

**MEETING MINUTES**  
**FULL BOARD**  
**TUESDAY AUGUST 25, 2020**

**DRAFT**

<b>MEMBER(S) ATTENDING VIA TELECONFERENCE ALLOWED PER GOVERNOR EXECUTIVE ORDER 2020-154:</b>	<input type="checkbox"/> OPEN SEAT (VACATED BY J. AUBRY)	<input type="checkbox"/> J. PFEFFER - BOARD SECRETARY
	<input checked="" 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 type="checkbox"/> G. MCINTOSH	<input checked="" type="checkbox"/> B. SPALDING - BOARD VICE CHAIR
<b>MEMBER(S) ABSENT:</b>	<b>D, BROOKS, G. MCINTOSH, J. PFEFFER</b>	
OTHERS PRESENT	C. CONKLIN A. BOWERS K. AULETTE	

- CALL TO ORDER:** Meeting called to order by: **R. Garber** at **6:00 PM**.
- GOVERNOR EXECUTIVE ORDER EXECUTIVE ORDER No. 2020-154: ALTERNATIVE MEANS TO CONDUCT GOVERNMENT BUSINESS DURING THE COVID-19 PANDEMIC**  
 THIS ORDER IS EFFECTIVE IMMEDIATELY AND REMAINS IN EFFECT DURING ANY STATE OF EMERGENCY OR STATE OF DISASTER ARISING OUT OF THE COVID-19 PANDEMIC, AND FOR 28 DAYS THEREAFTER TO THE EXTENT NECESSARY TO PERMIT RELIABLE SCHEDULING OF HEARINGS AND MEETINGS UNDER PARTS I AND III. A PROVISION OF THIS ORDER WILL PREVAIL OVER ANY CONFLICTING PROVISION OF A LOCAL CHARTER, ORDINANCE, OR RULE.  
 THIS ORDER SUPERSEDES SECTIONS 2 AND 3 OF EXECUTIVE DIRECTIVE 2020-2.  
 RESCISSION OF EXECUTIVE ORDERS 2020-129, 2020-132, AND 2020-141

**THE PUBLIC MAY PARTICIPATE IN LCCMHA’S ZOOM MEETING USING THE FOLLOWING INFORMATION:  
 JOIN ZOOM MEETING**

<https://us02web.zoom.us/j/89856338130?pwd=UFQ0amt2U0c0a2lXbUIBNcTxcMqVdz09>

Meeting ID: 898 5633 8130  
 Passcode: 567238

One tap mobile  
 +13126266799,,89856338130# US (Chicago)

Dial by your location  
 +1 646 558 8656 US (New York)

3. **APPROVAL OF AGENDA: AGENDA DATED AUGUST 25, 2020**

- MOTION TO APPROVE THE AGENDA, AS PRESENTED.**  
 **MOTION TO APPROVE THE AGENDA, AS MODIFIED:** R. Garber requested that Item #8g : Finance Oversight & Budget Committee be added to agenda.  
**MOVED BY: M. Ikle / SECONDED BY: J. Plas**  
 **MOTION PASSED 8 / 8**  
 **MOTION FAILED /**

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

5. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED JULY 28, 2020**

- 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. Pizzimenti**  
 **MOTION PASSED 8 / 8**  
 **MOTION FAILED /**

6. **BOARD ADMINISTRATION:**  **None**  **Item(s) Noted Below**

- a) Per-Diem For Special Meetings / Functions:  None  Items Noted Below
- J. Plas discussed upcoming RRAC conference. M. Serio and B. Spalding expressed interest in attending. Additional information to be provided to M. Serio and B. Spalding on the conference dates and registration information.
- b) Event Announcement(s):  None  Item(s) Noted Below
- c) Open Meetings Act / Informational

d) **EXECUTIVE DIRECTOR PERFORMANCE EVALUATION COMMITTEE RECOMMENDATION  
(CLOSED SESSION REQUESTED BY EXECUTIVE DIRECTOR PURSUANT TO MCL 15.268(A).)**

Discussion was held.

**CLOSE MEETING TO THE PUBLIC**

**Moved BY: M. Ikle / SECONDED BY: J. Plas**

Motion to approve closing board item to the public.

**MOTION PASSED 8 / 8**

**MOTION FAILED /**

**OPEN MEETING TO THE PUBLIC**

**Moved BY: L. Berry-Bobovski / SECONDED BY: M.Ikle**

Motion to open LCCMHA meeting to the public.

**MOTION PASSED 8 / 8**

**MOTION FAILED /**

Discussion was held. All Board members agreed that C. Conklin's performance as LCCMHA's Executive Director has been exceptional and wholeheartedly accepted the Executive's Director's performance review.

