

# LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

## ***Minutes***

July 29, 2010

**Present:** Ackley; Bills; Clites; Jackson; Martinez; Miley; Smith; Van Doren;  
Welch; Zimmerman  
**Absent:** Keller; Wilson  
**Staff:** Myers; Rawlings (Minutes); Robb; Szewczuk  
**Public:** None

## **CALL TO ORDER**

Ackley called the meeting to order at 3:03pm.

## **PREVIOUS MINUTES**

Previous minutes, Consumer Advisory Committee, should read Jane Lucas (DD representative) and Evelyn Reed (At Large), also all “out of town” meetings should be attended via telephone or video conference. **MOTION** by Van Doren to approve the previous minutes with corrections dated June 24, 2010. **SUPPORTED** by Jackson. **MOTION CARRIED.**

## **PUBLIC COMMENT**

No public comment.

## **SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS**

Mary Ann Kingsley and Cindy Witt were presented with awards for 15 years service and Susan Arena Elardo for her 20 years – congratulations.

Board Members watched the Goodwill 50<sup>th</sup> Anniversary celebration video.

## **COMMITTEE REPORTS**

### **A. Standing Committees**

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

No-one was present to report from Consumer Advisory Committee which was held on July 6<sup>th</sup>.

No Board action is required.

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

There was no Quality Assurance/Compliance meeting in July.

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

There was no Facilities Committee Meeting in July.

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

Miley reported on Operations and Budget Committee which met on July 21<sup>st</sup>. **MOTION** by Miley to approve Revised Policy RR-610 Limitation of Rights. **SUPPORTED** by Smith. **MOTION CARRIED.** **MOTION** by Van Doren to approve Revised Policy RR-615 Freedom of Movement. **SUPPORTED** by Smith. **MOTION CARRIED.**

North Adrian lease expires at the end of September. **MOTION** by Miley to approve a one year lease and that management request a 10% reduction for the year. **SUPPORTED** by Smith. **MOTION CARRIED.**

Professional Liability Renewal is due in July. The premium increased to \$27,454 an increase of \$5,263, however, we will be eligible for a refund of

\$2,981. Myers explained that previous rates were based on budget and comparable CMH's and an estimation of contacts. The new figures are more precise since we are now able to obtain them from Encompass. **MOTION** by Smith to approve the Professional Liability Renewal. **SUPPORTED** by Zimmerman. **MOTION CARRIED.**

**MOTION** by Jackson that the Executive Director discusses Professional Liability Insurance with the other Directors to see if they plan to put it out for bid next year. **SUPPORTED** by Clites. **MOTION CARRIED.**

There was discussion regarding the Affiliation Committee vote to support the value statement issued by DCH that maintains that consumers should be encouraged to move beyond what they are accustomed to (legacy programs) i.e. 6 bed group homes, sheltered workshops etc. Some advocacy groups and individuals are concerned that many consumers are comfortable and do well in these situations. There was general agreement that there should be as many options as possible for consumers, however, in light of the current budget situation, choices can be limited.

Goodwill renovations were discussed and the desire for Board Members to tour the new facilities. **MOTION** by Jackson to schedule the November Board Meeting at Goodwill. **SUPPORTED** by Van Doren. **MOTION CARRIED.**

New Focus Clubhouse cost per unit is down to \$7.99 from \$8.79 last month. Sandy Keener is working with the Youth in Transition group, who may be able to use the facilities for services targeted at the 17 - 29 year olds who are exiting foster care and/or school with inadequate social, coping, and employment skills. Kathryn Szewczuk is writing a grant for Youth in Transition. Clites questioned whether it would be a viable proposition to rent out the Clubhouse, or make it available to community groups, such as scouts, 4H groups etc for events.

### **Data and Finance Reports:**

Myers analyzed service inquiry and service authorizations data for the last few months in order to determine the amount of increase in demand and where it is coming from. Service inquiry data from January to June showed a 15% increase in people coming to the doors with GF and a 21% increase in Medicaid. Of those eligible and authorized for service there was a 16% increase in GF and 31% increase in Medicaid. Historically we have had a surplus of Medicaid, however, this year we will be in a similar position as our partners whereby we are very close, or in deficit in Medicaid. In June there were 105 inquiries, 32 of those were brought in for service, and 2 were added to the waiting list. Community Inpatient shows 72% of maximum liability spent at 75% of the way through the year. No-one was admitted who had

been denied service within the last 3 months – 60% Medicaid, 35% GF. State hospital numbers are stable, with 1 person at Kalamazoo, 54% of the budget spent. It is anticipated that we will end up the year with 30 days each month of liability.

