



L E N A W E E  
**Community Mental Health**

A U T H O R I T Y

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www.lcmha.org

*Promoting positive outcomes through quality mental health services*

## LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

### Minutes

**March 31, 2011**

**Present:** Ackley; Bills; Clites; Jackson; Keller, Miley; Smith; Welch; Wilson, Zimmerman  
**Absent:** Martinez, Van Doren  
**Staff:** Myers; Rawlings (Minutes); Keener; Robb and Szewczuk  
**Public:** Cletus Smith

### CALL TO ORDER

Ackley called the meeting to order at 3:05pm.

### PREVIOUS MINUTES

**MOTION** by Miley to approve the previous minutes dated February 24, 2011. **SUPPORTED** by Smith. **MOTION CARRIED.**

### PUBLIC COMMENT

No public comment.



Roger Myers, Executive Director  
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## **SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS**

Chairperson Ackley presented outgoing Board Member Zimmerman with a plaque to commemorate 19 years on the CMH Board of Directors. Board Members expressed their thanks for his service to mental health consumers. The Board will miss Mr. Zimmerman's many years of experience, especially on Facilities Committee.

Mr. Cletus Smith, incoming Board Member in April, who will be replacing Mr. Zimmerman, was introduced.

## **COMMITTEE REPORTS**

### **A. Standing Committees**

#### **1. Consumer Advisory**

There was no Consumer Advisory Committee meeting in March.

#### **2. Quality Assurance/Compliance**

Ackley reported on Quality Assurance/Compliance Committee which met on March 14. The CMH Performance Improvement and Strategic Plans were reviewed. Kathryn Szewczuk updated both documents prior to the board meeting. It was explained that the PI Plan would be constantly evolving as projects are completed and added. She also explained that previously both of these documents were the responsibility of the Affiliation, but have now been reverted back to the individual partners. The Strategic Plan framework was put together by Management Team and reflects a combination of previous affiliation plans. **MOTION** by Smith to approve the new CMH Performance Improvement and Strategic Plans. **SUPPORTED** by Clites. **MOTION CARRIED.**

#### **3. Facilities Committee**

**MOTION** by Smith to move into closed Executive Session to discuss the proposal to purchase the Clubhouse property. **SUPPORTED** by Zimmerman. **MOTION CARRIED.**

**Executive Session - 3:35pm - 3:50pm.**

**MOTION** by Zimmerman at 3:50pm to go back to regular session. **SUPPORTED** by Smith. **MOTION CARRIED.**

#### **4. Operations and Budget**

**Policies:**

**MOTION** by Miley to approve policies: RR-616 Personal Property & Funds, A-231 LCMHA Look Alike/Sound Alike Drug List, C-424 Discharge from Services/Treatment and follow up, C-403 Consumer Health & Safety, C-413 Telephone Medication Orders, C-435 Critical Lab Notification. **SUPPORTED** by Clites. **MOTION CARRIED.**

**Data:**

Service Inquiry for February: 119 inquiries, 38 initial assessments, which included one second opinion assessment. Of the 25 receiving services, 68% were Medicaid, 16% GF. 24 remain on the waiting list.

State Institution: February moved us above the budget line, as a consumer was transferred from the jail to Kalamazoo. However, we still remain under budget for the fiscal year.

Community Inpatient: hospitalizations remain under budget for February, 56% of admissions were Medicaid, 36% GF. No-one admitted had been discharged from treatment within the last 3 months. 56% of admissions had co-occurring substance abuse issues. 1 child was readmitted within 30 days of a previous hospitalization.

**Finance Report:**

42% of the way through the year, revenue received 40%. The earned interest line related to earned interest through our UBT Wealth Management Program. \$100,000 is budgeted however line shows a \$27,000 YTD deficit due to the gains and losses of the market value on the wealth management investments and dividends. The committee agreed that this was a misleading value. The budget line on future reports will be adjusted accordingly and only interest dividends will be reported. Gains/losses in value will be shown separately. Expenditure is also at 40%.

**Cash balance:**

Unreserved balance \$3.1m, \$182,601.30 in Hendershot, total \$3.2m total reserved. Principal balance \$454,862.79 on mortgage, \$277,466 related to the Clubhouse, based on 61% of total appraisals of the three properties mortgaged. Jackson questioned why the Hendershot YTD statement doesn't match the expense sheet. Myers noted that this is an accrual and the money is not transferred until the end of the fiscal year. Jackson believes that the column title "YTD Actual" should read "Accrued" if this is applicable to every category. Earned interest monthly wraparound revenue is decreased; adjustments will be made to this category also. **MOTION** by Jackson to approve the finance report and additional vouchers totaling \$520,564.66. **SUPPORTED** by Keller. **MOTION CARRIED.**

LCMHA is in receipt of a Board Association survey regarding location of future fall conferences. **MOTION** by Jackson to oppose allowing our funding to be spent at a casino connected property. **SUPPORTED** by Smith. **MOTION CARRIED.**

**5. Personnel Committee**

There was no Personnel Committee meeting in March.

