

MEETING MINUTES
FULL BOARD
SEPTEMBER 30, 2014



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 checked="" type="checkbox"/> J. PLAS
	<input type="checkbox"/> OPEN SEAT (VACATED BY 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:	OPEN SEAT	
OTHERS PRESENT	C. CONKLIN R. MARHOFER	

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

2. **APPROVAL OF AGENDA:** **AGENDA DATED SEPTEMBER 30, 2014**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
 MOTION TO APPROVE THE AGENDA, AS MODIFIED: ADDED ITEM 7-D; COSTO MEMBERSHIP & AMERICAN EXPRESS CARD
MOVED BY: L. Carroll / SECONDED BY: R. Murray
 MOTION PASSED 11 / 11
 MOTION FAILED /

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

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED AUGUST 26, 2014**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.
 MOTION TO APPROVE THE MINUTES, AS MODIFIED:
MOVED BY: J. Plas / SECONDED BY: R. Murray
 MOTION PASSED 11 / 11
 MOTION FAILED /

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

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. Plas

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

MOTION PASSED 11 / 11

MOTION FAILED /

a) MMRMA INSURANCE RENEWAL FY14/15 (REF. W&M AG. #: 2)

Motion to approve the FY15 annual contribution with MMRMA for the Authority's insurance policy from 10/01/14 through 09/30/15 in the amount of \$44,204.

b) GENESIS CLUBHOUSE -OUT OF STATE TRAVEL / NATIONAL CLUBHOUSE CONFERENCE (REF. W&M AG. #: 4)

Motion to approve out-of-state travel for four members (two consumer/two staff) to the USA National Clubhouse Conference in Washington, D.C. in November 2014 for a total cost of \$2,840 from the clubhouse foundation account, as presented.

c) JANICE DUNLAP, REGISTERED DIETICIAN / RENEWAL OF CLINICAL RESPONSIBILITIES (REF. W&M AG. #: 5)

Motion to approve the re-credentialing of Janice Dunlap, as presented:

Term: September 2014 Through September 2016

Discipline: Dietitian

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

d) FY14/15 SPENDING PLAN - BUDGET (REF. W&M AG. #: 6)

Motion to approve the FY14/15 Spending Plan - Budget, dated 09/23/14, as presented.

e) HEATHER OAKS FY15 & FY16 CONTRACT - BUDGET REDUCTION (UPDATE TO 08/26/14 BOARD APPROVAL) (REF. W&M AG. #: 8)

Motion to approve the updated Budget between LCCMHA and Heather Oaks for drop-in center services, dated 09/05/14, totaling \$69,535, as presented. Effective 10/1/14 to 9/30/16.

f) COMPREHENSIVE EARLY AUTISM SERVICES / NEW FY15 & FY16 CONTRACT FOR SERVICES (REF. W&M AG. #: 9)

Motion to approve FY15 & FY16 Contract between LCCMHA and Comprehensive Early Autism Services, LLC for ABA Services at rates, as presented. Effective 10/1/14 to 9/30/16.

g) EMU AUTISM COLLABORATIVE CENTER / FY15 & FY16 CONTRACT (UPDATE TO THE 08/26/14 BOARD APPROVAL) (REF. W&M AG. #: 10)

Motion to approve FY15 & FY16 Contract Amendment #1 between LCCMHA and Eastern Michigan University/Autism Collaborative Center for Occupational and Speech Therapy Services at rates, as presented. Effective 10/1/14 to 9/30/16.

h) MI-A POSITION CHANGES / ELIMINATE MHTII POSITION IN CHL & FUNDING SOURCE CHANGE TO MHTII POSITION IN CIP (REF. W&M AG. #: 11)

PART I - MI-A CHL MHTII 40 hr/wk Position: (Eliminate position – moving funding to CIP below)

Motion to approve the elimination of a 40-hour full-time Mental Health Therapist II position in Community Healthlinks Program (CHL) (vacated by Catherine Terpstra), effective 9/30/14.

