LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH AUTHORITY BOARD
622 E. GRAND RIVER AVENUE, HOWELL MI 48843 – BOARD ROOM

Approved

MEETING MINUTES
FULL BOARD
TUESDAY, SEPTEMBER 30, 2025

MEMBERS PRESENT:	☐ **OPEN SEAT (VACATED BY S. SLATON)**	☒ **C. NAGY**
	☐ **OPEN SEAT (VACATED BY M. KOZAK)**	☐ **J. PFEFFER** - BOARD SECRETARY
	☐ **L. BERRY-BOBOVSKI**	☒ **M. PIZZIMENTI**
	☒ **P. BRIDGE**	☐ **M. SERIO -** VICE & COMM. CHAIR
	☒ **R. GARBER –** BOARD CHAIR	☒ **S. VANDEMERGEL**
	☒ **M. IKLE**	☒ **A. YURKANIN**
MEMBER(S) ABSENT:	**L. BERRY-BOBOVSKI, J. PFEFFER, M. SERIO**	
OTHERS PRESENT	C. CONKLIN K. AULETTE A. BOWERS	

1. CALL TO ORDER: Meeting called to order by:**R. Garber** at **6:03 PM**.

2. ROLL CALL

3. APPROVAL OF AGENDA: AGENDA DATED SEPTEMBER 30, 2025

☒ **MOTION TO APPROVE THE AGENDA, AS PRESENTED.**
☐ **MOTION TO APPROVE THE AGENDA, AS MODIFIED:** .
MOVED BY: A. Yurkanin / SECONDED BY: M. Pizzimenti
☒ **MOTION PASSED 7 / 0**
☐ **MOTION FAILED**

4. CALL TO THE PUBLIC: ☐ **None.** ☒

5. APPROVAL OF MINUTES: MINUTES OF MEETING DATED AUGUST 26, 2025

☒ **MOTION TO APPROVE THE MINUTES, AS PRESENTED AND WAIVE THE READING THEREOF.**
☐ **MOTION TO APPROVE THE MINUTES, AS MODIFIED:**
MOVED BY: M. Pizzimenti / SECONDED BY: S. Vandemergel
☒ **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

- CMHAM Fall Conference at the Grand Traverse Resort, Traverse City, MI on October 27-28, 2025

c.) In Remembrance of Barb Spalding

d) Executive Director Evaluation and Contract Committee / Recommendation

Discussion was held. A. Yurkanin, Committee Chair, discussed the exemplary amount of community collaboration and agency representation that the Executive Director has accomplished in the last year, per the Committee's review of the Executive Director's self-evaluation. He also commended her on her extensive leadership with agency challenges.

ACTION 1: EXECUTIVE DIRECTOR EVALUATION

MOVED BY: A. Yurkanin / 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: A. Yurkanin / SECONDED BY: M. Pizzimenti

Motion to approve to extend the employment contract for Constance Conklin under the provision XII - Option for the contract extension under those contract terms, as presented. Effective 10/01/2025.

☒ **MOTION PASSED 7 / 0**
☐ **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: S. Vandemergel / SECONDED BY: A. Yurkanin

Motion to accept and approve the consent agenda, as presented.

☒ **MOTION PASSED 7 / 0**
☐ **MOTION FAILED**

a) **MEMO: RECIPIENT RIGHTS OFFICERS (2 FTE) FUNDING FOR FY 26 (2-ACTIONS) (REF. W&M AG. #1)**

Action 1: Approval for funding the Recipient Rights Office at the current staffing level of 2 FTE's

Discussion was held.

MOTION to approve to continue to fund the Recipient Rights Office at its current staffing level of 2 FTEs, as presented. Effective 10/1/2025.

Action #2: Approval of the Recipient Rights Office's new outcomes for FY26

Discussion was held.

