

MEETING MINUTES
FULL BOARD
SEPTEMBER 24, 2013



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 type="checkbox"/> G. ROE — BOARD VICE CHAIR
	<input checked="" type="checkbox"/> R. GARBER – BOARD CHAIR	<input checked="" type="checkbox"/> S. SLATON - Board Secretary
	<input type="checkbox"/> M. KOZAK	<input checked="" type="checkbox"/> B. SPALDING
MEMBER(S) ABSENT:	L. CARROLL, M. KOZAK, G. ROE	
OTHERS PRESENT	C. CONKLIN R. MARHOFER	

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

2. **APPROVAL OF AGENDA:** **AGENDA DATED SEPTEMBER 24, 2013**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
 MOTION TO APPROVE THE AGENDA, AS MODIFIED: 1) REMOVAL OF ITEMS FROM THE CONSENT AGENDA: SEE #8 B & C. 2) ADDED #10-C: MACMHB FALL CONFERENCE - DINNER INVITATION TO MAC MILLER
Moved by: S. Slaton / Seconded by: J. Plas
 MOTION PASSED 9/9
 MOTION FAILED /

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

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED AUGUST 27, 2013**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.
 MOTION TO APPROVE THE MINUTES, AS MODIFIED:
Moved by: B. Murray / Seconded by: S. Slaton
 MOTION PASSED 9/9
 MOTION FAILED /

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

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

- Provider Appreciation Event (Direct Support Professional's) 10/03/13 at 2142 Community Church, Brighton. 11 am to 2pm

c) EXECUTIVE DIRECTOR PERFORMANCE PLAN AND SELF REVIEW / RECOMMENDATION BY EXECUTIVE DIRECTOR EVALUATION COMMITTEE

Discussion was held. Review and recommendation was made by the Executive Director Evaluation Committee. The Committee consisted of board members: G. Roe - Committee Chair, B. Murray and J. Pfeffer

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

Motion to accept the FY13 Performance Plan and Self-Evaluation of the Executive Director, Constance Conklin, as presented.

MOTION PASSED 9 / 9

MOTION FAILED /

6. CONSENT AGENDA:

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

MI-A Community Healthlinks / Position Changes (Moved to 8-B)

MI-A ROSC & Substance Abuse Position Changes (Moved to 8-C)

CONSENT AGENDA APPROVAL

Discussion was held.

Moved BY: L. Berry-Bobovski / SECONDED BY: B. Murray

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

MOTION PASSED 9 / 9

MOTION FAILED /

a) CMHPSM POLICY - REVISED 551: CONSENT TO TREATMENT AND SERVICES (REF. W&M AG. #: 2)

Motion to approve the revisions to the CMHPSM Policy (Livingston #551), Consent to Treatment and Services, as presented.

b) CMHPSM POLICY - REVISED 554: ABUSE & NEGLECT (REF. W&M AG. #: 3)

Motion to approve the revisions to the CMHPSM Policy (Livingston #554) Abuse & Neglect, as presented.

c) CMHPSM POLICY - REVISED 550: OFFICE OF RECIPIENT RIGHTS (REF. W&M AG. #: 4)

Motion to approve the revisions to the CMHPSM Policy (Livingston #550), Office of Recipient Rights, as presented.

d) CMHPSM POLICY - REVISED 566: WORK PERFORMED BY RECIPIENTS (REF. W&M AG. #: 5)

Motion to approve the revisions to the CMHPSM Policy (Livingston #566), Work Performed by Recipients, as presented.

e) CMHPSM POLICY - REVISED 560: DIGNITY AND RESPECT (REF. W&M AG. #: 6)

Motion to approve the revisions to the CMHPSM Policy (Livingston #560) Dignity & Respect, as presented.

f) CMHPSM POLICY - REVISED 573: LIMITATION OF RIGHTS (REF. W&M AG. #: 7)

Motion to approve the revisions to the CMHPSM Policy (Livingston #573), Limitation of Rights, as presented.

g) CMHPSM POLICY - REVISED 559: PHYSICAL MANAGEMENT AND RESTRAINT (REF. W&M AG. #: 8)

Motion to approve the revisions to the CMHPSM Policy (Livingston #559), Physical Management and Restraint, as presented.

h) CMHPSM POLICY - REVISED 494: ASSESSMENT AND REASSESSMENT (REF. W&M AG. #: 9)

Motion to approve the revisions to the CMHPSM Policy (Livingston #494), Assessment and Reassessment, as presented.

