

**MEETING MINUTES**  
**FULL BOARD**  
**TUESDAY OCTOBER 29, 2019**



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

1. **CALL TO ORDER:** Meeting called to order by: **R. Garber** at **6:20 PM**.

2. **APPROVAL OF AGENDA:** **AGENDA DATED OCTOBER 29, 2019**

**MOTION TO APPROVE THE AGENDA, AS PRESENTED.**  
 **MOTION TO APPROVE THE AGENDA, AS MODIFIED:**  
**MOVED BY: G. McIntosh / SECONDED BY: B. Spalding**  
 **MOTION PASSED 8 / 8**  
 **MOTION FAILED /**

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

4. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED SEPTEMBER 25, 2019**

**MOTION TO APPROVE THE MINUTES, AS PRESENTED AND WAIVE THE READING THEREOF.**  
 **MOTION TO APPROVE THE MINUTES, AS MODIFIED:**  
**MOVED BY: S. Slaton / SECONDED BY: M. Ikle**  
 **MOTION PASSED 8 / 8**  
 **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
  - Thursday October 31, 2019 Genesis House Employer Event at EMS
- c) Appointment of Nominating Committee for 2020 Board Officers / R. Garber nominated the following:
  - L. Berry-Bobovski – Chair
  - M. Serio
  - J. Aubry
  - B. Spalding (alternate)
- d) 2020 Board and Committee Dates / Preplanning Discussion (2020 Board dates coming to the Board in November).

**6. CONSENT AGENDA:**

Removal of item(s) from the Consent Agenda:  None  Items Noted Below

**CONSENT AGENDA APPROVAL**

Discussion was held.

**Moved by: M. Pizzimenti / Seconded by: M. Serio**

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

**MOTION PASSED 8 / 8**

**MOTION FAILED /**

**a) DEARBORN SPEECH AND SENSORY CENTER – FY20 CONTRACT FOR ABA, OT AND SLP SERVICES (REF. W&M AG. #: 3)**

Motion to approve FY20 Contract between LCCMHA and Dearborn Speech and Sensory Center dba Metro Speech for ABA and Outpatient services at rates as presented. Effective 11/1/19 to 9/30/20.

**b) ELITE MEDICAL STAFFING – FY20 CONTRACT FOR CLS AND RESPITE SERVICES (REF. W&M AG. #: 4)**

Motion to approve a FY20 Contract between LCCMHA and Elite Medical Staffing for CLS and Respite services at rates, as presented. Effective 11/1/19 to 9/30/20.

**c) MRS FY20 INTERAGENCY CASH TRANSFER AGREEMENTS (CMH, GENESIS HOUSE, LESA) (REF. W&M AG. #: 5)**

Motion to approve three FY20 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 10/1/19 to 9/30/20.

**d) MORC – FY19 AND FY20 CONTRACT AMENDMENT #2 BETWEEN LCCMHA AND MORC TO ADD THE SIS ASSESSMENT (REF. W&M AG. #: 6)**

Motion to approve FY19 and FY20 Contract Amendment #2 between LCCMHA and MORC to add the SIS Assessment, as presented. Effective 10/1/19 to 9/30/20.

**e) PLANET COMMUNICATION INC. - FY20 CONTRACT FOR TELECOM MANAGEMENT (REF. W&M AG. #: 8)**

Motion to approve an Agreement between Planet Communications, Inc. and LCCMHA for outsourced telecom management services at rates presented. Effective 11/1/19 to 10/31/20.

**f) HOME OF NEW VISION FY20 - SUBSTANCE ABUSE SERVICES SUD SERVICES (TRANSITIONAL HOUSING, DETOXIFICATION AND SHORT-TERM RESIDENTIAL) (REF. W&M AG. #: 9)**

Motion to approve FY20 Contract between LCCMHA and Home of New Vision for SUD services (transitional housing, detoxification and short-term residential), as presented. Effective 11/1/19 to 9/30/20.

