

MEETING MINUTES

FULL BOARD

APRIL 29, 2014

(Meeting Location: Genesis House, 501 W. Grand River, Fowlerville MI)

MEMBERS PRESENT:	<input checked="" type="checkbox"/> J. AUBRY	<input checked="" type="checkbox"/> G. MCINTOSH
	<input checked="" type="checkbox"/> L. BERRY-BOBOVSKI – COMM. CHAIR	<input checked="" type="checkbox"/> R. MURRAY - BOARD VICE CHAIR
	<input checked="" type="checkbox"/> L. CARROLL	<input checked="" type="checkbox"/> J. PFEFFER - BOARD SECRETARY
	<input type="checkbox"/> B. COX	<input checked="" type="checkbox"/> J. PLAS
	<input checked="" type="checkbox"/> K. DANIELS	<input checked="" type="checkbox"/> S. SLATON
	<input checked="" type="checkbox"/> R. GARBER – BOARD CHAIR	<input checked="" type="checkbox"/> B. SPALDING
MEMBER(S) ABSENT:	B. COX	
OTHERS PRESENT	C. CONKLIN R. MARHOFER	PUBLIC ATTENDEES GENESIS HOUSE STAFF

1. **CALL TO ORDER:** Meeting called to order by: **R. Garber** at **6:08 PM**.

2. **APPROVAL OF AGENDA:** **AGENDA DATED APRIL 29, 2014**

<input checked="" type="checkbox"/> MOTION TO APPROVE THE AGENDA, AS PRESENTED.
<input type="checkbox"/> MOTION TO APPROVE THE AGENDA, AS MODIFIED:
MOVED BY: B. Murray / SECONDED BY: J. Plas
<input checked="" type="checkbox"/> MOTION PASSED 10 / 10 (1 ABSTAINED: K. DANIELS)
<input type="checkbox"/> MOTION FAILED /

3. **CALL TO THE PUBLIC:** **None.** Genesis House members and staff introductions

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED MARCH 25, 2014**

<input checked="" type="checkbox"/> MOTION TO APPROVE THE MINUTES, AS PRESENTED.
<input type="checkbox"/> MOTION TO APPROVE THE MINUTES, AS MODIFIED: DETAILS OF MODIFICATION
MOVED BY: G. McIntosh / SECONDED BY: B. Murray
<input checked="" type="checkbox"/> MOTION PASSED 10 / 10 (1 ABSTAINED: K. DANIELS)
<input type="checkbox"/> 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
 - Annual Town Hall Meeting: 05/06/14 at Brighton High School - Cafeteria 6 - 8 pm
7878 Brighton Rd., Brighton MI
 - Livingston County Board of Commissioners - Resolution # 2014-04-149
Approval Date: 04/28/14
Appointment of: Karen Daniels.....term expires 12/31/15
- c) Reminder: Board Member Recipient Right Training (every 2 yrs) 05/27/14 6:00-6:30 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: J. Pfeffer

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

MOTION PASSED 10 / 10 (1 ABSTAINED: K. DANIELS)

MOTION FAILED /

a) **CMHPSM POLICY - REVISED #550: OFFICE OF RECIPIENT RIGHTS (REF. W&M AG. #: 3)**

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

b) **CMHPSM POLICY - NEW TO LIVINGSTON #912: SECURITY OF CONSUMER RELATED INFORMATION (REF. W&M AG. #: 4)**

Motion to approve the CMHPSM Policy (new to Livingston Policy #912) Security of Consumer Related Information, as presented.

c) **CMHPSM POLICY - REVISED #383: CUSTOMER SERVICES POLICY (REF. W&M AG. #: 5)**

Motion to approve the revisions to the CMHPSM Policy (Livingston Policy #383) Customer Services Policy, as presented.

d) **CMHPSM POLICY - REVISED #465: EMPLOYEE COMPETENCY & CREDENTIALING POLICY (REF. W&M AG. #: 6)**

Motion to approve the revisions to the CMHPSM Policy (Livingston Policy #465) Employee Competency & Credentialing Policy, as presented.

e) **CMHPSM POLICY - REVISED #575: PERSON CENTERED PLANNING POLICY (REF. W&M AG. #: 7)**

Motion to approve the revisions to the CMHPSM Policy (Livingston Policy #575 Person Centered Planning Policy, as presented.

f) **CMHPSM POLICY - NEW: #479: TRAUMA-INFORMED PRACTICE (REF. W&M AG. #: 8)**

Motion to approve the new CMHPSM Policy (Livingston Policy #479) Trauma-Informed Practice Policy, as presented.

g) **MACMHB PROPOSED FY15 DUES STRUCTURE AND BUDGET (REF. W&M AG. #: 9)**

PART I - FY15 Proposed Dues - Livingston

Motion to approve the Livingston's proposed FY15 MACMHB dues in the amount of \$9,674 which reflects a \$100 increase from the prior fiscal year, as presented

PART II - FY15 Proposed Budget - MACMHB

Motion to approve the proposed MACMHB FY15 Budget as presented and instruct the appointed Livingston delegate(s) - to the Member Assembly attending the Spring MACMHB Conference to vote as such.

h) **DEBRA LITTLE, MD - APPOINTMENT OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 11)**

Motion to approve the credentialing of Debra Little, M.D. as follows:

Term: April 2014 Through April 2016

Discipline: Psychiatrist

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: Psychiatric Evaluation, Medication Review, Treatment Planning, Medication Administration

i) **GABRIEL ROEDER SMITH & Co. (GRS) - PROPOSED FEES FOR DECEMBER 31, 2013 ACTUARIAL VALUATION OF THE LCCMHA RETIREE HEALTH CARE PLAN (3 YEAR VALUATION) (REF. W&M AG. #: 12)**

