

**MEETING MINUTES**  
**FULL BOARD**  
**NOVEMBER 26, 2013**



<b>MEMBERS PRESENT:</b>	<input checked="" type="checkbox"/> <b>J. AUBRY</b>	<input type="checkbox"/> <b>R. MURRAY</b>
	<input checked="" type="checkbox"/> <b>L. BERRY-BOBOVSKI – COMM. CHAIR</b>	<input checked="" type="checkbox"/> <b>J. PFEFFER</b>
	<input checked="" type="checkbox"/> <b>L. CARROLL</b>	<input type="checkbox"/> <b>J. PLAS</b>
	<input checked="" type="checkbox"/> <b>B. COX</b>	<input checked="" type="checkbox"/> <b>G. ROE — BOARD VICE CHAIR</b>
	<input checked="" type="checkbox"/> <b>R. GARBER – BOARD CHAIR</b>	<input checked="" type="checkbox"/> <b>S. SLATON - Board Secretary</b>
	<input type="checkbox"/> <b>M. KOZAK</b>	<input checked="" type="checkbox"/> <b>B. SPALDING</b>
<b>MEMBER(S) ABSENT:</b>	<b>R. MURRAY, M. KOZAK, J. PLAS</b>	
<b>OTHERS PRESENT</b>	C. CONKLIN R. MARHOFER	

1. **CALL TO ORDER:** Meeting called to order by: **R. Garber** at **6:02 PM**.

2. **APPROVAL OF AGENDA:** **AGENDA DATED NOVEMBER 26, 2013**

<input checked="" type="checkbox"/> <b>MOTION TO APPROVE THE AGENDA, AS PRESENTED.</b>
<input type="checkbox"/> <b>MOTION TO APPROVE THE AGENDA, AS MODIFIED:</b>
<b>MOVED BY: J. Pfeffer / SECONDED BY: L. Berry-Bobovski</b>
<input checked="" type="checkbox"/> <b>MOTION PASSED 09 / 09</b>
<input type="checkbox"/> <b>MOTION FAILED /</b>

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

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED OCTOBER 29, 2013**

<input checked="" type="checkbox"/> <b>MOTION TO APPROVE THE MINUTES, AS PRESENTED.</b>
<input type="checkbox"/> <b>MOTION TO APPROVE THE MINUTES, AS MODIFIED:</b>
<b>MOVED BY: J. Pfeffer / SECONDED BY: L. Berry-Bobovski</b>
<input type="checkbox"/> <b>MOTION PASSED /</b>
<input type="checkbox"/> <b>MOTION FAILED /</b>

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**
  - Genesis House - 20 Year Anniversary / Friday, December 13th, 3 - 7 pm

6. **CONSENT AGENDA:**

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

**CONSENT AGENDA APPROVAL**

Discussion was held.

**Moved by: L. Berry-Bobovski / Seconded by: L. Carroll**

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

**MOTION PASSED /**

**MOTION FAILED /**

a) **CMHPSM POLICY - REVISED #562: RIGHT TO ENTERTAINMENT MATERIALS, INFORMATION AND NEWS (REF. W&M AG. #: 2)**

Motion to approve the revisions to the CMHPSM Policy (Livingston #562), Right to Entertainment Materials, Information and News, as presented.

b) **CMHPSM POLICY - REVISED #571: RECIPIENT PAYMENT FOR DAMAGE TO PROPERTY (REF. W&M AG. #: 3)**

Motion to approve the revisions to the CMHPSM Policy (Livingston #571), Recipient Payment for Damage to Property, as presented.

c) **CMHPSM POLICY - REVISED #572: REPORT AND REVIEW OF RECIPIENT DEATH (REF. W&M AG. #: 4)**

Motion to approve the revisions to the CMHPSM Policy (Livingston #572), Report and Review of Recipient Death , as presented.

d) **CMHPSM POLICY - RESCIND #390: AFFILIATION POLICY AND PROCEDURES PROCESS (REF. W&M AG. #: 5)**

Motion to rescind the CMHPSM Policy (Livingston #390), Affiliation Policy and Procedures Process, as presented.