PART II - MI-A CIP MHT II 32 hr/wk Position: (Continue position with funding source change)

Motion to approve the continuation of a 32-hour full-time Mental Health Therapist II position in Community Independence Program (CIP) (currently held by Lisa Wilmot) with replacement of Livingston Health Plan Grant with funding from eliminated CHL position. Effective 10/1/14.

i) SUZANNE VALENTI / FY14 ADMIN CONTRACT EXTENSION (30 DAYS) (REF. W&M AG. #: 12)

Motion to extend the FY14 Contract between LCCMHA and Suzanne Valenti for Administrative Specialist – H&S/Training services at a rate of \$25 per hour from 10/1/14 to 10/31/14, as presented. Effective 10/1/14 to 10/31/14.

j) MEMORIAL HEALTHCARE HOSPITAL / FY15 & FY16 RATE INCREASES (UPDATE TO 08/26/14 BOARD APPROVAL) (REF. W&M AG. #: 13)

Motion to approve updated FY15 & FY16 Contract between LCCMHA and Memorial Healthcare Hospital for Inpatient Psychiatric Services, dated 09/05/14, at \$810 per day for FY15 and \$845 per day for FY16, as presented. Effective 10/1/14 to 9/30/16.

k) EPILEPSY FOUNDATION / NEW ADMIN CONTRACT - REGISTERED RN - SEIZURE TRAINING (LIP CREDENTIALING TO FOLLOW IN OCTOBER) (REF. W&M AG. #: 14)

Motion to approve FY15 & FY16 Contract between LCCMHA and Epilepsy Foundation of Michigan for Seizure Training by a Nurse at \$250 per encounter contingent upon successful credentialing of nurse through the CMHSPM and granting of clinical responsibilities by LCCMHA Board, as presented. Effective 10/1/14 to 9/30/16.

l) BEACON SPECIALIZED LIVING SERVICES / CONSUMER PLACEMENT #51791 (REF. W&M AG. #: 15)

Motion to approve FY14 and FY15 Contract between LCCMHA and Beacon Specialized Living Services for emergency placement of consumer #51791 at rates, as presented. Effective 9/11/14 to 10/31/14.

m) TYLER TECHNOLOGIES / CONTRACT RENEWAL FOR MUNIS FINANCIAL APPLICATIONS (REF. W&M AG. #: 17)

Motion to renew the maintenance contract with Tyler Technologies for three year term effective October 1, 2014 to September 30, 2017 at a cost of \$35,357 per year. The cost is the same as the previous three years.

n) MI-A ARS - ERIN HAGER / REQUEST FOR PROMOTION TO MHTII (REF. W&M AG. #: 18)

Motion to approve the reclassification of Erin Hager 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 to match the first date of the next pay period after Board action.

o) HASSELBRING - CLARK / SERVICE CONTRACT FOR GENESIS HOUSE - CANNON IR4025 B&W (REF. W&M AG. #: 19)

Motion to approve Annual Service Contract between LCCMHA and Hasselbring Clark at \$578 (annual cost) for Canon iR 4025 B & W copier, as presented. Effective 10/3/14 to 10/2/15.

p) LCCMHA POLICY - REVISED #451: PERSONAL EMERGENCY RESPONSE SYSTEM (PERS) AFFILIATE MONITOR PROGRAM (REF. W&M AG. #: 22)

Motion to approve the Personnel Manual changes (version 09.22.14) regarding language changes to reflect mandatory updates due to the Affordable Care Act (ACA) and the new section titled Personal Emergency Response System - Monitor Program (PERS) outlining provisions specific to PERS employees, as presented. Effective 09/28/14

q) ADULT LEARNING SYSTEMS (ALS) / FY15 & FY16 CONTRACT PER-DIEM CHANGES (UPDATE TO THE 08/26/14 BOARD APPROVAL) (REF. W&M AG. #: 24)

Motion to approval of FY15 & FY16 Contract between LCCMHA and Adult Learning Systems with FY15 per diem rates for the Briarwood Group Home at the rate of \$112.64 per day and the Norton Home at the rate of \$113.81 per day, as presented. Effective 10/1/14 to 9/30/15.

r) HAVENWYCK HOSPITAL / FY15 & FY16 CONTRACT RATE INCREASE (UPDATE TO THE 08/26/14 BOARD APPROVAL) (REF. W&M AG. #: 25)

Motion to approve an update to FY15 & FY16 Contract between LCCMHA and Havenwyck Hospital for Inpatient Psychiatric Services at \$635 per day, as presented. Effective 10/1/14 to 9/30/16.

s) **HASSELBRING - CLARK / 2280 FRONT OFFICE & INTAKE -TWO CANON IR1025IF COPIERS - SERVICE CONTRACTS (REF. W&M AG. #: 27)**

Motion to approve two (2) Annual Service Contracts between LCCMHA and Hasselbring Clark for two (2) new Canon imageRUNNER 1025iF, Black and Witte Copier/Printers at \$135 per quarter, per copier. Effective 10/1/14 to 9/30/15.