Motion to approve the request to engage Gabriel Roeder Smith & Company to perform the actuarial evaluation to determine the cost of the Retiree Health Care Plan covering three years beginning with October 1, 2014 at a cost of \$8,160.

j) **MDCH - FY13/14 AMENDMENT NO. 1 / MANAGED MENTAL HEALTH SUPPORTS & SERVICES CONTRACT (REF. W&M AG. #: 13)**

Motion to approve Amendment #1 between MDCH and LCCMHA regarding Program Budget and Agreement (Authorization) Amount, updated Recipient Rights requirements and the addition of Recipient Rights Reporting Requirements, as presented. Effective 10/1/13 through 9/30/14.

k) PSYCH NURSE / POSITION RECLASSIFICATION TO LC-14 AND INCREASE HOURS FOR ONE POSITION (REF. W&M AG. #: 14)

PART I - Position Reclassification

Motion to approve reclassification of the Psych Nurse position from LC-13 to LC-14, as presented. Effective 05/11/14.

PART II - Existing Staff / Increases

Motion to approve increasing all current nursing staff from LC-13 to LC-14 pay scale and move them to the step level that will give them a minimum of \$1,000 increase, as presented. Effective 05/11/14.

PART III - Position / Hour Change

Motion to approve increasing an existing regular part-time 32 hr/wk nursing position to a regular full-time 40 hr/wk position, as presented. Effective 04/30/14.

l) LIVINGSTON COUNTY CATHOLIC CHARITIES / AMENDMENT NO. 1 - BUDGET (REF. W&M AG. #: 15)

Motion to approve Amendment #1 to FY13-14 Contract between LCCMHA and Livingston County Catholic Charities for continued case management and peer support services, FY14 budget totaling \$120,616, as presented. Effective 10/1/13 to 9/30/14.

m) KEY DEVELOPMENTAL CENTER / AMENDMENT NO. 1 - BUDGET (REF. W&M AG. #: 16)

Motion to approve Amendment #1 to FY13/14 Contract between LCCMHA and Key Development Center, Inc. for case management and peer support services in the amount of \$45,733 as presented. Effective 10/1/13 to 9/30/14.

n) HUD - SCATTERED SITE #3 / GRANT EXTENTION (REF. W&M AG. #: 17)

Motion to approve a one month extention to the HUD Permanent Supportive Housing Grant for Scattered Site #3 from an an ending date of 03/31/14 to an ending date of 04/30/14 and approve the required match of \$246 to adjust the grant budget.

o) MI-A ACT PROGRAM - SECRETARY POSITION CHANGE FROM REGULAR PART-TIME TO TEMP PART-TIME (REF. W&M AG. #: 18)

Motion to approve the request to reclassify the MI-A ACT 16-hour/week secretary position from regular part-time to temporary part-time. Effective 04/27/14.

7. EXECUTIVE DIRECTOR'S REPORT:

- a) Delegated Contract Approach April, 2014 Report / Informational
- b) Wait List Update / Informational
- c) Agency & Community Update / Informational
- d) Town Hall Meeting - Catering Update / Selected by Cap Council / Informational
- e) FY14/15 Strategic Plan Update / Informational

f) Media Campaign - GF Cuts / Informational

g) PSYCH NURSE - LC14 UPDATED JOB DESCRIPTION

Discussion was held.

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

Motion to approve the recommended job description for Psychiatric Nurse LC-14, as presented

MOTION PASSED 10 / 10 (1 ABSTAINED: K. DANIELS)

MOTION FAILED /

h) HEALTH & MEDICATION SERVICES SUPERVISOR - POSITION RECLASSIFICATION TO LC-16 / UPDATED JOB DESCRIPTION

Discussion was held.

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

Motion to approve the following:

Part I - Reclassification

The reclassification of the Health and Medication Services Program Coordinator (LC-15) to Health and Medication Supervisor (LC-16) with job description and pay scale, as presented. Effective for posting position 4/30/14.

Part II – Existing Staff Increase

Increasing the current Health and Medication Supervisor from LC-15 to LC-16 pay scale and move the staff to the step level that will provide a minimum \$1000 increase, as presented. Effective 5/11/14.

MOTION PASSED 10 / 10 (1 ABSTAINED: K. DANIELS)

MOTION FAILED /

8. WAYS & MEANS COMMITTEE – MOTION RECOMMENDATIONS:

a) MACMHB DONATION FOR WALK-A-MILE RALLY ON MAY 14, 2014

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

Motion to approve a donation in the amount of \$250 for the 2014 MACMHB Walk-a-Mile Rally event on May 14, 2014 in Lansing.

MOTION PASSED 05 / 04 - NAY & (1 ABSTAINED: K. DANIELS)

MOTION FAILED /

The Minutes of the April 22, 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: 05/14/14 at WCHO Zeeb Rd., Ann Arbor

b) 04/09/14 Draft Minutes

c) February FYTD Financial

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

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

- Spring Conference: May 20 & 21, 2014 at Adoba Hotel, Dearborn MI

b) Voting Delegates at Spring Conference - Member Assembly / R. Garber, Board Chair appointed L. Carroll and J. Plas as voting delegates for the Spring Conference

c) Boardworks - Spring Report

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

a) HSCB Spring Newsletter

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

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

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

15. **ADJOURNMENT:** THE MEETING ADJOURNED AT 7:20 PM

RESPECTFULLY SUBMITTED:

APPROVED BY:

Rainey Marhofer
RECORDING SECRETARY

Joanne Pfeffer
BOARD SECRETARY

Date