

AD HOC COMMITTEE MEETING ON MENTAL HEALTH ORGANIZATION

Meeting of Monday, June 30, 1980 at 1:30 p.m.

The meeting was called to order by the Chairman, Commissioner Nancy Nichols at 1:30 p.m. in the Commissioners Committee Room at the Courthouse.

MEMBERS ATTENDING: Commissioners Nancy Nichols; Maria Gonzalez and Stan Gibbard; Community Mental Health Board Members; Stacey Zilke and Wayland Hunt.

OTHERS ATTENDING: Community Mental Health Director Robert Warwick; County Coordinator Jerry Ambrose.

BUSINESS DISCUSSED:

Copies of the Mental Health Code, the Unification Task Force Report and Dr. Warwicks' proposed amendments to the Community Mental Health By Laws were distributed.

The Chairman discussed the information and the purpose of the Committee, which is to develop recommendations to the County Board clarifying the relationship between the County Board and the Community Mental Health Board. Members were requested to review all the information distributed in order that the Committee may begin to work at its' next meeting on July 14, 1980 at 1:30 p.m.

NEXT MEETING:

The next meeting of the Ad Hoc Committee on Mental Health Organization will be Monday, July 14, 1980 at 1:30 p.m. in the Commissioners Committee Room in the Courthouse.

The meeting adjourned at 3:00 p.m.

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MINUTES OF THE AD HOC COMMITTEE ON MENTAL HEALTH ORGANIZATION

Meeting of July 14, 1980

MEMBERS ATTENDING: County Commissioners Nancy Nichols; Jane Davis; Russ Roback; Gary Kastel; Stan Gibbard and Jim Myers; Mental Health Board Members Wayland Hart and Stacy Zilke.

OTHERS ATTENDING: Dr. Robert Warwick and Roger Myers Community Mental Health, Human Services Coordinator Arthur Boyd, County Coordinator Jerry Ambrose.

BUSINESS DISCUSSED:

Commissioner Nancy Nichols called the meeting to order at 1:45 p.m. in the Commissioners Committee Room in the County Courthouse.

The purpose of the meeting was to continue the development of a recommendation as to the appropriate relationship between the County Board of Commissioners and the Community Mental Health Board.

The Committee reviewed various portions of the Mental Health Code and a proposed draft of Community Mental Health By Laws developed by Dr. Warwick.

The Committee discussed six options for relationship between the County Board of Commissioners and Community Mental Health Board.

1. Community Mental Health Board adopts its own personnel policies and procedures, including salary schedules.
2. The County Board of Commissioners adopts personnel policies and procedures, including salary schedules, for all County employees, including Community Mental Health employees. The position of Director would be exempt.
3. The County Board of Commissioners adopts personnel policies and procedures, including salary schedules, for all County employees, recognizing exceptions to the policy as it pertains to Community Mental Health employees.
4. The Community Mental Health Board adopts personnel policies and procedures, including salary schedules, for its employees, within guidelines established by verbal agreement with the County Board of Commissioners.
5. The Community Mental Health Board adopts personnel policies and procedures, including salary schedules, for its own employees, within guidelines established by written agreement with the County Board of Commissioners.
6. The Community Mental Health Board contracts for all services, thereby eliminating the need for personnel

policies addressing Community Mental Health employees.

There was considerable discussion on each of the options. It was agreed that the Mental Health Code and the related Attorney Generals' opinion recognize that any of these options are within the authority of the Board of Commissioners to establish. It was further agreed that, given the uncertainty of future Community Mental Health funding from the State of Michigan (which provides for approximately 95% of Community Mental Health funds) that there could be some financial liability to the County in the event that salary schedules and policies which may exceed State guidelines at any future point in time are established by the Board of Commissioners.

Roback moved, supported by Gibbard, that the sub-committee recommend to the Board of Commissioners that option number 5 be adopted and that the Community Mental Health Board be authorized to determine personnel policies and salary schedules for its employees, within guidelines established by written agreement with the County Board of Commissioners. The motion carried.

The Committee further discussed the recommended option and several questions were raised as to exactly what would be contained in any guidelines or written agreement established between the Mental Health Board and the County Board of Commissioners. Dr. Warwick, Mr. Ambrose and Mr. Boyd were asked to meet prior to the July 21, 1980, to develop further recommendations as to what such an agreement would contain.

