

**MEETING MINUTES**  
**FULL BOARD**  
**NOVEMBER 28, 2017**



<b>MEMBERS PRESENT:</b>	<input checked="" type="checkbox"/> <b>J. AUBRY</b>	<input checked="" type="checkbox"/> <b>G. MCINTOSH</b>
	<input checked="" type="checkbox"/> <b>L. BERRY-BOBOVSKI</b> – COMM. CHAIR	<input checked="" type="checkbox"/> <b>R. MURRAY</b> - BOARD VICE CHAIR
	<input checked="" type="checkbox"/> <b>D. BROOKS</b>	<input checked="" type="checkbox"/> <b>J. PFEFFER</b> - BOARD SECRETARY
	<input type="checkbox"/> <b>OPEN SEAT</b> (VACATED BY L. CARROLL)	<input checked="" type="checkbox"/> <b>J. PLAS</b>
	<input checked="" type="checkbox"/> <b>B. COX</b>	<input checked="" type="checkbox"/> <b>S. SLATON</b>
	<input checked="" type="checkbox"/> <b>R. GARBER</b> – BOARD CHAIR	<input checked="" type="checkbox"/> <b>B. SPALDING</b>
	<b>MEMBER(S) ABSENT:</b>	<b>OPEN SEAT</b>
<b>OTHERS PRESENT</b>	C. CONKLIN R. MARHOFER M. VERGITH	

1. **CALL TO ORDER:** Meeting called to order by: **R. Garber** at **6:04 PM**.

2. **APPROVAL OF AGENDA:** **AGENDA DATED NOVEMBER 28, 2017**

**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 11 / 11**  
 **MOTION FAILED /**

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

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED OCTOBER 31, 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: B. Cox**  
 **MOTION PASSED 11 / 11**  
 **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**
  - 2017 Agency Holiday Party: 12/14/17 at 3:30 - 5:00 pm - Location to be determined
  - 2017 Board Member Holiday Party: 12/12/17 at Full Board Meeting (Dish-to-Pass)

**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 11 / 11**

**MOTION FAILED /**

**a) LCCMHA REVISED POLICY #229: INFECTION CONTROL / TB (REF. W&M AG. #: 1)**

Motion to approved the revised LCCMHA Policy #229, Infection Control / TB, as presented.

**b) LCCMHA REVISED POLICY #466: MEDICATION SAFETY (REF. W&M AG. #: 3)**

Motion to approve the revised LCCMHA Policy #466, Medication Safety, as presented.

**c) CMHPSM REVISED POLICY #491: CRITICAL INCIDENT, SENTINEL EVENT, AND RISK EVENT POLICY (REF. W&M AG. #: 4)**

Motion to approve the revised CMHPSM Revised Policy #491: Critical Incident, Sentinel Event, and Risk Event Policy, as presented.

**d) CMHPSM REVISED POLICY #507: INCIDENT REPORTING (REF. W&M AG. #: 5)**

Motion to approved the revised CMHPSM Policy #507, Incident Reporting, as presented.

**e) CMHPSM REVISED POLICY #912: SECURITY OF CONSUMER RELATED INFORMATION (REF. W&M AG. #: 6)**

Motion to approve the revised CMHPSM Policy #912, Security of Consumer Related Information, as presented.

**f) LCCMHA REVISED POLICY #340: UTILITY MANAGEMENT & EMERGENCY PROCEDURES (REF. W&M AG. #: 7)**

Motion to approve the revised LCCMHA Policy #340, Utility Management & Emergency Procedures, as presented.

**g) CRC RECOVERY INC. D/B/A ANN ARBOR TREATMENT CENTER / FY18 SUD SERVICE CONTRACT (REF. W&M AG. #: 12)**

Motion to approve FY18 Contract between LCCMHA and Ann Arbor Treatment Center (a subsidiary of CRC Health Group) for Medication-Assisted Treatment at rates as presented. Effective 10/1/17 to 9/30/18.