i) ARC OF LIVINGSTON - NEW / FY13-FY14 SERVICE CONTRACT (REF. W&M AG. #: 10)

Motion to approve a service contract between LCCMHA and Arc of Livingston for FY13 and FY14, as presented. Effective 09/01/13 through 09/30/14.

j) MACOMB OAKLAND REGIONAL CENTER (MORC) / FY13-FY14 CONTRACT AMENDMENT NO. 1 (REF. W&M AG. #: 11)

Motion to approve Amendment No. 1 to the FY13 & FY14 service contract between LCCMHA and MORC, as presented. Effective 09/01/13 through 09/30/14.

k) HEATHER OAKS / FY13-FY14 CONTRACT AMENDMENT NO. 2 (REF. W&M AG. #: 12)

Motion to approve the proposed FY14 Heather Oaks drop in center budget for a total amount of \$72,613, as presented. Effective 10/01/13 through 09/30/14.

l) LEAPS & BOUNDS / FY13-FY14 CONTRACT AMENDMENT NO. 5 (REF. W&M AG. #: 13)

Motion to approve Amendment No. 5 to the FY13 & FY14 service contract between LCCMHA and Leaps & Bounds, as presented. Effective 09/01/13 through 09/30/14.

m) MDHS FAMILY PARTNER CONTRACT / FY14 AMENDMENT NO. 3 (REF. W&M AG. #: 14)

Motion to approve Amendment No. 3 to the FY14 MDHS Family Partner revenue contract to accept the reduced funding of \$88,293 for the fourth year of this contract. Effective 10/01/13 through 09/30/14.

n) MMRMA - FY14 INSURANCE RENEWAL (REF. W&M AG. #: 16)

Motion to approve the FY14 annual contribution with MMRMA for the Authority's insurance policy from 10/01/13 through 09/30/13 in the amount of \$45,924.

o) RESCARE PREMIER / CONTRACT AMENDMENT NO. 3 - CONSUMER #26960 (REF. W&M AG. #: 17)

Motion to approve Amendment No. 3 to the FY13 & FY14 service contract pertaining to consumer #266960 for the following:

- 1) Rate increase: from \$240 to \$375 per day. Effective 09/01/13 through 11/30/13
- 2) Extend services in the current placement supported by ResCare. Effective 10/01/13 through 11/30/13.

Insert Additional Info if Needed

p) GENESIS CLUBHOUSE / REQUEST FOR NEW MULTI-FUNCTION OFFICE MACHINE (REF. W&M AG. #: 19)

Motion to approve the purchase of the Canon iR 4025 black and white copier for \$4,778.00 from Hasselbring Clark with an annual service agreement at \$540 (which includes all preventative maintenance, parts, labor and toner).

q) MI-A / CIP AND ARS PROGRAMS - STAFFING REQUEST FOR TPT MHA (REF. W&M AG. #: 20)

Motion to approve a temporary, part-time 28-hour per week Mental Health Assistant position (Level 6) to be split 50% in Community Independence Program (CIP) and 50% in Adult Recovery Services (ARS) to augment case management or therapy services on a temporary basis to achieve crisis stabilization for consumers who experience increased likelihood of psychiatric readmission and increase intensity of services for consumers upon hospital discharge. Effective 10/01/13.

r) INFORMATION SYSTEMS BUDGET - FY13-14 (SEE UPDATED MEMO DATED 09/16/13) (REF. W&M AG. #: 21)

Motion to approve the FY13/14 Information Systems Budget for the costs and dates as presented.

