

MEETING MINUTES
FULL BOARD
MAY 30, 2017



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 checked="" 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 checked="" type="checkbox"/> B. SPALDING
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MEMBER(S) ABSENT:		
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 MAY 30, 2017**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
 MOTION TO APPROVE THE AGENDA, AS MODIFIED:
MOVED BY: R. Murray / SECONDED BY: B. Spalding
 MOTION PASSED 12 / 12
 MOTION FAILED /

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

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED APRIL 25, 2017**

MOTION TO APPROVE THE MINUTES, AS PRESENTED AND WAIVE THE READING THEREOF.
 MOTION TO APPROVE THE MINUTES, AS MODIFIED:
MOVED BY: L. Berry-Bobovski / SECONDED BY: R. Murray
 MOTION PASSED 12 / 12
 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) Executive Director Evaluation Committee / Appointment by Board Chair (3 Members)
Board Chair, R. Garber appointed the following members:
R. Murray - Committee Chair
L. Carroll
R. Garber
- d) 2017 Town Hall Meeting - Review Public Feedback / Input / Evaluation

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 12 / 12

MOTION FAILED /

a) **MI-C SECRETARY POSITION CHANGE FROM RFT TO RPT 20 HR. (REF. W&M AG. #: 2)**

Motion to the conversion of the MI-C Secretary position currently held by Kristen Abraham from a Regular Full Time position to a Regular Part Time position of 20 hours per week, effective immediately.

b) **MI-C PROGRAM: CREATE TWO NEW YOUTH PEER SUPPORT SPECIALIST POSITIONS & JOB DESCRIPTIONS (REF. W&M AG. #: 3)**

Discussion was held.

Motional to approve the following:

PART I - Youth Peer Support Specialist Positions: hiring two additional staff as Youth Peer Support Specialist I, cost of which is included in the current budget, as presented. Effective May 31, 2017.

PART II - Youth Peer Job Descriptions: approve two new job descriptions, Youth Peer Support Specialist I, regular part time 20 hour/week, grade 2 and Youth Peer Support Specialist II, regular part time 20 hour/week, grade 4, as presented. Effective May 31, 2017.

c) **LCCMHA POLICY #464 / REVISED: LABORATORY STUDIES (REF. W&M AG. #: 4)**

Motion to approve the revisions to the LCCMHA Policy #464, Laboratory Studies, as presented.

d) **GENESIS CLUBHOUSE / 2017 CAMP TALAHY RETREAT AND NATURE CENTER (C/O ST. PAUL UCC) (REF. W&M AG. #: 5)**

Motion to approve a contractual agreement with Camp Talahi Retreat and Nature Center to purchase camp facility rental, lodging and food from 8/28/17 to 8/31/17, not to exceed \$4,875 for 33 campers, including five staff, as presented. Effective 6/1/17 to 8/31/17.

e) RELIAS LEARNING / CONTRACT RENEWAL (REF. W&M AG. #: 6)

Motion to approve the continuation of training services through Relias Learning for 190 LCCMHA users at the total cost of \$13,440.92 from 7/1/18 to 6/30/18.

f) COMMUNITY LIVING NETWORK (DBA COMMUNITY ALLIANCE) / FY17 & FY18 CONTRACT AMENDMENT #1 - (ADDED SUPPORTED EMPLOYMENT & SUPPORT BROKER) (REF. W&M AG. #: 8)

Motion to approve FY17 & FY18 Contract Amendment #1 between LCCMHA and Community Living Network to add services at rates, as presented. Effective 6/1/7 to 9/30/18.

g) GT INDEPENDENCE (GUARDIAN TRAC) / FY17 & FY18 CONTRACT AMENDMENT #1 (ADDED SUPPORTED EMPLOYMENT & SUPPORT BROKER) (REF. W&M AG. #: 9)

Motion to approve FY17 & FY18 Contract Amendment #1 between LCCMHA and GT Independence to add services at rates, as presented. Effective 6/1/7 to 9/30/18.

