



LEN A W E E
Community Mental Health

A U T H O R I T Y

1040 South Winter Street, Suite 1022
Adrian, MI 49221-3867
www.lcmha.org

Promoting positive outcomes through quality mental health services

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING
Minutes
April 26, 2012

Present: J. Ackley; Bills, Clites, Jackson; Keller; Miley, C. Smith; N. Smith, Tillotson, Wilson
Absent: Martinez
Staff: Arnett, Keener, Myers, Robb, S. Smith (minutes), Strayer, Szewczuk,
Public: none

CALL TO ORDER

Chairperson Ackley called the meeting to order at 3:00 p.m.

PREVIOUS MINUTES

MOTION by Jackson to approve the previous minutes dated March 29, 2012.
SUPPORTED by C. Smith. **MOTION CARRIED.**

PUBLIC COMMENT

None.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

Rehman was not available for the audit report. A presentation will be rescheduled. At the end of today's meeting Strayer highlighted a few items in the audit.

- Financial Audit is complete
- DCH Compliance review is not yet complete



Roger Myers, Executive Director
517 / 263 - 8905 • Fax 517 / 265 - 8237 • 1-800-664-5005
Administrative Fax 517 / 263 - 7616



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- The letter accompanying the report contains standard language for Governmental audits. On page 3 of the letter there are comments regarding 2 issues identified during the audit. 1) Accounts Receivable was overstated due to a problem with the EII aging report which identified \$20,000 of charges as current when they were actually 180 days overdue. 2) LCMHA had contributed \$89,000 more to the pension plan than allowed by A-87 standards. This amount should have been recorded as a “net pension asset” rather than as an expense. Both of these issues were corrected and are reflected properly in the financial statements.
- Page 8 of the report shows a positive financial position. Over \$500,000 was added to the Fund Balance.
- The Notes to the financial statements (pages 11 - 23) are the same as previous years with updated figures.
- Pages 25 - 26 show expenditures by program.
- Page 28 of the report again mentions the 2 issues identified in the letter to the Board. That page also includes the usual comment regarding our inability to prepare financial statements in accordance with GAAP due to the fact that we have no CPA on staff.

COMMITTEE REPORTS

A. Standing Committees

1. Consumer Advisory

Due to work conflicts Clites will no longer be able to serve on the Mental Health Awareness Committee. S. Smith reported that the group is busy organizing the Wellness Conference, the State and local Walk a Mile in My Shoes events. The Consumer Advisory Committee itself is not active.

2. Performance Improvement

No report. Did not meet.

3. Facilities Committee

No report. Did not meet.

4. Operations and Budget

Miley reported on the Operations and Budget Committee Meeting held on April 18 (O& B minutes reflect the wrong date).

MOTION by Miley is approve RR-614 Work Performance policy **SUPPORTED** by Clites **MOTION CARRIED.**

MOTION by Miley to approve **C-409: Volunteers** policy changes **SUPPORTED** by Jackson **MOTION CARRIED**

Data and Finance Reports

Service Inquiry – 112 inquiries in March, 39 of those eligible and receiving services. 1 person referred from Flower Hospital refused service. The number Eligible and Receiving Services 67% Medicaid and 31% general fund. Trends remain the same as it has for the past two years.

State Institution – Two persons are in care. One person will likely remain in the hospital for the long term. The other has a discharge plan.

Inpatient Hospitalizations: 43% have co-occurring substance abuse/mental health challenges. No one was denied service. Note that 81% of the individuals were previously unknown to us. 7 are under 18 years of age. Many were previously served by HMOs.

Finance Report – 50% of the way through the year, 49% of revenue and 49% of expenditures expended.

Cash Balance – A loss in value in GF investment, with a slight loss Hendershot. The mortgage is at \$392,894.63. About 55% of the mortgage is for the Club House. **MOTION** by Jackson to accept Finance Report as presented and additional vouchers totaling \$1,062,942.90. **SUPPORTED** by Keller. **MOTION CARRIED.**

5. Personnel Committee

No report. Did not meet.

