

MEETING MINUTES
FULL BOARD
OCTOBER 25, 2016



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"/> D. BROOKS	<input checked="" type="checkbox"/> J. PFEFFER - BOARD SECRETARY
	<input checked="" type="checkbox"/> L. CARROLL	<input type="checkbox"/> J. PLAS
	<input checked="" type="checkbox"/> B. COX	<input checked="" type="checkbox"/> S. SLATON
	<input checked="" type="checkbox"/> R. GARBER – BOARD CHAIR	<input type="checkbox"/> B. SPALDING
MEMBER(S) ABSENT:	J. PLAS, B. SPALDING	
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 OCTOBER 25, 2016**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
 MOTION TO APPROVE THE AGENDA, AS MODIFIED:
MOVED BY: R. Murray / SECONDED BY: L. Berry-Bobovski
 MOTION PASSED 10 / 10
 MOTION FAILED /

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

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED SEPTEMBER 27, 2016**

MOTION TO APPROVE THE MINUTES, AS PRESENTED AND WAIVE THE READING THEREOF.
 MOTION TO APPROVE THE MINUTES, AS MODIFIED:
MOVED BY: B. Cox / SECONDED BY: R. Murray
 MOTION PASSED 10 / 10
 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) Appointment of Nominating Committee for 2017 Board Officers / by R. Garber - Board Chair:
J. Aubry - Committee Chair, G. McIntosh, L. Carroll

- d) 2017 Board & Committee Dates / Preplanning discussion for 2017 Schedule (will return to Board in November)

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: L. Carroll

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

MOTION PASSED 10 / 10

MOTION FAILED /

a) 2016 HOLIDAY PARTY - BUDGET (REF. W&M AG. #: 4)

Motion to approve a 2016 Holiday Party - Staff Recognition Budget amount of not to exceed \$1,500.

b) MERS - BARBARA WALENTOWSKI / REQUEST TO PURCHASE ADD'L GENERIC SERVICE CREDIT (REF. W&M AG. #: 5)

Motion to authorize, by Resolution, that Barbara Walentowski be credited with five (5) years of generic service in MERS providing she pays the total cost of such service which was actuarially determined by MERS to be \$55,443.87. Be it further resolved that the Executive Director is authorized to sign the necessary documentation to effectuate this purchase.

c) CMHPSM POLICY #602: WOMEN'S SPECIALTY TREATMENT SERVICES (NEW TO LIVINGSTON) (REF. W&M AG. #: 8)

Motion to approve the (new to Livingston) CMHPSM Policy (Livingston #602) Women's Specialty Treatment Services, as presented.

d) CMHPSM POLICY #603: MEDICATION ASSISTED TREATMENT (NEW TO LIVINGSTON) (REF. W&M AG. #: 9)

Motion to approve the (new to Livingston) CMHPSM Policy (Livingston #603) Medication Assisted Treatment Policy, as presented.

e) CMHPSM POLICY #604: INDIVIDUAL TREATMENT AND PLANNING PROCESS POLICY (NEW TO LIVINGSTON) (REF. W&M AG. #: 10)

Motion to approve the (new to Livingston) CMHPSM Policy (Livingston #604) Individual Treatment and Planning Process Policy, as presented.

f) **CMHPSM POLICY #605: RESIDENTIAL TREATMENT SERVICES POLICY (NEW TO LIVINGSTON) (REF. W&M AG. #: 11)**

Motion to approve the (new to Livingston) CMHPSM Policy (Livingston #605) Residential Treatment Services Policy, as presented.

g) **CMHPSM POLICY #606: OUTPATIENT TREATMENT AND RECOVERY CONTINUUM OF SERVICES (NEW TO LIVINGSTON) (REF. W&M AG. #: 12)**

Motion to approve the (new to Livingston) CMHPSM Policy (Livingston #606) Outpatient Treatment and Recovery Continuum of Services Policy, as presented.

h) **CMHPSM POLICY #607: COMMUNICABLE DISEASE POLICY (NEW TO LIVINGSTON) (REF. W&M AG. #: 13)**

Motion to approve the (new to Livingston) CMHPSM Policy (Livingston #607) Communicable Disease Policy, as presented.

i) **CMHPSM POLICY #489 REVISED: COORDINATION OF INTEGRATED HEALTHCARE POLICY (REF. W&M AG. #: 14)**

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

j) **LCCMHA POLICY #462 REVISED: PROHIBITED ABBREVIATIONS (REF. W&M AG. #: 15)**

Motion to approve the revisions to the LCCMHA Policy #462, Prohibited Abbreviations Policy, as presented.

k) **HASSELBRING-CLARK / MAINTENANCE AGREEMENT RENEWAL / CANON iR ADVANCE C5255 COLOR COPIER - H-C ID#18151 - 622 FRONT OFFICE (REF. W&M AG. #: 16)**

