

**MEETING MINUTES**  
**FULL BOARD**  
**JANUARY 28, 2014**

**APPROVED**

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

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

2. **APPROVAL OF AGENDA:** **AGENDA DATED JANUARY 28, 2014**

<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: B. Murray / SECONDED BY: S. Slaton</b>
<input checked="" type="checkbox"/> <b>MOTION PASSED 10 / 10</b>
<input type="checkbox"/> <b>MOTION FAILED /</b>

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

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED DECEMBER 10, 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: S. Slaton / SECONDED BY: L. Berry-Bobovski</b>
<input checked="" type="checkbox"/> <b>MOTION PASSED 10 / 10</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**

- 02/18/14 at Lawrence Tech Univ., Southfield - Discussion with PIHP regarding General Funds. Begins at 1pm - 3:30pm

- c) Livingston County Board of Commissioners - Resolution 2013-12-381  
 Approving Reappointments to the LCCMHA Board  
     J. Aubry.....term expires 12/31/16  
     L. Carroll.....term expires 12/31/16  
     B. Cox.....term expires 12/31/16  
     J. Pfeffer.....term expires 12/31/16
- d) 2014 Board Committee Chairs - Ways & Means and RRAC / Appointed by Board Chair
  - 1) Ways & Means Committee Chair: Reappointment of L. Berry-Bobovski
  - 2) RRAC Chair: R. Garber

**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: B. Murray**

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

**MOTION PASSED 10 / 10**

**MOTION FAILED /**

a) **STACY O'HAIR, MESSAGE THERAPIST / RENEWAL OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 2)**

Motion to approve the re-credentialing of Stacy O'Hair, as follows:

Term: December 2013 Through December 2015

Discipline: Massage Therapy

Population: Children w/developmental disability

Clinical Responsibilities: Massage Therapy

b) **HEATHER HEYDLAUFF, DIETICIAN / APPOINTMENT OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 3)**

Motion to approve the credentialing of Heather Heydlauff, as follows:

Term: October 2013 Through October 2015

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: Diet & Nutrition Evaluation, Treatment Planning, Diet & Nutrition Services

c) **JERRY CSOKASY, LLP / RENEWAL OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 4)**

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

Term: January 2014 Through January 2016

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; Older adults w/serious, persistent mental illness; Co-occurring disorders: substance abuse and mental illness; OBRA-individuals w/mental illness; OBRA-individuals w/developmental disability

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

d) **MERS - KIMBERLY CHRISTOPHERSON / REQUEST TO PURCHASE ADD'L GENERIC CREDIT SERVICE (REF. W&M AG. #: 5)**

Motion to approve, as provided by the MERS Plan Document, an additional 5 years of generic credited service be granted to Kimberly Chistopherson by resolution adopted by the LCCMHA at its meeting on January 28, 2014.

e) **STAFF PSYCHIATRIST / BENEFIT CLARIFICATION - UPDATE (AMEND 09.24.13 BOARD MOTION) (REF. W&M AG. #: 6)**

Motion to approve an amendment to the 09/24/13 Board action that the Staff Psychiatrist positions (LC-25 and LC26) will receive a total of 64 hours of CME, 16 hours of personal time annually and allow immediate access to use purchased vacation hours, as presented.

f) **DONNA CHAMPINE, MD / CONTRACT FOR CHILD & ADOLESCENT PSYCHIATRY SERVICES (FINAL MEMO TO BOARD DATED 01/13/14) (REF. W&M AG. #: 7)**

Motion to approve a FY13/14 Contract between LCCMHA and Donna Champine, MD for up to 16 hours per week of Child Psychiatric services at a rate of \$145 per hour, as presented. Effective 2/10/14 to 8/31/14.

g) **GREENLEY SQUARE MANOR / FY14 CONTRACT AMENDMENT NO. 3 / CONSUMER #217875 (REF. W&M AG. #: 8)**

Motion to approve FY13/14 Contract Amendment No. 1 between LCCMHA and Greenley Square Manor for emergency placement of Consumer #217875 for Personal Care and Specialized Residential CLS services at a rate of \$180 per day, as presented. Effective 12/16/13 to 03/31/14.

