

MEETING MINUTES
FULL BOARD
SEPTEMBER 29, 2015



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 type="checkbox"/> J. PFEFFER - BOARD SECRETARY
	<input checked="" type="checkbox"/> B. COX	<input type="checkbox"/> J. PLAS
	<input checked="" type="checkbox"/> R. GARBER – BOARD CHAIR	<input type="checkbox"/> S. SLATON
	<input type="checkbox"/> OPEN SEAT (VACATED BY J. KORONICH)	<input checked="" type="checkbox"/> B. SPALDING
MEMBER(S) ABSENT:	J. PFEFFER, S. SLATON, 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 29, 2015**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
 MOTION TO APPROVE THE AGENDA, AS MODIFIED:
MOVED BY: R. Murray / SECONDED BY: L. Carroll
 MOTION PASSED 09 / 09
 MOTION FAILED /

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

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED AUGUST 25, 2015**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.
 MOTION TO APPROVE THE MINUTES, AS MODIFIED:
MOVED BY: R. Murray / SECONDED BY: L. Carroll
 MOTION PASSED 09 / 09
 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: R. Murray

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

MOTION PASSED 09 / 09

MOTION FAILED /

a) LCCMHA FY16 BUDGET (REF. W&M AG. #: 2)

Motion to approve the FY16 Budget, dated 09/22/15, as presented.

b) MMRMA - FY16 RENEWAL (REF. W&M AG. #: 3)

Motion to approve the FY16 annual contribution with MMRMA for the Authority's insurance policy beginning 10/01/15 through 09/30/16 in the amount of \$42,024.

c) NURSING CONFERENCE - PAID HOURS - OUT OF STATE TRAVEL (REF. W&M AG. #: 4)

Motion to approve out-of-state travel for two nurses to attend the American Psychiatric Nurse Association 29th Annual Conference on October 27-31, 2015 in Lake Buena Vista, FL in accordance with our agency policies. All conference costs will be personally funded by the staff members, as presented. The two nurses will be eligible for paid time up to 32 hours each.

Members advised: future items such as this request fall under the authority of the Executive Director and therefore do not need to be submitted for board approval.

d) CATHERINE J. WITHEROW - CONTRACT FOR APPEAL/FAIR HEARINGS SERVICES & CONSULTATION (REF. W&M AG. #: 5)

Motion to approve a FY16 Contract between LCCMHA and Catherine J. Witherow for appeal/fair hearings services and consultation at rates presented. Effective 10/1/15 to 9/30/16.

e) LAURA GOLDMAN, NP - FY15 AND FY16 CONTRACT AMENDMENT #1 (REF. W&M AG. #: 6)

Motion to approve Amendment #1 to the FY15 and FY16 Contract between LCCMHA and Laura Goldman for a rate increase to \$65 per hour for coordinated physical and mental health services, as presented. Effective 10/1/15 to 9/30/16.

f) GREENVILLE ACRES ADULT HOME CARE, INC. - FY15 &16 CONTRACT AMENDMENT #1 (REF. W&M AG. #: 7)

Motion to approve FY15 &16 Contract Amendment #1 between LCCMHA and Greenville Acres Adult Home Care, Inc. to increase rate from \$35.10 per day to \$45 per day for community living supports in a licensed residential setting, as presented. Effective 10/1/15 to 9/30/16.

g) HEATHER OAKS - FY15 & FY16 CONTRACT AMENDMENT No. 1 / FY16 BUDGET (REF. W&M AG. #: 8)

Motion to approve Amendment #1 to the FY15 & FY16 Contract between LCCMHA and Heather Oaks to reflect the FY16 Budget for drop-in center services totaling \$69,494, as presented. Effective 10/1/15 to 9/30/16.

h) MACOMB OAKLAND REGIONAL CENTER (MORC) - FY15 AND FY16 CONTRACT AMENDMENT #1 / CONSUMERS: #31150, #41628 AND #49295

PART I - Consumer #31150

Motion to approve FY15 and FY16 Contract Amendment #1 between LCCMHA and MORC for rate changes for Consumer #31150, as presented. Effective 9/1/15 to 9/30/16.

