

MEETING MINUTES
FULL BOARD
JUNE 27, 2017



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|--------------------------|--|---|
| MEMBERS PRESENT: | <input checked="" type="checkbox"/> J. AUBRY | <input checked="" type="checkbox"/> G. MCINTOSH |
| | <input checked="" type="checkbox"/> L. BERRY-BOBOVSKI – COMM. CHAIR | <input type="checkbox"/> R. MURRAY - BOARD VICE CHAIR |
| | <input 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 |
| MEMBER(S) ABSENT: | D. BROOKS, R. MURRAY | |
| OTHERS PRESENT | C. CONKLIN R. MARHOFER | G. NOEL L. HALL |

1. **CALL TO ORDER:** Meeting called to order by: **R. Garber** at **6:02 PM**.

2. **APPROVAL OF AGENDA:** **AGENDA DATED JUNE 27, 2017**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
 MOTION TO APPROVE THE AGENDA, AS MODIFIED: REMOVED FROM AGENDA, ITEM #8A:CDW - LICENSE WINDOWS SERVER DATACENTER 2016 / PRICING UPDATE. WILL RETURN TO BOARD IN JULY OR AUGUST, 2017.
MOVED BY: L. Berry-Bobovski / SECONDED BY: L. Carroll
 MOTION PASSED 10 / 10
 MOTION FAILED /

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

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED MAY 30, 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: L. Carroll
 MOTION PASSED /
 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 - FY17 / by L. Hall

- d) CMHPSM - Appointment of Livingston CMH Board Member(s) Effective July, 2017 - By R. Garber, Board Chair:
 Roxanne Garber 3 year term (Term begins 07/2017) Replacing L. Berry-Bobovski
 Sharon Slaton 2 year term remaining (Term began 07/2016)
 Barbara Cox 1 year term remaining (Term began 07/2015)

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: B. Cox

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

MOTION PASSED 10 / 10

MOTION FAILED /

a) CMHPSM POLICY - REVISED #488: CLINICAL RECORD CONTENT (REF. W&M AG. #: 1)

Motion to approve the revised CMHPSM Policy (Livingston #488), Clinical Record Content, as presented.

b) CMHPSM POLICY - REVISED #483: TRANSITION PLANNING FOR INDIVIDUALS BEING RELEASED FROM STATE FACILITIES (REF. W&M AG. #: 2)

Motion to approve the revised CMHPSM Policy (Livingston #483), Transition Planning for Individuals Being Released from State Facilities, as presented.

c) NATIONWIDE - SOCIAL SECURITY ALTERNATIVE 401A PLAN / LOAN PROGRAM (REF. W&M AG. #: 3)

Motion to close the Loans to Participants option under the LCCMHA 401a Nationwide Government Money Purchase Plan, effective 10/01/17. Further, the Board approves the Executive Director to execute an updated Restated Adoption Agreement for Nationwide Financial Services, Inc. (Governmental Volume Submitter Money Purchase Plan) whereas closing the Loan Program to new loans only, effective 10/01/17. Employees with existing loans, executed prior to 10/01/17 will continue to make their loan payments at the interest rate of 5%, as outlined in our current Loan Program documents.

d) FLATROCK MANOR OF FENTON LLC / PLACEMENT - CONSUMER #52030 (REF. W&M AG. #: 5)

Motion to approve FY17 Contract between LCCMHA and Flatrock Manor of Fenton LLC for services in a licensed residential setting for Livingston Consumer #52030 at codes and rates, as presented. Effective 6/12/17 to 9/30/17.

e) STERICYCLE / CONTRACT AUTO RENEWAL CLAUSE (TABLED AT 05.30.17 BOARD MEETING - RETURN TO BOARD IN JUNE) (REF. W&M AG. #: 7)

Motion to approve revised contract between Stericycle and LCCMHA for Sharps and Medication Waste removal for 36 months, as presented. Effective 7/1/17 to 6/30/20.

Stericycle agreed to reduce the monthly rate and/or length of our current agreement from \$194.71 to \$150.00 per month and from a 4 year (remaining in the five year agreement) to 3 years. Stericycle will not agree to a term less than 3 years.