6. Recipient Rights Advisory Committee

Miley reported that 3 members attended the recent The Recipient Rights Advisory Committee meeting. (Ackley, Wilson, Miley) It was interesting to learn from each other. New graphs about the 4 county Affiliation were reviewed at the Committee meeting. The next meeting will be in October.

7. Retirement Committee

The Retirement Committee met April 13, 2012 and hopes to meet before the end of May to resolve the actuarial report. 1) Calendar year vs fiscal year reporting. 2) The method of reporting a payment (prepayment vs catch up). The Actuarial Valuation Report was provided. No action taken.

8. **By-Laws**
No report.

**B. Ad Hoc Committees:
Nominating Committee**

The nominating Committee recommends Bills for Chair, Ackley for Vice Chair, and Wilson as Secretary. Ackley asked three times for nominations from the floor. **MOTION** by N. Smith to close the nominations and to cast a unanimous ballot for the nominees as submitted. **SUPPORTED C. Smith MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

- Action regarding the sale of the Club House facility is pending the outcome of the Family Medical Clinic Federal grant application. A response is expected back in May. The FMC seriously lacks enough space to efficiently conduct business in a timely manner. Appointments are schedule 20 to 30 days out. As an interim plan they will be operating out of a second location as well.
- Dual Eligibility: The State is submitting the plan today. The State Director provided information about the updated plan at her quarterly meeting. The State probably will not be able to start any plan by the January 1, 2013 target date.
- DCH Audit will wrap-up tomorrow with an exit interview. Lenawee had no violations. A site review at the Tipton Home will probably result in a citation which will require a POC from the provider. Staff was unable to produce documents, but there was clear evidence of good care to the residents.
- The Affiliation had savings from Medicaid for FY11, so all counties were asked to submit a plan for possible expenditures. Lenawee submitted plans for about \$120,000:
 - Trainings
 - Residential home maintenance work.
 - Public information. Media coverage, brochures etc.
 - Technology updates.

The plan was approved by the Affiliation and recommended to the WCHO Board.

- FY 13 budget updates are provided with Friday FAX, watching the actions of the House, Senate and Governor.
- Tecumseh Public Schools: Szewczuk and Lawson have presented about suicide prevention and mental health to the high school classes and now there is a request

to present to the middle school classes. The activities were highlighted in the Tecumseh Herald and we plan to also cover the activities in the *Grapevine*. Adrian High School and Onsted Schools have previously had presentations. Siena Heights University also does trainings for their resident advisors each year. Help connecting with Adrian College would be welcomed. Other schools should be contacted again.

A resolution for Tecumseh Schools should be prepared for the next Board meeting.

- Succession Plan: Debi Andrews has been hired for the financial analyst position. She will work with Strayer, Myers, and Keener.
- Congratulations to Szewczuk as she completed her MSW from the University of Michigan. As Community Outreach, she is the face of CMH in the community.
- Myers submitted his official notice of retirement. Thanks to both Myers and the Board for their years of service to the community. The posting for a new DD Director will be made as soon as possible.

REPORT FROM BOARD CHAIR

Martinez, Ackley and Wilson plan to attend the Health Care Integration in Dearborn. Rawlings to make the changes to the reservations. (Bills cannot attend.)

A list of Board and Committee membership was provided. Members should contact Bills with any changes to their individual roles.

BOARD MEMBER COMMENTS

As a County Commissioner, Tillotson commented on the positive work of Myers and the CMH Board and especially for the transition planning as Myers retires.

ADJOURNMENT

MOTION by Jackson to adjourn the meeting. **SUPPORTED** by C Smith. **MOTION CARRIED.** Meeting adjourned at 4:00 p.m.

/sms

Robert Wilson

Robert Wilson

Date