

MEETING MINUTES

FULL BOARD

JULY 31, 2012

MEMBERS PRESENT:	<input checked="" type="checkbox"/> J. AUBRY	<input checked="" type="checkbox"/> J. PFEFFER
	<input type="checkbox"/> L. BERRY-BOBOVSKI – COMM. CHAIR	<input checked="" type="checkbox"/> J. PLAS
	<input checked="" type="checkbox"/> B. COX	<input checked="" type="checkbox"/> G. ROE — BOARD VICE CHAIR
	<input checked="" type="checkbox"/> R. GARBER – BOARD CHAIR	<input type="checkbox"/> OPEN SEAT (VACATED BY B. SAUM)
	<input type="checkbox"/> M. KOZAK	<input checked="" type="checkbox"/> S. SLATON - Board Secretary
	<input checked="" type="checkbox"/> R. MURRAY	<input checked="" type="checkbox"/> B. SPALDING
MEMBER(S) ABSENT:	L. BERRY-BOBOVSKI, M. KOZAK, OPEN SEAT	
OTHERS PRESENT	M. MILLER R. MARHOFER	D. RICHARDSON - LINDHOUT & ASSOCIATES

1. **CALL TO ORDER:** Meeting called to order by: **R. Garber** at **6:05 PM**.

2. **APPROVAL OF AGENDA:** **AGENDA DATED JULY 31, 2012**

<input checked="" type="checkbox"/> MOTION TO APPROVE THE AGENDA, AS PRESENTED.
<input type="checkbox"/> MOTION TO APPROVE THE AGENDA, AS MODIFIED:
Moved BY: J. Plas / SECONDED BY: B. Murray
<input checked="" type="checkbox"/> MOTION PASSED 9 / 9
<input type="checkbox"/> MOTION FAILED /

3. **CALL TO THE PUBLIC:** **None.**

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED JULY 26, 2012**

<input checked="" type="checkbox"/> MOTION TO APPROVE THE MINUTES, AS PRESENTED.
<input type="checkbox"/> MOTION TO APPROVE THE MINUTES, AS MODIFIED:
Moved BY: B. Cox / SECONDED BY: J. Aubry
<input checked="" type="checkbox"/> MOTION PASSED 9 / 9
<input type="checkbox"/> MOTION FAILED /

5. **BOARD ADMINISTRATION:** **None** **Item(s) Noted Below**

- a) Per-Diem For Special Meetings / Functions: None Items Noted Below
 - Insert Per-Diem Info Here
- b) Event Announcement(s): None Item(s) Noted Below

- Move to 622 E. Grand River scheduled for 08/13/12. all future meetings at new facility

c) 622 BUILDING - CONTINGENCY BUDGET OVERVIEW INCLUDING EAST RAMP / BY DAVE RICHARDSON OF LINDHOUT & ASSOCIATES

Discussion was held.

Moved by: B. Cox / Seconded by: B. Murray

Motion to approve an amendment to the 622 E. Grand River, Howell, construction project, contingency line item budget with A.Z. Shmina for an additional \$35,000 with a Guaranteed Maximum Price revised from \$978,085 to a not to exceed figure of \$1,013,085. Effective 07/31/12.

MOTION PASSED 8 / 1- ABSTAINED / J. PLAS

MOTION FAILED /

d) 622 Building - Open House / Scheduled for Thursday , September 27th beginning at 4:00 pm through 7:00 pm at the 622 Building / Board Room located on lower level.

e) PIHP Functions Board

6. CONSENT AGENDA:

Removal of item(s) from the Consent Agenda: None Items Noted Below

CONSENT AGENDA APPROVAL

Discussion was held.

Moved by: B. Cox / Seconded by: J. Pfeffer

Motion to accept and approve the consent agenda, as presented. (Items referenced below).

MOTION PASSED 9 / 9

MOTION FAILED /

a) NAMI OF LIVINGSTON / LOCAL DONATION (REF. W&M AG. #: 4)

Motion to approve a donation to the local NAMI (located within Livingston County) in the amount of \$150.

Insert Additional Info if Needed

b) DOREEN CSOKASY, LLP - RENEWAL OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 5)

Motion to approve the re-credentialing of Doreen Csokasy, LLP, as follows:

Term: June 2012 through June 2014

Discipline: Licensed/Limited Licensed Psychologist

Population: Children W/Developmental Disability, Adults W/Developmental Disability, Children W/Serious Emotional Disturbance, Adults W/Serious and Persistent Mental Illness, Co-Occurring Disorders; Substance Abuse and Mental Illness

Clinical Responsibilities: Mental Health Assessment, Treatment Planning, Individual Therapy, Group Therapy, Family Therapy, Psychological Testing

c) FRANK COLLIGAN, MD - RENEWAL OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 6)

Motion to approve the re-credentialing of Frank Colligan, MD, as follows:

