

MEETING MINUTES
FULL BOARD
AUGUST 25, 2015

APPROVED

MEMBERS PRESENT:	<input type="checkbox"/> J. AUBRY	<input 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 checked="" type="checkbox"/> R. GARBER – BOARD CHAIR	<input checked="" type="checkbox"/> S. SLATON
	<input type="checkbox"/> OPEN SEAT (VACATED BY J. KORONICH)	<input checked="" type="checkbox"/> B. SPALDING
MEMBER(S) ABSENT:	J. AUBRY, G. MCINTOSH, OPEN SEAT	
OTHERS PRESENT	C. CONKLIN R. MARHOFER	LESLIE HALL

1. **CALL TO ORDER:** Meeting called to order by: **R. Garber** at **6:07 PM**.

2. **APPROVAL OF AGENDA:** **AGENDA DATED AUGUST 25, 2015**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
 MOTION TO APPROVE THE AGENDA, AS MODIFIED:
MOVED BY: B. Cox / SECONDED BY: L. Berry-Bobovski
 MOTION PASSED 09 / 09
 MOTION FAILED /

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

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED JULY 28, 2015**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.
 MOTION TO APPROVE THE MINUTES, AS MODIFIED:
MOVED BY: R. Murray / SECONDED BY: J. Plas
 MOTION PASSED 09 / 09
 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
- c) Customer Service Annual Report (2014 / 2015) / Leslie Hall
- d) Board Member Compositions Due (08-2015)

e) **EXECUTIVE DIRECTOR EVALUATION COMMITTEE RECOMMENDATIONS / J. PFEFFER - CHAIR FOR CONSTANCE CONKLIN - FY15 PERFORMANCE PLAN AND SELF REVIEW**

Discussion was held.

Moved BY: J. Pfeffer / SECONDED BY: R. Murray

Motion to accept the FY15 Performance Plan and Self-Evaluation of Constance C. Conklin, Executive Director, as presented.

MOTION PASSED 09 / 09

MOTION FAILED /

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: R. Murray

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

MOTION PASSED 09 / 09

MOTION FAILED /

a) **MI-A POSITION CHANGES (REF. W&M AG. #: 2)**

PART I - Eliminate Position

Motion to eliminate full-time SOAR case manager position (LC-11) in the Adult Recovery Services Program, as presented.

PART II - Create Position

Motion to create full-time mental health assistant (LC-06) for crisis stabilization, 50% assigned to Community Independence Program and 50% assigned to Adult Recovery Services Program, as presented.

b) **RESOLUTION ESTABLISHING A FREEDOM OF INFORMATION ACT (FOIA) POLICY, PROCEDURES AND GUIDELINES, PUBLIC SUMMARY OF FOIA PROCEDURES AND GUIDELINES (REF. W&M AG. #: 3)**

Motion to approve the Resolution establishing a Freedom of Information Act (FOIA) Policy, Procedure and Guidelines and the Public Summary of Procedures and Guidelines for LCCMHA, as presented. Effective 09/01/15.

c) **HASSELBRING CLARK / ANNUAL SERVICE CONTRACT FOR CANON IR-1025iF B&W TABLETOP COPIER AT 2280 FRONT OFFICE (REF. W&M AG. #: 4)**

Motion to approve an Annual Service Contract between Hasselbring Clark and LCCMHA for the Canon IR-1025iF B&W Tabletop Copier located in the 2280 Building Front Office at an annual cost of \$576, as presented. Effective 10/9/15 to 10/9/16.

d) HASSELBRING CLARK / ANNUAL SERVICE CONTRACT FOR CANON IR-1025iF B&W TABLETOP COPIER AT 2280 INTAKE (REF. W&M AG. #: 5)

Motion to approve an Annual Service Contract between Hasselbring Clark and LCCMHA for the Canon IR-1025iF B&W Tabletop Copier located in the 2280 Building Intake Department at an annual cost of \$576, as presented. Effective 10/9/15 to 10/9/16.

e) HASSELBRING CLARK / ANNUAL SERVICE CONTRACT FOR CANON IR-4025 B&W COPIER- GENESIS HOUSE (REF. W&M AG. #: 6)

Motion to approve an Annual Service Contract between Hasselbring Clark and LCCMHA for the Canon IR-4025 B&W Copier located at Genesis House at an annual cost of \$578, as presented. Effective 10/2/15 to 10/2/16.