We are currently 75% of the way through the year with 75% of the budget expended. This report includes the amount to fully fund the pension plan and the cost of the Goodwill remodeling in an effort to push out as much as possible this fiscal year. We had initially budgeted taking \$217,000 from the fund balance. Due to the fact we have been doing well on inpatient use, and as the Affiliation looks at a 236 Transfer with regard to GF, we are showing with funding the pension plan and the Goodwill renovation, we would end up needing \$153,000 in a 236 Transfer. This also assumes we could have an influx of admissions to Kalamazoo before the end of the year. **MOTION** by Jackson to accept covering the obligation for the Goodwill renovations up to \$150,000 and the 2010 contribution to our pension fund, from this year's budget, thereby requiring \$153,362 from the fund balance to be covered by a request for a 236 Transfer from the Affiliation. **SUPPORTED** by Zimmerman. **MOTION CARRIED.**

Cash balance is \$3.1 with a return of 2.66% and 2.28% on the wealth management accounts. **MOTION** by Jackson to accept the finance report and additional vouchers totaling \$360,297.24. **SUPPORTED** by Van Doren. **MOTION CARRIED.**

Sharon Robb has met with four different communication companies in an effort to lower costs and consolidate suppliers. More information will be available next month.

## **5. Personnel Committee**

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

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

There was no Recipient Rights Advisory Committee in the month of July. However, Miley, Ackley and Myers attended the Regional Recipient Rights Advisory Committee Meeting in Washtenaw last week. The affiliation initiative to monitor incident reporting at CLS sites continues.

## **7. Retirement Committee**

Smith reported on Retirement Committee which met on July 16<sup>th</sup> and today prior to the Board Meeting. The good news is that the pension plan, which

had previously been 98% funded a couple of years ago and had gone down to 68%, was now back up to 81% at the end of the year. However, with a 15 year amortization there is still a shortfall of funding of \$143,749. Depending on the budget next year we will have to make some decisions going forward. Possibilities include: freezing the defined benefit plan and moving to a defined contribution for everyone, or increasing employee share. It was agreed to begin preparing employees for such an eventuality. Retirement Committee will continue to monitor this situation closely.

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

There were no Ad-Hoc Committees in July.

## **EXECUTIVE DIRECTOR'S REPORT**

1. The Affiliation is continuing to look very closely at the financial condition of each of the partners. Every month the Finance Committee reviews the finance reports and is holding everyone accountable for spending and position. The Affiliation is also looking at risk insurance for catastrophic losses or errors.
2. Grants. The system transformation grant, in partnership with Monroe, we have not heard anything yet. A grant to co-locate an access clinician and a peer support specialist at the Family Medical Clinic has been submitted - \$70,000 for two years. Youth in Transition Grant - Kathryn Szewczuk is working on. We are applying to become a National Health Service site; as we are in an under-served area, this would allow any of our staff to obtain graduate degrees with a two year commitment to the organization.
3. Myers met with Bev Lyell to view the remodeling. There were 4 bidders for the project, Rowley Construction was awarded the contract and they are using all Michigan contractors. The second phase will be completed on August 18<sup>th</sup>; final phase should be finished September 8<sup>th</sup>. So far costs are coming in slightly below budget. We currently have 70 - 75 consumers attending programs at Goodwill.
4. The Board Association carried out a candidate survey, questions and responses regarding mental health will be shared with Consumer Advisory Committee.
5. A complimentary letter from a consumer was shared with the Board Members.
6. The Honeywell Project is almost finished. The front entrance is scheduled to reopen in the middle of August.

7. SCMW - area has been remodeled and they are very pleased with the result.

### **REPORT FROM BOARD CHAIR**

1. Judy Ackley will be unavailable August 2<sup>nd</sup> - 18<sup>th</sup>.

### **BOARD MEMBER COMMENTS**

None.

### **ADJOURNMENT**

Meeting adjourned at 4:20pm.

/klr

---

Scott Clites, Secretary

Date