

MEETING MINUTES
FULL BOARD
SEPTEMBER 26, 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 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:	D. BROOKS, L. CARROLL, J. PFEFFER	
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 26, 2017**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
 MOTION TO APPROVE THE AGENDA, AS MODIFIED: ITEM #8-A, LCCMHA FY18 BUDGET / SPENDING PLAN WAS MOVED UP ON THE AGENDA TO ITEM #5-D.
MOVED BY: J. Plas / SECONDED BY: R. Murray
 MOTION PASSED 9 / 9
 MOTION FAILED /

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

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED AUGUST 29, 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: L. Berry-Bobovski
 MOTION PASSED 9 / 9
 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**
 - Board members toured the Stepping Stone Engagement Center today at 4:00 pm.

c) EXECUTIVE DIRECTOR CONTRACT / AMENDMENT NO. 1 TO THE MULTI-YEAR (FY18-FY19-FY20) CONTRACT APPROVED BY BOARD AT THE 08/29/17 FULL BOARD MEETING

Discussion was held.

Moved by: R. Murray / Seconded by: J. Plas

Motion to approve amending the Executive Director's contract to freeze the salary at FY17 level due to lack of available resources for FY18. The board may reinstate the increase during the fiscal year if sufficient funding becomes available either through additional funding or funding surplus. It is the intent of the board to provide the FY18 increase, as outlined in the contract for subsequent fiscal years if funds are available, if not reinstated in FY18. Further, the rates presented in Amendment No. 1 have been modified to correct a slight error in the original contract approved 08/29/17.

MOTION PASSED 9 / 9

MOTION FAILED /

d) LCCMHA FY18 BUDGET / SPENDING PLAN (* THIS AGENDA ITEM MOVED UP FROM 8-A)

Discussion was held. Members reviewed the proposed FY18 Budget, along with the Budget Assumptions and Proposed Reduction/ Freeze /hold FY18 documents presented.

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

Motion to approve The FY18 Budget Plan / Financial Report, dated 09/26/17, as presented.

MOTION PASSED 9 / 9

MOTION FAILED /

If additional Revenue were to be allocated or we are able to reduce costs in other areas, we will implement an amended budget plan to prioritize frozen positions or bring proposed new positions to the board based on consumer and agency needs. Other budget reductions would also be considered and updated as part of the monthly budget finance report and Executive Director Report.

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 9 / 9

MOTION FAILED /

a) A) DIGITAL DIRECTION / FY18 CONTRACT FOR OUTSOURCED TELECOM MANAGEMENT SERVICES (REF. W&M AG. #: 4)

Motion to approve an Agreement between Digital Direction and LCCMHA for outsourced telecom management services in the amount of \$1,700 per month (total annual cost \$20,400), as presented. Effective 10/1/17 to 9/30/18.

b) RESCARE PREMIER, INC / FY17 7 FY18 CONTRACT - AMENDMENT #2 – CONSUMER #256656 (REF. W&M AG. #: 5)

Motion to approve FY17 & FY18 Contract Amendment #2 between LCCMHA and ResCare Premier, Inc. for licensed residential services for Consumer #256656 at \$227.00 per day, as presented, effective 9/20/17 to 9/30/18.

c) RENAISSANCE COMMUNITY HOMES, INC. (RCHI) / AMENDMENT #2 – FY17 NET COST ADJUSTMENT AND FY18 NET COST ADJUSTMENT (2-ACTIONS) (REF. W&M AG. #: 6)

Discussion was held.