**g) MEMO FOR 2019 STAFF HOLIDAY PARTY (REF. W&M AG. #: 11)**

Motion to approve the 2019 Staff Holiday Party with a budget not to exceed \$1500, and to approve the request to close our building at 3:30pm on the date of the Staff Recognition Holiday Party with the availability of our emergency services system.

**h) NEW LCCMHA POLICY #308: VACATION PURCHASE AND SELL PLAN POLICY (REF. W&M AG. #: 12)**

Motion to approve new LCCMHA Policy #308: Vacation Purchase and Sell Policy, as presented.

**i) CMHPSM REVISED POLICY# 386 : ABILITY TO PAY (REF. W&M AG. #: 13)**

Motion to approve revisions to CMHPSM Policy #386: Ability to Pay, as presented.

**j) CMHPSM REVISED POLICY # 387: FINANCIAL AUDITS OF CONTRACTORS (REF. W&M AG. #: 14)**

Motion to approve revisions to CMHPSM Policy #387: Financial Audits of Contractors, as presented.

**k) MEMO TO RESCIND THREE (3) LOCAL LCCMHA OBSOLETE POLICIES: #218 – EMPLOYEE ACCESS TO PERSONNEL FILES, #221 – PERSONNEL RECORDS, #227 – LEAVE OF ABSENCE / FMLA (REF. W&M AG. #: 15)**

Motion to approve to rescind three (3) LCCMHA obsolete policies: #218 - Employee Access to Personnel file, #221 - Personnel Records, #227 - Leave of Absence / FMLA.

**l) MEMO REGARDING STRATEGIC PLANNING OPPORTUNITY FOR GENESIS HOUSE (REF. W&M #16)**

Motion to approve Genesis House for participation in Leadership Livingston's strategic planning training, as presented.

m) **SIM HUBLET SUBCONTRACT AGREEMENT AMENDMENT YEAR 3 BETWEEN THE CENTER FOR HEALTHCARE (CHRT) AND TRANSFORMATION AND LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY (REF. W&M # 18)**

Motion to approve the SIM Hublet Subcontract Agreement Year 3 Amendment between the Center for Healthcare and Transformation and Livingston County Community Mental Health Authority, as presented. Effective 8/1/19 to 1/31/20.

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

- a) Delegated Contract Approach October 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: S. Slaton / SECONDED BY: M. Ikle**

Motion to approve closing the board to the public.

**MOTION PASSED 8 / 8**

**MOTION FAILED /**

**OPEN MEETING TO THE PUBLIC**

**Moved BY: M. Ikle / SECONDED BY: M. Pizzimenti**

Motion to approve open LCCMHA meeting to the public.

**MOTION PASSED 8 / 8**

**MOTION FAILED /**

I

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

**a) 2020 EMPLOYEE FLEXIBLE BENEFITS PLAN AND RETIREE MEDICAL RX PLAN RENEWALS**

Discussion was held.

BCSCM is suggesting renewal of 3% decrease for Medical / Rx.

**Moved by: M. Pizzimenti / Seconded by: S. Slaton**

Motion to approve the 2020 Employee Flexible Benefit Plans, as follows:

Medical / Rx: Approve a one year contract renewal with BCBSM for PPO H.S.A. \$2,000 (single deductible) / \$4,000 (two person-family) style plan with 10/30/60 Rx after deductible with employee co-premiums at the same rates as 2019, as presented by HUB International on 10/22/19. Effective 01/01/20 through 12/31/20.

Dental: Approve a one year contract for Plan Year 2020 with Delta Dental for dental coverage, at the renewal rate increase of 3.05%. Employee co-premiums continuing at 5% of the annual plan cost, as presented by HUB International. Effective 01/01/20 through 12/31/20.

Life, LTD & AD&D Insurance: Approve contract renewal for Plan Year 2020 with The Hartford, at the prior year's guaranteed rate, for long term disability, employee life insurance and accidental death and dismemberment insurance, as presented by HUB International. Renewal effective 01/01/20 through 12/31/20.