**Moved BY: L. Berry-Bobovski / SECONDED BY: M.Ikle**

Motion to accept the Executive Director's Performance Evaluation for FY20.

**MOTION PASSED 8 / 8**

**MOTION FAILED /**

e) **EXECUTIVE DIRECTOR CONTRACT RENEWAL COMMITTEE RECOMMENDATION**

Discussion was held. M. Ikle requested to receive the Executive Director's contract to review. In the past, the Board has never been provided the Executive Director's Contract, only a memo with a summary of the terms and conditions of the contract. The contract was provided to the Board via email during the meeting. For the next Executive Director contract renewal the LCCMHA Board requests a summary from the Executive Director Evaluation & Contract Renewal Committee on their negotiation process, and a copy of the Executive Director's contract prior to the LCCMHA Full Board meeting.

**Moved BY: L. Berry-Bobovski / SECONDED BY: M. Serio**

Motion to approve the multi-year (FY21, FY22, FY23), Executive Director Employment Contract and compensation as outlined in Article II of said contract between LCCMHA and Constance Conklin commencing on 10/01/2020 and expiring on 09/30/2023, as presented by the Executive Director Evaluation and Contract Renewal Committee.

**MOTION PASSED 6 / 2 (J. PLAS AND M. IKLE-NAY)**

**MOTION FAILED /**

f) **CLOSED SESSION MINUTES**

Discussion was held.

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

Motion to approve Closed Session Minutes for August 27, 2019

**MOTION PASSED 7 / 7**

**MOTION FAILED /**

**MOVED BY: L. Berry-Bobovski / SECONDED BY: M. Pizzimenti**

Motion to approve Closed Session Minutes for October 29, 2019

**MOTION PASSED 7 / 7**

**MOTION FAILED /**

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

Motion to approve Closed Session Minutes for November 26, 2019

**MOTION PASSED 7 / 7**

**MOTION FAILED /**

**MOVED BY: L. Berry-Bobovski / SECONDED BY: M. Pizzimenti**

Motion to approve Closed Session Minutes for January 28, 2020

**MOTION PASSED 7 / 7**

**MOTION FAILED /**

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

Motion to approve Closed Session Minutes for May 26, 2020

**MOTION PASSED 7 / 7**

**MOTION FAILED /**

- g) Finance Oversight & Budget Committee- R Garber added this item to the agenda to form a Finance Oversight & Budget Committee to meet with K. Aulette, Associate Director of Contracts and Finance Administration and C. Conklin, Executive Director to review the financial budgeting process for FY21. R. Garber appointed M. Ikle to coordinate this committee meeting. L. Berry-Bobovski, M. Serio, S. Slaton, B. Spaulding, and R. Garber have asked to be on this committee.

7. **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: S. Slaton**

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

**MOTION PASSED 7 / 7**

**MOTION FAILED /**

a) **ABA INSIGHT – FY19 AND FY20 CONTRACT AMENDMENT #3 – SPEECH SERVICES (REF. W&M AG. #: 4)**

Motion to approve a FY19 and FY20 Contract Amendment #3 between LCCMHA and ABA Insight LLC to provide SLP services at rates, as presented. Effective 9/1/2020 to 9/30/2020.

b) **WORK SKILLS CORPORATION – AMENDMENT #4 - SPEECH SERVICES (REF. W&M AG. #: 5)**

Motion to approve FY19 and FY20 Contract Amendment #4 between LCCMHA and Work Skills Corporation to add speech and language services at rates, as presented. Effective 8/26/2020 to 9/30/2020.

c) **BOARD MEMO\_ES ACT SHIFT RATE INCREASE (REF. W&M AG. #: 6)**

Motion to approve to increase the rate for our Emergency Services and ACT after-hours staff in the amount of a \$50 rate increase per shift, as presented. Effective 9/6/2020.

d) **DAVID'S HOUSE MINISTRIES – FY20 CONTRACT – LICENSED RESIDENTIAL SERVICES (LIVINGSTON COFR CONSUMER 46225 IN KENT COUNTY) (REF. W&M AG. #: 7)**

Motion to approve a FY20 Contract between LCCMHA and David's House Ministries to provide licensed residential services at rates, as presented. Effective 9/1/2020 to 9/30/2020.

e) **ROSE HILL CENTER – FY19 AND FY20 CONTRACT AMEND. #5 – CONSUMER 96411 (REF. W&M AG. #: 9)**

Motion to approve a FY19 and FY20 Contract Amendment #5 between LCCMHA and Rose Hill Center for specialized residential and medically necessary ancillary services at rates, as presented. Effective 8/11/2020 to 9/30/2020.

f) **BOARD MEMO\_NATIONWIDE PLAN AMENDMENT: CARES ACT (REF. W&M AG. #: 10)**

Motion to approve to amend our service agreement with Nationwide to include provision 1 of the Coronavirus Aid, Relief and Economic Security Act (CARES Act). Effective 8/26/2020.

g) **CMHPSM REVISED POLICY #555: CONFIDENTIALITY & ACCESS TO CONSUMER RECORDS (REF. W&M AG. #: 11)**

Motion to approve revised Policy #555: Confidentiality & Access to Consumer Records, as presented.

h) **CMHPSM REVISED POLICY #453: ETHICS AND CONDUCT (REF. W&M AG. #: 12)**

Motion to approve revised Policy #453: Ethics and Conduct, as presented.