MOTION to approve of the new outcomes for FY26, as presented. Effective 10/1/2025.

b) **FY26 BUDGET REPORT (REF. W&M AG. #3)**

Motion to approve the FY26 Budget, as presented.

c) **WASHTENAW MASTER EARNED REVENUE AGREEMENT – FY26 LIVINGSTON PURCHASE OF RRO AND APPEALS OFFICER FROM WASHTENAW (REF. W&M AG. #4)**

Motion to approve FY26 Master Earned Revenue Exchange Services Agreement for Livingston County Community Mental Health Authority to purchase services from Washtenaw County Community Mental Health, as presented. Effective 10/1/2025 to 9/30/2026.

d) **MMRMA - FY26 RENEWAL (REF. W&M AG. #5)**

Motion to approve the FY26 annual contribution with MMRMA for the Authority's risk insurance policy from 10/01/2025 through 09/30/2026 in the amount of $65,184.00, as presented. Effective 10/1/2025.

e) **FY26 CONTRACT FOR HOLLY STEWART, PSYD, LP (REF. W&M AG. #8)**

Motion to approve FY26 Contract between LCCMHA and Holly Stewart, PsyD, for Diagnostic Evaluation and Psychological Testing services to determine eligibility for Guardianship, at rates, as presented. Effective 10/01/2025 to 9/30/2026.

f) **MEMO FY26 MRS ICTA AGREEMENTS (CMH, GENESIS, AND LESA) (REF. W&M AG. #9)**

Motion to approve three FY26 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 10/1/25 to 9/30/26.

g) **MEMO FY26 EMPLOYEE COLA AND SALARY SCALE INCREASE (REF. W&M AG. #10)**

Motion to approve a 2% salary increase as well as a 2% COLA (4% overall adjustment) to our salary scale, as presented. Effective 10/1/2025.

8. EXECUTIVE DIRECTOR'S REPORT:

a) Delegated Contract Approach September, 2025 Report / Informational
b) Wait List Update / Informational
c) Agency & Community Updates / Informational
d) MERS / Informational

e) **FY26 MICHIGAN MEDICINE FOR PSYCHIATRIC INPATIENT SERVICES AND ECT SESSIONS**
Discussion was held.
MOVED BY: S. Vandemergel / SECONDED BY: C. Nagy
Motion to approve FY26 Contract between LCCMHA and Michigan Medicine at rates, as presented. Effective 10/01/2025 to 9/30/2026.
☒ **MOTION PASSED 7 / 0**
☐ **MOTION FAILED**

9. WAYS & MEANS COMMITTEE – MOTION RECOMMENDATIONS:

a) **MEMO FOR MERS FY26 DB PAYMENT**
Discussion was held.
MOVED BY: P. Bridge / SECONDED BY: S. Vandemergel
Motion to approve the monthly payment amount to MERS of $117,813 for FY25 FY26, as presented by the MERS Actuarial Valuation Report, December 31, 2024. Effective 10/1/2025.
☒ **MOTION PASSED 7 / 0**
☐ **MOTION FAILED**

b) **MEMO FOR MERS FY25 DB SURPLUS PAYMENT**
Discussion was held.
MOVED BY: A. Yurkanin / SECONDED BY: M. Pizzimenti
Motion to approve a contribution of $500,000 to the MERS surplus division for FY25 from our local Fund Balance. Effective 09/30/2025.
☒ **MOTION PASSED 6 / 1 (M.IKLE NAY)**
☐ **MOTION FAILED**

The Minutes of the September 23, 2025 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: 10/08/2025

b) Draft Minutes for 09/17/2025

11. CMHAM: ☐ None ☒ Item(s) Noted Below

a) Event Announcement(s): ☐ None ☒ Items Noted Below
- 2025 Annual Fall Conference October 27-28, 2025 Grand Traverse Resort Grand Traverse, MI

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:**

15. CALL TO THE PUBLIC: ☒ **None** ☐

16. ADJOURNMENT: **THE MEETING ADJOURNED AT 7:09 PM**

RESPECTFULLY SUBMITTED:	**APPROVED BY:**	
Angela Bowers **RECORDING SECRETARY**	**Roxanne Garber** **BOARD CHAIR**	**Date**