

## **LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING**

### **Minutes**

**June 30, 2011**

**Present:** Bills; Jackson; Keller, Martinez, Miley; Smith (C), Smith (N); Van Doren; Wilson; Welch  
**Absent:** Ackley; Clites  
**Staff:** Keener; Monahan; Myers; Potts; Rawlings (Minutes); Robb; Tripp  
**Public:** None

### **CALL TO ORDER**

Bills called the meeting to order at 3:00pm in the absence of Chairperson Ackley.

### **PREVIOUS MINUTES**

**MOTION** by N. Smith to approve the previous minutes dated May 26, 2011. **SUPPORTED** by C. Smith. **MOTION CARRIED.**

### **PUBLIC COMMENT**

No public comment.

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

Five year service awards were presented to Amber Monahan (DD Supports Coordinator); Holly Tripp (DD Supports Coordinator); and Rita Potts (Nurse, Meds Clinic). Congratulations to all.

## **COMMITTEE REPORTS**

### **A. Standing Committees**

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

There was no Consumer Advisory Committee meeting in June.

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

There was no Quality Assurance/Compliance Committee meeting in June.

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

Facilities Committee met prior to the Board Meeting. **MOTION** by VanDoren to move into Executive Session to discuss real estate. **SUPPORTED** by Keller. **MOTION CARRIED.** Executive Session 3:10 – 3:15pm. **MOTION** by Smith at 3:15pm to go back to regular session. **SUPPORTED** by Jackson. **MOTION CARRIED.**

**MOTION** by Smith that we list the New Focus Clubhouse property with Gil Henry, Jr (realtor) for a period of six months, excluding out the potential buyers who have already stepped forward. **SUPPORTED** by Jackson. **MOTION CARRIED.**

The committee also reviewed a proposal to lease the Riverside property for oil exploration. The committee decided to table this issue for further review.

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

Miley reported on Operations & Budget Committee which met on June 22<sup>nd</sup>.

**Data:** Service Inquiries for May were 97, 60% of those were Medicaid. 30 people were eligible for service. One person was added to the waiting list, one was removed, and one person refused service. State institution – 51% of the budget spent at 67% of the way through the year. Community inpatient hospitalizations – Adult admissions has increased. There are some significant characteristics related to those admissions, 57% had

co-occurring substance abuse disorders (all marijuana related). 67% of admissions were unknown to us, and 2 were homeless.

**Finance Report:** 67% of the way through the year, 62% of revenue is in. YTD we do not need to take anything from the fund balance, however, at this point we would be putting \$270,726 into the fund balance. 62% of the budget has been expended. Staff travel has been cut significantly as we continue to make use of video and telephone conferencing opportunities whenever possible. Myers reported that he attends all Board Association Committee Meetings via phone conference. Buildings and grounds, maintenance and utilities are low due to the closure of the Clubhouse. There was a question from a committee member regarding the increase in Drop in Center costs. We have a block grant that is paying for an access person at the Family Medical Clinic, and we have expanded the hours at the Drop in Center because it has been so busy. This additional cost has not been reflected on the Spending Plan yet.

**Cash balance:** \$3.7m. Wealth Management GF account shows a gain in market value of \$29,741, Hendershot has a loss of \$31.06 in market value.

**MOTION** by Jackson to approve the finance report and additional vouchers totaling \$375,157.57. **SUPPORTED** by C. Smith. **MOTION CARRIED.**

**2010/11 Spending Plan Revision:** Myers reported that at this time of year, as an Affiliation, we look to each other to see how we are doing with GF and Medicaid. Historically, we have always been a recipient of GF from Livingston or Monroe, and been a donator of Medicaid for our partners. This year we are under considerable encouragement from the Affiliation to spend down the Medicaid. We are not spending what we had budgeted, and have not budgeted what is available to us. On the GF side as projected on the current spending plan to the end of the year, we are in the unusual situation of having a surplus of GF of between \$10/11,000. This is as a result of an unexpected infusion from the state of \$40,000 at the beginning of the year. We also predict that trends will continue until the end of the year. Some time has been spent developing proposals as we get ready to revise the spending plan. The proposals include instituting a performance/results pay plan (detailed below); Adjusting the Retirement Plan from 8% to 7.5% interest earnings following a recommendation from the Actuary for the current year (\$74,854), and fund next year's probable contribution (\$95,980); payment of balance of Board Association Dues owed (\$4,816); Assisting Goodwill with the costs incurred with purchase of wheelchair accessible van (\$10,000) and contribute towards the cost of concrete for bus drop off/pick up area (\$5,220); technology upgrades (\$4,700); and residential home interior painting, 12 facilities (\$35,000). A total cost summary was provided, including the impact of the revisions on GF and local funds and the fund balance. Livingston has \$219,000 GF available, and Monroe has \$400,000 for a 236 Transfer. The Medicaid portion of these proposals is not going to have any significant effect on the budget and does not add or take from the fund balance. The balance will go back to the Affiliation. Sandy Keener reported that staff has worked hard in the last few weeks to eliminate the waiting list.

