

MEETING MINUTES
FULL BOARD
TUESDAY AUGUST 27, 2019

DRAFT

MEMBERS PRESENT:	<input checked="" type="checkbox"/> J. AUBRY	<input checked="" type="checkbox"/> J. PFEFFER - BOARD SECRETARY
	<input checked="" type="checkbox"/> L. BERRY-BOBOVSKI	<input checked="" type="checkbox"/> M. PIZZIMENTI – COMM. CHAIR
	<input checked="" type="checkbox"/> D. BROOKS	<input checked="" type="checkbox"/> J. PLAS
	<input checked="" type="checkbox"/> R. GARBER – BOARD CHAIR	<input checked="" type="checkbox"/> M. SERIO
	<input checked="" type="checkbox"/> M. IKLE	<input checked="" type="checkbox"/> S. SLATON
	<input type="checkbox"/> G. MCINTOSH	<input checked="" type="checkbox"/> B. SPALDING - BOARD VICE CHAIR
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MEMBER(S) ATTENDING VIA TELECONFERENCE:	L. BERRY-BOBOVSKI	
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MEMBER(S) ABSENT:	G. MCINTOSH	
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OTHERS PRESENT	C. CONKLIN A. BOWERS K. AULETTE	

- CALL TO ORDER:** Meeting called to order by: **R. Garber** at **6:05 PM**.
- APPROVAL OF AGENDA:** **AGENDA DATED AUGUST 27,2019**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
 MOTION TO APPROVE THE AGENDA, AS MODIFIED: R. GARBER ADDED ITEM# 5d under Board Administration to discuss formation of a Finance Oversight & Budget Committee.
MOVED BY: J. Plas / SECONDED BY: M. Ikle
 MOTION PASSED 11 / 11
 MOTION FAILED /

- CALL TO THE PUBLIC:** **None.**
- APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED JULY 30, 2019**

MOTION TO APPROVE THE MINUTES, AS PRESENTED AND WAIVE THE READING THEREOF.
 MOTION TO APPROVE THE MINUTES, AS MODIFIED:
MOVED BY: B. Spalding / SECONDED BY: L. Berry-Bobovski
 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

- Congresswoman Elissa Slotkin of Holly will host a Livingston County Town Hall on Wednesday, August 28th, 6:30–8pm. It will be held at Cleary University.
- Executive Director would like to schedule the site visits with LCCMHA Board to tour two LCCMHA's group homes on September 24th before September Ways & Means meeting.

c) **Executive DIRECTOR EVALUATION & CONTRACT RENEWAL COMMITTEE / RECOMMENDATION**

Discussion was held. Board was asked to approve the Executive Director's Evaluation by M. Ikle committee chair. He stated the committee unanimously voted to approve the acceptance of the Executive Director Evaluation and thanked C. Conklin.

MOVED BY: M. Ikle / SECONDED BY: S. Slaton

Motion to approve the Executive Director's Evaluation for FY 19 with the condition that all LCCMHA Board Members are provided a copy for review. Copies were distributed to LCCMHA Board via email on 08/28/2019.

MOTION PASSED 11 / 11

MOTION FAILED /

d) Finance Oversight & Budget Committee – R. Garber Board Chair stated that several LCCMHA Board members are interested in seeing the financial budgeting process for FY20. The committee will meet with K. Aulette, Associate Director of Contracts and Finance Administration and C. Conklin, Executive Director.

R. Garber, Board Chair appointed: S. Slaton, J. Plas, M. Ikle, L. Berry-Bobovski, and herself to the Finance Oversight and Budget Committee.

6. **CONSENT AGENDA:**

(Ways and Means Committee Meeting 08/20/2019 was cancelled due to low number of agenda items)

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

a) Delegated Contract Approach August / 2019 Report / Informational

b) Wait List Update / Informational

c) Agency & Community Updates / Informational

d) **ADMINISTRATIVE HEARING UPDATE (CLOSED SESSION)**

CLOSE MEETING TO THE PUBLIC

MOVED BY: J. Pfeffer / SECONDED BY: M. Pizzimenti

Motion to approve closing board item to the public.

MOTION PASSED 11/11

MOTION FAILED /

OPEN MEETING TO THE PUBLIC

MOVED BY: J. Pfeffer / SECONDED BY: B. Spalding

Motion to open LCCMHA meeting to the public.

