

MEETING MINUTES FULL BOARD

APPROVED

TUESDAY AUGUST 29, 2023

MEMBERS PRESENT:	<input type="checkbox"/> OPEN SEAT (VACATED BY G. MCINTOSH)	<input type="checkbox"/> C. NAGY
	<input type="checkbox"/> L. BERRY-BOBOVSKI	<input checked="" type="checkbox"/> J. PFEFFER - BOARD SECRETARY
	<input checked="" type="checkbox"/> P. BRIDGE	<input checked="" type="checkbox"/> M. PIZZIMENTI
	<input type="checkbox"/> R. GARBER – BOARD CHAIR	<input type="checkbox"/> M. SERIO - VICE & COMM. CHAIR
	<input checked="" type="checkbox"/> M. IKLE	<input checked="" type="checkbox"/> S. SLATON
	<input checked="" type="checkbox"/> M. KOZAK	<input checked="" type="checkbox"/> S. VANDEMERGEL
MEMBER(S) ABSENT:	L. BERRY-BOBOVSKI, R. GARBER, C. NAGY, M. SERIO	
OTHERS PRESENT	C. CONKLIN K. AULETTE A. BOWERS	

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

2. **ROLL CALL**

3. **APPROVAL OF AGENDA:** **AGENDA DATED AUGUST 29, 2023**

- MOTION TO APPROVE THE AGENDA, AS PRESENTED.
 - MOTION TO APPROVE THE AGENDA, AS MODIFIED: added item #8e: Occasional part-time emergency services.
- MOVED BY: M. Pizzimenti / SECONDED BY: S. Vandemergel**
- MOTION PASSED 7 / 0
 - MOTION FAILED

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

5. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED JULY 25, 2023**

- 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 7 / 0
 - MOTION FAILED

6. **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
- Special Oversight & Budget meeting re: FY24 Budget on Tuesday September 12, 2023 at 6 pm
 - International Overdose Awareness Day & Recovery Month Events in Livingston County

c) Executive Director Evaluation and Contract Committee / Recommendation

Discussion was held. P. Bridge, Committee Chair discussed the terms of the new contract for the Executive Director. Mr. Bridge went over existing salary and comparative salaries for other counties. He also stated that the committee looked at the Strategic Plan and what been accomplished. Several Board members praised the Executive Director for her exemplary performance for the agency. M. Ikle expressed concerns about having a Succession Plan in place.

ACTION 1: EXECUTIVE DIRECTOR EVALUATION

MOVED BY: M. Pizzimenti / SECONDED BY: S. Vandemergel

Motion to approval of the Executive Director's Evaluation, as presented.

MOTION PASSED 7 / 0

MOTION FAILED

ACTION 2: EXECUTIVE DIRECTOR CONTRACT

MOVED BY: M. Ikle / SECONDED BY: M. Kozak

Motion to approve two year contract with an option for a third year (FY24, FY25, with option for FY26), Executive Director Employment Contract and compensation as outlined in Article II of said contract between LCCMHA and Constance Conklin commencing on 10/01/2023 and expiring on 09/30/2025 or with option 09/30/2026, as presented by the Executive Director Evaluation and Contract Renewal Committee.

MOTION PASSED 6 / 1 (S. SLATON-NAY)

MOTION FAILED

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: M. Kozak

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

MOTION PASSED 7 / 0

MOTION FAILED

a) 2023 STAFF APPRECIATION FALL BARBEQUE (REF. W&M AG. #4)

Motion to The Committee recommends the Board approve the Annual Staff appreciation barbeque not to exceed \$800.

b) TYLER TECHNOLOGIES INC.- MUNIS (FINANCE) RENEWAL SOFTWARE AND SERVICE AGREEMENT (REF. W&M AG. #5)

Motion to approve an agreement between Tyler Technologies and LCCMHA to provide MUNIS (Finance) software and service at an annual cost of \$42,195.44, as presented. Effective 10/1/23 to 9/30/24.

c) MSU – PSYCHIATRY CONTRACT – FY24 (REF. W&M AG. #6)

Motion to approve a Contract between LCCMHA and MSU Health Care Inc. for Psychiatric services at rates, as presented. Effective 10/01/2023 to 9/30/2024.

d) FY23 & FY 24 CEDAR CREEK AMENDMENT RATE INCREASE (REF. W&M AG. #7)

Motion to approve FY23 & FY24 Contract between LCCMHA and Cedar Creek Hospital for Psychiatric Inpatient Hospitalization services at rates, as presented. Effective 10/01/2023 to 9/30/2024..