Motion to approve FY17 & FY18 Contract Amendment #2 between LCCMHA and Renaissance Community Homes, Inc. for revised net cost budget, as presented. Effective 10/1/16 to 9/30/17

Motion to approve FY17 & FY18 Contract Amendment #2 between LCCMHA and Renaissance Community Homes, Inc. for FY18 revised net cost budget, as presented. Effective 10/1/17 to 9/30/18.

d) LAURIE & JAMES BALL / FY18 CONTRACT FOR CUSTODIAL SERVICES AT THE 622/MILLER BUILDING (REF. W&M AG. #: 9)

Motion to approve FY18 Contract between LCCMHA and Laurie & James Ball for Custodial Services at the 622/Miller Building at the rate of \$2,250 per month from 10/1/17 to 9/30/18, as presented. Effective 10/1/17 to 9/30/18.

e) MATEM, LLC / FY18 - ADDENDUM TO THE COMMERCIAL LEASE AGREEMENT (2020 E. GRAND RIVER AVE., HOWELL - ENGAGEMENT CENTER) (REF. W&M AG. #: 10)

Motion to approve an Addendum to the Commercial Lease Agreement between MATEM, LLC and LCCMHA for rental of commercial space located at 2020 E. Grand River, Howell, MI, at \$1,750 per month, as presented. Effective 10/1/17 to 9/30/18.

f) HOMELIFE, INC. / AMENDMENT #1 – FY18 PER DIEM RATE INCREASE, CONSUMERS #37713 AND #38208 (REF. W&M AG. #: 11)

Motion to to approve FY17 & FY18 Contract Amendment #1 between LCCMHA and HomeLife, Inc. for licensed residential services at \$216 per day, as presented. Effective 10/1/17 to 9/30/18.

g) WASHTENAW COUNTY COMMUNITY MENTAL HEALTH / FY18 MASTER EARNED REVENUE EXCHANGE SERVICES AGREEMENT (LIVINGSTON PURCHASER) (REF. W&M AG. #: 12)

Motion to approve FY18 Master Earned Revenue Exchange Services Agreement for Livingston County Community Mental Health Authority to purchase services from Washtenaw County Community Mental Health as presented. Effective 10/1/17 to 9/30/18.

h) HASSELBRING CLARK / MAINTENANCE CONTRACT RENEWALS AND CONSOLIDATION OF ALL MACHINES (REF. W&M AG. #: 13)

Motion to approve the renewal of Maintenance Agreements and change of term dates for all LCCMHA copy machine Maintenance Agreements to follow the same contract term, per attachment (Version 9-12-17), Hasselbring-Clark Service Agreement and Rate Renewal and Consolidation of Contract Terms to Follow the Fiscal Year, as presented. Effective 10/1/17 to 9/30/18.

i) TYLER TECHNOLOGIES, INC. / AMENDMENT TO THE 08/08/2011 MUNIS (FINANCE) SOFTWARE AND SERVICE AGREEMENT (RENEWAL & PRICE INCREASE) (REF. W&M AG. #: 14)

Motion to approve an amendment to the agreement dated August 8, 2011 between Tyler Technologies and LCCMHA to provide MUNIS (Finance) software and service at an annual cost of \$36,776.00, as presented. Effective 10/1/17 to 9/30/20.

j) CARL HAGSTROM, LMSW / FY18 CONTRACT FOR THERAPY SERVICES (REF. W&M AG. #: 15)

Motion to approve FY18 Contract between LCCMHA and Carl Hagstrom, LMSW for therapy services at \$85 per hour, as presented. Effective 10/1/17 to 9/30/18.

k) CMHPSM POLICY NEW #230: CONFLICT OF INTEREST – REGIONAL FINANCE (REF. W&M AG. #: 16)

Motion to approve the new CMHPSM Policy (Livingston #230), Conflict of Interest - Regional Finance, as presented.

This new regional policy is in addition to our local Conflict of Interest Policy #213.

l) CMHPSM POLICY NEW #231: CASH MANAGEMENT FOR GRANTS AND CONTRACTS (REF. W&M AG. #: 17)

Motion to approve the new CMHPSM Policy (Livingston #231), Cash Management for Grants and Contracts, as presented.

m) CMHPSM POLICY REVISED #381: PROCUREMENT OF GOODS AND SERVICES (REF. W&M AG. #: 19)

Motion to approve the new CMHPSM Policy (Livingston #381), Procurement of Goods and Services, as presented.

