

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

Minutes
September 26, 2013

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

CALL TO ORDER

Vice Chairperson Ackley called the meeting to order in the absence of Chairperson Bills at 3:15p.m.

PREVIOUS MINUTES

MOTION by G. Miley to approve the previous minutes dated July 25, 2013. **SUPPORTED** by Clites. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

Kay Ross received an award and certificate for 25 years' service with LCMHA.

COMMITTEE REPORTS

A. Standing Committees

1. Consumer Advisory

Miley reported on Mental Health Awareness Committee Meeting. No board action is required. Planning for the Christmas party has begun, and research is being done for a mental health play.

2. Performance Improvement

There was no Performance Improvement Committee Meeting in September.

3. Facilities Committee

There was no Facilities Committee Meeting in September.

4. Operations and Budget

Miley reported on this committee which met on September 18th. Negotiations with the owner of the Russell Road residential home resulted in a reduction in the lease amount by \$355.31. **MOTION** by Miley to approve a one-year lease for the Russell Road home at \$2,001.90 per month. **SUPPORTED** by Smith. **MOTION CARRIED.**

The invoice for FY13/14 MACMHB Annual Dues is increased by \$9 from the previous year. **MOTION** by Miley to approve payment of the MACMHB Annual Dues for \$9,341. **SUPPORTED** by Smith. **MOTION CARRIED.** Jackson voted “no”.

Service Inquiry – 92 calls for services were received, compared to 117 in the previous month. 56 Assessments were completed, 13 were denied and 32 were eligible and are receiving services. 11 were added to the waiting list, which totals 40 at the present time. 33 inquiries for SUD services, 1 was referred out and 4 were denied due to no diagnosis. 28 were admitted for services. 7 Medicaid, 19 block grant, 2 ABW. We will be comparing data at the end of the fiscal year to figures provided to us by Mid-South Substance Abuse (previous coordinating agency). It is anticipated that more people were served with less money. However, next year the SUD dollars have been cut by 12%.

State Institution – we continue to have 4 consumers at Kalamazoo, 3 of those are NGRI. One child was at Hawthorn for 4 days.

Inpatient Hospitalizations – Only 14 admissions in August, which is the lowest for the year. 13 adults and 1 child, 57% Medicaid, 43% GF, 50% had co-occurring SUD and mental health issues and 64% were previously unknown. 4 did not have a primary care physician, and none were admitted from the waiting list or had been denied within the last 3 months.

Finance Report – The revised spending plan is in line with expenditure, except the Equipment/Lease/Depreciation line shows overspent due to depreciation being left out of the spending plan. Overall we are at 92% of the way through the year,

89% of the budget spent. Revenue is also in line. Contribution to/from the Fund Balance shows that we need \$563,000 from the fund balance – which is increased by \$7,000 from July.

Cash Balance – Following a request to break out the fees and interest and change in market value for both GF and Hendershot Wealth Management Accounts, in both cases there was a loss in market value - \$28,000 in the GF account, and \$2200 in Hendershot. Land contract has been paid off, and there is \$106,000 left on the mortgage of the two homes, the revised amortization schedule shows that it will be paid off by February 2015.

MOTION by Smith to accept the August Finance Reports and additional vouchers totaling \$498,769.38. **SUPPORTED** by C. Smith. **MOTION CARRIED.**

FY14 Spending Plan – Strayer reviewed the FY14 Spending Plan and explained that the first six months (Oct – March) is without the Medicaid Expansion, and the second six months (April – Sept) includes Medicaid Expansion. Expenditure is similar except for salaries/fringe benefits line. The first six months assumes continuation of the GF Reduction Plan, the second six months assumes that we will be able to lift the restrictions. There are two vacant positions, we will also need to hire someone for Autism Behavior Assessments – this will be funded by Medicaid. There is also a need to fill one administrative position and a part time Peer Support Specialist. Clites asked for clarification on the specialized residential line, as it shows a large increase. Strayer reported that a consumer released from the state hospital into residential placement is expensive (Medicaid), but better than being in the state hospital (which is all GF). Pharmacy costs are being controlled by the utilization of discount pharmacy cards and the use of a formulary by the doctors whenever possible. Patient Assistance programs are also used whenever possible. There is an increase for the second half of the year on the Psychiatrist line – as the doctors have asked for an increase in pay, we hope to be able to offer this after Medicaid Expansion goes into effect. Fringe benefits takes into account the anticipated 20% increase in healthcare costs. The anticipated 12% reduction in Substance Abuse funding is reflected on SUD provider line of expenditures. Revenue assumes that we will not get any cut in our GF authorization. ABW will disappear as most consumers will qualify for Medicaid Expansion. We will be able to use additional Medicaid from the PIHP, however, we are still projecting needing less than available to us. Contribution from the fund balance for the first six months is projected to be approx. \$300,000. However, for the second six months we could contribute \$371,000 to the fund balance if all assumptions are correct. **MOTION** by S. Clites to approve the FY14 Spending Plan, **SUPPORTED** by Jackson. **MOTION CARRIED.**

Keener reported that we are in receipt of a proposal for computer software from Peter Chang Enterprises (PCE), which requires action prior to October 1st. Sharon Robb was able to negotiate the invoice down considerably to \$16,000 with a project completion date of Feb 28, 2014. This includes desktop and laptop imaging, updating of the current server hardware and software. **MOTION** by Jackson to accept the proposal from PCE. **SUPPORTED** by Wilson. **MOTION CARRIED.**

