

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

Minutes

April 29, 2010

Present: Ackley; Bills; Clites; Jackson; Miley; Smith; Van Doren; Welch;
Zimmerman

Absent: Keller; Martinez; Wilson

Staff: Keener; Myers; Rawlings (Minutes); Robb

Public: Holden

CALL TO ORDER

Chairperson Ackley called the meeting to order at 3:10pm.

PREVIOUS MINUTES

MOTION by Smith to approve the previous minutes dated March 25, 2010.

SUPPORTED by Zimmerman. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

None

COMMITTEE REPORTS

A. Standing Committees

1. Consumer Advisory

Linda Holden reported on the Consumer Advisory Committee which was held on April 6th. There is an opening for a DD position, a member at large and an MI child. There are some applications to be voted on next month. Julie Janego's term on the committee has ended. **MOTION** by Smith to appoint Linda Holden as Chairperson of Consumer Advisory Committee. **SUPPORTED** by Clites. **MOTION CARRIED.** The local Walk a Mile in My Shoes Rally is on May 6th. There will be a Community Fun Day at the YMCA on May 16th. Mental Health Awareness Committee is sponsoring a monthly movie day at CMH. Clites mentioned that having these two committees back to back on the same day is a time and cost saving for all concerned.

2. Quality Assurance/Compliance

There was no Quality Assurance/Compliance meeting in April.

3. Facilities Committee

There was no Facilities Committee Meeting in April.

4. Operations and Budget

Miley reported on Operations and Budget Committee which met on April 21st. Revised Office of Recipient Rights Policy was presented. Miley noted a typographical error on page 5, U - "do one" should be removed. **MOTION** by Miley to approve the corrected Office of Recipient Rights Policy. **SUPPORTED** by Smith. **MOTION CARRIED.**

Revised Recipient Rights Policy #RR-621 Abuse & Neglect. **MOTION** by Smith to table this policy due to an incorrect definition on page 4 for Non-Serious Physical Harm. **SUPPORTED** by Bills. **MOTION CARRIED.**

Policy #R-845 is a new policy developed by the Standards Group of the Board Association. **MOTION** by Miley to approve Access System Policy #R-845. **SUPPORTED** by Clites. **MOTION CARRIED.**

Clarification from the Affiliation was received to Mark Jackson's concern about Sentinel Event Review Committee not being subject to FOIA. **MOTION** by Smith to approve revised Policy #R-812 Sentinel Events. **SUPPORTED** by Miley. **MOTION CARRIED.**

MOTION by Miley to approve Revised Policy RR-614 Work Performed by Recipients. **SUPPORTED** by Smith. **MOTION CARRIED.**

Operations and Budget Committee requested clarification from the Affiliation Recipient Rights Officer on the definition of "competency" in Policy #RR-619 Consent to Treatment. This definition is consistent with the Administrative Rules for the Mental Health Code. Jackson agrees, however, it does not reflect the law as it applies to the Medical Patient Advocacy Act. The policy states that a court must declare incompetency. **MOTION** by Smith to approve the policy with the understanding that Management communicate to the Affiliation Recipient Rights Officer the need to review further in light of the Medical Patient Advocacy Act, and that the response be brought back to the board. **SUPPORTED** by Zimmerman. **MOTION CARRIED.**

MOTION by Miley to approve revised Policy #RR-624 Communication by Mail, Telephone & Visits. **SUPPORTED** by Jackson. **MOTION CARRIED.**

MOTION by Miley to approve revised Policy #RR-632 Incident Reporting. **SUPPORTED** by Jackson. **MOTION CARRIED.**

Myers reported that Management has been monitoring the attendance, billable hours and cost per unit of New Focus Clubhouse in an effort to try and bring down the cost per unit to align more with our partners operations (\$6 range). The Director continues to make good attempts to bring enrolment up with little success to date. The graphs show that since October there has been no increase in attendance or billable hours. There are different ideas being considered to turn this situation around; however, it will take some time and effort on our part. 50% of the way through the year 48.6% of the budget expended. At the end of March the actual cost per unit is \$8.75. Three consumers are moving from the Clubhouse in the next few weeks which will

negatively impact these figures. The staffing level is 4 full time employees and 1 contract (part time). The proposal is to reduce the staffing level by two full time employees effective May 17th, until such time as enrolment and attendance increases sufficiently to keep the cost within the \$5 - \$6 range. Clites expressed concern about service delivery and quality of service being affected, but this is not expected to be the case. Myers noted that a positive outcome would be that these measures would necessitate members becoming more involved with the responsibility of running the Clubhouse. Ackley questioned regulations related to staff/client ratio. Keener reported that there is only one requirement for a Clubhouse, and that is for it to have a Director. There was further discussion about the possibility of a new program on alternating days for a younger demographic, and the fact that it cannot be viewed or treated as a social club.