e) MEMO: FY23 PASS THROUGH PROVIDER STABILIZATION FUNDING (REF. W&M AG. #8)

Motion to approve funding in the amount not to exceed \$711,675 as a rate adjuster payment to the providers who provide the service codes listed above to assist the provider network in delivering essential face-to-face services, effective 8/30/2023.

f) RESCARE PREMIER, INC. FY23 & FY 24 CONTRACT AMENDMENT #3 - RATE INCREASE FOR LICENSED RESIDENTIAL / PRIVATE ROOM RATE CONSUMER SPECIFIC - UPDATED (REF. W&M AG. #9)

Motion to approve FY23 & FY24 Contract Amendment #3 between LCCMHA and ResCare Premier, Inc. to increase the licensed residential/private room rate for consumer #1203433 at the rate presented. Effective 7/18/2023 to 9/30/2024.

g) MEMO FOR AN UPDATE TO THE PEER SUPPORT SPECIALIST II JOB DESCRIPTION (REF. W&M AG. #12)

Motion to approve an update to the job description for Peer Support Specialist II, as presented. Effective 08/30/2023.

h) CMHPSM REVISED POLICY #465: EMPLOYEE COMPETENCY & CREDENTIALING POLICY (REF. W&M AG. #14)

Motion to approve revised CMHPSM Policy #465: Employee Competency & Credentialing Policy, as presented.

i) CMHPSM REVISED POLICY #347: TRAINING POLICY (REF. W&M AG. #15)

Motion to approve revised CMHPSM Policy #347: Training Policy, as presented.

j) CMHPSM REVISED POLICY #554: ABUSE AND NEGLECT (REF. W&M AG. #16)

Motion to approve revised CMHPSM Policy #554: Abuse and Neglect, as presented.

k) **CMHPSM REVISED POLICY # 567: COMMUNICATION BY MAIL, TELEPHONE, AND VISITS (REF. W&M AG. #17)**

Motion to approve revised CMHPSM Policy #567: Communication by Mail, Telephone, and Visits, as presented.

l) **CMHPSM REVISED POLICY #551: CONSENT TO TREATMENT AND SERVICES (REF. W&M AG. #18)**

Motion to approve revised CMHPSM Policy #551: Consent to Treatment and Services as presented.

m) **CMHPSM REVISED POLICY #560: DIGNITY AND RESPECT (REF. W&M AG. #19)**

Motion to approve revised CMHPSM Policy #560: Dignity and Respect, as presented.

n) **CMHPSM REVISED POLICY #552: FAMILY PLANNING (REF. W&M AG. #20)**

Motion to approve revised CMHPSM Policy #552: Family Planning, as presented.

o) **CMHPSM REVISED POLICY #553: FINGERPRINTS, PHOTOGRAPHS, RECORDINGS, OR USE OF 1-WAY GLASS (REF. W&M AG. #21)**

Motion to approve revised CMHPSM Policy #553: Fingerprints, Photographs, Recordings, or Use of 1-Way Glass, as presented.

p) **CMHPSM REVISED POLICY #565: FREEDOM OF MOVEMENT (REF. W&M AG. #22)**

Motion to approve revised CMHPSM Policy #565: Freedom of Movement, as presented.

q) **CMHPSM REVISED POLICY #573: LIMITATION OF RIGHTS (REF. W&M AG. #23)**

Motion to approve revised CMHPSM Policy #573: Limitation of Rights, as presented.

r) **CMHPSM REVISED POLICY #574: NON-DISCRIMINATION IN PROVISION OF SERVICE (REF. W&M AG. #24)**

Motion to approve revised CMHPSM Policy #574 Non-Discrimination in Provision of Service, as presented.

s) **CMHPSM REVISED POLICY #550: OFFICE OF RECIPIENT RIGHTS (REF. W&M AG. #25)**

Motion to approve revised CMHPSM Policy #550: Office of Recipient Rights, as presented.

t) **CMHPSM REVISED POLICY #564: PERSONAL PROPERTY AND FUNDS (REF. W&M AG. #26)**

Motion to approve revised CMHPSM Policy #564: Personal Property and Funds, as presented.

u) **CMHPSM REVISED POLICY #559: PHYSICAL MANAGEMENT AND RESTRAINT (REF. W&M AG. #27)**

Motion to approve revised CMHPSM Policy #559: Physical Management and Restraint, as presented.