h) STUART WILSON, CPA PC / FY17 & FY18 CONTRACT AMENDMENT #1 (ADDED SUPPORTED EMPLOYMENT & SUPPORT BROKER) (REF. W&M AG. #: 10)

Motion to approve Amendment #1 to the FY17 & FY18 Contract between LCCMHA and Stuart Wilson, CPA PC to add Supported Employment services and adjust the rate for Support Broker services at rates, as presented. Effective 6/1/17 to 9/30/18.

i) CENTER FOR HEALTHCARE AND TRANSFORMATION (CHRT) / FY17 SIM HUBLET SUBCONTRACTOR AGREEMENT /GRANT: STATE INNOVATION MODEL (SIM) (REF. W&M AG. #: 11)

Motion to approve the FY17 SIM Hublet Subcontractor Agreement between the Center for Healthcare and Transformation and Livingston County Community Mental Health Authority, as presented. Effective 5/1/17 to 9/30/17.

j) LCCMHA PERSONNEL MANUAL / PROPOSED CHANGE TO FMLA - SECTION IV, C., 1., C. (REF. W&M AG. #: 12)

Motion to approve the changes to the Family and Medical Leave Act, Section IV, C., 1., c. of the LCCMHA Personnel Manual to include care for the employee's siblings who has no other living relative available and capable of providing care, if the person being cared for has a serious health condition, as presented. Effective 6/1/17.

7. EXECUTIVE DIRECTOR'S REPORT:

- a) Delegated Contract Approach May, 2017 Report / Informational
- b) Wait List Update / Informational
- c) Agency & Community Updates / Informational
- d) Legislative Luncheon Agenda & Presentation / Informational

8. WAYS & MEANS COMMITTEE – MOTION RECOMMENDATIONS:

a) STERICYCLE / CONTRACT AUTO-RENEWAL CLAUSE - 7/1/17 TO 6/30/21

Discussion was held.

MOVED BY: R. Murray / SECONDED BY: B. Cox

Motion to table the Stericycle renewal contract agenda item until June, 2017.

MOTION PASSED 12 / 12

MOTION FAILED /

Additional information will be presented to the board next month. The current contract (year 1 of the 5 year auto renewal cycle) ends 06/30/17.

The Minutes of the May 23, 2017, 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: 06/14/17
- b) May Finance Report & FY17 and FY17 Budget 1st Amendment
- c) 04/12/17 Draft Minutes

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

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:
 - 1. MERS Defined Benefit (DB) Pension Plan:
 - a) Reference 12/13/16 Full Board Minutes: tabled the MERS Service Credit Purchase (opt-out) agenda item until July, 2017, upon receipt and review of our next actuarial valuation report. The agency expects to receive the report at the end of June, 2017.
 - b) Reference 05/24/16 W&M Meeting: after the presentation of the FY15 audited financial statement discussion was held regarding future options to reduce deficits for the MERS DB pension liability and OPEB liability (retiree healthcare).
 - 2. Conference Call-in / LCCMHA Board & Committee Meetings. at the 03/28/17 Full Board Meeting R. Garber - Board Chair, appointed a sub-committee, consisting of two members, S. Slaton and J. Plas, to draft recommendation for board member to review and discuss. The proposed draft document should include parameters, and further include recommended language to update to the By-Laws for said proposal. The subcommittee proposal will return to the board for review and further discussion.
 - 3. CMH Facilities Visits: At 02/28/17 Full Board meeting board members requested touring: Workskills, one CMH group home and the Engagement Center. C. Conklin will follow up.
 - 04/25/17 Update: C. Conklin will talk to sites noted above and bring options back to the Board.

14. CALL TO THE PUBLIC : No Response

15. ADJOURNMENT: THE MEETING ADJOURNED AT 6:45 PM

RESPECTFULLY SUBMITTED:

APPROVED BY:

Rainey Marhofer
RECORDING SECRETARY

Joanne Pfeffer
BOARD SECRETARY

Date