MOTION by Jackson to approve the reduction of staff at New Focus Clubhouse by two through layoff of a Clinician and a Supports Coordinator Assistant. **SUPPORTED** by Clites. **MOTION CARRIED.**

Revised drawings and cost estimates have reduced the remodeling project at Goodwill from \$518,700 to a project not to exceed \$324,500. Changes have been made to the internal construction as well as cost saving efforts being examined for office cubicles, concrete patio versus wood decking and stud walls instead of block. The proposal is for CMH to participate in a 50% share of these costs, not to exceed \$150,000. Goodwill would be responsible for all other costs including financing, equipment, supplies and cost overruns. To cover the costs we would institute a rate adjustment to the unit cost of service of 50c per unit, to be paid off in twelve months or less. The Goodwill program itself is progressing very nicely and we are hearing very positive comments about the service being provided. Smith questioned the possibility of a time constraint for completion to protect our investment. Van Doren mentioned the feasibility of a longer term contract with Goodwill considering the commitment, but he was reminded that cost savings from the previous program will cover the proposed costs. There was discussion about the need to monitor the progress. Myers assured the board that the rate adjustment would not go into effect until the Goodwill Board had approved the project, or until there is a signed contract between us. **MOTION** by Jackson to approve a 50c per unit rate adjustment to Goodwill for a period of twelve months or less. **SUPPORTED** by Miley. **MOTION CARRIED.**

A 15% health insurance premium increase has been received which goes into effect on May 1st. This is an unbudgeted cost of \$48,144 annually, and \$20,060 for the remainder of fiscal year 2010. The board contribution to the HSA is \$130,000 which has already been paid out for calendar year 2010. We have 12 staff at the lower end of the deductible (\$1250), and 46 at the higher end (\$2500). Various adjustments and options were reviewed by Operations

and Budget Committee. It was agreed that removing chiropractic care from Community Blue Option D would give a saving and have no impact on those on this plan as it is not being utilized. Van Doren commented that people are watching their insurance a lot more closely and are being a lot more cautious with what they are spending. There was discussion about the possibility of increasing the employee share. Currently the county employees are not required to do so, although this will probably change. **MOTION** by Jackson to modify Community Blue Plan D with the addition of a \$10/\$60 drug card upon meeting the deductible, modify Flexible Blue Option A by adding a \$10/\$60 drug card with effect from June 1st, and reducing the board contribution to the HSA for calendar year 2011 by 35%. **SUPPORTED** by Zimmerman. **MOTION CARRIED.**

MOTION by Smith to approve the 2010 DCH Annual Submission. **SUPPORTED** by Clites. **MOTION CARRIED.**

Data and Finance Reports:

Service Inquiry and Eligibility report for March shows 98 inquiries. 60% Medicaid, 38% GF. Of those, 30 people were admitted for service - 47% Medicaid, 30% GF, 23% other. 3 people were moved from the waiting list. Community Inpatient expenses were increased to \$70,000 at 50% of the way through the year, 47% of the budget expended. State Institution costs are back up for March at 35.6% spent. We are experiencing many NGRI status admittances, however, we work very hard to plan for their return to the community.

Finance Report at the halfway point in the year shows 48% revenue and 48% of the budget spent. The current GF is lower than expected. DCH makes adjustments every year and we are getting less GF than expected. Contribution from the fund balance is \$86,000 currently. Clites remarked on the "Operations" line at only 37% - this is strictly as a result of belt tightening in the areas of staff travel, conferences and trainings etc.