PART II - Consumer #41628 and #49295

Motion to approve FY15 and FY16 Contract Amendment #1 between LCCMHA and MORC for rate changes for Consumer #41628 and #49295, as presented. Effective 10/1/15 to 9/30/16.

i) 10. CMHPSM POLICY - NEW #355: COUNTY OF FINANCIAL RESPONSIBILITY (COFR) WITHIN THE CMHPSM PIHP (REF. W&M AG. #: 10)

Motion to approve the new CMHPSM Policy (Livingston #355), County of Financial Responsibility (COFR), as presented.

j) GENESIS HOUSE: CLUBHOUSE INTERNATIONAL CONFERENCE (REF. W&M AG. #: 11)

Motion to approve out-of-state travel for four clubhouse members (two consumers and two staff) to attend the 18th International Seminar on October 24-29, 2015 in Denver, CO in accordance with our agency policies. One MDHHS scholarship will cover seminar and travel for one person. All remaining cost will be paid by the Genesis House Foundation Account not to exceed \$4,842, as presented.

k) STAFF APPRECIATION FALL BARBEQUE (REF. W&M AG. #: 14)

Motion to approve the request and funding for the Annual Staff Appreciation Barbeque, for an amount not to exceed \$800.

l) CMHPSM POLICY - REVISED #383: CUSTOMER SERVICE POLICY (REF. W&M AG. #: 16)

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

7. EXECUTIVE DIRECTOR'S REPORT:

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

d) **CLS PROVIDERS - FY15 3.9 PERCENT SUPPLEMENTAL PAYMENT**

Discussion was held.

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

Motion to approve the FY15 3.9 percent supplemental payment to CLS providers, as presented.

MOTION PASSED 09 / 09

MOTION FAILED /

8. WAYS & MEANS COMMITTEE – MOTION RECOMMENDATIONS:

a) **EMPLOYEES: RETIREMENT OPTIONS, EMPLOYMENT STATUS AND COMPENSATION UPDATES**

Part I - Defined Benefit Plan:

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

Motion to close the current defined benefit retirement plan with MERS for all new employees, effective 10/1/2015.

MOTION PASSED 09 / 09

MOTION FAILED /

Part II - Defined Contribution Plan:

Moved BY: L. Berry-Bobovski / SECONDED BY: L. Carroll

Motion to establish a new defined contribution plan with MERS for all new full-time regular employees (30+ hours) hired, effective 10/1/2015. The new defined contribution plan will have a proposed employer contribution of (5%) into a DC 401 and a graded vesting scale with 100% after 6 years of service. (Ref mers form MD-070 v2015-01-05).

MOTION PASSED 09 / 09

MOTION FAILED /

Part III - Defined Contribution Conversion Addendum:

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

Motion to allow eligible employees (regular full time working 30+ hours a week) that are currently enrolled in the defined benefit plan through MERS a one-time opportunity to irrevocable elect coverage under the MERS Defined Contribution Plan and shall apply to anyone employed with LCCMHA as of the anticipated conversion date of 01/01/2016. (Ref mers form MD-072 v2013-09-04) The conversion would be calculated at the presented value based on our 12/31/14 MERS Annual Actuarial Valuation, which is currently 95%.

MOTION PASSED 09 / 09

MOTION FAILED /

Part IV - Retiree Health Care Plans:

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

Motion to close both Retiree Health Care plans (BCBSM and Benistar) for all new employees, effective 10-1-15.

MOTION PASSED 09 / 09

MOTION FAILED /

Part V - Employee Employment Status and Employment Compensation (Personnel Manual)

Moved BY: L. Berry-Bobovski / SECONDED BY: L. Carroll

Motion to Approve the updated employee employment status and employment compensation, as presented. Effective 10-1-15.