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

- a) Delegated Contract Approach August 2020 Report / Informational
- b) Wait List Update / Informational
- c) Agency & Community Updates / Informational
- d) COVID-19 UPDATEe / Informational

**e) FLATROCK MANOR FY19 & FY 20 CONTRACT AMENDMENT #8 FOR CONSUMER # 1175560**

Discussion was held.

**Moved BY: M. Serio / SECONDED BY: L. Berry-Bobovski**

Motion to approve FY19 & FY20 Contract Amendment #8 between LCCMHA and Flatrock Manor, Inc. to add Licensed Residential CLS and Personal Care services for Consumer #1175560 at rate, as presented. Effective 8/24/2020 to 9/30/2020.

**MOTION PASSED 7 / 7**

**MOTION FAILED /**

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

**a) FY21-FY22 CONTRACTOR LIST (REF. W&M AG. #: 3)**

Discussion was held.

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

Motion to approve the mental health, substance abuse, and administrative contracts at the rates and services presented. Effective 10/01/2020 to 09/30/22.

**MOTION PASSED 7 / 7**

**MOTION FAILED /**

**b) FY21 CMHAM PROPOSED DUES (REF. W&M AG. #: 8)**

Discussion was held.

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

Motion to approve CMHAM Association Dues for FY21 as presented, due October 1, 2020.

**MOTION PASSED 7 / 7**

**MOTION FAILED /**

The Minutes of the August 18, 2020, meeting of Ways & Means Committee were presented for review.

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

- a) Event Announcement(s):  None  Items Noted Below
  - Next Regional Board Meeting Date: September 09, 2020
- b) 08/12/2020 Draft Minutes

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

- a) Event Announcement(s):  None  Items Noted Below
  - Summer Virtual Conference, August 17-21, 2020 has been cancelled
  - Fall Virtual Conference to be held the week of October 26, 2020

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

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

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

a) **Parking Lot Items:**

1. RECIPIENT RIGHTS OFFICER TO PROVIDE THE LCCMHA BOARD WITH PAST YEARS COMPARISON GRAPHS FROM THEIR ANNUAL REPORT DURING BOARD MEMBER RECIPIENT RIGHTS TRAINING AT NEXT IN-PERSON LCCMHA BOARD MEETING.
2. SENATOR LANA THEIS, REPRESENTATIVES HANK VAUPEL AND ANNE BOLLIN TO BE CONTACTED TO SCHEDULE PARTICIPATION AT A LCCMHA BOARD MEETING AS SOON AS IT CAN BE ARRANGED (FALL 2020).
3. TOWN HALL MEETING WAS CANCELLED FOR MAY 12TH AND WILL BE RESCHEDULED (DUE TO COVID-19).
4. BOARD WOULD LIKE TO DISCUSS LCCMHA FINANCE FUNDING IN MORE DETAIL AFTER COVID-19 RESTRICTION IS LIFTED.
5. BOARD WOULD LIKE TO DISCUSS AGENCY AUDITS IN MORE DETAIL AFTER COVID-19.
6. BOARD MEMBERS TO SUBMIT QUESTIONS ON COVID-19 FOR LIVINGSTON COUNTY HEALTH DEPARTMENT TO EXECUTIVE DIRECTOR.
7. R. GARBER TO ORGANIZE A VIRTUAL LCCMHA BOARD MEMEBER RETREAT TO DISCUSS THE STRENGTHS EACH BOARD MEMBER BRING TO THE LCCMHA BOARD.
8. C. CONKLIN TO BRING BACK INFORMATION TO THE BOARD ON INCREASED LCCMHA ENCOUNTERS WITH NON-LCCMHA CONSUMERS SINCE COVID-19 BEGAN.

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

<b>ADJOURNMENT:   THE MEETING ADJOURNED AT 7:36 PM</b>		
<b>RESPECTFULLY SUBMITTED:</b>	<b>APPROVED BY:</b>	
<b>Angela Bowers</b> RECORDING SECRETARY	<b>Joanne Pfeffer</b> Board Secretary	
		<b>Date</b>