Vision: Approve a contract renewal for Plan Year 2020 with Eye Med for vision coverage, procured at group rates and paid 100% by employees. Effective 01/01/20 through 12/31/20. (Rates have gone 9 years without an increase).

**MOTION PASSED 8 / 8**

**MOTION FAILED /**

Retiree increase of 4.80% average renewal on medical tiered rates and 3.57% on Part D Rx plan.

**Moved by: M. Pizzimenti / Seconded by: S. Slaton**

Motion to: approve the 2020 Retiree Medical / Rx Plan(s) as follows:

Retiree Medical (Medicare Wrap Plan): Approve the 2020 Retiree Medical Plan and contract renewal with Benistar Employer Services Trust, at the rates presented by HUB International on 10/22/19. Effective 01/01/20 through 12/31/20.

Retiree Rx: Approve the 2020 Retiree Rx Plan and contract renewal with Express Scripts, at the rates presented by HUB International on 10/22/19. Effective 01/01/20 through 12/31/20.

**MOTION PASSED 8 / 8**

**MOTION FAILED /**

**b) FY20 INFORMATION SYSTEMS SUBSCRIPTION & MAINTENANCE RENEWALS**

Discussion was held.

**Moved by: M. Pizzimenti / Seconded by: S. Slaton**

Motion to approve subscriptions and maintenance through CDW for RSA Support and Tokens, Trend Micro Deep Security, VMWare, Nutanix, and Cisco as presented. Effective 11/01/2019.

**MOTION PASSED 8 / 8**

**MOTION FAILED /**

**c) BY-LAWS / ANNUAL REVIEW**

Discussion was held.

**Moved BY: M. Pizzimenti / SECONDED BY: S. Slaton**

Motion to approve the LCCMHA By-Laws, version 01.22.2019, as presented with no changes.

**MOTION PASSED 8 / 8**

**MOTION FAILED /**

**d) FY20 HUB INTERNATIONAL CONSULTING -THIRD PARTY ADMINISTRATOR (TPA) SERVICE AGREEMENT**

Discussion was held. LCCMHA Board approved this item. The Executive Director suggested that the Board may want to consider appointing a Board Committee to work with staff on the RFP process.

**Moved BY: M. Pizzimenti / SECONDED BY: M. Serio**

Motion to approve the Consulting and Third Party Administrator (TPA) Service Agreement between HUB International and LCCMHA for services listed in Exhibit A, Fee Schedule at a rate of \$8.00 per eligible employee, per month, as presented. Effective 1/1/20 to 12/31/20.

**MOTION PASSED 6 / 8** (M. Ikle and J. Plas nay)

**MOTION FAILED /**

The Minutes of the October 22, 2019, 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: November 13, 2019
- b) 09/25/2019 Draft Special Board Minutes
- c) 10/09/2019 Draft Board Minutes

**10. CMHAM:**  **None**  **Item(s) Noted Below**

- a) Event Announcement(s):  None  Items Noted Below
- Fall Conference held October 21st & 22nd in Traverse City

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

- a) Thank you note from Ann Bollin 42nd District Representative

**12. NEW BUSINESS:**  **None**  **Item(s) Noted Below**

**13. OLD BUSINESS:**  **None**  **Item(s) Noted Below**

- a) Parking Lot Items:
- 1.) Sub- Committee of three LCCMHA Board members may be formed in January 2020 for RFP of Third Party Administrator (TPA) for the 2021 benefits year.
  - 2.) Staff to bring back information to the LCCMHA Board on CMHAM's Boardworks training materials.

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

**15. ADJOURNMENT: THE MEETING ADJOURNED AT 7:10 PM**

**RESPECTFULLY SUBMITTED:**

**APPROVED BY:**

---

**Angela Bowers**  
RECORDING SECRETARY

---

**Joanne Pfeffer**  
BOARD SECRETARY

---

**Date**