Motion to approve a one (1) year Maintenance Agreement between Hasselbring Clark and LCCMHA for the Canon iR Advance C5255 color copier for a total annual cost of \$2,376.00. Effective 11/17/16 to 11/16/17.

l) **ON TIME TRANSPORTATION / NON-EMERGENCY TRANSPORTATION FOR CONSUMER #47569 (REF. W&M AG. #: 17)**

Motion to approve a FY17 & FY18 Contract between LCCMHA and On Time Transportation for non-emergency transportation for Consumer #47569 at rates presented. Effective 10/1/16 to 9/30/18.

m) **ARC OF LIVINGSTON / FY17 & FY18 CONTRACT FOR FAMILY NAVIGATOR SERVICES (REF. W&M AG. #: 18)**

Motion to approve FY17 & FY18 Contract between LCCMHA and Arc of Livingston to provide Parent-to-Parent Support (Family Training) services at \$56.00 per encounter, as presented. Effective 11/1/16 to 9/30/18.

n) **CENTRIA HEALTHCARE, LLC / FY17 & FY18 CONTRACT AMENDMENT #1 / To INCLUDE NON AUTISM WAIVER (U5) CODES (REF. W&M AG. #: 19)**

Motion to approve FY17 & FY18 Contract Amendment #1 between LCCMHA and Centria Healthcare, LLC for services at rates, as presented. Effective 10/1/16 to 9/30/18.

o) **GENOA, A QoL HEALTHCARE COMPANY (F/K/A GENOA HEALTHCARE MICHIGAN, LLC) / CONTRACT AMENDMENT #1 / NAME CHANGE, SQUARE FOOTAGE AND RENT INCREASE (REF. W&M AG. #: 20)**

Motion to approve Contract Amendment #1 between Genoa, a QoL Healthcare Company and LCCMHA for name change, square footage and rent increase located at 2280 building, as presented. Effective 10/1/16.

p) **EPILEPSY FOUNDATION OF MICHIGAN / FY17 & FY18 CONTRACT FOR SEIZURE TRAINING (REF. W&M AG. #: 21)**

Motion to approve FY17 & FY18 Contract between LCCMHA and Epilepsy Foundation of Michigan for Seizure Training by a nurse at \$250 per encounter, as presented. Effective 10/1/16 to 9/30/18

q) **ASHTHORN HOLDINGS LLC D/B/A BRIGHTSTAR OF BRIGHTON-HOWELL / FY17 & FY18 CONTRACT UPDATE TO VERSION APPROVED 08/30/16 (REF. W&M AG. #: 22)**

Motion to approve FY17 & FY18 Contract between LCCMHA and Ashthorn Holdings LLC d/b/a BrightStar of Brighton-Howell to include CLS Service (Code H2015) at up to \$4.50 per 15 minutes for Consumer #48855, as presented. Effective 10/1/16 to 9/30/18.

r) **WORK SKILLS CORPORATION INC. / FY17 & FY18 CONTRACT - UPDATE TO VERSION APPROVED 08/30/16 (REF. W&M AG. #: 23)**

Motion to approve FY17 & FY18 Contract between LCCMHA and Work Skills Corporation to include CLS Service (Code H2015) at up to \$4.50 per 15 minutes for Consumer #48855, as presented. Effective 10/1/16 to 9/30/18.

s) **KRISTAL REYES / ADMINISTRATIVE CONTRACT FOR WAKE-UP LIVINGSTON - FACILITATOR (REF. W&M AG. #: 24)**

Motion to approve FY17 Contract between LCCMHA and Kristal Reyes for 16 hours per week of Coordination and Facilitation under the Wake Up Livingston Initiative at \$24.98 per hour, as presented. Effective 10/1/16.

t) **JASON NEWBERRY, LMSW / FY17 & FY18 SERVICE CONTRACT FOR EMERGENCY SERVICES (REF. W&M AG. #: 25)**

Motion to approve FY17 & FY18 Service Contract between LCCMHA and Jason Newberry for Emergency Services including service codes as presented. Effective 10/1/16 to 9/30/18.

u) **LCCMHA JOB DESCRIPTION UPDATE: CASE MANAGER / SUPPORTS COORDINATOR - GRADE LEVEL'S 6, 7 & 8 (REF. W&M AG. #: 26)**

Motion to approve the revised versions, dated 10/17/16 to the Case Manager / Supports Coordinator job descriptions for Grade Levels 6, 7 and 8, as presented.

v) **DR. CHRISTINE OLSON, M.D. - CONTRACT TERMINATION (REF. W&M AG. #: 27)**

Motion to approve the contract termination between LCCMHA and Christine Olson, MD, for psychiatric services, as presented. Effective 09/29/16.

