

**LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING
Minutes
April 25, 2013**

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

CALL TO ORDER

Chairperson Bills called the meeting to order at 3:03p.m.

PREVIOUS MINUTES

MOTION by Jackson to approve the previous minutes dated March 28, 2013.
SUPPORTED by Keller. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

None

COMMITTEE REPORTS

- A. Standing Committees**
 - 1. Consumer Advisory**

Clites reported on Mental Health Awareness Committee meetings. Fliers for the Walk a Mile in Lansing on May 8th, and the 2nd Annual Path to Wellness Conference on May 22nd are included in the board packets. Board Members are encouraged to submit their T-shirt orders. Many donations for door prizes have been obtained.

2. Performance Improvement

There was no Performance Improvement Committee Meeting in April.

3. Facilities Committee

There was no Facilities Committee Meeting in April.

4. Operations and Budget

Ackley reported on the Operations & Budget Committee meeting which was held on April 17th. Kathryn Szewczuk has been certified as a safeTalk Trainer. The training helps people become more alert to suicide signals and helps people feel comfortable talking to people about the risk of suicide. Staff training is scheduled for May 23rd; board members are welcome to attend. Materials are required to be purchased. **MOTION** by Ackley to approve an amount not to exceed \$2,000 from the Hendershot fund to purchase training kits for safeTalk. **SUPPORTED** by Smith. **MOTION CARRIED.**

MACMHB Dues for the FY2013 are \$9,341, which is an \$8 increase from the previous year. **MOTION** by Ackley to approve payment of the MACMHB Dues to 2013. **SUPPORTED** by Smith. **MOTION CARRIED.** Jackson opposed.

Service Inquiry – there were 107 inquires in March with 80 scheduled intakes. 64 intakes occurred and 50 were eligible for service. 42% were Medicaid, and 54% GF. There were 34 inquiries for SUD services, 11 Medicaid and 20 block grant. 30 were found eligible for service.

State Institution – 106 days in March, 91% of the budget spent at 50% of the way through the year.

Inpatient Hospitalizations – the number of admissions was less than previous months, and 11 were diverted from the hospital. \$143,509 of the \$430,000 budget has already been spent on those uninsured. Of those admitted 40% was Medicaid, 55% GF. 70% had co-occurring mental health and substance abuse disorders, and 70% were previously unknown to us.

Finance Report – Deb Strayer reviewed high expenditure lines. Audit is at 64% with one progress billing for the compliance audit which is May 6th – 9th. Pharmacy line is high, and state institution is at 91%, which includes a retroactive rate increase from October 1st. Revenue - we have received a new GF authorization

from DCH, however, this is not reflected yet. \$31,338 is to cover the increase, however due to the increased usage; it will not cover hospital costs. ABW applications continue to be accepted. To date 43 consumers have been approved. Client Fees line is low due to the fact that we are behind on billings due to coding changes. We expect this to come back up, and it will help towards the deficit because it is considered local match. We are showing that 200% of the budget is needed from the fund balance.

Cash Balance – There was a slight gain in the GF wealth management investment, and a loss on the Hendershot account. A meeting is set up with the representatives from UBT in May, and they will be reporting at the Board Meeting next month.

MOTION by Smith to accept the Finance Reports and additional vouchers totaling \$312,047.86 **SUPPORTED** by Keller. **MOTION CARRIED.**

Keener reviewed the GF Deficit Reduction Plan. She has been in discussion with the doctors regarding cost of prescribed medications, the use of generic, patient assistance programs. Many consumers with spend downs who have coverage for medications, have a high co-pay – a change of plan may be needed. Keener wrote another letter to Senator Caswell and Representative Jenkins regarding Medicaid Expansion and how it would benefit our consumers, and our GF deficit situation. Operations and Budget reviewed several options for cut backs. There was discussion regarding the difficult decisions to be made and how they would hurt both consumers and employees alike. **MOTION** by Smith to proceed with the following actions, to include a 50% reduction in board per-diems, with the balance to be taken from the fund balance:

- Planned retirement – 1 position
- Freeze step increases after May 1st
- Increase employee contribution to Defined Benefit Plan
- Adjust employee health care costs
- No medication for uninsured (maximum depending on post hospital meds)
- Institute a “waiting list”.

SUPPORTED by Ackley. **MOTION CARRIED.** There was further discussion regarding the possibility of restoring some of the above in the event that the financial situation changed for the better in the future. It was agreed that a letter from the board should be drafted to go out to all employees regarding this regrettable decision, which has arisen because of the circumstances we find ourselves in.

5. Personnel Committee

N. Smith reported on the Personnel Committee which met yesterday. We have received a 10% increase in health insurance which means that we have met the hard-cap maximum. The plan year runs from May 1st – May 1st. Three options were reviewed by the committee which detailed board and employee costs. It was agreed that alternative health plans be reviewed. The option with the least cost to the board, with minimal impact to the employee is the 80:20 no HSA. It should be noted that employees would still be able to contribute to their HSA on a pre-tax basis. **MOTION** by N. Smith to approve a change to the 80:20 no HSA option effective May 1st. **SUPPORTED** by Keller. **MOTION CARRIED.**

Smith reported that it is necessary to appoint three of our board members to the new Regional Entity board. At least one member should be a primary or secondary consumer. It was agreed that the Board Chair would make these appointments, to be voted on at next month's board meeting.

B. Recipient Rights Advisory Committee

There was no Recipient Rights Advisory Committee Meeting in April.

B. Retirement Committee

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

8. By-Laws

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

B. Ad Hoc Committees:

No Ad Hoc Committee Meetings in the month of April.

EXECUTIVE DIRECTOR'S REPORT

1. The 2013 AFP to create the new Regional Entity was submitted on April 1st, and it has been accepted by the state. The board will be provided with the final copy of the By-Laws; Operating Agreement and Enabling Resolution at next month's board meeting. It will then need to be filed with the County Clerk. Formal documents will be provided to the state by July 1st, creating a Regional Entity in January 2014.
2. The MDCH Review of the Plan of Correction was just completed. Kathryn Szewczuk attended on behalf of Lenawee.
3. A meeting is planned with the financial advisors from UBT, and they will be making a report at the May Board Meeting.
4. The second part of the financial audit (compliance) is scheduled for May 6th – 9th.
5. Plans for the new Family Medical Center are included in the board packet. The building will be a one-stop medical facility, including dental; primary healthcare; mental health, DHS etc. CMH meds clinic will be relocated. Our staff is part of an

integrated healthcare team working on teaching Case Managers how to manage people with complex medical needs. We are also working with FMC staff to help them better understand the needs of our consumers. Ground breaking is planned for September/October with 11 months to completion.

REPORT FROM BOARD CHAIR

Board members please let Deb Bills know if you are interested in being nominated to the Regional Entity board.

BOARD MEMBER COMMENTS

Emily Martinez attended a Cultural Competency Committee meeting on April 17th. They are planning a Conference on September 26th. There are preparations underway for access to services for migrant workers who will be coming to the county soon.

Clites reminded the board members about the May 22nd Path to Wellness Event at the Methodist Church.

ADJOURNMENT

Meeting adjourned at 4:20pm.

/klr

Robert Wilson

Date