**MOTION** by Miley to approve a 4% one time staff bonus consistent with the 2011 Performance/Results Pay Plan and all the additional proposals. **SUPPORTED** by Jackson. **MOTION CARRIED.**

Jackson would like the Management to express the Board's appreciation to the staff for eliminating the waiting list. Van Doren also applauds the efforts in putting this plan together.

**Performance Results Pay Plan.** Myers put together the Performance Results Pay Plan, after reviewing the plan that Livingston County has, and which is built into their Spending Plan every year.

Three criteria would have to be attained for this fiscal year and the employee must in in employment (at least ½ time) on September 30<sup>th</sup> to receive the one time discretionary payment. We do have a system in place currently whereby a Supervisor can recommend a one time bonus when employees go "above and beyond" what is normally expected of them. These have generally been small amounts to recognize their efforts. It should also be noted that CMH staff has not received any cost of living pay increases for at least six years. Recommendation would be for either a 3%, 4%, or 5% organization wide bonus based on the following criteria:

- a. The organization has successfully managed its budget so that the use of fund reserves was not necessitated, evidenced by August 31, 2011 year end budget projections; and
- b. The organization's successful elimination of a wait list for its uninsured priority population by July 1, 2011, evidenced by activity reports submitted by the Access Team; and
- c. Achievement of a satisfactory performance score on its 2011 review by the MDCH, verified by the CMHPSM PIHP.

Myers explained that the above thresholds will probably be revised and added to in the following years. The costs of the Pay Plan would be:

3% = \$83,035  
4% = \$110,713  
5% = \$138,392

## **5. Personnel Committee**

There was no Personnel Committee meeting in June.

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

Miley reported on the Recipient Rights Advisory Committee held on June 28<sup>th</sup>. 40 complaints were received involving 52 allegations. 48 of those were investigated and 33 were substantiated. This number is pretty high and can be attributed to better education of consumers and staff about reporting. Most allegations were Abuse & Neglect and all were completed within 90 days, which is the state standard. However, Fran Foley's average is 36

days. Sandy Keener explained what physical management was “allowed” for emergency physical intervention purposes, and all of these incidents are tracked and reported. The Committee recommended appointing Evelyn Reed to replace a member of this committee. It was agreed that the Chairperson will appoint at next months meeting. The new Complaint Poster was presented to the committee to view the addition of diagrams for the benefit of non-readers. **MOTION** by Miley to approve the Complaint Poster. **SUPPORTED** by Jackson. **MOTION CARRIED.**

## 7. *Retirement Committee*

There was no Retirement Committee meeting in June.

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

Emily Martinez distributed a flier for the upcoming “Building Culturally Competent and Diverse Organizations and Systems of Care” Conference on September 14<sup>th</sup> at the Kellogg Hotel in Lansing. Also Emily is looking for materials in Spanish to hand out at the migrant camps detailing the services available to them. Sandy Keener will remain as the contact person for this program. The Interagency Coordinating Council will be coming to the ISD for a meeting on August 2<sup>nd</sup>. There will be a lot of information available on the migrant farm workers if anyone is interested in attending.

## **EXECUTIVE DIRECTOR’S REPORT**

1. Claims Assessment Legislation. Previously PIHPs and HMOs were assessed 6% tax. New legislation eliminates this and assesses a new 1% on all health insurance claims. SB348 is not finalized, but if it fails we could be looking at significant GF reductions for 2012. The Senate passed it; the House will see this on July 13<sup>th</sup>.
2. Public Employee Benefit. HB4572 proposes a hard \$ cap on public employee contributions to health care benefits, including HSA contributions. \$15,000 for family, \$12,500 for a single with children; \$11,000 for individual and spouse and \$5,500 for an individual. This would affect us on the two person (currently we pay \$12,767) and single person side (currently \$5,823), family would be OK at \$14,800. There is also a proposal for an 80/20 plan – we are hearing that there maybe a compromise to allow organizations to chose one or the other. There has also been conversation between the Board Association and Michigan Association of Counties to allow mental health authorities to opt out if they so wish.
3. We are currently part of the Community Health Assessment being conducted by Bixby as part of a grant from ProMedica. They will be surveying adults, children and youth (250 questions). The community network will be a part of creating those questions.

Myers is hoping that as a participant we will be able to get some mental health questions included in the survey. We should see data released in September 2012.

4. Suitcase Exhibit. Expenses totaled \$11,000, income \$3,225.
5. Liability Insurance. Our liability insurance is due on July 1<sup>st</sup>. Last year's premium was \$27,454 less a \$3,000 dividend. This year the premium is \$24,188 less a dividend earned of \$5,197. **MOTION** by Smith to approve payment of the liability insurance premium. **SUPPORTED** by C. Smith. **MOTION CARRIED.**

#### **REPORT FROM BOARD CHAIR**

No report from the Board Chair – Judy Ackley absent.

#### **BOARD MEMBER COMMENTS**

Miley reported that she is glad that finally we can do something for the employees. Martinez would like to thank those who attended the Suitcase Exhibit. A “thank you” to donors’ ad was published in the Daily Telegram.

#### **ADJOURNMENT**

Meeting adjourned at 4:30pm.

/klr

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Scott Clites, Secretary

Date