7. EXECUTIVE DIRECTOR'S REPORT:

- a) Delegated Contract Approach October, 2016 Report / Informational
- b) Wait List Update / Informational
- c) Agency & Community Updates / Informational
- d) FY16 - Preliminary Year-end Financial Report / Informational

e) **LINDSAY DYKEMA, MD / FY17 CONTRACT FOR PSYCHIATRIC SERVICES / ACTION ITEM**

Discussion was held. Dr. Lindsay Dykema, M.D. will begin as an employee (Psychiatrist) of Livingston CMH on November 28, 2016. She has agreed to cover some psychiatric hours via contract prior to her official employment date.

Moved by: J. Pfeffer / Seconded by: J. Aubry

Motion to approve FY17 Contract between LCCMHA and Dr. Lindsay Dykema, M.D. for psychiatric services at the rate presented. Effective 11/1/16 to 11/27/16.

MOTION PASSED 10 / 10

MOTION FAILED /

8. WAYS & MEANS COMMITTEE – MOTION RECOMMENDATIONS:

a) 2017 EMPLOYEE FLEXIBLE BENEFIT PLAN AND RETIREE MEDICAL & RX PLAN RENEWALS / PRESENTED BY MARWIL & ASSOCIATES

Discussion was held. For Plan Year 2017, under Medical Option #2, the LCCMHA will no longer be funding any portion of the employee deductible.

1) 2017 Employee Flexible Benefit Plan

Moved by: L. Berry-Bobovski / Seconded by: J. Pfeffer

Motion to approve the 2017 Employee Flexible Benefit Plans, as presented below and waive the reading thereof:

Medical / Rx: Approve a one year contract renewal with BCBSM for Option #2: Simple Blue PPO H.S.A. \$2,000 (single deductible) / \$4,000 (two person-family) style plan with 15/30/60 Rx after deductible with employee co-premiums at the 2% of the annual plan cost, as presented by Marwil & Associates on 10/18/16. Effective 01/01/17 through 12/31/17.

Dental: Approve contract renewal for Plan Year 2017 with Delta Dental for dental coverage, at the prior year's guaranteed rate, with employee co-premiums set at 5% of the annual plan cost, as presented by Marwil & Associates. Renewal effective 01/01/17 through 12/31/17. (Last year Delta Dental offered a two (2) year rate guarantee, effective 01/01/16 through 12/31/17)

Life, LTD & AD&D Insurance: Approve contract renewal for Plan Year 2017 with The Hartford, at the prior year's guaranteed rate, for long term disability, employee life insurance and accidental death and dismemberment insurance, as presented by Marwil & Associates. Renewal effective 01/01/17 through 12/31/17. (Rates were based on a three year rate guarantee effective 01/01/16 through 12/31/18)

Vision: Approve a contract renewal for Plan Year 2017 with Eye Med for vision coverage, procured at group rates and paid 100% by employees. Effective 01/01/17 through 12/31/17. (Rates based on a 4 year rate guarantee effective 01/01/16 through 12/31/19)

MOTION PASSED 10 / 10

MOTION FAILED /

2) Retiree Medical & Rx Plan Renewals / presented by Marwil & Associates

Moved by: L. Berry-Bobovski / Seconded by: J. Pfeffer

Motion to approve the 2017 Retiree Medical & Rx Plan Renewals, as presented below and waive the reading thereof:

Retiree Medical (Medicare Wrap Plan): Approve the 2017 Retiree Medical Plan and contract renewal with Benistar Employer Services Trust, at the rates presented by Marwil & Associates on 10/18/16. Effective 01/01/17 through 12/31/17.

Retiree Rx: Approve the 2017 Retiree Rx Plan and contract renewal with Express Scripts, at the rates presented by Marwil & Associates on 10/18/16. Effective 01/01/17 through 12/31/17.

MOTION PASSED 10 / 10

MOTION FAILED /

b) FY17 FINAL BUDGET (REPLACES 09/27/16 BOARD APPROVED VERSION)

Discussion was held.

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

Motion to approve the revised FY17 Budget, dated 10/17/16, as presented.

MOTION PASSED 10 / 10

MOTION FAILED /

c) LCCMHA BY-LAWS / ANNUAL REVIEW

Discussion was held.

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

Motion to approve the LCCMHA By-Laws, version 11.24.15 as presented, with no changes.

MOTION PASSED 10 / 10

MOTION FAILED /

The Minutes of the October 18, 2016, 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: 11/09/16
- Region - All Board Meeting Invitation for 11/09/16

b) 09/14/16 Approved Minutes

c) 10/12/16 Draft Minutes

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

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

- Fall Conference: October 24 & 25

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

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

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

a) Parking Lot Items:

- Options to reduce deficits for MERS DB Pension Liability and OPEB Liability (retiree healthcare) / from discussion at 05/24/16 ways & means committee meeting - fy15 audited financial statement presentation
- CLS Provider Survey(s): Survey rates paid to direct care staff workers prior to contract increase. Survey again in 6 months after rate increase.

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