Cash Balance - Myers and Strayer met with UBT Wealth Management representatives to make changes in some investments. In March we saw 2.87% and 2.13% returns on the wealth management accounts. Smith asked about the amount owed on the mortgage of the Clubhouse at Operations & Budget Committee. The original mortgage was for \$609,658 (60% Clubhouse/40% 2 homes purchased) = \$303,000 still owed. There was considerable discussion about the amount being spent on communication. Van Doren asked if we are encouraging staff to use their cell phones for long distance calls as these are included in the plan we share with the county. Sharon Robb will look into the number of minutes being used on the county's plan. Sharon Robb reported that she is currently working with a company called "Clear Rate Communications" in an effort to consolidate many

communication expenses. Ackley noted that the WLEN radio costs are very reasonable for the amount of exposure we get on that station. **MOTION** by Jackson to accept the finance report and additional vouchers for \$391,978.46. **SUPPORTED** by Clites. **MOTION CARRIED.**

5. Personnel Committee

There was no Personnel Committee meeting in the month of April.

6. Recipient Rights Advisory Committee

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

7. Retirement Committee

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

B. Ad-Hoc Committees

No Ad-Hoc committee meetings in April.

EXECUTIVE DIRECTOR'S REPORT

1. Westhaven Lease - the Board proposed a 10% rate reduction in the Westhaven lease, this was accepted by the landlord.
2. The Family Medical Center is relocating to 225 Riverside Drive. They are having an Open House on Monday from 9:30am - 11:00am. Myers and Keener will be in attendance.
3. Transfer of space from CMH to SCMW. Bids have been submitted and construction costs for remodeling the current space have been received and are acceptable. They are waiting on results from some other bids, and will be meeting with Keith Brown tomorrow. We will have to vacate our gym/storage area as soon as possible.
4. DCH Site Review. Auditors were at the Affiliation for two weeks and at CMH for two days, everything went well. We secured a 93% A-/B+ rating. We have not received the written report yet.

5. Myers has a copy of the Fiscal Agency Analysis of the Health Reform Legislation; with enhanced support the \$ savings in the early years will decline over time.

6. 2011 Budget. We have been told that the legislature is not willing to look at any more revenue initiatives; and cuts that have been talked about will be enacted and will be sorted out after the elections. It will be done by the end of June - a 20% decrease in GF = \$200,000.

7. Michigan could be an early adopter of national healthcare reform legislation. The concern we have is that it will require match money. If they take \$53m to balance the budget and then early-adopt, this will obliterate all of the GF. Our suggestion to legislators would be the need to protect the match portion. There is also concern about how the early adoption process would be affected by the blocking attempts underway - the ballot initiative to exempt Michigan from national healthcare reform. Some suggest that the Feds might not be able to extend the rewards for early adopting. We believe the senate will not take any action on early adoption until after the elections.

8. We will be bringing a 2011 budget to Operations & Budget Committee in the next couple of months to reflect the 20% GF reduction, and what we might have to do to make that happen.

9. The MACMHB Spring Conference is in Dearborn on May 17 - 19th with a focus on integration. The Board Association is seeing an impact in declining attendance at the conferences.

REPORT FROM BOARD CHAIR

1. Ackley attended the Regional Recipient Rights Advisory Committee Meeting. It was decided that this is an important committee. It represents all of the consumers in ensuring that they are always treated well. This committee will meet three times annually instead of the previous quarterly meetings.

2. At the Affiliation Committee there was discussion about meeting with legislators, whether it would be best before or after the election as there is no clear cut plan. The Directors were asked to develop "Talking Points" around the plan for survival, and the best way to approach the legislators with these.

BOARD MEMBER COMMENTS

Jackson would like to recommend that the Clubhouse host a Legislator Forum for those running for office, to hear the issues of the mental health community. Scott will take this suggestion back to Consumer Advisory

Committee. It was agreed to wait until after the primary - the third week of September.

Smith complimented Sandy Place and Amber Monahan on being very helpful and professional in their dealings with his sister in law recently. Amber was really wonderful and the family appreciated everything that she did and continues to do.

Miley attended the Affiliation Committee meeting and reports that the policies were looked at very closely, and that it is necessary for the affiliate boards to review them also.

Clites congratulated CMH on the May edition of the Grapevine.

ADJOURNMENT

Meeting adjourned at 4:50pm.

/klr

Scott Clites, Secretary

Date