

**MICHIGAN PROTECTION & ADVOCACY SERVICE, INC.  
BOARD OF DIRECTOR'S MEETING**

**State Capitol  
Room 161  
Lansing, MI 48933**

**February 25, 2020 1:30 p.m.  
Meeting Minutes**

**Present:** Board members: John McCulloch, Mark Stephenson, Selena Schmidt, Melody Arabo, Davin Hemmila, Jane Shank, Paul Palmer  
By phone – Hansen Clarke, Pam Bellamy, Alethea Brinkerhoff

**Absent:** Tom Landry, Mark Wiedelman

**Staff**

**Present:** Michelle Roberts, Michele Brand, Mark McWilliams, Kyle Williams, Elham Jahshan, Theresa Diebolt, Sara Koroniotis  
By phone - Kris Keranen

**Call Meeting to Order**

President John McCulloch called the meeting to order at 1:29 p.m.

**Introductions**

**Approval of Agenda**

Mr. McCulloch stated the first order of business was to approve the Agenda. Board members were asked if there were any additions or corrections, and there were none.

**MOTION:** A motion to approve the agenda was made by Selena Schmidt and supported by Mark Stephenson. A vote was taken.

Motion carried.

**Approval of Minutes**

Mr. McCulloch stated the next order of business was to approve the minutes from the Board's previous regular meeting held on December 3, 2019. Board members were asked if there were any questions, concerns, or correction; there were none.

**MOTION:** A motion to approve the minutes was made by Paul Palmer and supported by Selena Schmidt. A vote was taken.

Motion carried.

### **President's Report**

Mr. McCulloch stated a written resignation was received from Doug Olsen and asked for a motion to accept his resignation.

**MOTION:** A motion to approve the Doug Olsen's resignation was made by Jane Shank and supported by Selena Schmidt. A vote was taken.

Motion carried.

Mr. McCulloch further stated there is a vacancy on the audit committee and as President, he recommended and appointed Mark Wiedelman as Chair of the Audit Committee.

Next, Mr. McCulloch thanked the board members who read all the essays and voted on the top three and what a challenging task that is, and he was pleased to introduce the winners of the annual Ernie Reynolds essay contest.

3<sup>rd</sup> place went to Patrick Simons;  
2<sup>nd</sup> place went to Ivan Gutierrez; and  
1<sup>st</sup> place went to Chris Warber.

Winners were presented with a certificate and a check for sharing their stories.

Next, Mr. McCulloch referred to the copy of the updated board manual and bylaws that were approved by the board at the last meeting and asked if there were any questions or additional comments. Once the rebranding of the organization is final, the manual and bylaws will be updated to reflect the new name.

Mr. McCulloch and Ms. Roberts discussed the CEO and Board Leadership conference they attended and shared some of the topics and ideas that were presented. Discussion was had regarding forming work groups, maybe smaller committees and having a board retreat were a few of the things mentioned.

Thank you to Representative Calley for allowing us to reserve Room 161 at the State Capitol for our meetings and unfortunately, she was unable to attend the meeting.

### **Executive Director and Staff Reports**

Executive Director Michelle Roberts referred to her written report and highlighted a few items in her report.

She then brought up the operating procedures of the PAIMI Advisory Council stated she revised them, and a discussion was held regarding the updated Operating Procedures for the Michigan Protection and Advocacy Service, Inc. Protection and Advocacy for Individuals with Mental Illness (PAIMI) Advisory Council and a handout was distributed to members. Ms. Roberts also stated if anyone is interested in being a member of our PAIMI Council, please contact our Lansing office for an application.

Mr. McCulloch asked for a motion to accept the updated Operating Procedures and include them in the board manual.

**MOTION:** A motion to accept and approve the updated Operating Procedures was made by Selena Schmidt and supported by Paul Palmer. A vote was taken.

Motion carried.

Ms. Roberts wanted to share that MPAS received a \$3,000 award from Allegra Printing and then turned it over to the Directors for their reports.

Kyle Williams reported on the legal team stating that going forward they are looking at how they can benefit from the successes they have already had. They are meeting with MDOC regularly to discuss resolutions to the issues that people with disabilities are having in prison in Michigan.

Kris Keranen reported on the Education Team referring to the handout and stressed how important the education work is.

Elham Jahshan reported on the Employment Team referring to the handout and gave a brief update on the work her team has been doing.

Sara Koroniotis reported on the Rep Payee team referring to the handout and gave a brief update.

Mark McWilliams reported on the Public Policy and Media Relations team and asked if anyone had any follow-ups after speaking with folks at the legislative event to please share them with him.

Michele Brand gave an update on office administration, human resources, information technology, and finance. She stated that we have construction going on, moving offices around, hiring and we are extending our IT and getting some new and updated equipment so we can work more efficiently.

**MOTION:** A motion to receive and file the Executive Director's and staff reports was made by Jane Shank and supported by Selena Schmidt. A vote was taken.

Motion carried.

## **Audit Committee**

Michele Brand distributed handouts for the audit report and mentioned the 990 report and stated it will be distributed soon.

**MOTION:** A motion to receive and accept the Audit Committee report was made by Jane Shank and supported by Mark Stephenson. A vote was taken.

Motion carried.

## **Public Comment**

Marie Jackson made a comment asking that a small stipend be given to PAIMI Advisory Council members in addition to mileage.

## **PAIMI Advisory Council Report**

PAIMI Advisory Council report was given by Acting Chair, Selena Schmidt, who talked about discussions from the last council meeting including ways to promote new membership.

**MOTION:** A motion to approve the PAIMI Advisory Council report was made by Jane Shank and supported by Selena Schmidt. A vote was taken.

Motion carried.

## **Committee Reports**

### 1. Budget & Finance Committee – Mr. Mark Stephenson/Ms. Michele Brand

Mr. Stephenson referred to the financial statements and stated we were only .04% under budget. He also discussed the purchase of the building in December and stated insurance was over because it is paid in advance.

**MOTION:** A motion to receive and file the Budget & Finance Committee report was made by Mark Stephenson and supported by Davin Hemmila. A vote was taken.

Motion carried.

### 2. Public Policy Committee – Mr. Hansen Clarke/Mr. Mark McWilliams

Mr. Clarke gave an overview of the proposal from the Director of the Department of Health and Human Services for Specialty Integrated Plans (SEPS), and a discussion ensued.

## **Old Business**

Old business – none

**New Business**

Please mark your calendars with future meeting dates.

**XIII. Executive Session**

No Executive Session.

Meeting was adjourned at 3:49 p.m.

Minutes prepared by: \_\_\_\_\_  
Theresa Diebolt, Executive Assistant

Minutes approved by: \_\_\_\_\_  
Paul Palmer, Secretary

**Next Meetings  
(Please mark your calendars  
and note the change in location)**

**Tuesday, May 12, 2020 (Kellogg Center in East Lansing)  
Tuesday, September 8, 2020 (MPHI)  
Tuesday, December 15, 2020 (MPHI)**