

MEETING MINUTES

FULL BOARD

SEPTEMBER 25, 2012

MEMBERS PRESENT:	<input checked="" type="checkbox"/> J. AUBRY	<input checked="" type="checkbox"/> R. MURRAY
	<input checked="" type="checkbox"/> L. BERRY-BOBOVSKI – COMM. CHAIR	<input checked="" type="checkbox"/> J. PFEFFER
	<input type="checkbox"/> L. CARROLL	<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 checked="" type="checkbox"/> S. SLATON - Board Secretary
	<input checked="" type="checkbox"/> M. KOZAK	<input checked="" type="checkbox"/> B. SPALDING
MEMBER(S) ABSENT:	L. CARROLL	
OTHERS PRESENT	M. MILLER R. MARHOFER	

1. **CALL TO ORDER:** Meeting called to order by: **R. Garber** at **6:04 PM**.

2. **APPROVAL OF AGENDA:** **AGENDA DATED SEPTEMBER 25, 2012**

<input checked="" type="checkbox"/> MOTION TO APPROVE THE AGENDA, AS PRESENTED.
<input type="checkbox"/> MOTION TO APPROVE THE AGENDA, AS MODIFIED:
MOVED BY: G. Roe / SECONDED BY: J. Aubry
<input checked="" type="checkbox"/> MOTION PASSED 11 / 11
<input type="checkbox"/> MOTION FAILED /

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

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED AUGUST 28, 2012**

<input checked="" type="checkbox"/> MOTION TO APPROVE THE MINUTES, AS PRESENTED.
<input type="checkbox"/> MOTION TO APPROVE THE MINUTES, AS MODIFIED:
MOVED BY: S. Slaton / SECONDED BY: B. Spalding
<input checked="" type="checkbox"/> MOTION PASSED 11 / 11
<input type="checkbox"/> MOTION FAILED /

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

- a) Per-Diem For Special Meetings / Functions: None Items Noted Below
 - MACMHB Fall Conference - Traverse City
- b) Event Announcement(s): None Item(s) Noted Below
 - 622 Building - Open House / September 27th 4:00 - 7:00 pm

- Direct Support - Provider Appreciation Annual Event October 4th

c) **DEPUTY DIRECTOR JOB DESCRIPTION - NEW**

Discussion was held.

Moved BY: S. Slaton / SECONDED BY: J. Aubry

Motion to approve the new job description titled Deputy Director for a short term period with job description / position to expire effective 12/21/12.

MOTION PASSED 11 / 11

MOTION FAILED /

-
- d) Executive Director Search Committee - Update

6. CONSENT AGENDA:

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

CONSENT AGENDA APPROVAL

Discussion was held.

Moved BY: J. Plas / SECONDED BY: M. Kozak

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

MOTION PASSED 11 / 11

MOTION FAILED /

a) **KELLY GOWRYLUK, S&L (JUSKO MORE) - APPOINTMENT OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 5)**

Motion to approve the credentialing of Kelly Gowryluk, S&L Pathologist, as follows:

Term: September 2012 through September 2014

Discipline: Speech/Language Pathologist

Population: Children w/developmental disability, Adults w/developmental disability

Clinical Responsibilities: Speech/Language Treatment, Treatment Planning, Speech/Language Treatment

b) **CHRISTINE OLSON, MD - RENEWAL OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 6)**

Motion to approve the re-credentialing of Christine Olson, M.D. as follows:

Term: September 2012 through September 2014

Discipline: Psychiatrist

Population: Adults w/developmental disability, Adults w/serious and persistent mental illness

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

c) COLLEEN DAVIS, S&L (JUSKO MORE)- RENEWAL OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 7)

Motion to approve the re-credentialing of Colleen Dave, S&L Pathologist, as follows:

Term: September 2012 through September 2014

Discipline: Speech/Language Pathologist

Population: Children w/developmental disability, Adults w/developmental disability, OBRA-individuals w/developmental disability.

Clinical Responsibilities: Speech/Language Evaluation, Treatment Planning, Speech/Language Treatment.

d) JANICE DUNLAP, REGISTERED DIETICIAN - RENEWAL OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 8)

Motion to approve the re-credentialing of Janice Dunlap, Registered Dietician, as follows:

Term: September 2012 Through September 2014

Discipline: Dietician

Population: Children w/developmental disability, Adults w/developmental disability, Children w/serious emotional disturbance, Adults w/serious and persistent mental illness, Older adults w/serious, persistent mental illness, Co-occurring disorders: substance abuse and mental illness.

