



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

A U T H O R I T Y  
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*Promoting positive outcomes through quality mental health services*

**LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING  
Minutes  
June 28, 2012**

**Present:** D. Bills, M. Jackson; E. Martinez; G. Miley, C. Smith; R. Tillotson;  
J. Van Doren; R. Wilson  
**Absent:** J. Ackley; S. Clites, H. Keller; N. Smith,  
**Staff:** Binegar, Andrews, Deo, Ehret, Foley, Hutchison, Keener, McKenzie,  
Myers, Rawlings (minutes), Robb, Strayer, Szewczuk, Zavala  
**Public:** None

**CALL TO ORDER**

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

**PREVIOUS MINUTES**

**MOTION** by Van Doren to approve the previous minutes dated May 31, 2012.  
**SUPPORTED** by C. Smith. **MOTION CARRIED.**

**PUBLIC COMMENT**

None.

**SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS**

1. Deb Strayer introduced Debi Andrews, Financial Analyst – hired on April 30<sup>th</sup>.
2. Sandy Keener introduced Fran Foley, DD Supervisor - hired on August 30<sup>th</sup>
3. Beth Deo, Children's Dept Supervisor, introduced the Children's Team (Sarah Douglas was absent), Binegar, Ehret, Hutchison, McKenzie and Zavala gave a brief overview of the work they do with children.



## **COMMITTEE REPORTS**

### **A. Standing Committees**

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

Mental Health Awareness Committee – Miley reported on this committee which met on June 15<sup>th</sup> at the Drop In Center.

#### **2. Performance Improvement**

Kathryn Szewczuk reported on this committee which met on June 11<sup>th</sup>. MMBPIS report was reviewed. Data is six months old, however, we usually know ahead of time if we are going to be out of compliance on any of the indicators – which are set by the state. A state quality improvement project to increase the number of Medicaid adults with peer delivered service shows that Lenawee is slow in the first three quarters due to the loss of a Peer Support Specialist, and the inability to get two new part-time PSS into the certification training. Consumers whose labs are entered into the EMR is an affiliation initiative. Lenawee began entering labs into E-II in the second quarter, and this information is proving very helpful to the doctors. The committee reviewed the PI Plan and the revised Strategic Plan. However, with the integration of substance abuse disorder services and primary healthcare into the mental health system, it will be necessary to re-evaluate our mission; vision and values. Bills asked for volunteers to serve on an ad-hoc committee to work on this. Bills, C. Smith, Miley volunteered. Bills will ask Ackley. Szewczuk, Keener and Robb will also serve on this committee.

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

No report. Did not meet.

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

Miley reported on the Operations and Budget Committee Meeting held on June 20<sup>th</sup>. Myers has received a copy of the attorney's opinion that appointees to boards and committees not receive mileage for commuting to and from meetings, will review to see how it affects CMH board members and staff. Land contract documents have been signed. We have received our first payment. **MOTION** by Miley to continue current mortgage payments and apply the FMC payment to our revenue. **SUPPORTED** by Jackson. **MOTION CARRIED.**

**State Institution** – We are currently well over budget on days and costs due to a retroactive rate increase from both hospitals to October (\$46 per day at Kalamazoo, and \$20 per day at Hawthorn), as well as an additional 95 days which was not reflected in state reports, therefore not accounted for in the budget. We are currently down to two consumers in the hospital, one of those should be discharged soon.

**Inpatient Hospitalizations** – We are seeing numbers rising dramatically in the last few months, however, June is down slightly. It should be noted that our affiliate partners are seeing a similar trend. 70 - 80% of those admitted are previously unknown to us. CMH After-hours staff is working with ER doctors to try and divert if possible. We are also trying to eliminate the number of people who are discharged from the hospital with medications, but fail to show up for their psychiatric evaluation appointment.

**Finance Report** – At the end of May 67% through the year, 67% of budget expended revenue 67%. Contract services, community inpatient and state hospital budgets are overspent. We have shifted from putting money into the fund balance, to having to withdraw \$61,390 to balance the budget.

**Cash Balance** – There was a gain in both GF and Hendershot investments market value. The mortgage is \$383,150, with \$215,000 attributable to the Clubhouse.