f) GROUP HOMES - FY15 CONTRACT AMENDMENTS FOR ALS & RCHI / PER DIEM ADJUSTMENTS (REF. W&M AG. #: 7)

PART I - Adult Learning Systems (ALS)

Motion to approve Amendment No. 1 to the FY15 contract with ALS effective August 1, 2015 through September 30, 2015 at the per diem rates presented. (Reference column heading "Revised per diem for Aug & Sep")

PART II - Renaissance Community Homes, Inc. (RCHI)

Motion to approve Amendment No. 2 to the FY15 contract with RCHI effective August 1, 2015 through September 30, 2015 at the per diem rates presented. (Reference column heading "Revised per diem for Aug & Sep")

g) GROUP HOMES - FY16 CONTRACT AMENDMENTS FOR ALS & RCHI / PER DIEM RATES (REF. W&M AG. #: 8)

PART I - ALS

Motion to approve Amendment No. 2 to the FY16 contract with ALS effective October 1, 2015 through September 30, 2016 at the per diem rates presented. (Reference column heading "Per diem FY16")

PART II - RCHI

Motion to approve Amendment No. 3 to the FY16 contract with RCHI effective October 1, 2015 through September 30, 2016 at the per diem rates presented. (Reference column heading "Per diem FY16")

h) MDCH / LCCMHA AMENDMENT #1 TO THE FY15 CMHSP MANAGED MENTAL HEALTH SUPPORTS & SERVICES CONTRACT (REF. W&M AG. #: 9)

Motion to approve Amendment #1 to the FY15 Managed Mental Health Supports and Services Contract between the Michigan Department of Community Health and Livingston County Community Mental Health Authority for language change, as presented. Effective 10/1/14 to 9/30/15.

i) ENNIS CENTER FOR CHILDREN - NEW FY15 ADMINISTRATIVE SERVICE CONTRACTS / PLACEMENT AGENCY / CONSUMER #277833 (REF. W&M AG. #: 10)

Motion to approve an Annual Service Contract between Ennis Center for Children and LCCMHA for administrative services in a placement agency at the cost of \$40.00 per day, as presented. Effective 8/12/15 to 9/30/15.

j) OWEN MACK / GENESIS HOUSE - THREE (3) YEAR LEASE RENEWAL (REF. W&M AG. #: 11)

Motion to approve a Lease between LCCMHA and Owen Mack for the lease of space at 501 W. Grand River, Fowlerville for the Genesis House site at the cost of \$1,600.00 per month and utility cost of \$150.00 per month, as presented. Effective 10/1/15 to 9/30/18.

k) COURTYARD MANOR OF WIXOM - FY15 CONTRACT AMENDMENT #3 / EXTEND PLACEMENT FOR CONSUMER #42499 (REF. W&M AG. #: 12)

Motion to approve to FY15 Contract Amendment #3 between LCCMHA and Courtyard Manor of Wixom to extend the contract for licensed residential services at rates presented for Consumer #42499, effective 9/1/15 to 9/30/16.

l) DAWN INC., D/B/A DAWN FARMS - FY 16 CONTRACT FOR SUD SERVICES (REF. W&M AG. #: 13)

Motion to approve FY16 Contract between LCCMHA and Dawn Inc. d/b/a Dawn Farm for substance abuse detoxification and residential services at rates as presented. Effective 10/1/15 to 9/30/16.

m) FLATROCK MANOR, LLC - FY15 & FY16 CONTRACT AMENDMENT NO. 5 / CONSUMER #227833 (REF. W&M AG. #: 14)

Motion to approve FY15 & FY16 Contract Amendment #5 between LCCMHA and Flatrock Manor for community living supports and personal care services in a licensed residential setting and rates for consumer #227833, as presented. Effective 8/12/15 to 9/30/16.

n) HEGIRA PROGRAMS, INC. - FY15 & FY16 SUD CONTRACT AMENDMENT NO. 1 (REF. W&M AG. #: 15)

Motion to approve FY16 Contract between LCCMHA and Hegira Programs, Inc. for substance abuse detoxification and residential services at rates as presented. Effective 10/1/15 to 9/30/16.

o) HERNANDEZ HOME, LLC - FY15 & FY16 - CONTRACT AMENDMENT NO. 2 / CONSUMER(S) # 50996 & #48100 (REF. W&M AG. #: 16)

PART I - Consumer 50996

Motion to approve FY15 Contract Amendment #2 between LCCMHA and Hernandez Home, LLC to extend contract out through FY16 and to continue licensed residential services for Consumer #50996 at the rates as presented, effective 10/1/15 to 9/30/16.