Term: June 2012 through June 2014

Discipline: Psychiatrist

Population: Children W/Developmental Disability, Adults W/Developmental Disability, Adults W/Serious and Persistent Mental Illness, Older Adults W/Serious Persistent Mental Illness, Co-Occurring Disorders; Substance Abuse and Mental Illness

Clinical Responsibilities: Psychiatric Evaluation, Medication Review, Treatment Planning, Medication Administration, Crisis Intervention/Hospital Screening

d) LYNN STROUP, OT - RENEWAL OF CLINICAL RESPONSIBILITIES CREDENTIALING (REF. W&M AG. #: 7)

Motion to approve the re-credentialing of Lynn Stroup, OT, as follows:

Term: July 2012 through July 2014

Discipline: Occupational Therapist

Population: Children w/developmental disability, Adults w/developmental disability, Adults w/serious and persistent mental illness, OBRA-individuals w/mental illness, OBRA-individuals w/developmental disability

Clinical Responsibilities: Occupational Therapy, Treatment Planning, Occupational Therapy Treatment.

e) OUT-OF-STATE TRAVEL APPROVAL (SOAR PROGRAM - A. BOWMAN) (REF. W&M AG. #: 8)

Motion to approve Amy Bowman, the SOAR Program Case Manager, to travel out of state for a conference to be a presenter at The Resources for Treatment and Recovery: Enhancing Healthy Lives, Homes and Communities 2012 SAMSHA's Homeless Programs Annual Grantee Conference on August 1-2, 2012 in Washington, D.C. The National SOAR Committee is funding all travel, conference and food costs for Ms. Bowman and she would use a personal housing option in that area at no cost. As a result, there is no cost to CMH for this honor except for her work time on the conference days.

f) CONTRACT MANAGER POSITION & JOB DESCRIPTION CHANGE TO LC-14 (REF. W&M AG. #: 9)

Motion to approve the LC-14 Contract Manager position change and job description that incorporates the Committee's proposed changes to the job description as discussed.

This motion changes the position from a LC15 position to a LC14 position. (Reference 06/24/12 Minutes for the LC15 position).

g) MI-A - ARS PEER SUPPORT SPECIALIST PROMOTION (M. RELLINGER FROM LC-4 TO LC-6) (REF. W&M AG. #: 10)

Motion to approve the promotion request for Meagan Rellinger from LC-4 Peer Specialist 1, to LC-6 Peer Specialist II, effective 07/22/12.

h) GREENVILLE ACRES ADULT CARE HOME, INC. / CONTRACT (PLACEMENTS OF: #52498 AND #42783) (REF. W&M AG. #: 11)

Motion to approve a contract with Greenville Acres Adult Care Home, Inc. for the placement of consumers #52498 and #42783 at the daily rate of \$35.10 with effective dates as presented.

i) MAPLEWOOD LEASING - LEASE RENEWALS (NORTON RD. AND GOLF CLUB HOME) (REF. W&M AG. #: 12)

Motion to approve the renewal of the following group home leases with Maplewood Leasing, Inc. for one year with four one year options to renew as follows: 1) Norton Road Group Home \$1,753 per month, 2) Golf Club Group Home \$2,650. per month. Renewals to include reimbursement of property tax and hazard insurance. Effective 10/01/12.

j) TAYLOR MOVING & STORAGE - AGREEMENT (MOVE TO 622 E. GRAND RIVER FACILITY) (REF. W&M AG. #: 13)

Motion to approve purchasing the services of Taylor Rental and Storage for the move(s) from 3760 Cleary Drive and 2280 E. Grand River buildings to the new 622 CMH Administration and Children's Program facility, as presented.

k) 622 BUILDING - CONTRACT WITH CALL ONE / PRI CIRCUIT (REF. W&M AG. #: 14)

Motion to approve a contract with Call One for a PRI circuit for the 622 building at a rate of \$330/month, with long distance rates of 0.025/minute Interstate and 0.04/minute Intrastate for a period of 36 months with installation charges waived.

l) 622 BUILDING - PERS CABLING (ADVANCED ELECTRONICS) (REF. W&M AG. #: 15)

Motion to approve a contract with Advanced Electronics to run all cabling associated with the PERS program, to install our existing rack at 622, to install all raceway material and cable management, to install new patch panels, to provide all cabling (including that needed to connect patch panel drops to switch ports), to run cable from the telco equipment to the PERS area and from our network to the PERS area and to install mounts for all phones as described by the PERS coordinator at a cost of \$9969.00

m) 2280 BUILDING - PHONE SYSTEM (REF. W&M AG. #: 16)

Motion to approve the proposal as presented to work with CDW to upgrade the phone system at the Main Building to a modern one, using Avaya equipment that can interface with the new 622 Building equipment for point-to-point calling and unified voicemail for an additional cost of \$5500.

n) MI WORKS! FY12 & FY13 SC-11-02-ES MODIFICATION #2 (07.01.12 - 06.30.13) (REF. W&M AG. #: 20)

Motion to approve the Employment Services Contract, (Michigan Works! #SC-11-02-ES) Modification 1 between the County of Livingston and LCCMHA, as presented. 07/01/12 through 06/30/13.

o) 2012 LCCMHA BOARD SCHEDULE (REF. W&M AG. #: 21)

Motion to approve the following changes to the 2012 LCCMHA Board Meeting Schedule: 1) Beginning 08/21/2012, all Board & Committee meetings will be held at the new CMH Administrative / Children's facility located at 622 E. Grand River Avenue, Howell in the lower level, Board/Training Room. 2) RRAC's November 13th, 2012 meeting time will change from 6:00 pm, to 5:30 pm. and will be held at the new 622 E. Grand River facility.