7. EXECUTIVE DIRECTOR'S REPORT:

- a) Delegated Contract Approach June, 2017 Report / Informational
- b) Wait List Update / Informational
- c) Agency & Community Updates / Informational
- d) Finance Report - by G. Noel / Informational

8. WAYS & MEANS COMMITTEE – MOTION RECOMMENDATIONS:

a) **CDW - LICENSE WINDOWS SERVER DATACENTER 2016 / PRICING UPDATE**
Removed from Agenda. Will return to Board in July or August, 2017.

b) **ENVISION BUILDERS / 2280 RESTROOM CONVERSION TO EXAM ROOM**
Discussion was held. The same builder bid the remodel of exam room and remodel of Genoa pharmacy (Genoa is paying 100% of the cost of pharmacy remodel). The motion below is for LCCMHA's remodel cost associated with the conversion of restroom to an exam room only.
Moved by: J. Aubry / Seconded by: L. Berry-Bobovski
Motion to approve request to contract with Envision Builders to provide construction services to convert one existing restroom at the 2280 building, totaling \$21,000, as presented. Effective 7/1/17.
 MOTION PASSED 10 / 10
 MOTION FAILED /

c) **LIVINGSTON COUNTY EAST COUNTY COMPLEX - PARKING LOT RE-PAVEMENT PROJECT / ALLIED PROPOSAL #ABS.PJ-11025 (CMH ALLOCATED COST BREAKDOWN FOR MAIN FRONT LOTS & PUBLIC ENTRANCES)**
Discussion was held. The LCCMHA is responsible for our portion of the property/complex maintenance, per the terms of our 25 year Sublease with Livingston County. The Sublease commenced on 11/01/1999 through 09/30/2024.
Moved by: J. Aubry / Seconded by: J. Pfeffer
Motion to approve request to pay Livingston County for the allocated portion of the resurfacing project (front parking lot) at the East County Complex not to exceed \$36,166.67, as presented. (Reference Proposal #ABS.PJ-11025) Effective 7/1/17.
 MOTION PASSED 09 / 01 (NAY - J. PLAS)
 MOTION FAILED /

Through the County's bid process Livingston County received quotes for the resurfacing of the East Complex including the front portion of the LCCMHA parking area. Allied was the company chosen to complete the work. This project (Proposal #ABS.PJ-11025) does not include the LCCMHA side and rear parking lots. Proposal #ABS.PJ-11025 has cost allocated the LCCMHA portion of the project to be between \$30,317 without contingencies and \$36,166.67 with contingencies.

d) ALLIED / CONTRACT FOR PARKING LOT RE-PAVEMENT AT CMH 2280 BUILDING - EAST COUNTY COMPLEX / PROPOSAL #ABS.PJ-11049 (REAR CMH PARKING LOT & REAR LOT SIDE ENTRANCE PROJECT. 100% COST TO CMH)

Discussion was held. The 2280 Building rear and side parking lot/entrance area are LCMHA specific only and will not be cost allocated with other Livingston County department. Proposal #ABS.PJ-11049 is LCCMHA specific only.

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

Motion to approve request to contract with Allied to resurface the side and back parking lots at the 2280 building (East County Complex) not to exceed \$41,000, as presented. Effective 7/1/17.

MOTION PASSED 09/01 (NAY - J. PLAS)

MOTION FAILED /

Through the County's bid process Livingston County received quotes for the entire resurfacing of the East Complex. Allied was the company chosen to complete the work. This Agenda Item 8-d, Allied Proposal #ABS.PJ-11049 is specific to the LCCMHA side and rear parking lots only. Proposal #ABS.PJ-11049: to resurface these areas was quoted at \$35,900 without contingencies and \$41,000 with contingencies. This special pricing is based on our side and rear parking lot being ready/included at the time Allied is scheduled to complete all other proposals at the County East Complex. (Livingston County projects).

The Minutes of the 06/20/17, 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: 07/12/17
- b) 05/10/17 Final / Approved Minutes
- c) 06/14/17 Draft Minutes

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

- a) Event Announcement(s): None Items 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 6:55 PM

RESPECTFULLY SUBMITTED:

APPROVED BY:

Rainey Marhofer
RECORDING SECRETARY

Joanne Pfeffer
BOARD SECRETARY

Date