



**MINUTES OF THE REGULAR MEETING  
WEDNESDAY, JUNE 21, 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, June 21, 2023.

**BOARD MEMBERS PRESENT:** Bruce Caswell (Chair), John Clark (Vice Chair), Mark Wiley (Treasurer), Carl Rice, Jr. (Secretary), Christine Carlson via Zoom, Jeffrey Peterson, Earl Poleski, Kathleen Schmitt, Ray Snell, Edward Woods

**BOARD MEMBERS ABSENT:** Bradley Bohner, Melissa Callison

**STAFF MEMBERS PRESENT:** Maribeth Leonard (Chief Executive Officer), Latrelle Burk, Karen Cascaddan, Shannan Clevenger, Michael Cupp, Tyler Friend, Ashlee Griffes, Tenicia Hoaglin, Jon Johnston, David Lowe, Alexis Shapiro, Wade Stitt, Cassandra Watson

**OTHERS PRESENT:** Bethany Stutzman

**CALL TO ORDER**

Chair Caswell called the Board Meeting to order at 7:00 p.m.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

The Invocation was presented by John Clark 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 (note: Board Member Carlson was noted as present; however, due to Open Meetings Act restrictions, Ms. Carlson was ineligible to vote on action items).

**APPROVAL OF BOARD AGENDA**

**LW 22-23-040 - Approval of Agenda of the June 21, 2023, Regular Business Meeting**

**MOTION BY MARK WILEY, SUPPORTED BY EDWARD WOODS, TO AMEND THE AGENDA TO INCLUDE A STATUS UPDATE ON THE HILLSDALE OFFICE UNDER NEW BUSINESS.  
MOTION CARRIED: 9-0**

**MOTION BY JEFFREY PETERSON, SUPPORTED BY RAY SNELL, FOR APPROVAL OF THE AGENDA OF THE JUNE 21, 2023, REGULAR BUSINESS MEETING, AS AMENDED.**

MOTION CARRIED: 9-0

APPROVAL OF BOARD MINUTES

LW 22-23-041 - Approval of the Minutes of the Regular Business Meeting held on  
May 17, 2023

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MOTION BY KATHLEEN SCHMITT, SUPPORTED BY CARL RICE, JR., FOR APPROVAL OF  
THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON MAY 17, 2023, AS  
PRESENTED. MOTION CARRIED: 9-0

CEO COMMUNICATIONS

Maribeth Leonard, Chief Executive Officer, briefly highlighted the communications  
provided in the Board Folder.

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

PUBLIC COMMENT

There were no public comments.

SPECIAL ORDER TOPIC – ALICE IN THE CROSSCURRENTS: COVID AND FINANCIAL HARDSHIP  
IN JACKSON COUNTY, MI – 2023 REPORT - BETHANY STUTZMAN, SENIOR DIRECTOR OF  
COMMUNITY IMPACT/JACKSON SITE LEADER, UNITED WAY OF SOUTH-CENTRAL MICHIGAN

Ms. Stutzman gave an overview of the most recent ALICE (Asset Limited, Income  
Constrained, Employed) report for Jackson County. The report included a limited amount  
of data for Hillsdale County.

(A copy of the report can be found in the Supplemental Minutes portion of the Board  
Minutes book.)

APPROVAL OF CONSENT AGENDA

LW 22-23-042 - Approval of the Consent Agenda (June 21, 2023, Regular Business  
Meeting)

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MOTION BY MARK WILEY, SUPPORTED BY RAY SNELL, FOR APPROVAL OF THE  
CONSENT AGENDA (JUNE 21, 2023, REGULAR BUSINESS MEETING), AS PRESENTED.  
MOTION CARRIED: 9-0

**A. Facilities**

[No action Items]

**B. Program & Finance**

1. Approval to Accept Finance Report – March 2023
2. Approval to Accept Expenses Report – March 2023
3. Approval to Accept Finance Report – April 2023
4. Approval to Accept Expenses Report – April 2023
5. Approval to Close the Team PERKS Checking and Savings Accounts at American 1 Credit Union and Open New Account(s) for Team PERKS with PNC Bank to House the Team PERKS Funds

