

**MEETING MINUTES**  
**FULL BOARD**  
**APRIL 24, 2018**



<b>MEMBERS PRESENT:</b>	<input checked="" type="checkbox"/> <b>J. AUBRY</b>	<input checked="" type="checkbox"/> <b>J. PFEFFER - BOARD SECRETARY</b>
	<input checked="" type="checkbox"/> <b>L. BERRY-BOBOVSKI – COMM. CHAIR</b>	<input checked="" type="checkbox"/> <b>M. PIZZIMENTI</b>
	<input checked="" type="checkbox"/> <b>D. BROOKS</b>	<input checked="" type="checkbox"/> <b>J. PLAS</b>
	<input type="checkbox"/> <b>B. COX</b>	<input checked="" type="checkbox"/> <b>S. SLATON</b>
	<input checked="" type="checkbox"/> <b>R. GARBER – BOARD CHAIR</b>	<input checked="" type="checkbox"/> <b>B. SPALDING - BOARD VICE CHAIR</b>
	<input checked="" type="checkbox"/> <b>G. MCINTOSH</b>	<input type="checkbox"/> <b>OPEN SEAT (VACATED BY R. MURRAY)</b>
<b>MEMBER(S) ABSENT:</b>	<b>B. COX, OPEN SEAT</b>	
<b>OTHERS PRESENT</b>	C. CONKLIN R. MARHOFER	GENESIS HOUSE STAFF (2) & MEMBERS

1. **CALL TO ORDER:** Meeting called to order by: **R. Garber** at **6:00 PM**.

2. **APPROVAL OF AGENDA:** **AGENDA DATED APRIL 24, 2018**

<input checked="" type="checkbox"/> <b>MOTION TO APPROVE THE AGENDA, AS PRESENTED.</b> <input type="checkbox"/> <b>MOTION TO APPROVE THE AGENDA, AS MODIFIED:</b> <b>MOVED BY: B. Spalding / SECONDED BY: L. Berry-Bobovski</b> <input checked="" type="checkbox"/> <b>MOTION PASSED 10 / 10</b> <input type="checkbox"/> <b>MOTION FAILED /</b>
--

3. **CALL TO THE PUBLIC:**  **None.**  M. Leahy, Program Coordinator of the Genesis Clubhouse, gave an overview of the clubhouse program and recent accomplishments. Several clubhouse members in attendance gave testimonials detailing their personal life experiences and how they have benefited from the program and services offered at Genesis House.

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED MARCH 27, 2018**

<input checked="" type="checkbox"/> <b>MOTION TO APPROVE THE MINUTES, AS PRESENTED AND WAIVE THE READING THEREOF.</b> <input type="checkbox"/> <b>MOTION TO APPROVE THE MINUTES, AS MODIFIED:</b> <b>MOVED BY: D. BROOKS / SECONDED BY: B. Spalding</b> <input checked="" type="checkbox"/> <b>MOTION PASSED 10 / 10</b> <input type="checkbox"/> <b>MOTION FAILED /</b>
--

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
  - Annual Town Hall Meeting - 05/01/18 at LESA in Howell starting at 5:30 pm
- c) Livingston County Board of Commissioners  
 Resolution 2018-04-066 Appointment to the LCCMHA Board:  
 M. Pizzimenti.....Term Expires 12/31/2020

**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: G. McIntosh**

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

**MOTION PASSED 10 / 10**

**MOTION FAILED /**

**a) MAPLEWOOD LEASING AGREEMENT- NORTON GROUP HOME (REF. W&M AG. #: 3)**

Motion to approve the lease between LCCMHA and Maplewood Leasing for the home at 4238 Norton Rd., Howell, MI. The monthly lease cost remains the same at \$1,753 and LCCMHA will reimburse the owner for property taxes and insurance, as presented. Effective 10/1/17 to ongoing until amended or terminated.

**b) MAPLEWOOD LEASING AGREEMENT- GOLF CLUB GROUP HOME (REF. W&M AG. #: 4)**

Motion to approve the lease between LCCMHA and Maplewood Leasing for the home at 2367 Golf Club Rd., Howell, MI. The monthly lease cost remains the same at \$2,650 and LCCMHA will reimburse the owner for property taxes and insurance, as presented. Effective 10/1/17 to ongoing until amended or terminated.

