

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

Minutes

January 27, 2011

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

CALL TO ORDER

Ackley called the meeting to order at 3:05pm.

PREVIOUS MINUTES

MOTION by Keller to approve the previous minutes dated December 9, 2010.
SUPPORTED by Welch. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

None.

COMMITTEE REPORTS

A. Standing Committees

1. *Consumer Advisory*

There was no Consumer Advisory Committee meeting in January.

2. *Quality Assurance/Compliance*

There was no Quality Assurance/Compliance meeting in January.

3. *Facilities Committee*

There was no Facilities Committee Meeting in January.

4. *Operations and Budget*

Operations & Budget Committee met on December 21st on behalf of the full Board.

Agency Van: MOTION by Miley to authorize Management to enter into a lease on a new van through O'Hara Chrysler if the cost can be kept similar to what we currently pay. **SUPPORTED** by Clites. **MOTION CARRIED.**

Miley reported on Operations & Budget Committee held on January 19th.

Policies:

a. Rescind – RR-604 Disputes and Appeals

MOTION by Miley to rescind Policy RR-604. **SUPPORTED** by Keller. **MOTION CARRIED.**

Law Firm Engagement: John McGlinchey, who has been our legal counsel on HR issues for many years, has moved to a new law firm – Abbott Nicholson PC. **MOTION** by Miley to approve the engagement of Abbott Nicholson PC for the purpose of HR legal counsel. **SUPPORTED** by Keller. **MOTION CARRIED.**

Anti-Bullying Task Force: LCMHA is partnered with the LISD on the Anti-Bullying Task Force. A speaker spoke at Lenawee Schools recently, and the proposal is to split the cost with the LISD. **MOTION** by Smith to approve payment of invoice for \$681.60 from the Hendershot Fund. **SUPPORTED** by Jackson. **MOTION CARRIED.**

County Lease: A new county lease agreement for our offices in the Human Services Building goes into effect March 1st, 2011. The new lease reflects the lesser square footage and includes the new bond proposal, making a difference of \$105,000 p.a. **MOTION** by Miley to approve the new lease agreement with the county. **SUPPORTED** by Keller. Welch abstained. **MOTION CARRIED.**

Clubhouse: There was discussion regarding the committee's proposal to share the cost of an appraisal. It was agreed that this would not give us control. Smith suggested obtaining a couple of quotes for an appraisal before proceeding. **MOTION** by Smith to authorize Management to decide on the appraisal company; to authorize up to \$3,000 for a market value appraisal on the Clubhouse facility; and refer to Facilities Committee to proffer a price to any of the interested parties. **SUPPORTED** by Clites. **MOTION CARRIED.** Myers noted that when we are able to move the LCMHA emergency back up system out of the Clubhouse it can be closed completely.

Data: Service Inquiries were 92 in December, 29 eligible for service. There are currently 23 people on the waiting list. State institution numbers are low with only one person at Kalamazoo. Community inpatient admittances increased in December. 47% of admissions were Medicaid, 41% GF, 12% ABW. 65% were previously unknown to us, none were discharged from treatment within the last three months and none had been denied service within the last three months.

Finance Report: One quarter of the way through the year, 24% revenue. We have seen a drop in interest under "other local sources". The wealth management investments dropped below budget. Expenditures at 23%. Consultant's line is at 43% due to auditors fees. We continue not to have to take anything from the fund balance; there have been enough local funds to offset any GF deficit.

Cash balance: Wealth Management investments returning 2.91% and 2.91%. The mortgage stands at \$464,106 61% of which is attributable to the Clubhouse. Statement from Lenawee Community Foundation shows an improvement from previous statements.

MOTION by Jackson to accept the financial report and additional vouchers totaling \$108,476.38. **SUPPORTED** by Keller. **MOTION CARRIED.**

5. *Personnel Committee*

There was no Personnel Committee Meeting in January.

6. *Recipient Rights Advisory Committee*

Miley reported on the Recipient Rights Advisory Committee Meeting held on December 21st. The Rights Officer completed 34 site visits during the year. A new Complaint Poster was chosen, and the Rights Office is working on a poster that would be understood by non-readers. 62 complaints were received in 2010 which included 80 allegations, 74 were investigated and 50 were substantiated. More recipients are being identified as the complainant and staff is feeling more comfortable coming forward with a complaint. Complainants can remain anonymous if they wish, or the Rights Officer can be identified as the complainant. The state deadline requirement is 90 days for completion of an investigation. The Affiliation initiative is 45 days. Only 2 investigations went longer than 45 days. Abuse Class II has gone down, however, Abuse Class III has increased (verbal abuse) and this issue will be addressed with providers. Fran Foley explained the Annual Report. Board Members were in receipt of an updated Section III which includes progress on outcomes established by the office for FY 09/10 and three outcomes established by the office for FY 10/11: The Office of Recipient Rights shall offer yearly trainings for recipients, family members, and guardians; The Office of Recipient Rights, with the assistance of Clerical/Support Staff, shall adapt the Complaint Poster for non-readers; The Office of Recipient rights shall continue with the affiliate initiative to improve rights protection in supportive living sites. Section IV –Recommendations to the Governing Board: The Recipient Rights Advisory Committee recommends that the funding of the Office of Recipient Rights continue for FY 10/11; The RRAC recommends to the Board that the outcomes established for the Office of RR for FY 10/11 be supported; and The RRAC recommends to the Board that the ORR initiative to address rights protection in supported living sites for FY 10/11 be supported. **MOTION** by Miley to approve RRAC recommendations to the Board. **SUPPORTED** by Smith. **MOTION CARRIED.**

7. *Retirement Committee*

There was no Retirement Committee meeting in the month of January.