e) **CMHPSM POLICY - RESCIND #420: CLIENT SERVICES MANAGEMENT (REF. W&M AG. #: 6)**

Motion to rescind the CMHPSM Policy (Livingston #420), Client Services Management, as presented.

f) **CMHPSM POLICY - RESCIND #490: CONTRACT TERMINATION AND/OR NOTIFICATION OF PROVIDER CHANGE (REF. W&M AG. #: 7)**

Motion to rescind the CMHPSM Policy (Livingston #490), Contract Termination and/or Notification of Provider Change, as presented.

**g) 2014 LCCMHA BOARD & COMMITTEE DATES (REF. W&M AG. #: 8)**

Motion to approve the 2014 LCCMHA Board and Committee Dates, as presented.

**h) JUSKO MORE - AMENDMENT #4 / FAMILY TRAINING (TO CORRECT AMEND #3 - TO BOARD IN OCT) (REF. W&M AG. #: 10)**

Motion to approve Amendment #4 to the Jusko More service contract to correct Amendment #3. The correct rate for Home Care Training - Family is \$85 per hour, as presented.

**i) DIGITAL DIRECT - CONTRACT FOR TELECOMMUNICATION MANAGEMENT SERVICES (REF. W&M AG. #: 11)**

Motion to approve a contract with Digital Direct for telecommunications management services at a rate of \$1300/month from December 01, 2013 to November 30, 2014, as presented.

**j) DARRYL KEITH / CONTRACT FOR IT SUPPORT (REF. W&M AG. #: 12)**

Motion to approve a contract with Darryl Keith to continue to provide an average of up to 24 hours/week of IT services at a rate of \$35/hour from January 1, 2014 through September 30, 2014, with a total maximum budget of \$32,760, as presented.

**k) MI-A MENTAL HEALTH COURT / CHANGE IN STAFF POSITION - PEER SUPPORT II TO RFT / MATTHEW FAUST (REF. W&M AG. #: 13)**

Part I

Motion to eliminate the current temporary, part-time peer position for 30-35-hour per week in the Access Department Program/Mental Health Court/Genesis House, currently held by Matt Faust. Effective 11/25/13.

Part II

Motion to approve one (1) new regular, full-time Peer Support II position (Level 6) to be filled by Matthew Faust to cover services as follows:

Mental Health Court: 24 hr/wk Peer Services /funding provided by the Court

Access Department: 11 hr/wk Peer Services

Genesis House: 5 hr/wk Peer Services

Effective 11/25/13 (new pay period).

**l) MI-A COMMUNITY HEALTH LINKS / STAFF PROMOTION TO MHTII (LC-13) (REF. W&M AG. #: 14)**

Motion to approve a promotion for Catherine Terpstra working in the Community Healthlinks program from a MHT I (LC-12) to a MHTII (LC-13) position. Effective 11/25/13.

**m) JOB DESCRIPTION / UPDATE: ADULT STAFF PSYCHIATRIST (LC-25) (REF. W&M AG. #: 15)**

Motion to approve the Adult Staff Psychiatrist (LC-25) job description, as presented.

n) **JOB DESCRIPTION / NEW: CHILD & ADOLESCENT STAFF PSYCHIATRIST (LC-26) (REF. W&M AG. #: 16)**

Motion to approve the Child & Adolescent Staff Psychiatrist job description, as presented.

o) **MI-A COMM HEALTHLINKS (CHL) PROGRAM / REQUEST FOR OCCASIONAL PART-TIME 20 HR PEER SUPPORT (FUNDED BY BLOCK GRANT) (REF. W&M AG. #: 17)**

Motion to approve one (1) new temporary 20-hour part-time Peer Support I position (Level 4) or a Peer Support II (LC-6) position, depending upon peer certification, for the Community Healthlinks Program. Level-6 requires peer certification. Effective 11/27/13.