**h) HEGIRA PROGRAMS, INC. / FY18 SUD SERVICE CONTRACT (REF. W&M AG. #: 14)**

Motion to approve FY18 Contract between LCCMHA and Hegira Programs, Inc. for SUD services at rates as presented. Effective 10/1/17 to 9/30/18.

**i) KEY DEVELOPMENT CENTER / FY17 CONTRACT AMENDMENT #1 / SUD SERVICES (REF. W&M AG. #: 15)**

Motion to approve Amendment #1 to FY17 Contract between LCCMHA and Key Development Center for Substance Abuse Treatment services, as presented. Effective 10/1/17 to 09/30/18.

**j) LIVINGSTON COUNTY CATHOLIC CHARITIES / FY 17 CONTRACT AMENDMENT #1 / SUD SERVICES (REF. W&M AG. #: 16)**

Motion to approve FY17 Contract Amendment #1 between LCCMHA and Livingston County Catholic Charities for Substance Abuse Services at codes and rates as presented. Effective 10/1/17 to 9/30/18.

**k) THE REGENTS OF THE UNIVERSITY OF MICHIGAN - MICHIGAN CHILD COLLABORATIVE CARE PROGRAM (MC3) / GRANT – SUBCONTRACT #3004703944 (REF. W&M AG. #: 17)**

Motion to approve Subcontract #3004703944 between The Regents of the University of Michigan and LCCMHA to fund one .9 FTE position related to the collaboration of children's mental health services in the total amount of \$89,247, as presented. Effective 10/1/17 to 9/30/18.

**l) HASSELBRING CLARK / CANON LC650i FAX MAINTENANCE CONTRACT / MILLER/622 FRONT OFFICE (REF. W&M AG. #: 18)**

Motion to approve an Annual Maintenance Contract between LCCMHA and Hasselbring Clark for the Canon LC650i fax for a total annual cost of \$452.00. Effective 12/10/17 to 12/9/18.

**m) HOLY CROSS YOUTH AND FAMILY SERVICES (KAIROS HEALTHCARE) / FY18 CONTRACT FOR SUD SERVICES (REF. W&M AG. #: 19)**

Motion to approve FY18 Contract between LCCMHA and Holy Cross Youth and Family Services d/b/a Kairos Healthcare for SUD services at rates as presented. Effective 10/1/17 to 9/30/18.

n) **MICHIGAN REHABILITATION SERVICES / THREE (3) FY18 INTERAGENCY CASH TRANSFER AGREEMENTS (REF. W&M AG. #: 20)**

Motion to approve three (3) FY18 Interagency Cash Transfer Agreements (LESA, Genesis House, and CMH) between Michigan Rehabilitation Services and LCCMHA for the funding of employment services for LCCMHA consumers, as presented. Effective 10/1/17 to 9/30/18.

o) **RENAISSANCE COMMUNITY HOMES, INC. (RCHI) / FY17 & FY18 CONTRACT AMENDMENT #4 – CONSUMER PLACEMENT #38394 (REF. W&M AG. #: 21)**

Motion to approve FY17 & FY18 Contract Amendment #4 between LCCMHA and Renaissance Community Homes, Inc., for residential services for LCCMHA Consumer #38394, as presented. Effective 11/20/17 to 9/30/18.

p) **SACRED HEART REHABILITATION CENTER / FY18 CONTRACT FOR RESIDENTIAL SERVICES AND MEDICATION-ASSISTED TREATMENT SERVICES (REF. W&M AG. #: 22)**

Motion to approve FY18 Contract between LCCMHA and Sacred Heart Rehabilitation Center for Residential Services and Medication-assisted treatment services at rates as presented. Effective 10/1/17 to 9/30/18.

q) **JERRY CSOKASY, LP / FY18 CONTRACT FOR PSYCHOLOGICAL SERVICES (REF. W&M AG. #: 23)**

Motion to approve FY18 Contract between LCCMHA and Jerry Csokasy, LP for psychological services at rates as presented. Effective 12/1/17 to 9/30/18.