5. Personnel Committee

N. Smith reported on Personnel Committee which met on September 18th. Goals and accomplishments were reviewed; this included completing the Application for Participation of the new Regional Entity, as well as work on integration of healthcare into agency culture. No increase in remuneration was considered due to the current economic climate. Keener asked that #2, Addendum A be removed from the contract (\$2500 to be added to a tax deferred account). It was agreed that this should remain in the contract, but it would be discretionary. **MOTION** by Smith to renew the Executive Director Contract for one year, with the \$2500 tax deferred amount to be at the discretion of the Executive Director. **SUPPORTED** by C. Smith. **MOTION CARRIED.** Jackson noted that the transition to the new Executive Director has been very smooth. Smith reports that Keener has been working hard to keep things moving forward in very difficult times.

The resignation of Dr. Syed was discussed. He will be leaving at the beginning of October. A replacement is not forthcoming at the moment; however, we continue to pursue all opportunities for recruitment. In the meantime Dr. Syed's cases have been reassigned. He will continue to work one afternoon per week, and Dr. Hassan has added one Friday per month to her schedule. Dr. Syed has contacted primary care physicians to see if they would manage medications if someone was available for consultation. It will be necessary to extend time periods between visits. Dr. Syed's caseload was approximately 355, over 100 of those are children.

6. Recipient Rights Advisory Committee

Miley reported on Recipient Rights Advisory Committee, which met on September 17th. Second quarter data was reviewed. 56 complaints were received with 69 allegations. 60 of those were investigated, nine were resolved by intervention and 35 were substantiated. A four year comparison of abuse and neglect cases shows a decrease in allegations and substantiations of Neglect Class III. Although a slight increase in the number of Abuse Class II allegations – however none of those were substantiated. Lenawee will be hosting the Annual Affiliate RRAC meeting in November. Incident report data was also reviewed. Two new members of this committee were present.

7. Retirement Committee

N. Smith reported on Retirement Committee which met on September 11th. Unfortunately only two members were present and no action was taken. Mass Mutual presented a performance review of the portfolio. All investments are performing well and no changes were recommended. It was agreed it might not be a good time to change the 70/30 mix due to the volatility of the bond market. There was a presentation by Joann Wojtaszek regarding the Mesirow Financial Plan. This option would manage the fiduciary and due diligence process for the plan, thus taking the responsibility from this committee. Mass Mutual also offers actuarial services (currently performed by DORSA). Historically, communication and documentation by DORSA has been lacking. Mass Mutual offered a \$1,000 savings on actuarial services if we chose this option. Jackson suggested that we check with the auditors to see if there would be any impact on changing actuaries. He would also like more time to consider these actions as he was not present at the committee meeting. It was agreed to convene another Retirement Committee Meeting prior to next month's board meeting for further discussion.

8. By-Laws

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

B. Ad Hoc Committees:

No Ad Hoc Committee Meetings in the month of September.

EXECUTIVE DIRECTOR'S REPORT

1. Keener has received a letter from Bishop Combs who appreciates the continuing support, and he expressed his cooperation in maintaining the current strategies for the current Plan of Correction. One more monitoring will be completed before November.
2. The groundbreaking ceremony for the new Family Medical Center was today, and it was very well attended. The building will be taken down soon.
3. We are looking at a 20% increase in health premiums. Rick Gurdjian and Londa Pickles provided information regarding some available options which could possibly reduce costs. They would be willing to make a presentation to the board and staff. It was agreed that this would be desirable.
4. Medicaid Expansion Enrollment. We are involved in learning about the market place, and other insurances etc. A lot of information is available; Consumers for Healthcare did a good presentation at the Directors Forum. A person will be available at the Family Medical Center to help people enroll in the market place. CMH staff (Peer Supports Specialists) will assist in the application process. More training for our PSS will be required, and it would be desirable if CMH could become a certified agency to handle applications directly.

5. GF Appropriation. There is an impact on the overall budget (state) due to the delayed Medicaid Expansion, and the appropriation was initially based on the immediate effect of Medicaid Expansion. The Directors have discussed advocating to the state to give additional dollars based on numbers forthcoming. We will continue to keep our consumers aware of what is happening.

REPORT FROM BOARD CHAIR

1. Ackley reported that officers were elected at the Regional Board Meeting for the new Entity: Greg Lane – Chair, Jan Plas – Vice Chair, and Bob Wilson – Secretary. A Director has to be hired before January 1st.
2. The HOPE Center is doing some exciting things involving healthy eating and movement. The Center has opened its doors to HOPE Center members for use of the pool and gym.

BOARD MEMBER COMMENTS

Keller congratulated Kathryn Szewczuk on the safeTALK training that he attended; it was very educational and useful. Szewczuk noted that the next training (ASIST) will be held for two days in October.

C. Smith complimented Washtenaw and LCMHA on taking over SUD from Mid-South – they are doing a great job. The next step is to get Monroe on board. Also compliments to Sandy and Deb Strayer on the budget.

ADJOURNMENT

Meeting adjourned at 4:35pm.

/klr

Robert Wilson

Date