

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

Minutes
February 27, 2014

Present: J. Ackley; D. Bills; S. Clites; M. Jackson; C. Smith; R. Tillotson, Van Doren;
R. Wilson
Absent: G. Miley; H. Keller; E. Martinez; N. Smith,
Staff: Andrews, Keener, Rawlings (minutes), Robb, Reaume
Public: T. Ackley

CALL TO ORDER

Chairperson Bills called the meeting to order at 3:04p.m.

PREVIOUS MINUTES

MOTION by VanDoren to approve the previous minutes dated January 30, 2014.
SUPPORTED by C. Smith. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

Faye Lynne Reaume was presented with an award for 15 years of service.

COMMITTEE REPORTS

A. Standing Committees

1. Mental Health Awareness

Clites reported that although the committee did not meet this month. Kay Ross has prepared a budget for Mental Health Awareness Month in May, which includes the Path to Wellness and Recovery Conference. Historically the amount approved by the Board has been less than \$4,000. However, this year the amount of people attending, due to the Grace Miley reception and presentation, will increase the numbers for lunch considerably. **MOTION BY TILLOTSON** to approve \$5,800 from the Hendershot account to cover costs of Mental Health Awareness Month activities. **SUPPORTED BY VAN DOREN. MOTION CARRIED.** C. Smith questioned the stipulations on the Hendershot account – this money is specifically for prevention trainings and activities.

2. Performance Improvement

There was no Performance Improvement Committee Meeting in February.

3. Facilities Committee

There was no Facilities Committee Meeting in February.

4. Operations and Budget

Bills reported on the meeting which was held on February 19th. There are several home leases due for renewal in April. A comparison shows a variance in insurance premiums. **MOTION BY CLITES** to request a \$400 reduction in lease cost at Oakwood and to renew leases for Tipton, Sunrise and South Main at the current rates, and that Management advise the landlords that within the next year CMH may be bidding out the home insurance for all of the homes. **SUPPORTED BY TILLOTSON. MOTION CARRIED.**

The Lenawee ROSC Contract is similar to last year – the first quarter is with the WCHO, and the next three quarters will be with the new Region. **MOTION BY C. SMITH** to approve the ROSC Contract. **SUPPORTED BY JACKSON. MOTION CARRIED.**

MOTION BY VAN DOREN to approve new CMH Policy F-505 Travel Reimbursement. **SUPPORTED BY JACKSON. MOTION CARRIED.**

MOTION BY JACKSON to approve new Regional Policy R-802 Transition Planning for Individuals being Released from State Facilities. **SUPPORTED BY TILLOTSON. MOTION CARRIED.**

MOTION BY CLITES to approve the following revised Regional Policies: R-806 Ethics & Conduct; R-815 Behavior Treatment Committee; R-816 Clinical Record Content; R-819 Continuity of Care; R-822 Clinical practice Guidelines; R-831 Ability to Pay; R-836 Peer Review; R-845 Access System; R-847 Assessment & Reassessment; R-849

Utilization Management & Review. **SUPPORTED BY VAN DOREN. MOTION CARRIED.**

MOTION BY WILSON to approve the revised Recipient Rights policies: RR-607 Office of Recipient Rights; RR-610 Limitation of Rights; RR-612 Report & Review of Recipient Death; RR-614 work Performed by Recipients; RR-617 Dignity & Respect; RR-619 Consent to Treatment & Services; RR-621 Abuse & Neglect; RR-626 Physical Management & Restraint. **SUPPORTED BY TILLOTSON. MOTION CARRIED.**

MOTION BY JACKSON to rescind the following policies: R-811 Specialized Residential & Residential Occupancy; R-819 Psychotropic Medication Orders & Consent; R-829 Provider Appeals; R-839 National Patient Safety Goals and Personnel Policy 8.06 (replaced by F-505 Travel Reimbursement). **SUPPORTED BY C. SMITH. MOTION CARRIED.**

Service Inquiry – 103 inquiries in January, which is an increase from December. 67 came in for an assessment, with 54 being eligible for services – 33% of those are GF, 57% Medicaid, and 9% ABW. The waiting list stands at 38. We had 32 substance abuse inquiries, which is also an increase from last month. 22 were authorized for services, 6 were referred out. 8 were Medicaid, 11 block grant.

State Institution – there were 4 people in the state hospital.

Inpatient Hospitalizations – 31 admissions in January, 2 children and 29 adults. 74% were unknown to us, 71% had co-occurring mental health and substance abuse issues. \$98,000 was spent - \$59,975 Medicaid; \$34,800 GF, \$3,625 ABW. This is our biggest GF expense (other than state hospital) – uninsured being admitted to the hospital. It is hoped that there will be assumed eligibility with the Healthy Michigan Plan.