NEXT MEETING:

The next meeting of the Ad Hoc Committee on Mental Health Organization will be Monday, July 21, 1980 at 1:30 p.m. in the Commissioners Committee Room of the Courthouse. Committee members are asked to review Dr. Warwick's proposed By Laws and the Committees' recommendation, and to deliver to the County Coordinator by July 18, 1980 written comments to which they wish to be distributed at the meeting.

07-17-80
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Lenawee County
Personnel Department

Courthouse
Adrian, MI 49221

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Ext. 266 or 268

M E M O R A N D U M

TO: Members of the Human Services Sub-Committee on Mental Health Reorganization

FROM: Dr. Warwick, Arthur Boyd, Jerry Ambrose

DATE: July 18, 1980

SUBJECT: Implementation of Option Number 5

As directed by the Sub-Committee, Mr. Ambrose, Mr. Boyd and Dr. Warwick met to discuss implementing the organizational option recommended by the Sub-Committee at its last meeting. That option stated that the Community Mental Health Board be authorized to adopt personnel policies and procedures, including salary schedules, for its employees, within guidelines established by written agreement with the County Board Commissioners.

It is the consensus of Dr. Warwick, Mr. Boyd and Mr. Ambrose that the concerns addressed in the adoption of this option and the requirements for written understanding between the County Board of Commissioners and the Mental Health Board might be addressed by incorporating further language in the proposed Community Mental Health By Laws, Article II Section L which now reads: "The Board shall develop its own personnel policies and procedures and pay rates." It is suggested that Section L be revised to read as follows: "The Board shall develop its own personnel policies, procedures and salary schedules, subject to the following conditions:

1. The County Board of Commissioners and the Community Mental Health Board shall mutually agree to the original personnel policies, procedures and salary schedules, to be adopted by the Community Mental Health Board subject to this sub-section; and further, that this adoption and agreement be completed by October 1, 1980.
2. The Community Mental Health Board shall periodically but no less than once each two years review and update its personnel policies. At least 30 days prior to implementing any changes to its personnel policies, the Community Mental Health Board shall submit the proposed changes to the Board of Commissioners for its review and comment. Within 30 days of receipt of the proposed changes, the Board of Commissioners shall submit in writing its comments to the Community Mental Health Board.

3. At least 30 days prior to implementing any proposed adjustment to the salary schedules for Community Mental Health employees, the Community Mental Health Board shall submit the proposed schedules to the Board of Commissioners for its review and comments. Within 30 days of receipt, the Board of Commissioners shall provide its written comments on the proposed salary schedule adjustments to the Community Mental Health Board. Any proposed salary schedule adjustments submitted by the Community Mental Health Board shall include a statement of the financial impact on the proposed schedules on the Countys' future financial allocations to Community Mental Health, and the extent to which salary schedules for Community Mental Health positions are consistant to similar Lenawee County positions.
4. Fringe benefits for Community Mental Health employees, including paid leave days; life and disability insurance; sickness and accident insurance; health insurance; dental insurance; retirement; workers' compensation; unemployment insurance; social security; and deferred compensation shall be the same as for non-represented County employees. Mileage and travel allowances for Community Mental Health employees shall also be the same as for non-represented County employees. Should the County Board of Commissioners be considering changes in these benefits, the Mental Health Board shall be notified in advance of implementation for its review and comments.
5. Any changes to Community Mental Health Board personnel policies, procedures, salary schedules and fringe benefits not herein addressed may be implemented with the mutual written agreement of the Community Mental Health Board and the Lenawee County Board of Commissioners.

In addition, it is recommended that the following additional duties of the Mental Health Board be added within Article II: (The Community Mental Health Board shall) cooperate with the Human Services Board in developing and establishing arrangements and procedures for the effective coordination and integration of Human Services program.

07-18-80
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MINUTES OF THE AD HOC COMMITTEE ON MENTAL HEALTH ORGANIZATION

Meeting of Monday, July 21, 1980 at 1:30 p.m.

Commissioner Nichols called the meeting to order at 1:45 p.m. in the Commissioners Committee Room in the County Courthouse.

MEMBERS ATTENDING: County Commissioners Nichols; Davis; Roback; Gibbard; Gonzalez; Myers; Community Mental Health Board Members Wayland Hart; Stacy Zilke.

OTHERS ATTENDING: Dr. Warwick, Arthur Boyd, Jerry Ambrose.