**c) APPLIED IMAGING- SERVICE CONTRACT FOR 2280 FAX MACHINE (REF. W&M AG. #: 5)**

Motion to approve Annual Maintenance Contract between LCCMHA and Applied Imaging for a Canon LC-810 Facsimile for a total annual cost of \$350. Effective 5/1/18 to 4/30/19.

**d) CMHPSM - FY18 ROSC CONTRACT (REF. W&M AG. #: 6)**

Motion to approve FY18 Contract #2947 – SUD Funding (ROSC, Engagement Center, and Lazarus Project/Wake Up Livingston-Coordinator) between the Community Mental Health Partnership of Southeast Michigan and Livingston County Community Mental Health Authority in the amounts as presented. Effective 10/1/17 to 9/30/18.

**e) CMHPSM -- FY18 CONTRACT ROSC AMENDMENT #1 (REF. W&M AG. #: 7)**

Motion to approve FY18 Contract #2947.1 (Amendment #1) for ROSC Funding and Women’s Specialty Services between the Community Mental Health Partnership of Southeast Michigan and Livingston County Community Mental Health Authority in the amounts as presented. Effective 10/1/17 to 9/30/18.

**f) CMHPSM - FY18 CONTRACT MEMORANDUM OF AGREEMENT FOR STATE TARGETED RESPONSE OFFICE BASED OPIOID TREATMENT (REF. W&M AG. #: 8)**

Motion to approve a Memorandum of Agreement between the Community Mental Health Partnership of Southeast Michigan and Livingston County Community Mental Health Authority for State Targeted Response (STR) Office Based Opioid Treatment (OBOT) as presented. Effective 4/1/18 to 9/30/18.

**g) LIVINGSTON COUNTY CATHOLIC CHARITIES - FY18 SERVICE CONTRACT AMENDMENT #1- FUNDING (REF. W&M AG. #: 9)**

Motion to approve FY18 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.

**h) KEY DEVELOPMENT – FY18 SERVICE CONTRACT AMENDMENT#1 FUNDING AND WOMEN’S SPECIALTY SERVICES (REF. W&M AG. #: 10)**

Motion to approve FY18 Contract Amendment #1 between LCCMHA and Key Development Center for Substance Abuse Treatment services, as presented. Effective 10/1/17 to 9/30/18.

**i) LIVINGSTON FAMILY CENTER - FY17 & FY18 SERVICE CONTRACT AMENDMENT#1 ADOLESCENT SUD SERVICES (REF. W&M AG. #: 11)**

Motion to approve FY17 and FY18 Contract Amendment #1 between LCCMHA and Livingston Family Center for Adolescent Substance Abuse Treatment services, as presented. Effective 10/1/17 to 9/30/18.

**j) CAMP TALAHY - FACILITY RENTAL AGREEMENT FOR GENESIS HOUSE RETREAT AUGUST 2018 (REF. W&M AG. #: 12)**

Motion to approve a contractual agreement with Camp Talahi Retreat and Nature Center to purchase camp facility rental, lodging and food from 8/20/18 to 8/23/18, not to exceed \$5,025 for 35 campers, including five staff, as presented. Effective 5/1/18 to 8/23/18.

**k) RENAISSANCE COMMUNITY HOMES INC. - FY17&18 CONTRACT AMENDMENT#5 EMERGENCY PLACEMENT CONSUMER #33432 (REF. W&M AG. #: 13)**

Motion to approve FY17 & FY18 Contract Amendment #5 between LCCMHA and Renaissance Community Homes, Inc., for residential services for LCCMHA Consumer #33432, as presented. Effective 4/16/18 to 9/30/18.