Item	Cost	Vendor	Dates
Subscriptions/Services			
Avaya	\$800	CDW	August 30, 2014 -- August 29, 2015
Barracuda Spam Firewall	\$699	Barracuda	March 31, 2014 -- March 30, 2015
Citrix Subscription Advantage	\$7,500	Citrix	December 15, 2013-December 14, 2014
EMC	\$0	CDW	Current maintenance through May 05, 2015
Register.com--Domain Name Reg	\$0	Register.com	Current renewal through October 8, 2016
Register.com--SSL Cert (mail)	\$861	Register.com	June 14, 2014 -- June 13, 2017
Register.com--SSL Cert (remote)	\$0	Register.com	Current renewal through October 21, 2016
Register.com--Web Hosting	\$338	Register.com	February 28, 2014 -- October 8, 2016 (will then co-term with Domain Name Reg)
RSA Tokens (35?) and Support	\$3,000	CDW	July 1, 2014 -- June 30, 2017 ((35) 3-year SW tokens, 1-year maint)
TrendMicro DeepSec & Endpoint	\$3,500	CDW	May 2, 2014 -- May 1, 2015 (co-termed)
VEEAM Backup and Replication	\$0	CDW	Current maintenance through April 30, 2015
VMWare	\$0	CDW	Current maintenance through May 01, 2015 (VMWare>Accounts>Account Activities)
Zoomerang	\$500	Zoomerang	October 11, 2013 -- October 12,2014
Post-Warranty Items			
Cisco SmartNet--Data/Voice	\$9,900	CDW	January 1, 2014 -- December 31, 2014
HP Servers			
BackupNAS (X1400 G2 MX2210003L)	\$0	CDW	Current maintenance through May 04, 2015
CSG (DL380 G5 2UX64102K6)	\$0	CDW	Not renewing--have (2) decom DL380 G5's for parts
DC3 (DL380 G4 2UX54901XC)	\$490	CDW	March 06, 2014 -- March 05, 2015 (Physical DC)
ESXi1 (DL380 G7 2M22160167)	\$0	CDW	Current maintenance through May 04, 2015
ESXi2 (DL380 G7 2M22160164)	\$0	CDW	Current maintenance through May 04, 2015
Voicemail (DL360 G4 USM549031T)	\$312	CDW	1-year from purchase (already expired)
Total	\$27,900		

s) PSYCHIATRIST STAFF POSITION PROPOSAL & RATE INCREASES (REF. W&M AG. #: 22)

Motion to approve the proposal for psychiatric services recruitment and retention as follows:

- 1) Create two new regular, 32 hour staff psychiatrist positions:
 - MI-Adult Psychiatrist (L-25) at the base salary of \$164,368
 - MI-Childrens Psychiatrist (LC-26) at the base salary of \$169,368
 - with the additional benefit package as identified. Effective 10/1/13.
- 2) Increase the hourly rate of Dr. Brown, Dr. Underwood and Dr. Schlacht to \$115.00 an hour in their FY13/14 contract. Effective 10/1/13.

t) FY2013-2014 SPENDING PLAN (BUDGET) (REF. W&M AG. #: 23)

Motion to approve the FY13/14 Spending Plan - Budget, as presented. Effective 10/01/13.

u) SPECIALIZED RESIDENTIAL / REVISED FY13 & FY14 REVISED RATES (REF. W&M AG. #: 24)

Motion to approve the FY13 and FY14 Group Home Budgets for RCHI and ALS, as presented.

v) **MACMHB FY13/14 ASSOCIATION CMH DUES (REF. W&M AG. #: 26)**

Motion to approve the increase in the amount of \$1 bringing the total amount due to MACMHB FY14 dues to \$9,574.

w) **CAROL CHRISEKOS, OT (CHILDREN'S CENTER FOR GROWTH) / APPOINTMENT OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 27)**

Motion to approve the credentialing of Carol Chrisekos, OT, as follows:

Term: September 2013 Through September 2015

Discipline: Occupational Therapist

Population: Children w/developmental disability, Children w/serious emotional disturbance, Adults w/serious and persistent mental illness.

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

x) **MARTHA FARRAND, OT / RENEWAL OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 28)**

Motion to approve the re-credentialing of Martha Farrand, OT, as follows:

Term: September 2013 Through September 2015

Discipline: Occupational Therapist

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; OBRA-individuals w/developmental disability.

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

y) **DARCIE RIES, LMSW (CHILDREN'S CENTER FOR GROWTH) / APPOINTMENT OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 29)**

Motion to approve the credentialing of Darcie Ries, LMSW, as follows:

Term: September 2013 Through September 2015

Discipline: Licensed Masters Social Work

Population: Children w/developmental disability, Adults w/developmental disability, Children w/serious emotional disturbance, Adults w/serious and persistent mental illness.

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

z) **MDCH - REVENUE GRANT FUNDING FOR MENTAL HEALTH SERVICES TO CHILDREN & FAMILIES (REF. W&M AG. #: 30)**

Motion to approve new revenue contract for FY14 between MDCH and LCCMHA for grant money in the amount of \$108,800 to provide home-based mental health services to new enrollees of SED children and families who do not qualify for Medicaid. Effective 10/01/13 through 09/30/14.

7. EXECUTIVE DIRECTOR'S REPORT:

- a) Delegated Contract Approach September, 2013 Report / Informational
- b) Wait List Update / Informational

d) **MI-C FAMILY PARTNER PROGRAM / CHANGES TO STAFFING POSITIONS (THIS MONTH'S MOTION TO REPLACES 08.27.13 MOTION FOR STAFFING CHANGES)**

Discussion was held.

