

MEETING MINUTES
FULL BOARD
AUGUST 29, 2017

APPROVED

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 type="checkbox"/> J. PFEFFER - BOARD SECRETARY
	<input 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:	L. CARROLL, J. PFEFFER	
OTHERS PRESENT	C. CONKLIN R. MARHOFER	

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

2. **APPROVAL OF AGENDA:** **AGENDA DATED AUGUST 29, 2017**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
 MOTION TO APPROVE THE AGENDA, AS MODIFIED:
MOVED BY: R. Murray / SECONDED BY: G. McIntosh
 MOTION PASSED 10 / 10
 MOTION FAILED /

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

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

MOTION TO APPROVE THE MINUTES, AS PRESENTED AND WAIVE THE READING THEREOF.
 MOTION TO APPROVE THE MINUTES, AS MODIFIED:
MOVED BY: R. Murray / SECONDED BY: G. McIntosh
 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**
 - Wake Up Livingston holding a Recovery Walk on 09/23/17

c) **CONSTANCE CONKLIN - EXECUTIVE DIRECTOR CONTRACT RENEWAL (MULTI-YEAR: FY18, FY19, FY20)**

Discussion was held.

Moved BY: R. Murray presented the Executive Director Evaluation & Contract Renewal Committee's recommendation.

SECONDED BY: J. Aubry

Motion to approve the multi-year (FY18, FY19, FY20), Executive Director Employment Contract and compensation as outlined in Article II of said contract between LCCMHA and Constance Conklin commencing on 10/01/2017 and expiring on 09/30/2020, as presented by the Executive Director Evaluation and Contract Renewal Committee.

MOTION PASSED 10 / 10

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: J. Plas

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

MOTION PASSED 10 / 10

MOTION FAILED /

a) **CMHPSM POLICY REVISED #555: CONFIDENTIALITY & ACCESS TO CONSUMER RECORDS (REF. W&M AG. #: 5)**

Motion to approve the revisions to the CMHPSM Policy (Livingston #555), Confidentiality & Access To Consumer Records, as presented.

b) **CMHPSM POLICY REVISED #481: CRISIS PLANNING (REF. W&M AG. #: 3)**

Motion to approve the revisions to the CMHPSM Policy (Livingston #481), Crisis Planning, as presented.

c) **CMHPSM POLICY REVISED #495 CULTURALLY AND LINGUISTICALLY RELEVANT SERVICES (REF. W&M AG. #: 4)**

Motion to approve the revisions to the CMHPSM Policy (Livingston #495), Culturally and Linguistically Relevant Services, as presented.

d) **CMHPSM POLICY REVISED #383: CUSTOMER SERVICES POLICY (REF. W&M AG. #: 5)**

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

e) CMHPSM POLICY REVISED #392: PEER REVIEW (REF. W&M AG. #: 6)

Motion to approve the revisions to the CMHPSM Policy (Livingston #392), Peer Review, as presented.

f) CMHPSM POLICY REVISED #497: TIMELINESS OF SERVICE PROVISION AND DOCUMENTATION (REF. W&M AG. #: 7)

Motion to approve the revisions to the CMHPSM Policy (Livingston #497), Timeliness of Service Provision and Documentation, as presented.

g) MERS - EILEEN MCHENRY / REQUEST TO PURCHASE ADD'L GENERIC SERVICE CREDIT (REF. W&M AG. #: 9)

Motion to approve that Eileen McHenry 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 \$53,070. and that the Executive Director is authorized to sign the necessary documentation to effectuate this purchase. (The MERS estimate is valid for two months after August 1, 2017, the effective date of said service credit purchase cost estimate).

h) MI-C FAMILY CASE MANAGEMENT PROGRAM / CONVERT ONE (1) REGULAR MHT 40 HR/WK TO TWO (2) REGULAR MHT POSITIONS AT 24 HR/WK (REF. W&M AG. #: 11)

Motion to approve the conversion of one regular, full time Mental Health Therapist I/II position in the MI-C Family Case Management program to two regular part time (24 hours/week) Mental Health Therapist I/II positions. Effective 08/30/17.

i) EXCEL EMPLOYMENT OPTIONS - FY17 & FY18 CONTRACT AMENDMENT #2 / ABA SERVICE ADDED (REF. W&M AG. #: 12)

Motion to approve FY17 & FY18 Contract Amendment #2 between LCCMHA and Excel Employment Options, Inc. to add ABA services at rates, as presented. Effective 9/1/17 to 9/30/18.

j) THE REGENTS OF THE UNIVERSITY OF MICHIGAN - MICHIGAN CHILD COLLABORATIVE CARE PROGRAM (MC3): 1) GRANT – SUBCONTRACT #3004280057- AMENDMENT #2 – ADDITIONAL FTES/FUNDING. 2) INCREASE MC3 PROGRAM HOURS FOR THERAPIST, D. GOCH FROM 0.8 FTE TO 0.9 FTE (REF. W&M AG. #: 13)

Motion to approve Amendment #2 to Subcontract #300420057 between The Regents of the University of Michigan and LCCMHA to fund an increase to the LCCMHA staff position (held by Donna Goch) for the MC3 project from 0.8 FTE to 0.9 FTE for the total amount of \$59,923 as presented. Effective 9/1/17 to 9/30/17.

k) 2017 STAFF APPRECIATION FALL BARBEQUE / BUDGET (REF. W&M AG. #: 15)

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

l) LCCMHA ORGANIZATIONAL PURPOSE (UPDATED VERSION 20170808) (REF. W&M AG. #: 16)

Motion to approve the revised Organizational Purpose, Version 20170808, as presented.

