Chair), Mark Wiley (Treasurer), Carl Rice, Jr. (Secretary), Melissa Callison, Christine Carlson, Jeffrey Peterson, Kathleen Schmitt, Ray Snell, Edward Woods

BOARD MEMBERS ABSENT: Bruce Caswell (Chair), Bradley Bohner, Earl Poleski

STAFF MEMBERS PRESENT: Maribeth Leonard (Chief Executive Officer), Kenneth Berger, Latrelle Burk, Karen Cascaddan, Tyler Friend, Tenicia Hoaglin, Jon Johnston, David Lowe, Jessica Tucelli, Cassandra Watson, Joshua Williams

OTHERS PRESENT: Dave Heins

CALL TO ORDER

Vice Chair John Clark called the Board Meeting to order at 7:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was presented by Jeffrey Peterson followed by a recitation of the Pledge of Allegiance to the American Flag by audience and Board members.

RECORDING OF ATTENDANCE

The presence of all attending this meeting was recorded.

APPROVAL OF AGENDA

LW 23-24-007 - Approval of Agenda of the December 20, 2023, Regular Business Meeting

**MOTION BY JEFFREY PETERSON, SUPPORTED BY MARK WILEY, FOR APPROVAL OF THE AGENDA OF THE DECEMBER 20, 2023, REGULAR BUSINESS MEETING, AS PRESENTED.
MOTION CARRIED: 9-0**

APPROVAL OF BOARD MINUTES

LW 23-24-008 - Approval of the Minutes of the Regular Business Meeting held on

November 15, 2023

MOTION BY KATHLEEN SCHMITT, SUPPORTED BY JEFFREY PETERSON, FOR APPROVAL OF THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON NOVEMBER 15, 2023, AS PRESENTED. MOTION CARRIED: 9-0

PUBLIC COMMENTS

There were no public comments.

SPECIAL ORDER TOPIC – INFORMATION REGARDING CRISIS SERVICES FOR FIRST RESPONDERS – DAVE HEINS

Mr. Heins, a member of the Jackson community, spoke to the concerns of trauma affecting first responders. A House Bill that supports mental health services for first responders is being presented at the state legislative level. State Representative Kathy Schmaltz is driving that effort and Maribeth Leonard, Chief Executive Officer, pledged to contact Rep. Schmaltz' office to offer support and assistance.

Mr. Heins shared a copy of a note from a loved one, a former firefighter, that had asked for help with trauma but did not receive the assistance needed.

(A copy of the handout can be found in the Supplemental Minutes portion of the Board Minutes Book.)

SPECIAL ORDER TOPIC – CRISIS RESIDENTIAL SERVICES (CRU) OVERVIEW – DAVID LOWE, EXECUTIVE DIRECTOR, ACCESS AND CRISIS SERVICES

Mr. Lowe gave an overview of the CRU and answered questions from the Board.

(A copy of the presentation can be found in the Supplemental Minutes portion of the Board Minutes Book.)

APPROVAL OF CONSENT AGENDA

LW 23-24-009 - Approval of the Consent Agenda (December 20, 2023, Regular Business Meeting)

MOTION BY JEFFREY PETERSON, SUPPORTED BY KATHLEEN SCHMITT, FOR APPROVAL OF THE CONSENT AGENDA (DECEMBER 20, 2023, REGULAR BUSINESS MEETING), AS PRESENTED. MOTION CARRIED: 9-0

A. Facilities

[No action Items]

B. Program & Finance – did not meet in December

[No action Items]

C. Quality Improvement and Credentialing

1. Approval of the Quality Improvement and Credentialing Report
2. Approval of the Corporate Compliance Quarterly Report for Fiscal Year (FY) 2023 Quarter 4
3. Approval of the Corporate Compliance FY 2024 Work Plan
4. Approval of Reviewed Policies: 01-01 Board of Directors Authority, Structure, Board Organization, and Responsibility; 01-02 Board of Directors Operations; 01-03 Management Operations; 01-04 Management and Organizational Support; 01-05 Conflict of Interest Policy; 02-01 Protection of Recipient Rights; 02-02 Recipient Rights Committees; 02-03 Protection of Recipient Information; 02-04 Recipient Rights Reporting; 03-01 Accounting; 03-02 Budget; 03-03 Expenses; 03-04 Billing and Claims; 03-05 Purchasing; 03-06 Board and Staff Expenses; 03-07 Rate Setting; 03-08 Financial Reports and Audits; 06-01 Consumer Relations; 08-01 Quality Improvement Program; 08-02 Performance Management; 08-03 Quality Improvement; 08-04 Accreditation; 11-03 Maintenance and Custodial Services; 11-04 Agency Vehicle Transport Services
5. Approval of Revised Policies: 01-06 Agency Records Management; 01-07 Delegation of Authority and Succession Planning; 01-09 Whistleblower's Protection Policy; 14-04 Crisis Residential Unit
6. Approval of Reviewed Governance and Compliance Procedures: 01-01.05 Board of Directors Evaluation; 01-01.06 Board Executive Committee Role and Responsibility; 01-02.01 Policy Manual; 01-02.07 Board of Directors Risk Management Policy; 01-02.08 Board Appointment to Region 5 Entity; 01-03.01 Role and Responsibility of Executive Administration; 01-05.01 Regional Entity Board Member Conflict of Interest Guidelines; 01-05.02 LifeWays Board Member Conflict of Interest Guidelines
7. Approval of Revised Governance and Compliance Procedures: 01-01.01 Board of Directors Authority; 01-01.02 Board of Directors Membership; 01-01.03 Board of Directors Legal and Ethical Obligation; 01-01.04 Board of Directors Orientation, Education and Training; 01-02.02 Board Meetings; 01-02.03 Board Committee Meetings; 01-02.04 Board Member Reimbursement and Documentation; 01-02.05 Board