**l) LORRAINE MARHOFER - FY18 ADMINISTRATIVE CONTRACT FOR HR / ADMINISTRATIVE SUPPORTS SERVICES (REF. W&M AG. #: 15)**

Motion to approve FY18 Contract between LCCMHA and Lorraine "Rainey" Marhofer, not to exceed 999 hours to assist in human resources and administrative functions under the Executive Director, as presented. Effective 4/11/18 to 9/30/18.

m) **CHASE VISA - AGENCY CREDIT CARD(S) / AUTHORIZED USERS - POSITIONS (REF. W&M AG. #: 16)**

Motion to approve changes to LCCMHA authorized credit cardholders for Chase Visa credit cards, as follows;

- |    |   |          |
|----|---|----------|
| 1. | Executive Director                                      | \$20,800 |
| 2. | Associate Director of Finance & Contract Administration | \$6,000  |
| 3. | HR / Administrative Specialist                          | \$6,000  |

Effective 5/1/18.

n) **COURTYARD MANOR OF WIXOM / FY17 & FY18 CONTRACT AMENDMENT #3 – RESIDENTIAL PLACEMENT CONSUMER #43613 (REF. W&M AG. #: 18)**

Motion to approve to FY17 & FY18 Contract Amendment #3 between LCCMHA and Courtyard Manor of Wixom for licensed residential services for Consumer #43613 at \$350 per day, as presented, effective 4/17/18 to 9/30/18.

o) **ROSE HILL CENTER / FY17 & FY18 CONTRACT AMENDMENT #2 – RESIDENTIAL PLACEMENT CONSUMER #1154492 (REF. W&M AG. #: 19)**

Motion to approve FY17 & FY18 Contract Amendment #2 between LCCMHA and Rose Hill Center for licensed residential services in a licensed setting for Consumer #1154492 at the rate of \$350 per day, as presented. Effective 4/17/18 to 9/30/18.

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

- a) Delegated Contract Approach April, 2018 Report / Informational
- b) Wait List Update / Informational
- c) Agency & Community Updates / Informational

d) **BEACON SPECIALIZED LIVING SERVICES - NEW FY18 CONTRACT / LICENSED RESIDENTIAL - CONSUMER #50996 PLACEMENT**

Discussion was held.

**Moved by: S. Slaton / Seconded by: #NONE**

Motion to approve FY18 Contract between LCCMHA and Beacon Specialized Living Services for support services for consumer #50996 in a licensed residential setting at the rates presented. Effective 4/25/18 to 9/30/18.

**MOTION PASSED 10 / 10**

**MOTION FAILED /**

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

a) **RPC/ FY17 AUDITED FINANCIAL STATEMENTS**

Discussion was held.

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

Motion to accept the Annual independent Audit for year ending September 30, 2017 (FY16/17), conducted by Roslund Prestage & Company (RPC), as presented. The audit report included; auditor's report letter and financial statements.

**MOTION PASSED 10 / 10**

**MOTION FAILED /**

b) **EMPLOYEE RETIREMENT RECOGNITION RESOLUTION – GERARD NOEL**

Discussion was held.

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

Motion to approve the Resolution of Recognition to Gerard "Gerry" Noel for his 30 plus years of service at the agency, as presented.

**MOTION PASSED 10 / 10**

**MOTION FAILED /**

c) **DD / PERS SPECIALIST POSITION - RECLASSIFICATION FROM R045 TO R055 (CORRECT 2016 SALARY STUDY/CLASSIFICATION ERROR) AND UPDATED JOB DESCRIPTION (VERSION 2018-04-24) (REF. W&M AG. #: 17)**

Discussion was held.

DD / PERS Specialist Position - Reclassification

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

Motion to correct the PERS Specialist job classification from RO45 to RO55, as presented. Effective 4/24/18.

**MOTION PASSED 10 / 10**

**MOTION FAILED /**

Update DD/PERS Specialist Job Description (version 2018-04-24)

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

Motion to approve the changes to PERS Specialist Job Description, as presented. Effective 4/24/18.

**MOTION PASSED 10 / 10**

**MOTION FAILED /**

The Minutes of the April 17, 2018, 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: 05/09/18

b) 04/11/18 Draft Minutes

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

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

- Spring Conference: May 1st and 2nd / Surburban Collection Showplace in Novi
- 14th Annual Walk-a-Mike In My Shoes Rally / May 2, 2018 at 1:15 pm - front lawn of michigan state capital building

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:

- 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.
- 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.

**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**