**C. Quality Improvement and Credentialing**

6. Approval of the Quality Improvement and Credentialing Report – May 2023
7. Approval of the Corporate Compliance Report for Fiscal Year 2023 Quarter 2
8. Approval of the Corporate Compliance Work Plan Report thru May 30, 2023
9. Approval of Board Resolution #0045 Opposing Currently Proposed Structural Strategies for Compliance with the Federal Conflict-Free Access and Planning Rules
10. Approval of Board Resolution #0046 to Declare June 30, 2023, Teresa “Tee” Smith Day
11. Approval of Consumer Advisory Council Applicant Christina Gawlik
12. Approval of Reviewed Policies: 13-02 Access Screening; 13-03 Substance Use Disorder (SUD) Screenings; 13-05 Autism Screen; 14-06 Crisis Intervention; 16-03 Outpatient Therapy
13. Approval of Revised Policy: 14-04 Crisis Residential Unit (CRU)
14. Approval of Deleted Policy: 16-02 Supports Coordination
15. Approval of Amendment #9 to Employment Contract between LifeWays and Maribeth Leonard

**APPOINTED COMMITTEE REPORTS**

- **LIFEWAYS BOARD EXECUTIVE COMMITTEE**

- MID-STATE HEALTH NETWORK (MSHN) BOARD
- MSHN SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD
- NATIONAL COUNCIL FOR MENTAL WELLBEING BOARD
- COMMUNITY MENTAL HEALTH ASSOCIATION

BOARD OF DIRECTORS

LEGISLATIVE AND POLICY

- MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (MDHHS) OFFICE OF RECIPIENT RIGHTS ADVISORY COMMITTEE
- LIFEWAYS DIVERSITY, EQUITY, AND INCLUSION AD HOC COMMITTEE
- LIFEWAYS MENTAL HEALTH IN SCHOOLS ADVISORY COMMITTEE
- LIFEWAYS RECIPIENT RIGHTS ADVISORY COMMITTEE
- LIFEWAYS SELF-DETERMINATION ADVISORY COMMITTEE

NEW BUSINESS

Mr. Wiley and Ms. Leonard gave an update on the available office space in Hillsdale that potentially meets LifeWays' needs. Discussion ensued about the details involved in a possible purchase as well as the renovation of the property located on Carleton Road.

MOTION BY MARK WILEY, SUPPORTED BY EDWARD WOODS, FOR APPROVAL TO AUTHORIZE THE CEO TO GO FORWARD WITH AN OFFER ON THE CARLETON ROAD PROPERTY IN HILLSDALE CONTINGENT ON BOARD APPROVAL AND OBTAINING FINANCING, AS PRESENTED.

After additional discussion, it was determined that this issue is best to be further researched and presented to the Facilities Committee, which will bring its findings to the full board. The following items will be completed over the coming weeks: a comparative purchase analysis will be undertaken by Board Member Snell; build-out estimates will be obtained from the architect, Covalle Group Architects; an analysis of options relative to financing the project will be done; and a study will be completed to determine if renting space is a better option.

MOTION WITHDRAWN BY MARK WILEY, SUPPORTED BY EDWARD WOODS, FOR APPROVAL TO AUTHORIZE THE CEO TO GO FORWARD WITH AN OFFER ON THE CARLETON ROAD PROPERTY IN HILLSDALE CONTINGENT ON BOARD APPROVAL AND OBTAINING FINANCING.

## REPORTS

- CHIEF EXECUTIVE OFFICER (CEO)

Ms. Leonard gave an overview of the CEO report.

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

- BOARD CHAIR

Chair Caswell gave authority to the Facilities Committee to meet up to three times per month going forward until the Hillsdale office space situation is resolved.

Karen Cascaddan, Executive Director of Governance, will provide details on meeting options to the Facilities Committee and an updated meeting calendar will be provided to all board members.

- MEMBER COMMENTS

- Mr. Wiley – Gave a summary of the Opioid Settlement Funds Committee that was newly appointed by the Hillsdale Board of County Commissioners. Also, he spoke to his attendance at the Mental Health First Aid training recently held by LifeWays in Hillsdale County.
- Ms. Schmitt – No comment.
- Mr. Poleski – Would like to be kept apprised of the outcome of Board Resolution #0045 [Opposing Currently Proposed Structural Strategies for Compliance with the Federal Conflict-Free Access and Planning Rules] and the topic in general.
- Ms. Carlson – No comment.
- Mr. Peterson – Congratulations to Ed Woods [on his appointment as Chair of the National Council for Wellbeing Board of Directors].
- Mr. Clark – Ditto.
- Dr. Rice – Same thing.
- Mr. Snell – Congratulations!
- Mr. Woods – Thank you all for the congratulations, they are appreciated. It's a humbling experience and I will work hard. I promise to find more business-like attire to wear so I don't end up embarrassing you all.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

There being no further business to come before the Board, Chair Caswell adjourned the meeting at 8:23 p.m.

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Carl Rice, Jr., Secretary