



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
July 26, 2012**

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

CALL TO ORDER

Chairperson Bills called the meeting to order at 3:10 p.m.

PREVIOUS MINUTES

MOTION by C. Smith to approve the previous minutes dated June 28, 2012. **SUPPORTED**
by Tillotson. **MOTION CARRIED.**

PUBLIC COMMENT

None.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

Mary McMillen was presented with her 20 year service award. Congratulations.

COMMITTEE REPORTS

A. Standing Committees



1. Consumer Advisory

Mental Health Awareness Committee – Miley reported on this committee which met on July 19th. The mission statement for this committee is “promoting positive changes in people with mental illness and developmental disabilities”. Criteria for an anti-stigma award were the main focus of the meeting. Guidelines include: volunteerism, reduction of stigma, going above and beyond regular job duties, continually and consistently achieving the majority of criteria, must be in Lenawee County. The committee is also developing a promotional video/PSA to be used in the community.

2. Performance Improvement

There was no PI Committee in the month of July.

3. Facilities Committee

Bills reported on this committee which met on July 12th at the Clubhouse. Sharon Robb has received two quotes for an automatic door for handicap accessibility into the CMH lobby. **MOTION** by Clites to accept the bid from Great Lakes Automatic Door Inc, **SUPPORTED** by C. Smith. **MOTION CARRIED**. Tillotson commented that the County uses this company regularly, and are pleased with their work.

The committee toured the Clubhouse. There is furniture, equipment and other sundry items to be disposed of. It was agreed that an auction inside the premises would be the best option. Management will be discussing possible salvage rights with Ed Larkins (FMC). **MOTION** by Jackson that Tillotson performs the auction of surplus equipment at the Clubhouse within the next six months, providing there is no conflict of interest. **SUPPORTED** by Smith. Tillotson abstained. **MOTION CARRIED**. Myers will research the board policies on this issue.

Tillotson suggested inquiring into liability issues of leaving equipment at the premises in the interim.

Due to the fact that there are three new members of Facilities Committee, a tour of the group homes will be planned for next month. Current residential leases and costs were reviewed, as well as vacancies in the homes.

4. Operations and Budget

Miley reported on Operations & Budget Committee which met on July 18th. Policy C-435 has been revised to include a written process for contacting consumers who have been given sample medications which are the subject of a recall. **MOTION** by Miley to approve Policy C-435 Use of Sample Medications. **SUPPORTED** by Clites. **MOTION CARRIED**.

Employees pay into a voluntary deferred compensation plan, and a legal signatory is required from CMH. **MOTION** by Miley to assign Sharon Robb as the legal signatory for Lincoln Financial. **SUPPORTED** by Wilson. **MOTION CARRIED.**

The County attorney opinion that traveling from home to principle place of business employment is not reimbursable for persons appointed by the county commission to boards and committees was discussed. An analysis of board member per diem costs and mileage for the last three years was provided to the board members for review, along with a sampling of what other county agencies pay, and what our affiliate partners are reimbursing. Myers reiterated that historically CMH paid board members \$40 per meeting plus mileage, however, this amount was reduced to \$20 eight years ago as a cost cutting strategy. We have also stayed in line with the county on this. C. Smith reported that the county will be amending its policy to comply with the attorney opinion. Jackson believes that even though increasing the per diem will negatively impact the budget, in order to have a wide geographical representation on the board, taking away the mileage would limit this option. **MOTION** by Jackson to reinstate the board member per diem to \$40, and eliminate the mileage reimbursement within the county. **SUPPORTED** by Wilson. Commissioners Smith and Tillotson abstained. **MOTION CARRIED.**

Service Inquiry – 121 inquires in June. 73 were referred out, and 41 were eligible and are receiving services. 56% of those are Medicaid, 37% GF.

State Institution – 2 people still in the hospital, one more expected to be admitted on NGRI for a short stay for stabilization.

