

MEETING MINUTES

FULL BOARD

MAY 27, 2014

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|------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 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 checked="" type="checkbox"/> B. COX | <input 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: | | |
| OTHERS PRESENT | C. CONKLIN R. MARHOFER | K. ORA |

1. **CALL TO ORDER:** Meeting called to order by: **R. Garber** at **6:00 PM**.

2. **APPROVAL OF AGENDA:** **AGENDA DATED MAY 27, 2014**

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| <input type="checkbox"/> MOTION TO APPROVE THE AGENDA, AS PRESENTED. |
| <input checked="" type="checkbox"/> MOTION TO APPROVE THE AGENDA, AS MODIFIED: ADDED ITEM 5-F: BENEFITS COMMITTEE |
| Moved BY: J. Pfeffer / SECONDED BY: B. Murray |
| <input checked="" type="checkbox"/> MOTION PASSED 12 / 12 |
| <input type="checkbox"/> MOTION FAILED / |

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

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED APRIL 29, 2014**

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| <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: B. Murray / SECONDED BY: J. Pfeffer |
| <input checked="" type="checkbox"/> MOTION PASSED 12 / 12 |
| <input type="checkbox"/> MOTION FAILED / |

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

- a) Recipient Rights - Board Member Training (every two years)
- b) Per-Diem For Special Meetings / Functions: None Items Noted Below
 - May 2014 - Town Hall Public Meeting
- c) Event Announcement(s): None Item(s) Noted Below

- d) Executive Director Evaluation - Contract Renewal Committee / Appointment of three members
Board Chair - R. Garber appointed the following members:
B. Murray - Committee Chair
L. Carroll
R. Garber
- e) 2014 Town Hall Meeting Notes / Informational
- f) Benefits Committee - R. Garber appointed the following board members to sit on a Benefits Committee along with specific employees to review other retirement plan options available through MERS for employees:
B. Murray
R. Garber
J. Aubry
B. Cox

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. Aubry

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

MOTION PASSED 12 / 12

MOTION FAILED /

a) ROSLUND PRESTAGE & Co. (RPC) FY13 AUDIT PRESENTATION (REF. W&M AG. #: 1)

Motion to accept the Annual Independent Audit for year ending September 30, 2013 (FY12/13) as presented. The audit report included; management letter, financial statements, single audit act compliance reporting and compliance examination report.

b) CMHPSM POLICY - REVISED #382: CORPORATE COMPLIANCE (REF. W&M AG. #: 3)

Motion to approve the revisions to the CMHPSM Policy (Livingston Policy #382), Corporate Compliance, as presented.

c) CMHPSM POLICY - REVISED #387: FINANCIAL AUDITS OF CONTRACTORS (REF. W&M AG. #: 4)

Motion to approve the revisions to the CMHPSM Policy (Livingston Policy #387), Financial Audits of Contractors, as presented.

d) CMHPSM POLICY - REVISED #489 COORDINATION OF PHYSICAL HEALTHCARE (REF. W&M AG. #: 5)

Motion to approve the revisions to the CMHPSM Policy (Livingston Policy #489), Coordination of Physical Healthcare, as presented.

e) **CMHPSM POLICY - REVISED #490: INTEGRATED COMMUNITY HOUSING (REF. W&M AG. #: 6)**

Motion to approve the revisions to the CMHPSM Policy (Livingston Policy #490), Integrated Community Housing, as presented.

f) **CMHPSM POLICY - REVISED #495: CULTURALLY AND LINGUISTICALLY RELEVANT SERVICES (REF. W&M AG. #: 7)**

Motion to approve the revisions to the CMHPSM Policy (Livingston Policy #495), Culturally and Linguistically Relevant Services, as presented.

g) **CMHPSM POLICY - REVISED #497: TIMELINESS OF SERVICE PROVISION AND DOCUMENTATION (REF. W&M AG. #: 8)**

Motion to approve the revisions to the CMHPSM Policy (Livingston Policy #497), Timeliness of Service Provision and Documentation, as presented.

h) **CMHPSM POLICY - REVISED #507: INCIDENT REPORTING (REF. W&M AG. #: 9)**

Motion to approve the revisions to the CMHPSM Policy (Livingston Policy #507), Incident Reporting, as presented.

i) **FRANCIS COLLIGAN, MD - RENEWAL OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 10)**

Motion to approve the re-credentialing of Francis Colligan, MD, as follows:

Term: May 2014 Through May 2016

Discipline: Psychiatrist

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

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

j) **CAMP TALAHY 2014/ GENESIS HOUSE (REF. W&M AG. #: 12)**

Motion to approve a contractual agreement with Camp Talahi Retreat and Nature Center to purchase camp services from 8/25/14 to 8/28/14 not to exceed \$3,900 for 30 campers (which includes five staff), as requested. Effective 5/31/14 to 8/28/14.

k) **MI-A ARS - R. KREFMAN-CASTELLON RECLASSIFICATION TO MHTII (REF. W&M AG. #: 13)**

Motion to approve the reclassification of Rachael Krefman-Castellon from Therapist I position (LC-12) to Therapist II position (LC-13) in the Adult Recovery Program at the first LC-13 step that is \$1000 above her current rate of pay. Effective 5-26-14 to match the first date of the pay period.

l) PECKHAM, INC. - CONTRACT FOR SUPPORTIVE EMPLOYMENT (REF. W&M AG. #: 14)

Motion to approve FY14 Contract between LCCMHA and Peckham, Inc. to provide supported employment services at rates, as presented. Effective 6/1/14 to 09/30/14.

m) MORC - CONTRACT AMENDMENT NO. 3 / CONSUMER #41628 (REF. W&M AG. #: 15)

Motion to approve Amendment #3 to FY13/14 Contract between LCCMHA and MORC for psychological assessment services associated with guardianship renewal for consumer #41628 from 6/1/14-9/30/14, as presented. Effective 6/1/14 to 9/30/14.

n) GREENLEY SQUARE MANOR - AMENDMENT NO. 6 / CONSUMER #217875 (REF. W&M AG. #: 16)

Motion to approve FY13/14 Contract Amendment No. 6 between LCCMHA and Greenley Square Manor for continued placement of Consumer #217875 for Personal Care and Specialized Residential CLS services at a rate of \$180 per day, as presented. Effective 6/1/14 to 7/31/14.

o) RESCARE / CONTRACT AMENDMENT NO. 6 / CONSUMER #266960 (REF. W&M AG. #: 17)

Motion to approve FY13/14 Contract Amendment No. 6 between LCCMHA and ResCare for continuation of CLS and Personal Care services for Consumer #266960 at rate(s), as presented. Effective 06/01/14 to 8/31/14.

p) MDCH ADULT MENTAL HEALTH BLOCK GRANT REQUEST FOR PROPOSAL (REF. W&M AG. #: 18)

Motion to approve request to apply for a MDCH adult federal block grant in the amount of \$75,000 to continue integrated health programming and fund three (3) 20-hour temporary part-time peer support staff, as requested. Effective upon grant approval 10/1/14.

q) MDCH CHILDREN'S MENTAL HEALTH BLOCK GRANT REQUEST FOR PROPOSAL (REF. W&M AG. #: 19)

Motion to approve submission of a Project Abstract to the Michigan Department of Community Health for FY15 Children's Mental Health Block Grant in the amount of up to \$200,000 over three years, with all local match to be provided by the Livingston County Juvenile Court.

r) MDHS FAMILY PARTNER GRANT PROPOSAL (CONTRACT SFSC 15-47001) (REF. W&M AG. #: 20)

Motion to approve LCCMHA submitting a bid to continue as the provider of the State of Michigan Department of Human Services Contract SFSC15-47001 for the 3 year contract term FY2014 to FY2017 in the amount of \$90,000 annually and \$270,000 for the three year bid period.

s) CMHPSM POLICY - REVISED #491:CRITICAL INCIDENT, SENTINEL EVENT AND RISK EVENT POLICY (REF. W&M AG. #: 21)

Motion to approve the revisions to the CMHPSM Policy (Livingston Policy #491), Critical Incident, Sentinel Event and Risk Event Policy, as presented.

7. EXECUTIVE DIRECTOR'S REPORT:

- a) Delegated Contract Approach May, 2014 Report / Informational
- b) Wait List Update / Informational
- c) Agency & Community Update / Informational

d) **ADMIN CONTRACT - M. TAYLOR / CONTRACT REIMBURSEMENT BILLING SERVICES**
Discussion was held.
Moved by: S. Slaton / Seconded by: J. Plas
Motion to approve FY14 Contract between LCCMHA and Melissa Taylor for reimbursement billing services at a rate of \$25 per hour from 7/1/14 to 8/31/14, as presented. Effective 7/1/14 to 8/31/14.
 MOTION PASSED 12 / 12
 MOTION FAILED /

8. WAYS & MEANS COMMITTEE – MOTION RECOMMENDATIONS:

The Minutes of the May 20, 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 Date: 06/11/14
- b) 05/14/14 Draft Minutes

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

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

- a) Appreciation / Employee - B. Christian

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