(See next page, (Page 6) for the updated employment status and compensation list)

MOTION PASSED 09 / 09

MOTION FAILED /

EMPLOYMENT STATUS - EFFECTIVE 10/01/15

Hours worked	Job Classification	Benefits received
0-40 Hours (Mail Courier, grant funded positions)	Temporary Employees Only position is our 6 month mail courier position: this position rotates every 6 months. They will no longer hold any other position at the agency at the same time In future we may use this classification if there is a grant funded position under 12 months	Hourly wage
0-29 Hours (e.g. Staff that work variable hours: PERS, respite, Drivers)	Occasional Employees Occasional employees work variable hours	Hourly wage
18-29 Hours	Regular Part-time -These employees are regularly scheduled to work typically between 18-29 hours.	Vacation, Sick, Life insurance, Long-term disability, Merit increases after working designated hours
30-40 Hours	Regular Full-time	Eligible for all benefits including MERS DC

b) CMHPSM CONTRACT #2259: SUD PA2 FUNDING

Moved by: L. Berry-Bobovski / SECONDED BY: L. Carroll

Motion to approve the FY16 Contract #2259 – SUD PA2 Funding between the Community Mental Health Partnership of Southeast Michigan and Livingston County CMHA in the amounts as presented. Effective 10/1/15 to 9/30/16.

- MOTION PASSED /**
- MOTION FAILED /**

c) SUBSTANCE USE GRANT AWARD: NEW PROGRAM - ENGAGEMENT CENTER AND STAFFING REQUEST

PART I - New Program: Engagement Center

Approve the new program at Livingston County CMH (Livingston County Engagement Center). This program to be contingent upon continued SUD PA2 Grant funding.

PART II - Staffing: Program Coordinator Position

Approve one new regular full-time LC-15 Program Coordinator position (CAADC- CAADC - Certified Advanced Alcohol and Drug Counselor preferred and CCS -Certified Clinical Supervisor preferred) assigned to the Engagement Center Program as presented. This position to be contingent upon continued grant funding.

PART III - Staffing: Case Manager Position

Approve one new regular full-time LC-11 Case Manager position assigned to the Engagement Center Program as presented. Position is contingent upon continued grant funding.

PART IV - Staffing: Peer Recovery Coaching (2 full-time) Positions

Approve two new full-time LC-4 or LC-6 Peer Recovery Coaches depending on experience/certification. Positions are contingent upon continued grant funding.

PART V - Staffing: Peer Recovery Coaching (2 part-time) Positions

Approve two new part-time LC-4 or LC-6 Peer Recovery Coaching depending on experience/certification, for up to 20 hours per week. Positions are contingent upon continued grant funding.

PART VI - Contractual: Nurse

Authorize to advertise and fill one 10 hour nursing contractual position. Contract will return to board for approval is contingent upon continued grant funding.

PART VII - Staffing: Mental Health Assistants (4 part-time) Positions

Approve four new part-time LC-6 Mental Health Assistants, at up to 20 hours per week. Position is contingent upon continued grant funding.

MOVED BY: L. Berry-Bobovski / SECONDED BY: R. Murray

Motion to Insert Motion Language

MOTION PASSED 09 / 09

MOTION FAILED /

The Minutes of the September 22, 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

- Regional Board Meeting Date: 10/14/15

b) 09/09/15 Draft 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

- b) Voting Delegates: If applicable, J. Plas and B. Spalding
- c) Boardworks 3.0 Update by Davie MultiMedia
- d) Nomination Forms (5): Go to Bat Award, The Hal Madden Outstanding Service Award, The Jim Neubacher Media Award, Partners in Excellence Award, The David Lalumia Outstanding Professional Service Award

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

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 6:50 PM**

RESPECTFULLY SUBMITTED:

APPROVED BY:

Rainey Marhofer
RECORDING SECRETARY

Joanne Pfeffer
BOARD SECRETARY

Date