p) **LAURI KELLER, LMSW (LIVINGSTON FAMILY CENTER) / APPOINTMENT OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 20)**

Motion to approve the credentialing of Lauri Keller, as follows:

Term: November 2013 Through November 2015

Discipline: Licensed Masters Social Work

Population: Children w/developmental disability, Children w/serious emotional disturbance

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

**7. EXECUTIVE DIRECTOR'S REPORT:**

- a) Delegated Contract Approach November, 2013 Report / Informational
- b) Wait List Update / Informational
- c) Community and Agency Updates / Informational
- d) PIHP Contract 01/01/14 - 09/30/14 / Informational

e) **MICHIGAN STATE UNIVERSITY / CONTRACT FOR TELEPSYCHIATRY**

Discussion was held.

**Moved by: J. Aubry / Seconded by: S. Slaton**

Motion to approve a contract between LCCMHA and Michigan State University for child and adolescent telepsychiatry services for up to 20 hours per week at the rate of \$180 per hour. Effective 12/01/2013

**MOTION PASSED 09 / 09**

**MOTION FAILED /**

f) **2013 HOLIDAY PARTY - STAFF RECOGNITION BUDGET**

Discussion was held.

**Moved by: L. Berry-Bobovski / Seconded by: J. Aubry**

Motion to approve the LCCMHA 2013 Holiday Staff Recognition Budget for an amount not to exceed \$2,000 to be held at the 242 Church, located Brighton.

**MOTION PASSED 09 / 09**

**MOTION FAILED /**

**g) PERSONAL TOUCH HOME HEALTH CARE SERVICES, INC.**

Discussion was held.

**Moved by: G. Roe / Seconded by: B. Cox**

Motion to approve a contract between LCCMHA and Personal Touch Home Health Care Services, Inc. for private duty nursing as required under the Habilitation Support Waiver, at the rates presented. Effective 12/01/13.

**MOTION PASSED 09 / 09**

**MOTION FAILED /**

**8. COMMITTEE OF THE WHOLE – MOTION RECOMMENDATIONS:**

a) 2014 Town Hall Meeting - Location Options / Informational

Members requested administration pursue Brighton High School as first option, and if unavailable, then second option to be 242 Church, Brighton. Administration will follow up with Board at the December Full Board meeting.

**b) FY13 - EMPLOYEE / ONE-TIME PAY ADJUSTMENT**

**Moved by: L. Berry-Bobovski / Seconded by: J. Pfeffer**

Motion to not take action on approving the one-time pay adjustment due to lack of available funding. The Committee would like to acknowledge the good work of the employees in servicing the consumers of the agency.

**MOTION PASSED 09 / 09**

**MOTION FAILED /**

**c) CMHPSM - REGIONAL OPERATING AGREEMENT**

**Moved by: L. Berry-Bobovski / Seconded by: J. Aubry**

Motion to approve the Community Mental Health Partnership of Southeast Michigan (CMHPSM) Operating Agreement, as presented. Reference Resolution #2013-11-26.

**MOTION PASSED 09 / 09**

**MOTION FAILED /**

The Minutes of the November 19, 2013, 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**

- Regional Committee Meeting Date: 12/11/13 - Zeeb Rd, Ann Arbor

b) 11/13/13 Draft Minutes

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

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

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

- a) Heather Oaks / 10/29/13 Quarterly Report
- b) Livingston County Workforce Development Council - Matt Faust / Award for Outstanding Job Training Participant
- c) Donations to LCCMHA:
  - 1) Howell High School - National Honor Society
  - 2) Mr. & Mrs. Moore
  - 3) Mr. & Mrs. Comps

**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

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

**15. ADJOURNMENT:**   **THE MEETING ADJOURNED AT 6:40 PM**

**RESPECTFULLY SUBMITTED:**

**APPROVED BY:**

\_\_\_\_\_  
Rainey Marhofer  
RECORDING SECRETARY

\_\_\_\_\_  
Sharon Slaton  
BOARD SECRETARY

\_\_\_\_\_  
Date