of Director Public Relations and Communications Protocol; 01-02.06 Guidelines for Appointment to LifeWays Board of Directors; 01-03.02 Leadership Team Meetings; 01-03.03 Financial Audit Services; 01-03.04 LifeWays Communication Process; 01-04.01 Policy and Procedure Management; 01-04.02 Chief Executive Officer Supports; 01-06.02 Freedom of Information Act (FOIA) Requests; 01-07.01 Organizational Chart and Succession Planning; 01-07.02 Executive and Director Level Delegation of Authority; 01-07.03 Processing and Signing Legal Documents; 01-08.03 Investigating Reports of Suspected Non-Compliance; 01-09.01 Whistleblower's Protections Process

8. Approval of 2024 Board Committee Meetings Calendar Version 2
9. Approval of 2024 Board Meetings Calendar Version 2

APPOINTED COMMITTEE REPORTS

- **LIFEWAYS BOARD EXECUTIVE COMMITTEE**
- **MID-STATE HEALTH NETWORK (MSHN) BOARD**
- **MSHN SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD**

Board Member Edward Woods will provide the full recent report on PA2 funds via email, which will be distributed to the full board. A copy will be included in the Supplemental Minutes portion of the Board Minutes Book.

- **NATIONAL COUNCIL FOR MENTAL WELLBEING BOARD**

Mr. Woods will provide further information via email about an upcoming conference for federal lawmakers. The conference will center on medication assisted treatment and laws surrounding such (i.e., primary care physicians legally providing such treatment). A copy of the email will be distributed to the full board. A copy will be included in the Supplemental Minutes portion of the Board Minutes Book.

- **COMMUNITY MENTAL HEALTH ASSOCIATION**

BOARD OF DIRECTORS

LEGISLATIVE AND POLICY

CONTRACT AND FINANCIAL ISSUES

Board Member Melissa Callison will provide further information via email, which will be distributed to the full board. A copy will be included in the Supplemental Minutes portion of the Board Minutes Book.

- MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (MDHHS) OFFICE OF RECIPIENT RIGHTS ADVISORY COMMITTEE
- LIFEWAYS MENTAL HEALTH IN SCHOOLS ADVISORY COMMITTEE
- LIFEWAYS RECIPIENT RIGHTS ADVISORY COMMITTEE
- LIFEWAYS SELF-DETERMINATION ADVISORY COMMITTEE
- POLICIES, PROCEDURES & FORMS COMMITTEE

NEW BUSINESS

There was no new business.

REPORTS

- CHIEF EXECUTIVE OFFICER (CEO)

Ms. Leonard presented service appreciation certificates to the following board members that were unable to attend the Annual Board and Staff Appreciation Event: John Clark, Christine Carlson, Jeffery Peterson, and Edward Woods. Ms. Leonard also presented Vice Chair Clark with a five-year pin for his years of service to the board. Thank you to the entire board for the work done in the past year.

Ms. Leonard reiterated commitment to finding solutions to assist first responders in dealing with trauma. Mr. Woods stated that, if provided with the number of first responders within Jackson and Hillsdale counties, he will work on arranging free Mental Health First Aid training through the National Council for Mental Wellbeing's Rural Initiative.

Ms. Leonard then briefly highlighted the communications provided in the Board Folder and gave an overview of the CEO Report.

(Copies of the Board Folder contents and the CEO Report can be found in the Supplemental Minutes portion of the Board Minutes Book.)

- BOARD CHAIR

Vice Chair Clark, on behalf of Chair Bruce Caswell, appointed the Ad Hoc Nominating Committee: Christine Carlson, Mark Wiley, and Earl Poleski as Committee Chair. The Committee will meet in early January and provide their officer nominations through the Governance office one week prior to the January board meeting. Officers will be voted upon at the January board meeting.

Thank you to all board members for their dedication and service.

Mr. Clark presented the CEO a gift from the Board along with appreciation for her service

for the last year.

- **MEMBER COMMENTS**

Board members were invited to give general remarks. Of note:

- The Jackson Board of County Commissioners will be working diligently to pass a millage to build a new county jail. Extended mental health services are planned to be provided at the new facility.
- The Better Mental Health Care, Lower Drug Costs, and Extender Act is moving through the U.S. Senate Finance Committee. This act provides Medicare incentives for behavioral healthcare integration with primary care.
- The National Council for Mental Wellbeing is advocating at a federal level for funding for the Farm and Ranch Stress Assistance Network (FRSAN) Program. Among other issues unique to rural areas, this program works to improve behavioral health awareness among farmers and ranchers.
- Best wishes to those dealing with health issues and other concerns.
- Thank you to People & Culture for all their hard work on the Annual Board and Staff Event; it was a special evening.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

There being no further business to come before the Board, Vice Chair Clark adjourned the meeting at 8:11 p.m.

Carl Rice, Jr., Secretary