7. EXECUTIVE DIRECTOR'S REPORT:

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

d) **COSTCO MEMBERSHIP & AMERICAN EXPRESS CARD**

Discussion was held.

Moved BY: J. Plas / SECONDED BY: J. Pfeffer

Motion to approve an agency membership with Costco and further to approve an agency credit card account with American Express for two cards, 1) Executive Director, 2) Administrative Specialist - L. Marhofer, with an approved account limit of \$2,000 for agency purchases at Costco.

MOTION PASSED 11 / 11

MOTION FAILED /

8. WAYS & MEANS COMMITTEE – MOTION RECOMMENDATIONS:

a) **FY14/15 EMPLOYEE COST OF LIVING ADJUSTMENT**

Moved BY: L. Berry-Bobovski / SECONDED BY: S. Slaton

Motion to approve a 2% cost of living increase to LCCMHA employees for FY14/15. Effective with the first pay date, October 16, 2014.

MOTION PASSED 11 / 11

MOTION FAILED /

b) **MDCH - CMHSP FY14/15 MANAGED MENTAL HEALTH SUPPORTS AND SERVICES CONTRACT (GF)**

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

Motion to authorize the executive director to sign the General Fund contract in order to be able to return the signed contract to MDCH by the 10/17/14 deadline.

MOTION PASSED 11 / 11

MOTION FAILED /

c) **LCCMHA POLICY - REVISED #211: TRAVEL, EXPENSE AND PER DIEM REIMBURSEMENT**

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

Motion to approve the revisions to local policy #221, Travel, Expense and Per Diem Reimbursement, as presented and discussed. Effective 10/01/14. Note: Attachment E reflects updated meal reimbursement as follows:

Breakfast:	\$10.00
Lunch:	\$12.00
Dinner:	\$20.00
Tip:	PLUS a maximum tip allowance of up to 20%

MOTION PASSED 11 / 11

MOTION FAILED /

d) **LCCMHA PERSONNEL MANUAL - UPDATE \ AFFORDABLE CARE ACT (ACA) UPDATES & PERSONAL EMERGENCY RESPONSE SYSTEM (PERS) PROGRAM UPDATES**

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

Motion to approve the Personnel Manual changes (version 09.22.14) regarding language changes to reflect mandatory updates due to the Affordable Care Act (ACA) and the new section titled Personal Emergency Response System - Monitor Program (PERS) outlining provisions specific to PERS employees, as presented. Effective 09/28/14

MOTION PASSED 11 / 11

MOTION FAILED /

e) **MERS - 2015 RETIREE BENEFIT E (COLA) & AMENDMENT TO THE DEFINED BENEFIT ADOPTION AGREEMENT**

PART I - Retiree Benefit Program E / 1.5%

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

Motion to adopt a 1.5% increase for the MERS 2015 Retiree Benefit Program E, for only retirees who have been on the pension payroll for at least one year as of 01/01/15, as presented.

MOTION PASSED 11 / 11

MOTION FAILED /

PART II - Amendment to the Defined Benefit Adoption Agreement

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

Motion to approve an Amendment to our existing MERS Defined Benefit Adoption Agreement approving a 1.5%, non-compounding, one-time increase under the Retiree Benefit Program E, for only retirees who have been on the pension payroll for at least one year, as of 01/01/15 and the lump sum payment required to fully fund the adoption of the Benefit Program E in the amount of \$83,916 as presented.

MOTION PASSED 11 / 11

MOTION FAILED /

The Minutes of the September 23 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 Board Meeting: 10/08/14
 - Regional Board Workshop / 11/08/14 Zeeb Rd. Begins at 11 am to 3 pm
- b) 09/10/14 Draft Minutes
10. **MACMH BOARD ASSOCIATION:** **None** **Item(s) Noted Below**
- a) Event Announcement(s): None Items Noted Below
- Fall Conference October 27 & 28 / Grand Traverse Resort, Traverse City
- b) Voting Delegates at Fall Conference: J. Plas - Board Member and C. Conklin - Executive Director
11. **BOARD CORRESPONDENCE:** **None** **Item(s) Noted Below**
- a) MDCH Office of Recipient Rights / FY13 Annual Report
- b) Terri Ariss - Parent Support Partners / Thank You card
- c) NAMI - Livingston / Thank You for Donation
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 6:55 PM**

RESPECTFULLY SUBMITTED:

APPROVED BY:

 Rainey Marhofer
 RECORDING SECRETARY

 Joanne Pfeffer
 BOARD SECRETARY

 Date