#### **6. Recipient Rights Advisory Committee**

Miley reported on the meeting held on March 29<sup>th</sup>. Reports for the first quarter of 2010/11 were reviewed. The Lenawee tri-annual assessment will be in September this year. The number of complaints has increased. 19 received, which included 27 allegations, 24 were investigated with 3 solved by intervention. Allegations substantiated were 19. There is an affiliate RRAC scheduled for April 14<sup>th</sup>.

#### **7. Retirement Committee**

There was no Retirement Committee meeting in the month of March.

#### **B. Ad-Hoc Committees**

Deb Bills reported on the Mental Health Awareness, Reception Subcommittee meeting. A list of potential donors was circulated to board members, and they are encouraged to personally approach those they know for a donation. The culinary arts program at LISD will be providing the Hors D'oeuvres for the reception.

#### **EXECUTIVE DIRECTOR'S REPORT**

##### **1. State budget and policy issues.**

There are proposed GF reductions in the Governors budget; there is no more information at this time. An \$8.5m reduction in budget for GF would have a ripple effect on the Medicaid side also. DCH has taken further steps by proposing that \$3.7m should be cut from administrative costs. There is every intention to contact legislators to make sure they understand the ramifications. Administrative reviews and audit requirements could be cut at the DCH level, as there is much overlap in state review and audit requirements and our Joint Commission accreditation requirements. The State of Illinois found that 40% of costs could be cut if status was deemed once accredited. This response will be conveyed to Bruce Caswell and Nancy Jenkins. There is a boilerplate drafted that moves us to "deemed" status where there is an overlap.

##### **2. Consolidation.**

There has been much discussion regarding administrative efficiencies being made by the consolidation of CMHs. DCH could take over and move us around to make us more efficient. PIHPs could also be consolidated; however, we should all be contiguous, suggesting some reorganization. The concern is if we keep paring down administration, this would force us into consolidating. A planning

document will be coming out this week which realigns SA coordinating agencies with the affiliations.

3. Association Dues. A letter was submitted to the Board Association asking for a waiver for a portion of our dues for this year. Our concerns will be presented to the Executive Board Meeting in April. There are 5 boards that are refusing dues payment ranging from a few hundred dollars to \$4,000. There is a feeling those who do not pay could be removed from the Association. There is an attitude that refusal to pay some or all of the dues on the basis of financial hardship is acceptable, but to do so as a protest against Association policy or practice is not acceptable.
4. Administrative Costs at CMH. Costs for the next couple of years are being evaluated currently. It is estimated that our IT servers will need to be replaced/updated. They are currently running on Windows 2003, which means we are behind on upgrades. The telephone system also needs a significant upgrade. There have been talks with Livingston regarding their Citrix system. There may be efficiencies to be gained in this area. Monroe CMH has also expressed an interest in learning more and being included in further discussions. Judy and Roger met with the Executive Director and Board Chair of Monroe CMH to discuss opportunities to share resources and systems. There was also discussion about the future of our partnership and changes happening at the WCHO.
5. Michelle Hutchison wrote a grant on behalf of LCMHA for \$850 from the Kiwanis for materials to implement trauma focused treatment for children – the grant was awarded. We will be sending a “thank you” to them.
6. Renaissance Community Homes just received their CARF accreditation for 3 years. Myers will be sending a letter of congratulations.

#### **REPORT FROM BOARD CHAIR**

1. A nominating committee needs to select a slate of officers for the coming year. Ackley appointed Wilson/Jackson/Clites to the nominating committee.
2. The Spring Conference will be held in Kalamazoo on May 17/18<sup>th</sup>. Please advise administration if you wish to attend.

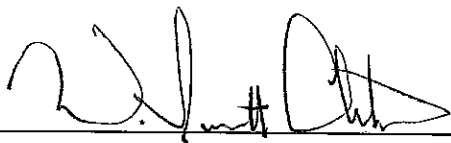
#### **BOARD MEMBER COMMENTS**

There were more “thank yous” to Bill Zimmerman.

#### **ADJOURNMENT**

Meeting adjourned at 4:40pm.

/klr

A handwritten signature in black ink, appearing to read "Scott Clites", written over a horizontal line.

Scott Clites, Secretary

4/28/11

Date