MOTION PASSED 11 / 11

MOTION FAILED /

8. COMMITTEE OF THE WHOLE:

a) FINANCE REPORT-INFORMATIONAL ONLY

b) MEMO TO RESCIND THREE (3) LOCAL LCCMHA OBSOLETE POLICIES: #214 – WORK FORCE REDUCTION #217 – RELEASE FROM EMPLOYEE’S PERSONNEL RECORD #226 – EMPLOYEE BENEFITS

Discussion was held.

Moved by: M. Ikle / Seconded by: J. Aubry

Motion to rescind the following LCCMHA local policies as they are no longer needed:

#214 – Work Force Reduction (Dated 10/04/1982)

#217 – Release from Employee’s Personnel Record (Dated 03/29/1983)

#226 – Employee Benefits (Dated 03/31/1998)

MOTION PASSED 11 / 11

MOTION FAILED /

c) MEMO FOR 2019 FALL STAFF APPRECIATION BARBEQUE

Discussion was held.

Moved by: J. Aubry / Seconded by: S. Slaton

Motion to approve the 2019 Staff Appreciation Fall Barbeque with a budget not to exceed \$800.

MOTION PASSED 11 / 11

MOTION FAILED /

COMBINED ITEMS D&E

- d) ~~APPLIED IMAGING – 5 YEAR LEASE FOR CANON COLOR AND B&W COPIER MACHINE REPLACING EXISTING MACHINES 2280 (CURRENT LEASE ENDS 8/19/19) RETURNING FROM JULY W&M #8.~~
UTEC- 5 YEAR LEASE FOR SHARP COLOR AND B&W COPIER REPLACING EXISTING MACHINES AT 2280 (CURRENT LEASE ENDS 09/19/19) RETURNING FROM JULY W&M #8
- e) ~~APPLIED IMAGING – 1 YEAR MAINTENANCE CONTRACTS FOR NEW CANON COLOR AND B&W COPIERS AT 2280 (CURRENT LEASE ENDS 8/19/19) RETURNING FROM JULY W&M #9~~
UTEC – 5 YEAR MAINTENANCE CONTRACTS FOR NEW SHARP COLOR AND B&W COPIER MACHINES AT 2280 (CURRENT AGREEMENT ENDS 09/19/19). RETURNING FROM JULY W&M #9.

Discussion was held. LCCMHA Board compared and reviewed UTEC and Applied Imaging quotes for the 5 year lease of copiers listed above, and 5 year maintenance quotes for listed copiers listed above. LCCMHA Board had concerns about the cost of maintenance from Applied Imaging being a 1 year maintenance agreement with an estimated 10% increase for the next 4 years. This estimate matched Applied Images increases from previous service years. There were no guarantees of additional increase in the quote. Next copier and service approvals will be done with a RFP.

Moved by: M. Ikle / Seconded by: J. Aubry

Motion to approve the 5 year lease of 1 Sharp Color and 1 Black and white copier with a 5 year maintenance agreement from 1 Sharp color and 1 Sharp B&W copier from UTEC as presented.

- MOTION PASSED 8 / 11 (NAY-J. PFEFFER, M. SERIO, AND R. GARBER)**
- MOTION FAILED /**

Original recommendation was for Applied Imaging 5 year lease for 1 Cannon Color and 1 B&W copier machine replacing existing machines at 2280 and a 1 year maintenance agreement for 1 Cannon Color and 1 B&W copier.

- f) **MATEM, LLC-SECOND ADDENDUM TO THE COMMERCIAL LEASE AGREEMENT BETWEEN MATEM, LLC AND LCCMHA FOR ENGAGEMENT CENTER LEASE EFF. 10/1/19 TO 9/30/20**

Discussion was held.

Moved by: M. Serio / Seconded by: S. Slaton

Motion to approve a Third 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 10/1/19 to 9/30/20.

- MOTION PASSED 11 / 11**
- MOTION FAILED /**

- g) **LCCMHA NEW POLICY #233 PROGRESSIVE DISCIPLINE**

Discussion was held.

Moved by: M. Ikle / Seconded by: M. Serio

Motion to approve New LCCMHA Progressive Discipline Policy # 233, as presented.

- MOTION PASSED 9 / 9**
- MOTION FAILED /**

9. CMHPSM (REGION 6): None Item(s) Noted Below

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

- Next Regional Board Meeting Date: September 11, 2019
 - Update given on progress on CEO Interviews for Region 6
- b) 08/14/2019 Meeting Minutes Draft

10. CMHAM: **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:N/A

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

15. **ADJOURNMENT:** THE MEETING ADJOURNED AT 7:30 PM

RESPECTFULLY SUBMITTED:

APPROVED BY:

Angela Bowers
RECORDING SECRETARY

Joanne Pfeffer
BOARD SECRETARY

Date