**MOTION** by Jackson to accept the Finance Reports and additional vouchers totaling \$196,939.76 **SUPPORTED** by C. Smith. **MOTION CARRIED.**

**Revised Spending Plan:** Myers distributed a summary of the Spending Plan Amendment. The adjustments are in four main areas: State Hospital (GF) increased \$224,000, Community Inpatient \$420,000, Clinical Services Contracts \$65,000 and Operations \$87,608, totaling \$796,608. Amended Spending Plan total = \$15,759,903. Revenue adjustments \$523,799 Medicaid, GF \$17,010, Interest/fees/other \$20,611, transfer from the fund balance of \$235,188. A new DHS incentive payment for children receiving our services will be applicable to the fourth quarter of this year. We have also been notified by MMRMA of a \$14,000 return on our contribution for the past year. Previous year's contribution was \$28,000; this year starting in July will be \$18,000. **MOTION** by Jackson to accept the revised spending plan, and ask administration to continue to look for ways to reduce the withdrawal from the fund balance. **SUPPORTED** by C. Smith. **MOTION CARRIED.**

## 5. **Personnel Committee**

Jackson reported on the committee meeting which was held on June 27<sup>th</sup>. **MOTION** by Tillotson to extend Executive Director Contract from October 1, 2012 through January 4, 2013. **SUPPORTED** by C. Smith. **MOTION CARRIED.**

Following discussions with the new Executive Director, Sandy Keener, the job description was changed slightly, and new goals have been written with a focus on keeping the agency responsive to changes coming to the CMH system. **MOTION** by C. Smith that the new Executive Director receive a first year salary of \$98,000 (through September 30, 2014) with a guaranteed \$5,000 tax deferred payment,

with the option at the Board's discretion, to pay an additional \$2,500 tax deferred payment, based on performance at September 30, 2013. A mentor package to also be available, along with an increase in the professional dues allowance to \$1,500. **SUPPORTED** by Van Doren. **MOTION CARRIED.**

**6. Recipient Rights Advisory Committee**

Miley reported on the committee meeting held on June 19<sup>th</sup>. The semi-annual report was reviewed. The committee heard an overview of the process to transition consumers from a licensed residential setting to community living supports (apartment).

**7. Retirement Committee**

Jackson reported on this committee which met on June 27<sup>th</sup>. The actuary submitted a revised report to include a January payment, which reduced the annual recommended contribution to \$415,573. **MOTION** by Van Doren to accept the updated Actuarial Valuation Report, and to fully fund the pension plan with a contribution of \$415,573. **SUPPORTED** by Tillotson. **MOTION CARRIED.** There was discussion regarding the number of employees who are currently eligible for retirement, the possibility of increasing employee contribution in the future, freezing benefits, terminating the plan etc. Jackson believes it would be more beneficial to look at employee health care costs (HSA contribution).

The investment portfolio was evaluated, fund performances were compared. We continue to be concerned about the spread with 30% in fixed returns if interest rates increase. Each of our funds is either a four or five star rated fund, they have all performed above 80% this year, and there are no recommendations from our advisor to make changes at this time. **MOTION** by Tillotson to accept the analysis and make no changes in the investment mix at this time. **SUPPORTED** by C. Smith. **MOTION CARRIED.**

**8. By-Laws**

No report. Did not meet.

**B. Ad Hoc Committees:**

No Ad Hoc Committees

**EXECUTIVE DIRECTOR'S REPORT**

1. Clubhouse. Ed Larkins will be at the Clubhouse tomorrow with the company engaged to do an environmental study. The Land Contract is signed, papers will be

recorded shortly. We have received the first payment. The next step for us is to remove items left inside. Facilities Committee will be discussing this next month.

2. Tecumseh Schools Resolution. Kathryn presented the Suicide Prevention Resolution to the Tecumseh School Board at their meeting this week.
3. Dual Eligibles Plan. It has been submitted to CMS, we are still waiting for a response from the Federal Government.
4. Co-coordinating Agency. The transition is going ahead. There is a meeting tomorrow with community providers.
5. As we enter the final quarter of the year with some budget issues, we will begin working on the FY13 budget. We will be thinking of the future and what we need to do to ensure quality of service to children, as well as substance use disorder service related positions within the access system. Medium range planning will be done regarding IT, communication needs as well as integrated care with primary health, and the budgetary impact this could have.

**REPORT FROM BOARD CHAIR**

There is nothing to report at this time. Affiliation meetings have been canceled for the last two months.

**BOARD MEMBER COMMENTS**

C. Smith noted that a business, corporation, private entity is only as good as its top person, and we should be provided the capability to be mentored, so that they feel comfortable in their role.

Wilson noted that he has firsthand experience working with the Children's Department, and believes that their help and guidance has been invaluable.

Jackson complimented Kathryn Szewczuk on the outreach she has been doing with suicide prevention. He has been in contact with a client who was helped by this program.

**ADJOURNMENT**

Meeting adjourned at 5:05 p.m.

/klr

Robert Wilson                      7-26-12  
Robert Wilson                      Date