The Organizational Purpose is included in LCCMHA Policy #401, Mission Statement Review (Reference Page 2 of Policy.)

m) MMRMA FY18 RENEWAL (REF. W&M AG. #: 18)

Motion to approve the FY18 annual contribution with MMRMA for the Authority's risk insurance policy from 10/01/17 through 09/30/18 in the amount of \$41,428.

The total 2017 MMRMA Distribution (LCCMHA will be receiving from MMRMA) is \$17,697.

7. EXECUTIVE DIRECTOR'S REPORT:

- a) Delegated Contract Approach August, 2017 Report / Informational
- b) Wait List Update / Informational
- c) Agency & Community Updates / Informational

8. WAYS & MEANS COMMITTEE – MOTION RECOMMENDATIONS:

a) LCCMHA POLICY NEW #356: OPEB UNFUNDED LIABILITY

Discussion was held.

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

Motion to approve the new LCCMHA Local Policy #356, OPEB Unfunded Liability, as presented

MOTION PASSED 10 / 10

MOTION FAILED /

b) MARWIL AND ASSOCIATES, LLC / TPA SERVICE AGREEMENT FOR EMPLOYEE FLEXIBLE BENEFITS & WAGE WORKS AS TPA FOR HSA / HRA / FSA (WAGE WORKS REPLACING CHOICE STRATEGIES)

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

Motion to renew the Consulting and Third Party Administrator (TPA) Service Agreement between Marwil & Associates, LLC and LCCMHA for services listed in Exhibit A, Fee Schedule at a rate of \$10.75 per eligible employee, per month from 1/1/18 to 12/31/18, with automatic renewal annually for a period of two years, and;

Wage Works as our TPA for HSA / HRA / FSA vendor at a rate of \$4.50 pe/pm, as presented. The effective date is 01/01/2018.

MOTION PASSED 10 / 10

MOTION FAILED /

c) CDW - IT INFRASTRUCTURE UPDATE & REVISED ROADMAP

Discussion was held.

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

Motion to approve the implementation of the revised IT Roadmap plan, including migration to hosted Exchange and Office 365 (Product: \$36,968/year Engineering: \$6528/year over 5 years), MS Server 2016 migration (Product: \$7216/year over 5 years, Engineering: \$912/year over 5 years) and Citrix Farm Upgrade as approved in FY 2016-17 (Product: included in our annual maintenance cost, \$3300/year over 4 years) with the purchases and engineering provided by CDW.

MOTION PASSED 10 / 10

MOTION FAILED /

Above items are included in the LCCMHA proposed FY18 Budget.

d) MDHHS - LCCMHA / FY18 MANAGED MENTAL HEALTH SUPPORTS AND SERVICES CONTRACT

Discussion was held.

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

Motion to approve the FY18 Managed Mental Health Supports and Services (GF) Contract between the Michigan Department of Health and Human Services and Livingston County Community Mental Health Authority, as presented. Effective 10/1/17 to 9/30/18.

MOTION PASSED 10 / 10

MOTION FAILED /

e) MACMHB - FY18 DUES

Discussion was held.

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

Motion to approve the FY18 proposed dues for Livingston CMH in the amount of \$13,228 which reflects a \$2,901 (28.09%) increase over prior fiscal year, as presented.

MOTION PASSED 10 / 10

MOTION FAILED /

The Minutes of the 08/22/17, 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 Date: 09/13/17

b) 07/12/17 Draft Minutes

c) 08/09/17 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. **Unfunded Liability / Employee Benefits:**

MERS Defined Benefit (DB) Pension Plan / Unfunded Liability:Reference 07/18/17 W&M Committee Minutes. Additional information will returned to Board in August or September, 2017 for further discussion.

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.

08/29/17 Update: C. Conklin will arrange for Board Members to tour and meet with Engagement Center staff on 09/26/17 at 4:00 pm those who can make it.

14. CALL TO THE PUBLIC : **No Response**

15. ADJOURNMENT: **THE MEETING ADJOURNED AT 6:47 PM**

RESPECTFULLY SUBMITTED:

APPROVED BY:

Rainey Marhofer
RECORDING SECRETARY

Joanne Pfeffer
BOARD SECRETARY

Date