BUSINESS DISCUSSED:

The Committee reviewed the previous meeting minutes and the memorandum presented by Dr. Warwick, Mr. Boyd and Mr. Ambrose relative to implementing the option for organization adopted by the Committee. Considerable discussion followed, concerning the unique position of Community Health Boards and programs relative to the County government organization and the need in Lenawee County for strong viable mental health programs.

Roback moved, supported by Gibbard that the proposed bylaws as modified by the memorandum and the Committees' discussion be adopted by the Committee and be referred to the Board of Commissioners for the public hearing process and subsequent adoption. The motion carried. (Proposed bylaws attached).

Myers moved, supported by Roback that the Community Mental Health Board members be invited to attend the Commission meeting on July 23, 1980 to hear the Board of Commissioners discussion on the proposed bylaws. The motion carried.

The meeting adjourned at 3:30 p.m.

07-22-80

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BYLAWS

LENAWEE COUNTY COMMUNITY MENTAL HEALTH SERVICES BOARD

ARTICLE I

NAME AND STATUS

Section 1. The name of the organization shall be the Lenawee County Community Mental Health Services Board.

Section 2. This organization derives its authority, purpose, and membership from Act 54 of the Public Acts of 1963, as amended by Act 258 of Public Acts of 1974 as amended.

Section 3. This document shall constitute the procedures and regulations as required by Section 204 of Act 258 and shall apply to the county community mental health program.

ARTICLE II

DUTIES OF THE BOARD

The duties of the board shall be as follows, subject to provisions of Act 258 and the rules and regulations of the Department of Mental Health:

- a) Examine and evaluate the mental health needs of the county and the public and non-public services necessary to meet those needs.
- b) Review and approve an annual plan and budget for the county program. The format and documentation of the annual plan and budget shall be specified by the Department of Mental Health.
- c) Submit the annual plan and budget, after approval by the Board of Commissioners, to the Department of Mental Health by such date as is specified by the Department of Mental Health. Such submission shall constitute the county program's official application for state funds.
- d) Provide and advertise a public hearing on the annual plan and budget prior to submitting it to the County Board of Commissioners.
- e) Submit to the Board of Commissioners an annual request for county funds to support the county program. Such request shall be in the form and at the time determined by the Board of Commissioners.
- f) Take such actions as it deems necessary and appropriate to secure private, federal, and other public funds to help support the county program.
- g) Approve and authorize all contracts for the providing of services.

- h) Review and evaluate the quality, effectiveness, and efficiency of services being provided by the county program.
- i) Appoint a director of the county community mental health program who shall meet standards of training and experience established by the Department of Mental Health. The Department of Mental Health shall establish standards for individuals who are physicians and for individuals who are not physicians. The choice of appointing a physician or non-physician as county director shall rest with the board, and in making such choice the board shall consider the duties that the county director can be expected to perform. The county director on the date that this chapter becomes effective shall be exempt from the standards of training and experience herein referred to.
- j) Establish general policy guidelines within which the county director shall execute the County Program.
- k) The board shall have the authority to hire such agents and/or employees as it shall determine to be necessary to assist in effectively performing and carrying out the duties of the board as above set forth within limitations of its budget and the rules and regulations of the Department of Mental Health.
- l) The board shall develop its own personnel policies, procedures and salary schedules, subject to the following conditions:
 1. The County Board of Commissioners and the Community Mental Health Board shall mutually agree to the original personnel policies, procedures and salary schedules, to be adopted by the Community Mental Health Board subject to this sub-section; and further, that this adoption and agreement be completed by October 1, 1980.
 2. The Community Mental Health Board shall periodically but no less than once each two years review and update its personnel policies. At least 30 days prior to implementing any changes to its personnel policies, the Community Mental Health Board shall submit the proposed changes to the Board of Commissioners for its review and comment. Within 30 days of receipt of the proposed changes, the Board of Commissioners shall submit in writing its comments to the Community Mental Health Board.
 3. At least 30 days prior to implementing any proposed adjustment to the salary schedules for Community Mental Health employees, the Community Mental Health Board shall submit the proposed schedules to the Board of Commissioners for its review and comments. Within 30 days of receipt, the Board of Commissioners shall provide its written comments on the proposed salary schedule adjustments to the Community Mental Health Board. Any proposed salary schedule adjustments submitted by the Community Mental Health Board shall include a statement of the financial impact of the proposed schedules on the County's future financial allocations to Community Mental Health, and the extent to which salary schedules for Community Mental Health positions are dif-

ferent from similar Lenawee County positions.