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

e) MERS - CANDACE HEDGCOCK / REQUEST TO PURCHASE ADD'L GENERIC CREDITED SERVICE (REF. W&M AG. #: 9)

Motion to approve, as provided by the MERS Plan Document, an additional 5 years of generic credited service be granted to Candace Hedgcock by resolution adopted by the LCCMHA at its meeting on September 25, 2012, as presented.

f) HOMELIFE - CONTRACT AMENDMENT #2 (CORRECT 07/2012 BOARD MOTION - CONSUMER #47378 AND CORRECT RATE) (REF. W&M AG. #: 10)

Motion to approve the corrections to the Contract Amendment No. 2, dated back to the LCCMHA Board meeting held on 07/31/12, as presented.

g) MI-A / ACCESS -MENTAL HEALTH COURT / M. FAUST- PROMOTION TO PEER SPECIALIST II (REF. W&M AG. #: 11)

Motion to approve the promotion of Matthew Faust who has now completed his training and received his certification necessary for Access/Mental Health Treatment Courts from LC-4 Peer Specialist I to LC-6, Peer Support Specialist II, as presented. Effective 09/25/12

h) FINANCE DEPARTMENT - REQUEST FOR STAFF PROMOTIONS & TEMP POSITION – REDUCTION IN HOURS (REF. W&M AG. #: 12)

PART I - LC-6 Temporary Part-time 24 Hr/Wk Support Staff/Secretary

Motion to approve the continuance of the LC-6 temporary support staff position in Finance Department and reduce the hours from 40 hours per week to 24 hours per week. Effective 10/01/12.

PART II - Payroll Clerk

Motion to approve the promotion of Sue Bennett from LC-6, Payroll Clerk, and regular part-time 32 hr/wk position to LC-8, Accounting Specialist, regular part-time 32 hr/wk position. Effective 10/01/12

PART III - Accounts Payable Clerk

Motion to approve the promotion of Karen Schafer from LC-6, Accounts Payable Clerk, a regular full-time 40 hr/wk position to LC-8, Accounting Specialist, regular full-time 40 hr/wk position. Effective 10/01/12.

i) GENOA PHARMACY - CONTRACT AMENDMENT (SERVICE & PRODUCT CONTRACT) (REF. W&M AG. #: 13)

Motion to an amendment to the Service & Product Contract with Genoa Pharmacy to include the brand and generic medications and pricing as presented.

j) MMRMA - FY13 INSURANCE RENEWAL (REF. W&M AG. #: 18)

Motion to approve the FY13 annual contribution with MMRMA for the Authority's insurance policy from 10/01/12 to 09/30/13 in the amount of \$44,459.

k) WCHO-CPSS FY11/12 PMTO-CPSS GRANT CONTRACT AMENDMENT #1638.1 (REF. W&M AG. #: 19)

Motion to approve Amendment No. 1638.1 to the PMTO-CPSS Grant Contract with WCHO to amend the CPSS funding for FY12, as presented.

l) MI-C FAMILY CASE MANAGEMENT (FCM) - POSITION CONVERSION (REF. W&M AG. #: 21)

Motion to approve the position conversion to create a full-time regular Mental Health Therapist II position in the MI-C FCM program, as presented

7. EXECUTIVE DIRECTOR'S REPORT:

- a) Delegated Contract Approach September, 2012 Report / Informational

b) PSYCHIATRIC COVERAGE PROPOSAL

Discussion was held.

Moved BY: B. Murray / SECONDED BY: M. Kozak

Motion to approve as presented, the following two (2) positions and job descriptions with the understanding that once postings have been processed, administration to review applicants and narrowed down and determined the right candidate for one (1) of the two positions below , then the remaining unused position will no longer be active and considered defunct.

Proposal 1:	Psychiatric Nurse Ptactitioner	Regular Full-time	LC20 - \$73,984 Starting
Proposal 2:	Psychiatrist	Regular Full-time	LC25 - \$104,556 Starting

MOTION PASSED 11 / 11

MOTION FAILED /

c) STAFF VACATION/FLOATING HOLIDAY DONATION REQUEST (S.S.)

Discussion was held.

Moved BY: J. Aubry / SECONDED BY: S. Slaton

Motion to approve a one-time exception to allow staff, on a strictly voluntary basis to donate vacation / floating holiday time, in hourly units, to be used for employee, S. S.

MOTION PASSED 11 / 11

MOTION FAILED /

d) Finance Report / Informational

e) SUPPLIMENTAL PAYMENT TO PROVIDERS - FY12 (ONE-TIME)

Discussion was held.