h) **ASHTHORN HOLDINGS, LLC D/B/A BRIGHTSTAR OF BRIGHTON-HOWELL / FY14 CONTRACT AMENDMENT NO. 1 / RN HEALTH SERVICES (REF. W&M AG. #: 9)**

Motion to approve FY13/14 Contract Amendment No. 1 between LCCMHA and Ashthorn Holdings, LLC d/b/a BrightStar of Brighton-Howell for RN Health services at a rate of \$80 per hour, as presented. Effective 11/24/13 to 9/30/14.

i) **CMHPSM (PIHP REGION 6) - LCCMHA (CMHSP) / FY14 SUB-MEDICAID CONTRACT (9 MONTH CONTRACT) (REF. W&M AG. #: 11)**

Motion to approve the FY14 PIHP-CMHSP Sub-Medicaid Contract between The CMHPSM (Region 6) and LCCMHA for a 9 month period, as presented. Effective 01/01/14 through 09/30/14.

j) **HUD - EXTENSION OF PERMANENT SUPPORTIVE HOUSING GRANT, SCATTERED SITE #3 (REF. W&M AG. #: 12)**

Motion to approve a one month extension to the HUD Permanent Supportive Housing grant for Scattered Site #3 from an ending date of 2/28/2014 to an ending date of 3/31/2014, as presented. This extension will require a match of \$215 to adjust the grant budget.

k) **LIVINGSTON COUNTY - LCCMHA / CONTRACT FOR JANITORIAL & MAINTENANCE - 2280 BUILDING (REF. W&M AG. #: 13)**

Motion to approve the Janitorial / Maintenance Service Agreement between Livingston County and LCCMHA for the purchase of services at the 2280 E. Grand River, Howell, CMH facility, for a total monthly cost of \$6,430.09, as presented. Effective 01/01/14 through 12/31/14.

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

- a) Delegated Contract Approach January, 2014 Report / Informational
- b) Wait List Update / Informational
- c) Agency & Community Updates / Informational
- d) Employee: Money Purchase Plan 401a / Social Security / Informational
- e) G. McIntosh / LCCMHA Board - Appointment Request Submitted to LCBOC / Informational

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

a) **MUNIS - UPGRADES / ENHANCEMENT (3 NEW MODULES)**

**MOVED BY: L. Berry-Bobovski / SECONDED BY: S. Slaton**

Motion to approve the purchase of the following MUNIS enhancement modules: 1) Dashboard, 2) Employee Self Services, 3) Tyler Content Management & GoDocs for the agency's financial application at a one-time cost of \$34,150 and annual recurring fees totaling \$8,150 for the three modules. as presented.

**MOTION PASSED 10 / 10**

**MOTION FAILED /**

The Minutes of the January 21, 2014, 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: 02/12/14
- b) 12/11/13 Draft Minutes
- c) 12/30/13 Draft Minutes

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

- a) Event Announcement(s):    None    Items Noted Below
  - Winter Conference / Pre-conference 02/10, Conference 02/11 & 02/12  
Location: Best Western Plus - Lansing
- b) Voting Delegates for Winter Conference: J. Plas
- c) Boardworks Report 01/16/14
- d) CMH - PAC 2014 Annual Campaign

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

- a) Genesis House / from Clubhouse International - Congrats on 20th Anniversary
- b) Heather Oaks / Quarterly Report dated 01/11/14

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

- a) Teleconferencing / Board Members

Motion by J. Plas to approve reimbursement to board members for telephone cost incurred when participating in agency or regional teleconference meeting(s) and reimbursement to be processed upon receipt of itemized telephone bill showing cost for the specific teleconferencing meeting. Discussion was held. R. Garber - Board Chair asked, is the motion seconded? No response was obtained within a reasonable timeframe of the proposed motion, therefore the Board Chair treated motion as though it was never offered.

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

- a) Parking Lot Items:
  - Policy #211 Travel & Expense Reimbursement / Out of State Travel

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

**15. ADJOURNMENT:**   **THE MEETING ADJOURNED AT 7:10 PM**

**RESPECTFULLY SUBMITTED:**

**APPROVED BY:**

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

\_\_\_\_\_  
Joanne Pfeffer  
BOARD SECRETARY

\_\_\_\_\_  
Date