B. Ad-Hoc Committees

Deb Bills reported on Suitcase Exhibit Reception Committee which met this week. Board Members are encouraged to submit a list of ten people they think should receive a personal invitation to the reception. There was considerable discussion regarding the purpose of the kick-off reception and target audience. Jackson suggests finding local businesses/philanthropists etc to underwrite the cost of the evening. Media, legislators, business leaders, and community groups would be among those to be invited. There was

general agreement that there should be a grand opening/ribbon cutting event in the afternoon of May 6th, followed by an invitation only event in the evening.

EXECUTIVE DIRECTOR'S REPORT

1. Board Association Dues. Myers submitted a letter to Mike Vizena accompanied by 50% of the dues bill, which included the rationale behind the reduced payment amount. Myers received an email today indicating that, according to the Association By-Laws, membership is automatically terminated for failure to pay in full within 120 days. Vizena indicated the need for a letter requesting an exception to the policy. Myers will develop such letter and double check with our Affiliate partners to see if they paid their invoice or not. He will also let the Affiliation know that we are being threatened with removal.
2. Honeywell Project. LCMHA still has concerns regarding temperature in offices. The county is already reporting 40% savings on utilities. County maintenance department will decide when everything is satisfactory and authorize final payment to Honeywell. All work is warrantied for a year, so Honeywell will be back periodically to check on things.
3. Mike Head, DCH, has been meeting with PIHP Directors, excluding CMHSPs and PIHP Director's staff. There has been an outcry from the field to stop this practice as we are one system and everyone should be included. Mike Vizena (Board Association) has sent a letter to Mike Head voicing our concerns.
4. Mike Head is projecting a reorganization of the Substance Abuse Disorders system into the PIHPs. There is no direction regarding coordinating agencies yet – this would be effective in FY13. There has been reference to a White Paper written during Governor Snyder's campaign which addressed schools serving students up until age 26. One of the points in the paper suggested that not much learning occurred after age 21. There is concern that the responsibility would shift to the CMH's - a cost of \$30 - \$40m. Mr. Head's opinion on this is unknown currently. He is also pursuing a Medicaid State Plan Amendment to enroll low income adults in ABW which would include the opportunity to become an Early Adopter. A reduction of GF would be used to support persons with SMI and SA disorders currently in correctional facilities which would result in a shift in money to community based settings.
Mike is also proposing to use full accreditation by a national body rather than state department review and surveys.
There is a proposed two year budget, and we expect to see cuts across the board, but they would all be taken in FY12.
5. Connections Publication. A copy is included in the Board packet. It includes an interview with Bob Wilson, and also a very interesting cover article written by James Haverman.

6. Oakwood Lease. The landlord was asked to accept a 10% reduction; however, he only gave us a 5% reduction.
7. We are beginning to see interest from consumers and community members in applying for a board position. We are encouraging people to submit letters of interest. Bill Zimmerman's position will be open in April. The County Commission may wish to appoint another commissioner in place of Jim Van Doren.
8. Board Association Advocacy Plan. An updated version is included in the Board Packets. Board Members are encouraged to provide feedback to Management, as feedback is required as soon as possible.
9. Clubhouse. 27 consumers were authorized to attend the clubhouse. 2 visits were scheduled with the Monroe Clubhouse, and all those who were interested attended. Consumers were also given the opportunity to look at other programs available in the community. No consumers have elected to transfer to the Monroe clubhouse. All have continued in Case Management services. 12 are attending regularly at the Drop In Center, 4 are now going to Goodwill, 2 have begun micro-enterprises at Goodwill, 2 attend Daybreak, 4 volunteer in the community, and 3 are working at either Meijers; Walmart or Kmart. No-one has needed crisis services or has been hospitalized. A lot of credit should go to Case Managers and Peer Support staff in this transition. Richard Fronce and Johann Townsend (Clubhouse staff) have been integrated into the Case Management team and has also eased the transfer for the consumers. **MOTION** by Jackson that there be some special recognition and thanks be conveyed to the Case Managers in transitioning consumers after the closure of the Clubhouse. **SUPPORTED** by Smith. **MOTION CARRIED.**

REPORT FROM BOARD CHAIR

1. Ackley reported that there will be a Four Board Meeting in April, and it would be a good idea if as many board members as possible attend.
2. At the Affiliation Committee Meeting it was agreed to find an opportunity to have a conversation with the Board Association to discuss what they are doing for us.
3. Information about the PAC is included in Board Packets.
4. There are four scheduled Board Member Education Forums. Details will be distributed to Board Members.
5. Emily Martinez would like to continue on The Board Association Cultural Competency Committee. **MOTION** by Smith to approve the continuation of Emily Martinez to continue to serve as a member of the Cultural Competency Committee. **SUPPORTED** by Jackson. **MOTION CARRIED.**

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

Meeting adjourned at 5:05pm.
/klr

Scott Clites, Secretary

Date