This new regional policy replaces the agency's local Policy #301, Purchasing Procedure - Local Procurement. (See agenda item 6-n)

n) LCCMHA POLICY - RESCIND #301: PURCHASING PROCEDURE – LOCAL PROCUREMENT (REF. W&M AG. #: 20)

Motion to rescind local policy #301, Purchasing Procedure - Local Procurement which has been replaced with CMHPSM Policy, 381, Procurement of Goods and Services.

7. EXECUTIVE DIRECTOR'S REPORT:

- a) Delegated Contract Approach September, 2017 Report / Informational
- b) Wait List Update / Informational

LCCMHA

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DATE: 09.26.2017

c) Agency & Community Updates / Informational

d) DD PROGRAM / REQUEST FOR ONE (1) NEW SUPPORTS COORDINATOR POSITION

Discussion was held.

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

Motion to approve a new DD Program Support Coordinator/Case Manager position I, II, or III at a starting salary of I - R062/0 (BSW) \$40,986, II - R072 (LLMSW) \$47,134, III - R082 (LMSW) \$49,491, effective October 1, 2017.

MOTION PASSED 09 / 09

MOTION FAILED /

e) OPEB - OTHER POST-EMPLOYMENT BENEFITS / AMENDING 07/25/17 BOARD MOTION

Discussion was held. Recommendation to amend July's motion due to 2018 budget concerns.

Moved by: B. Cox / Seconded by: S. Slaton

Motion to amend the previous OPEB unfunded liability motion made at the July 25, 2017 Full Board meeting to a Level-Dollar Contribution with a fixed amount of \$67,000 for FY18 and with an understanding if additional resources become available by the end of the fiscal year we would bring a request back to the board to fund additional amount up to our original proposal of \$185,687, as presented. Effective 10/01/2017.

MOTION PASSED 09 / 09

MOTION FAILED /

8. WAYS & MEANS COMMITTEE – MOTION RECOMMENDATIONS:

a) LCCMHA FY18 BUDGET / SPENDING PLAN (*THIS AGENDA ITEM MOVED UP TO 5-D) (REF. W&M AG. #2)

b) MERS DEFINED BENEFIT - UNFUNDED LIABILITY / ELIMINATE OPTION TO PURCHASE SERVICE CREDITS (REF. W&M AG. #3)

Discussion was held.

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

Motion to eliminate the option for participating employees to purchase additional governmental and generic service credits and update the MERS Defined Benefit Plan Document, Sections 18 and 19 to reflect said change. Effective 12/01/2017.

MOTION PASSED 09 / 09

MOTION FAILED /

c) **AT&T / ILEC INTRASTATE NETWORK SERVICES DISCOUNT PRICING SCHEDULE AND INTRASTATE PRICING SCHEDULE (2-ACTIONS) (REF. W&M AG. #: 8)**

Discussion was held.

Network Services Discount Pricing Schedule

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

Motion to approve AT&T Intrastate ILEC Network Services Discount Pricing Schedule for thirty-six (36) months, as presented. Effective 9/27/17 to 9/26/20.

MOTION PASSED 09 / 09

MOTION FAILED /

Intrastate Services Pricing Schedule

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

Motion to to approve AT&T ILEC Intrastate Services Pricing Schedule for thirty-six (36) months at \$800 per month, as presented. Effective 9/27/17 to 9/26/20.

MOTION PASSED 09 / 09

MOTION FAILED /

The Minutes of the September 19, 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 Date: 10/11/17

b) 08/09/17 Meeting Minutes - Approved

c) 09/13/17 Meeting Minutes - Draft

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

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

- Fall Conference: Beginning October 23 & 24, 2017 Grand Traverse Resort

b) Voting Delegates - Fall Conference

c) Impacts on Medicaid revenue for PIHP/CMH system / Informational

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. 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.
2. CMH Facilities Visits: At 02/28/17 Full Board meeting board members requested touring: Workskills, one CMH group home. C. Conklin will follow up. 04/25/17 Update: C. Conklin will talk to sites noted above and bring options back to the Board. (Board members completed a tour of our Engagement Center on 09/26/17 at 4:00 pm)

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