v) **CMHPSM REVISED POLICY #571: RECIPIENT PAYMENT FOR DAMAGE TO PROPERTY (REF. W&M AG. #28)**

Motion to approve revised CMHPSM Policy #571: Recipient Payment for Damage to Property, as presented.

w) **CMHPSM REVISED POLICY #556: RELIGIOUS FREEDOM AND TREATMENT BY SPIRITUAL MEANS (REF. W&M AG. #29)**

Motion to approve revised CMHPSM Policy #556: Religious Freedom and Treatment by Spiritual Means, as presented.

x) **CMHPSM REVISED POLICY #572: REPORT AND REVIEW OF RECIPIENT DEATH (REF. W&M AG. #30)**

Motion to approve revised CMHPSM Policy #572: Report and Review of Recipient Death, as presented.

y) **CMHPSM REVISED POLICY #562: RIGHT TO ENTERTAINMENT MATERIALS, INFORMATION AND NEWS (REF. W&M AG. #31)**

Motion to approve revised CMHPSM Policy #562: Right to Entertainment Materials, Information and News, as presented.

z) **CMHPSM REVISED POLICY #561: SERVICES SUITED TO CONDITION (REF. W&M AG. #32)**

Motion to approve revised CMHPSM Policy #561: Services Suited to Condition, as presented.

aa) **CMHPSM REVISED POLICY #566: WORK PERFORMED BY RECIPIENTS (REF. W&M AG. #33)**
Motion to approve revised CMHPSM Policy #566: Work Performed by Recipients, as presented.

8. EXECUTIVE DIRECTOR'S REPORT:

- a) Delegated Contract Approach August, 2023 Report / Informational
- b) Wait List Update / Informational
- c) Agency & Community Updates / Informational
- d) MERS Follow up Information

e) **MEMO: OCCASIONAL PART-TIME: EMERGENCY SERVICES**
Discussion was held.
MOVED BY: S. Slaton / SECONDED BY: S. Vandemergel
Motion to approval the revised salary schedule to include occasional part-time employees to provide Emergency Services. Effective 9/1/2023.
 MOTION PASSED 7 / 0
 MOTION FAILED

9. WAYS & MEANS COMMITTEE – MOTION RECOMMENDATIONS:

a) **MEMO FOR MERS FY23 DB SURPLUS PAYMENT**
Discussion was held.
MOVED BY: M. Pizzimenti / SECONDED BY: S. Slaton
Motion to approve a contribution of \$125,000 to the MERS surplus division for FY 23. Effective, 08/30/2023.
 MOTION PASSED 7 / 0
 MOTION FAILED

b) **2023 COMPENSATION PLAN: ESSENTIAL WORKER ONE TIME LUMP SUM PAYMENT POLICY**
Discussion was held.
MOVED BY: M. Pizzimenti / SECONDED BY: M. Kozak
Motion to approve the 2023 - Compensation Plan: Essential Worker One Time Lump Sum Payment. Effective 09/01/2023.
 MOTION PASSED 7 / 0
 MOTION FAILED

c) **MEMO COMPENSATION PLAN: ESSENTIAL WORKER ONE TIME LUMP SUM PAYMENT**

Discussion was held.

MOVED BY: M. Pizzimenti / SECONDED BY: M. Kozak

Motion to approve a \$2,000 lump sum per full-time employee and a \$1,000 lump sum per part-time employee who meet the requirements within the Compensation Plan: Essential Worker One-Time Incentive Lump Sum Payment. Effective 09/01/2023

MOTION PASSED 7 / 0

MOTION FAILED

The Minutes of the August 22, 2023 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: 09/13/2023

b) Draft Minutes for August 09, 2023

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

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

- 2023 Annual Fall Conference October 23-24, 2023 Grand Traverse Resort Grand Traverse, MI

b) Executive Director's invitation to join CMHA Diversity, Equity, and Inclusion (DEI) Advisory Group

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) Senator Lana Theis, Representatives Bob Bezotte, Anne Bollin, Jennifer Conlin and Mike Mueller to be contacted to request participation at a LCCMHA Board meeting date to be determined. Board provided a list of topics that they would like to discuss with the legislatures when they attend.

2) Board member review of the Delegated Authority Policy.

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

16. **ADJOURNMENT:** THE MEETING ADJOURNED AT 7:57 PM

RESPECTFULLY SUBMITTED:

APPROVED BY:

Angela Bowers
RECORDING SECRETARY

Joanne Pfeffer
BOARD SECRETARY

Date