4. Fringe benefits for Community Mental Health employees, including paid leave days; holidays; life and disability insurance; sickness and accident insurance; health insurance; dental insurance; retirement; workers' compensation; unemployment insurance; social security; and deferred compensation shall be the same as for non-represented County employees. Mileage and travel allowances for Community Mental Health employees shall also be the same as for non-represented County employees. Should the County Board of Commissioners be considering changes in these benefits, the Mental Health Board shall be notified in advance of implementation for its review and comments.
 5. Any changes to Community Mental Health Board personnel policies, procedures, salary schedules and fringe benefits not herein addressed may be implemented with the mutual written agreement of the Community Mental Health Board and the Lenawee County Board of Commissioners.
- m) The Board shall cooperate with the Human Services Board in developing and establishing arrangements and procedures for the effective coordination and integration of human services programs.

ARTICLE III

MEMBERSHIP

- Section 1. This organization shall be composed of twelve (12) community members appointed by the County Board of Commissioners.
- Section 2. The board shall recommend to the County Board of Commissioners that the composition of the board be representative of the needs of the board and reflect a geographic cross-section of the community.
- Section 3. The term of office of each board member shall be three (3) years from January 1 of the year of appointment. Vacancies shall be filled for unexpired terms in the same manner as original appointments. Upon the recommendation by the mental health board, a board member may be removed from office by the appointing Board of Commissioners for either neglect of official duty or misconduct in office after being given a written statement of reasons. Before dismissal, a board member may request an appeal of the mental health board recommendation to the Board of Commissioners. Three consecutive absences from regularly scheduled board meetings without justification shall constitute neglect of official duty.
- Section 4. Members shall be granted per diem payment and mileage for meetings attended. Per diem and mileage compensation shall be fixed by the County Board of Commissioners at a rate not higher than paid to other advisory boards.

ARTICLE IV

CONDUCTING OF BUSINESS

Section 1. The board may conduct a meeting with any number of members present. Matters requiring voting may be conducted only with the presence of a quorum. A simple majority (one over half) of the membership shall constitute a quorum.

Section 2. All matters requiring voting may be passed with a simple majority vote of members present.

ARTICLE V

OFFICERS

Section 1. The officers of this board shall be chairperson, first vice chairperson, and second vice-chairperson.

Section 2. The officers shall be elected for terms of one (1) year.

Section 3. The officers shall be elected by a simple majority vote of the members of the board as the first order of business at the regular February meeting and shall take office upon election.

Section 4. The chairperson shall:

1. Preside at all meetings of the board;
2. Appoint members to all committees and the chairperson thereof;
3. Designate representatives to organizations;
4. Prepare an agenda in consultation with the board director;
5. Sign such documents as are approved by the board;
6. Perform such other necessary and reasonable responsibilities as pertain to the office of the chairperson.

Section 5. The first vice-chairperson shall:

1. Assume the responsibilities and duties of the chairperson in his/her absence;
2. Countersign such documents as are approved by the board.

Section 6. The second vice-chairperson shall:

1. Countersign such documents as are approved by the board;
2. Assume the responsibilities and duties of the chairperson in the absences of the chairperson and first vice-chairperson.

ARTICLE VI

MEETINGS

Section 1. Unless otherwise designated, regular meetings of the board shall be held monthly at the board offices.

- Section 2. All meetings shall convene and be conducted in accordance with the Open Meeting Act, Public Act 267 of 1976.
- Section 3. Members of the board shall be notified in writing of the regular board meetings by notice with an agenda attached thereto, mailed at least five (5) days prior to said meeting.
- Section 4. Special meetings of the board may be called by the chairperson at his/her discretion or upon request of three (3) board members. Notice of said special meeting may be made personally or by mail and shall state the purpose of the meeting.
- Section 5. Matters not on the agenda mailed to the board members shall not be considered except with two-thirds vote of board members concurrence or at a special meeting.
- Section 6. The chairperson shall be allowed to participate in discussion and may vote on all issues.
- Section 7. Meetings shall be conducted in accordance with the Roberts Rules of Order.
- Section 8. The order of business shall be as follows:
1. Call to Order
 2. Previous Minutes
 3. Agency Reports
 4. Public Comment
 5. Old Business
 6. New Business
 7. Communications
 8. Adjournment