Inpatient Hospitalizations – Sandy Keener noted that it is interesting that we diverted as many hospitalizations as were admitted in June. This is as a result of Access staff obtaining agreement from doctors in the ER when possible, that for those admitted after midnight, if they can wait until the morning to be seen, then they are diverted to CMH for a morning appointment. This seems to be working so far, but will be tracked over time. The same trend continues with 88% being previously unknown to us, and 74% with co-occurring substance use disorder. There was a good suggestion by Jackson to ask at the pre-screen where people have been in the last 24 hours, to see if there are any places in the community that CMH could intervene.

Finance Report – Revised Spending Plan shows percentages in line. Individual line items were explained. 72% of expenditures at 75% of the way through the year.

Cash Balance – Investment Performance detail was provided at the request of Jackson. Overall for FY11/12 the change in market value is still positive. The mortgage on the properties is \$378,275.

MOTION by Jackson to accept the Finance Reports and additional vouchers totaling \$467,635.58 **SUPPORTED** by C. Smith. **MOTION CARRIED.**

5. Personnel Committee

There was no Personnel Committee Meeting in the month of June.

6. Recipient Rights Advisory Committee

There was no Recipient Rights Advisory Committee Meeting in the month of June.

7. Retirement Committee

There was no Retirement Committee Meeting in the month of June.

8. By-Laws

There was no By-Laws Committee Meeting in the month of June.

B. Ad Hoc Committees:

There were no Ad Hoc Committees in the month of June.

EXECUTIVE DIRECTOR'S REPORT

1. Joint Commission Accreditation. We have received the official notification of our 3 year certification. It was published in the Friday Fax (MACMHB); it will also be publicized in the Daily Telegram.
2. Competency Compliance Examination (part of Financial Audit). There were a couple of minor issues which have been fixed. The Department has acknowledged receipt of our Corrective Action Plan and approved it.
3. Clubhouse. Land Contract has been executed. (FQHC) Ed Larkins has taken over all utilities, lawn care etc. The first phase of the environmental study is complete. The current FMC is still overcrowded; they have been looking at a second site on Riverside Avenue. It will benefit CMH staff when both sites are operational, as there will be more room to house our staff.
4. 30 Day Emergency Plan. We are in the process of updating the plan due to the fact that the Clubhouse was identified as the CMH back up location in case of an emergency. Health & Safety Committee has been working on options, and Goodwill Industries has been selected. They have been very cooperative and agreed to give us four offices, access to their network and telephones etc. In case of such an emergency most staff would work from home, a skeleton crew would be located at Goodwill. If an emergency compromised both facilities, the county emergency plan would go into effect.

5. Recipient Rights Officer. We have received three resumes to consider from the WCHO, one of which was selected to be interviewed next week.
6. Affiliation Candidate Forum. Our staff expertise was sought for putting this together as Lenawee hosted a forum last year. The original plan was to have a joint forum, however, it has been agreed that individual events would be more ideal.
7. Substance Abuse Disorder Services Transition. Plans are on track. Kathryn Szewczuk and Commissioners Smith and Tillotson have been very involved in the planning. There have been two community meetings; two provider meetings and consultation with Livingston CMH. The Lenawee plan (ROSC) has been submitted, and we are waiting for approval from WCHO. Main providers of services will be McCullough Vargas and Associates, Catholic Charities and LCMHA, with assessments and authorizations being a CMH function. General oversight will be by the Lenawee ROSC Partnership, made up of representation from Lenawee Community Collaborative; treatment providers; the recovery community; county commission. They will be the "ear to the community" on an ongoing basis, meeting regularly and conveying recommendations from the community to the WCHO and to the Substance Abuse Advisory Council. Members on the WCHO Advisory Council will be two county commissioners and two other seats (someone from recovery) and one from the Community Collaborative. Kathryn Szewczuk will be in attendance, but not a voting member. Everything will be ready to go on October 1st. We are waiting on information from Gary Van Norman (Mid-South Substance Abuse). Commissioner Smith will talk to G. Van Norman.

REPORT FROM BOARD CHAIR

Deb Bills and Sandy Keener attended the Affiliation meeting. Nothing to report.

BOARD MEMBER COMMENTS

None

ADJOURNMENT

Meeting adjourned at 4:25p.m.

/klr

Robert Wilson 8-30-12
Robert Wilson Date