PART II - Consumer 48100 / Paulson Home) Continuation

Motion to approve FY15 Contract Amendment #2 between LCCMHA and Hernandez Home, LLC to extend contract out through FY16 and to continue licensed residential services for Consumer #48100 at the rates as presented, effective 10/1/15 to 9/30/16.

p) HOLY CROSS YOUTH AND FAMILY SERVICES (D/B/S: KAIROS HEALTHCARE) / NEW FY16 SUD SERVICE CONTRACT (REF. W&M AG. #: 17)

Motion to approve FY16 Contract between LCCMHA and Holy Cross Youth and Family Services d/b/a Kairos Healthcare for substance abuse detoxification and residential services at rates as presented. Effective 10/1/15 to 9/30/16.

q) SACRED HEART REHABILITATION CENTER - NEW FY16 SUD SERVICE CONTRACT (REF. W&M AG. #: 18)

Motion to approve FY16 Contract between LCCMHA and Sacred Heart Rehabilitation Center for substance abuse detoxification and residential services at rates as presented. Effective 10/1/15 to 9/30/16.

r) COSTCO EXECUTIVE BUSINESS MEMBERSHIP / RENEWAL (REF. W&M AG. #: 19)

Motion to approve the renewal of two (2) Costco Executive Business Membership cards at the annual cost of \$110, as presented. Effective 9/1/15 to 8/31/16.

s) STACEY O'HAIR - FY15 CONTRACT TERMINATION FOR OBRA SERVICES (REF. W&M AG. #: 20)

Motion to approve the contract termination for an administrative contract between LCCMHA and Stacy O'Hair, LMSW for OBRA services due to lack of funding from MDHHS. Effective 08/07/15. Reference S. O'Hair FY15 Contract - Article 11: Termination, Section 3 – Termination Due to Insufficient Funding.

t) MDHHS - LIVINGSTON / FY16 MANAGED MENTAL HEALTH SUPPORTS AND SERVICES CONTRACT (REF. W&M AG. #: 21)

Motion to approve the FY16 Managed Mental Health Supports and Services Contract between the Michigan Department of Health and Human Services and Livingston County Community Mental Health Authority, as presented. Effective 10/1/15 to 9/30/16.

7. EXECUTIVE DIRECTOR'S REPORT:

- a) Delegated Contract Approach August 2015 Report / Informational
- b) Wait List Update / Informational
- c) Agency & Community Update / Informational

d) FLATROCK MANOR, LLC - FY15 & FY16 CONTRACT AMENDMENT NO. 6 / CONSUMER #52281

Discussion was held.

Moved by: S. Slaton / Seconded by: J. Plas

Motion to approve FY15 & 16 Contract Amendment #6 between LCCMHA and Flatrock Manor for Community Living Supports and Personal Care services in a licensed residential setting for consumer #52281 at rates as presented. Effective 8/27/15 to 9/30/16.

MOTION PASSED 09 / 09

MOTION FAILED /

e) MARTHA FARRAND, OT - RENEWAL OF CLINICAL RESPONSIBILITIES

Discussion was held.

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

Motion to approve the re-credentialing of Martha Farrand, OT, as follows:

Term: August 2015 Through August 2017

Discipline: Occupational Therapist

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; OBRA-individuals w/developmental disability.

Clinical Responsibilities: Occupational Therapy Evaluation, Treatment Planning, Occupational Therapy Treatment.

MOTION PASSED 09 / 09

MOTION FAILED /

8. WAYS & MEANS COMMITTEE – MOTION RECOMMENDATIONS:

The Minutes of the August 18, 2015, 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
 - Next Regional Board Meeting Date: 09/09/15
- b) Financial Highlights - June FYTD Report (dated 08/2015)
- c) Draft 08/12/15 Board Minutes

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

- a) Event Announcement(s): None Items Noted Below
 - Fall Conference - October 26 & 27, 2015 / Grand Traverse Resort, Traverse City

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

- a) The Genesis Journal - August 2015

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

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

a) Parking Lot Items:

- Future Retirement Options for Employees - Existing & New Hires (07.28.15 added to parking lot. Returning to Board in September, 2015)

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