Moved BY: J. Plas / SECONDED BY: B. Murray

Motion to approve a supplemental payment to contractors who provide CLS in local group homes and consumers residents, for personal care in local group homes, respite services, skill building and prevocational services with a total amount not to exceed \$110,000 as presented. Effective 09/26/12

MOTION PASSED 11 / 11

MOTION FAILED /

G. Noel estimated this would effect 8 to 10 LCCMHA providers and is a one-time supplemental payment.

8. COMMITTEE OF THE WHOLE – MOTION RECOMMENDATIONS:

a) FY12/13 SPENDING PLAN / ACTION

Moved BY: B. Murray / SECONDED BY: J. Pfeffer

Motion to approve the FY12/13 Spending Plan - Budget, as presented. Effective 10/01/12.

MOTION PASSED 11 / 11

MOTION FAILED /

b) 2013 EMPLOYEE FLEXIBLE BENEFIT PLAN / MEDICAL & RX - DENTAL

PART I - Plan Year 2013 Medical - Rx Plan

Moved BY: L. Berry-Bobovski / SECONDED BY: J. Pfeffer

Motion to approve a one year contract with BCBSM for the Simply Blue PPO H.S.A. \$2,000 (single deductible) / \$4,000 (two person-family) style plan with 15/30/16 Rx after deductible for plan year 2013, at the rates presented by Marwil & Associates. Effective 01/01/13.

MOTION PASSED 11 / 11

MOTION FAILED /

PART II - Plan Year 2013 - Dental

Moved BY: L. Berry-Bobovski / SECONDED BY: J. Pfeffer

Motion to approve a one year contract with BCBSM for dental services, as presented by Marwil & Associates. Effective 01/01/13.

MOTION PASSED 11 / 11

MOTION FAILED /

c) MERS - 2013 RETIREE BENEFIT COST OF LIVING ADJUSTMENT (COLA) & ACTUARIAL VALUATION

Moved BY: S. Slaton / SECONDED BY: J. Plas

Motion to approve a supplemental valuation at 1% to determine cost (in actuarial accrued liability) of a one-time COLA for retirees. The supplemental valuation fee is \$150.

MOTION PASSED 11 / 11

MOTION FAILED /

d) FY11/12 & FY12/13 EMPLOYEE COMPENSATION PLAN / ONE-TIME ADJUSTMENT

Part I - FY11/12 Employee Compensation Plan / One-time Adjustment

Moved BY: S. Slaton / SECONDED BY: L. Berry-Bobovski

Motion to approve a one-time pay adjustment of 1% in accordance with the fiscal year 2012 Compensation Plan which was approved by the LCCMHA Board on 04/24/12.

MOTION PASSED 11 / 11

MOTION FAILED /

Part II - FY12/13 Employee Compensation Plan / One-time Adjustment

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

Motion to approve a one-time pay adjustment of 1% in accordance with the fiscal year 2013 Compensation Plan.

MOTION PASSED 11 / 11

MOTION FAILED /

e) FY12/13 EMPLOYEE COST OF LIVING ADJUSTMENT (COLA)

Moved by: B. Murray / Seconded by: J. Plas

Motion to approve a 1% cost of living increase to LCCMHA employees for FY12/13. Effective for first payroll processed in FY13.

MOTION PASSED 11 / 11

MOTION FAILED /

f) Wm. FLOYD HEATING Co. - HVAC MAINTENANCE AGREEMENT FOR 622 BUILDING

Moved by: L. Berry-Bobovski / Seconded by: B. Murray

Motion to approve a one year Service Maintenance Agreement with Wm. Floyd for HVAC services at the 622 E. Grand River CMH facility for the following: furnish two (2) yearly inspections, filter changes and preventative maintenance and two (2) additional filter changes and five (5) boiler inspection check off visits for a total of 9 visits on the heating and air condition systems, for a total cost of 3,336 per year, as presented.

MOTION PASSED 11 / 11

MOTION FAILED /

g) EXECUTIVE DIRECTOR / JOB DESCRIPTION

Moved by: L. Berry-Bobovski / Seconded by: G. Roe

Motion to approve the Executive Director Job Description, as presented.

MOTION PASSED 11 / 11

MOTION FAILED /

The Minutes of the September 18, 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 Committee Meeting Date: 10/10/12 Alternate: J. Aubry

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

a) Event Announcement(s): None Items Noted Below

- Fall Conference October 15 & 16, Grand Traverse Resort, Traverse City

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

a) Daily Press & Argus, 09/04/12 Mental health agency expands / 622 e. grand river

b) Daily Press & Argus, 09/24/12 Genesis House program helps members find employment

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 8:10 PM

RESPECTFULLY SUBMITTED:

APPROVED BY:

Rainey Marhofer
RECORDING SECRETARY

Sharon Slaton
BOARD SECRETARY

Date