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

Motion to approve the transfer of current staff from the Occasional, Full time Level 11 Case Manager positions assigned to this program into the two new Regular, Full Time Level 11 Case Manager positions for the program: Karen Luck (9 years 6 months) at the four year merit step level; Karen Porter (1.3 years) at the one year merit step level; effective 10/1/13.

MOTION PASSED 9 / 9

MOTION FAILED /

e) **LINDSAY BEAUDRY - CONTRACT FOR ADMINISTRATIVE SERVICES (HSCB)**

Discussion was held.

Moved by: L. Berry-Bobovski / Seconded by: S. Slaton

Motion to approve a time-limited administrative service contract between LCCMHA and Lindsay Beaudry until a new Human Services Collaborative Planner is hired and during their transition. Funding for this contract would be community dollars designated for this position. Hourly rate proposal: \$45 and weekly hours estimated: 2-15 hours.

MOTION PASSED 9 / 9

MOTION FAILED /

8. COMMITTEE OF THE WHOLE – MOTION RECOMMENDATIONS:

a) **FY13/14 EMPLOYEE COST OF LIVING (COLA) ADJUSTMENT PROPOSAL**

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

Motion to approve a 1.5% cost of living increase to LCCMHA employees for FY13/14. Effective for first payroll processed in FY14.

MOTION PASSED 9 / 9

MOTION FAILED /

b) **MI-A COMMUNITY HEALTHLINKS / POSITION CHANGES**

Moved by: L. Berry-Bobovski / Seconded by: S. Slaton

Motion to approve: 1) Eliminate the two current regular, part-time 24-hour per week therapist positions (Level 12/13) in the Community Healthlinks Program effective 10/1/13.

2) Transfer the two current part-time therapists in the Community Healthlinks Program (Level 12/13) into the two new regular, full-time staff positions for the program effective 10/1/13.

MOTION PASSED 9 / 9

MOTION FAILED /

c) MI-A ROSC & SUBSTANCE ABUSE POSITION CHANGES

MOVED BY: L. Berry-Bobovski / SECONDED BY: J. Aubry

Motion to approve: 1) Create a new regular, full-time therapist position (Level 12/13) to offer support and monitoring to our ROSC provider agencies/community as well as therapeutic service provision to consumers effective 10/1/13.

2) Transfer a regular, part-time (24-hour per week) therapist position (Level 12/13) from S-Birt funding in Community Healthlinks Program to Substance Abuse Coordinating Agency funding effective 10/1/13. This position will provide direct substance abuse services/coordination to consumers.

3) Transfer a temporary, part-time (24-hour per week) certified peer support position (Level 6) from S-Birt funding in Community Healthlinks Program to Substance Abuse Coordinating Agency funding effective 10/1/13. This position will provide direct substance abuse peer support services to consumers.

MOTION PASSED 9 / 9

MOTION FAILED /

The Minutes of the September 17, meeting of Ways & Means Committee were presented for review.

9. CMHPSM (REGION 6): **None** **Item(s) Noted Below**

- a) Event Announcement(s): None Items Noted Below
- 10/09/13 Meeting Date / WCHO - Zeeb Road, Ann Arbor
- b) 09/11/13 Regional Board Minutes
- c) PHIP Presentation

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

- a) Event Announcement(s): None Items Noted Below
- 10/21 & 10/22 Fall Conference /Soaring Eagle Resort, Mt. Pleasant
 - Board Member Forums - Cancelled
- b) Fall Conference / Voting Board Member Delegates: B. Spalding and J. Plas

c) FALL CONFERENCE / DINNER INVITATION - MAC MILLER

Discussion was held.

MOVED BY: J. Plas / SECONDED BY: B. Spalding

Motion to extend an invitation to Mac Miller and spouse to attend a conference dinner being held on 10/21/13 at the Soaring Eagle Resort.

MOTION PASSED 9 / 9

MOTION FAILED /

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

- a) Livingston Family Center - Thank you for donation to The Connection Youth Services

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

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

- a) Parking Lot Items:
- Policy #211 Travel & Expense Reimbursement / Out-of-state travel discussion
 - FY13 Employee / One-time pay adjustment (Nov.)

14. CALL TO THE PUBLIC : No Response

15. ADJOURNMENT: THE MEETING ADJOURNED AT 7:00 PM

RESPECTFULLY SUBMITTED:

APPROVED BY:

Rainey Marhofer
RECORDING SECRETARY

Sharon Slaton
BOARD SECRETARY

Date