r) **ROSALIND, PRESTAGE AND COMPANY (RPC) / MULTI YEAR AUDITING SERVICE AGREEMENT (FINANCIAL, COMPLIANCE AND SINGLE AUDIT) (REF. W&M AG. #: 25)**

Motion to approve entering into an agreement with Rosalind, Prestage and Company (RPC) for the next three years FY17, FY18 and FY19 and two optional years FY20 and FY21 at the rates presented in the attached fee schedule and to delegate the annual renewal to the Executive Director.

**7. EXECUTIVE DIRECTOR'S REPORT:**

- a) Delegated Contract Approach November 2017 Report / Informational
- b) Wait List Update / Informational
- c) Agency & Community Updates / Informational
- d) 2018 LCCMHA Holiday Schedule / informational / Informational

**8. WAYS & MEANS COMMITTEE – MOTION RECOMMENDATIONS:**

a) **LCCMHA NEW POLICY # 357: SERVICE AND EMOTIONAL SUPPORT ANIMALS**

Discussion was held.

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

Motion to approve the new LCCMHA Policy #357, Service and Emotional Support Animals, as presented.

**MOTION PASSED 11 / 11**

**MOTION FAILED /**

**b) MERS DEFINED BENEFIT (DB) PAYMENT - FY18**

Discussion was held.

**Moved BY: L. Berry-Bobovski / SECONDED BY: B. Cox**

Motion to approve the "Phase-in" minimum monthly payment amount to MERS of \$52,264 for FY18 as presented by the MERS Annual Actuarial Valuation Report December 31, 2016. Effective 10/1/17.

**MOTION PASSED 10 / 1 - NAY / J. PLAS**

**MOTION FAILED /**

**c) FY 2017-18 INFORMATION SYSTEMS BUDGET**

Discussion was held.

**Moved BY: L. Berry-Bobovski / SECONDED BY: S. Slaton**

Motion to approve the renewal of the annual Information Systems Budget, dated 11/20/2017 for a total cost of \$27,191, as presented.

**MOTION PASSED 11 / 11**

**MOTION FAILED /**

**d) 2018 LCCMHA BOARD & COMMITTEE DATES**

Discussion was held.

**Moved BY: L. Berry-Bobovski / SECONDED BY: J. Plas**

Motion to approve the 2018 LCCMHA Board & Committee Dates, as presented.

**MOTION PASSED 11 / 11**

**MOTION FAILED /**

**e) FY18 MDHHS/CMHSP MANAGED MENTAL HEALTH SUPPORTS & SERVICES CONTRACT-AMENDMENT #1**

Discussion was held.

**Moved BY: L. Berry-Bobovski / SECONDED BY: R. Murray**

Motion to approve Amendment #1 to 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 11 / 11**

**MOTION FAILED /**

f) **HUMAN RESOURCES ADMINISTRATIVE SPECIALIST - POSITION UPGRADE FROM R060 TO R073 / REVISED JOB DESCRIPTION / FINAL VERSION**

Discussion was held.

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

Motion to approve the final version of the updated Human Resources Administrative Specialist Job Description dated 11.27.17 that was upgraded on the LCCMHA Salary Schedule from R060 to R073, as presented.

**MOTION PASSED 11 / 11**

**MOTION FAILED /**

The Minutes of the November 21, 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: 12/13/17

b) 11/08/17 Draft Minutes

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

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

a) LESA Fill Backpacks for Kids Committee / Thank You

**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 6:55 PM**

**RESPECTFULLY SUBMITTED:**

**APPROVED BY:**

\_\_\_\_\_  
Rainey Marhofer  
RECORDING SECRETARY

\_\_\_\_\_  
Joanne Pfeffer  
BOARD SECRETARY

\_\_\_\_\_  
Date