7. EXECUTIVE DIRECTOR'S REPORT:

- a) Delegated Contract Approach July, 2012 Report / Informational
- b) MDCH - FY10 Compliance Exam Findings / Management Decision / Informational

c) HOMELIFE - CONTRACT AMENDMENT #2 / PLACEMENT OF #47348

Discussion was held.

Moved BY: J. Aubry / SECONDED BY: G. Roe

Motion to approve approve Contract Amendment No. 2 with Homelife Inc. for the placement of consumer #47348 at a per diem rate of \$233 as presented. Effective 07/23/12.

MOTION PASSED 9 / 9

MOTION FAILED /

d) GENOA HEALTHCARE - CONTRACT

Discussion was held.

Moved BY: S. Slaton / SECONDED BY: G. Roe

Motion to approve a purchase service contract with Genoa Healthcare for pharmacy products and services as follows: 1) Patient Assistance Program, 2) Injectable Medications, as presented.

MOTION PASSED 9 / 9

MOTION FAILED /

8. COMMITTEE OF THE WHOLE – MOTION RECOMMENDATIONS:

a) LINDHOUT & ASSOCIATES - EAST COUNTY COMPLEX 2280 CMH BUILDING / REMODEL

Moved BY: J. Pfeffer / SECONDED BY: G. Roe

Motion to approve the Professional Services Agreement between LCCMHA and Lindhout & Associates for professional design, engineering and construction administration services for the renovation of 2280 E. Grand River CMH facility, as presented.

MOTION PASSED 9 / 9

MOTION FAILED /

b) 622 BUILDING - CONTRACT WITH LAURIE BALL FOR JANITORIAL SERVICES

Moved BY: J. Pfeffer / SECONDED BY: J. Plas

Motion to approve a contract with Laurie Ball for janitorial services at the 622 E. Grand River Ave., Howell, at \$2,250 per month. Contract to begin on 08/14/12 (or the day after we move in) and end on 09/30/14.

MOTION PASSED 09 / 09

MOTION FAILED /

c) 622 BUILDING - A.Z. SHMINA CONTRACT CONTINGENCY BUDGET

See Item # 5-c above

d) 622 BUILDING - CMH PROJECT ITEMS

Moved by: J. Pfeffer / Seconded by: J. Aubry

Motion to approve the 622 Building, CMH Project List as follows: 1) landscaping services with Landscape Design reference quote dated 07/28/12 - Estimate #310, in the amount of \$12,988.50, 2) purchase of window blinds from Sheer Shop for an amount not to exceed, \$8,500, 3) purchase painting services for miscellaneous interior and exterior projects for an amount not to exceed \$12,225.00, as presented.

MOTION PASSED 8 / 1 - ABSTAINED / B. COX

MOTION FAILED /

The Minutes of the Junly 21, 2012, meeting of Ways & Means Committee were presented for review.

9. BOARD AFFILIATION (CMHPSM): None **Item(s) Noted Below**

- a) Event Announcement(s): None Items Noted Below
 - Affiliation Comiitee Meeting Date: 08/08/12. Alternate: G. Roe
- b) Affiliation 07/11/12 Draft Minutes
- c) April RFSR Summary and YTD through April Financial Status Report

10. MACMH BOARD ASSOCIATION: None **Item(s) Noted Below**

11. BOARD CORRESPONDENCE: None **Item(s) Noted Below**

- a) Peer Support Specialist of LCCMHA - Appreciation
- b) The Connection Youth Services – Sponsor Ticket 08/24/12
- c) Donation from Mr. and Mrs. Burton Hendricks

12. NEW BUSINESS: None **Item(s) Noted Below**

13. OLD BUSINESS: None **Item(s) Noted Below**

- a) Parking Lot Items:
 - ATT Cloud / pay-as-you-go synaptic storage
 - Electronic Transfer of Board Packets & Minutes -Request by S.Slaton 01/10

14. CALL TO THE PUBLIC : **No Response**

15. ADJOURNMENT: THE MEETING ADJOURNED AT 7:55 PM

RESPECTFULLY SUBMITTED:

APPROVED BY:

Rainey Marhofer
RECORDING SECRETARY

Sharon Slaton
BOARD SECRETARY

Date