ARTICLE VII

COMMITTEES

- Section 1. The chairperson shall appoint and disband all committees, except where a simple majority of the board members otherwise order. The chairperson shall appoint, from the membership, the following standing committees consisting of not less than three (3) members:
1. Planning & Budget Committee
 2. Personnel Committee
 3. Executive Committee
- The board chairperson may also appoint and disband ad hoc committees.
- Section 2. The Planning & Budget Committee shall be composed of not more than six (6) members including the chairperson as an ex-officio member and shall hold regular monthly meetings. This committee's primary responsibility shall be program and fiscal planning and review. It will be the responsibility of the committee to act in an advisory manner to board staff. *The Planning & Budget Committee will work with the director to assure that the following activities occur:*
1. *The development and presentation of the board's annual program plan and operational budget.*

2. Preparation and presentation of an annual audit. (Fiscal)
3. Presentation of periodic financial statement of the board fiscal condition interim to annual operational budget preparation and annual audit.
4. Review and recommend on major program change, projects or other issues which relate to programs of the board.
5. Review program related (service) contracts.
6. Provide written reports of committee actions to the board.
7. Hold public hearings on the board program.
8. Any other responsibility assigned by the board on policy.

Section 3. The Executive Committee shall be composed of chairpersons of standing committees and appointed members of the board. The committee shall act as a "committee of the whole" in emergency situations.

Section 4. The Personnel Committee shall be composed of not more than five (5) members including the chairperson as an ex-officio member. The committee shall be a standing committee but not holding regularly scheduled meetings. The committee shall be responsible for reviewing employee grievances and recruitment of the board director. The Personnel Committee will be responsible for:

1. Periodic review and recommendations of the board personnel policies.
2. Authorizing employment, recruitment, regarding employees of the board.
3. Review and negotiate contracts which relate to retention of personnel and make recommendations therein.
4. Review and make periodic recommendations on salary schedules, etc., as part of the personnel policies.
5. Review employee grievances and recruitment of the board director.
6. Provide written reports of committee action.
7. Any other responsibility as may be assigned by board on policy.

Section 5. The chairperson is a voting member of all standings and special committees.

Section 6. The chairperson shall designate the chairperson of each committee who shall be responsible for the organization of that committee.

Section 7. All committee minutes must be included with the mailing of the monthly agenda.

ARTICLE VIII

AMENDMENTS

Section 1. These bylaws may be suspended, rescinded, or amended by a vote of a two-thirds majority of the membership and will be superseded by any change in the laws of this State relating thereto.

Section 2. Proposed changes shall be read to board members at a regular or special meeting. Voting on the proposed changes shall occur at the next regular or special meeting of the board. Copies of the proposed changes shall be mailed to all members thirty (30) days prior to voting.

MINUTES OF THE AD HOC COMMITTEE ON MENTAL HEALTH ORGANIZATION

Meeting of Friday, September 19, 1980 at 1:00 p.m.

MEMBERS ATTENDING: Commissioners Roback; Nichols; Myers; Stacey Zilke; Wayland Hart.

OTHERS ATTENDING: Jerry Ambrose; Art Boyd; Dr. Warwick.

BUSINESS DISCUSSED:

Roback moved, supported by Zilke that the Ad Hoc Committee on Mental Health, having reviewed the recommendations made at the Public Hearings at Mental Health and Human Services, recommends approval of the proposed Community Mental Health By-Laws as presented to the Board of Commissioners on July 23, 1980, with the following changes:

- (1) The title should be changed to "Agreement between the Lenawee County Community Mental Health Services Board and Lenawee County Board of Commissioners."
- (2) A sentence should be added to the end of Article II, 1) 3 to read as follows: "Professional salary schedules shall be adjusted according to the State fiscal calendar."
- (3) A sentence should be added to Article III, Section 2 to read as follows: "The composition of the board shall be in compliance with section 222 of Public Act 258."
- (4) Article VI, Section 8 should be changed to read "The agenda shall include the following: Call to Order, Previous Minutes, Public Comment, Old Business, New Business, Agency Reports, Communications, Adjournment."
- (5) Article VIII should be retitled "AMENDMENTS TO LENAWEE COUNTY COMMUNITY MENTAL HEALTH SERVICES BOARD BYLAWS." Section 1 of Article VIII should be changed to read "The Lenawee County Community Mental Health Services Board Bylaws may be suspended, rescinded, or amended by a vote of a two-thirds majority of the membership and will be superseded by any change in the laws of this State relating thereto."

The motion CARRIED.

The meeting adjourned at 1:45 p.m.

09-19-80

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NOTE: The County Commissioners recieved a proposed copy of the BYLAWS at the July 23, 1980 meeting.