Finance Report – 33% of the way through the year, we are 31% spent on expenditure. The Psychiatrist line will soon catch up to budget with the re-hire of Dr. Syed and the doctors pay increase. We hope to be able to discharge two from the state hospital next month. Revenue is 31% at 33% of the year. We have received notice from DCH that they will cover March GF expenses. We are showing a contribution from the fund balance \$66,973, which is below expectation. Clinical contracts reflect the bad weather we have been having, with below average use of the Monroe Clubhouse and Daybreak. The budget for Psych Systems was increased in anticipation of the Autism referrals, and so far there has only been one.

Cash Balance – It was a good month for the Wealth Management Accounts – we saw a gain of \$55,000 on the GF account, and \$3,000 on Hendershot. The mortgage is currently \$77,000.

MOTION BY JACKSON to accept the February Finance Reports. **SUPPORTED BY C. SMITH. MOTION CARRIED.**

5. Personnel Committee

Jackson reported on Personnel Committee which met yesterday. There was good news regarding the increase in premium. We were expecting, and budgeted for a 20% increase. However, it is only 3.5% and it will not be necessary to make any changes to the plan at this time. The increase will be absorbed by the employees.

When Health Savings Accounts were set up for employees, three banks were chosen as options. It is not necessary to dictate the financial institution now that the board is not contributing to the HSA accounts. There would be a minimal amount of work for payroll department to make this change. **MOTION BY JACKSON** to lift the restrictions on where employees have their HSA accounts located. **SUPPORTED BY ACKLEY. MOTION CARRIED.**

The 2014 Performance Results Pay Plan was reviewed. This is similar to previous years, and would only be effective if the budget was in good standing, and there was no waiting list. Several other criteria include employees completing all mandatory trainings and receiving a satisfactory performance review. This one-time bonus would be distributed equally among those that qualify. **MOTION BY JACKSON** to adopt the 2014 Performance Results Pay Plan contingent upon funds being available at the end of the year. **SUPPORTED BY VAN DOREN. MOTION CARRIED.**

The board member opening was discussed. A Public Notice will be published in the newspaper, along with advertisement at Goodwill, The HOPE Center and Interconnections. The Personnel Committee will be responsible for the selection and interview process, with a recommendation following to the County Commission.

6. Recipient Rights Advisory Committee

There was no Recipient Rights Advisory Committee meeting in February.

7. Retirement Committee

There was no Retirement Committee Meeting in February.

8. By-Laws

There was no By-Laws Committee Meeting in February.

9. Nominating Committee

Jackson reported that the Nominating Committee had met informally, and they would like to recommend the re-election of the current slate of officers:

- Deb Bills – Chairperson
- Judy Ackley – Vice Chairperson
- Bob Wilson – Secretary

No nominations were received from the floor.

MOTION BY VAN DOREN to accept the nominations from the committee.
SUPPORTED BY TILLOTSON. MOTION CARRIED.

B. Ad Hoc Committees:

No Ad Hoc Committee Meetings in February.

EXECUTIVE DIRECTOR'S REPORT

1. Two staff has notified administration of their intent to retire at the end of March. Both positions have been posted. One of the positions will be changed slightly to anticipate needs when we move the Meds Clinic to the Family Medical Center. We also are trying to build up staffing to begin DBT treatment, which is a skill building program that is needed in our array of services. It should be noted that we currently have 20 employees who are 60 years of age or older and over 20 who are 50 and over. We are also reviewing administrative support needs following the addition of SUD services and with the integration of mental health and primary care.
2. Healthy Michigan. It is unlikely that Healthy Michigan enrolment will be ready by April 1st, so there was concern about the period of time where we could have a GF shortfall in anticipation of the Healthy Michigan funding. The Senate passed a bill allowing for a supplemental to cover the cost of the transition, and to cover those who would not be eligible: Medicaid Spend Down; Dual Eligibles and Medicare only. In the meantime we have identified all of our consumers who are eligible – 98 will automatically transfer from ABW, and 140 who will be eligible based on 133% poverty level. DCH has asked each CMH for their numbers in each category, and this information will be passed to the legislators. Healthy Michigan will help us with the biggest issue we have – community inpatient. We have tripled our costs over the last three years.
3. Sandy will be on vacation next week.

REPORT FROM BOARD CHAIR

Bills reported that board members will be solicited for donations to a parting gift for Grace Miley. There will be a presentation during the Path to Wellness & Recovery Conference on May 14th. A committee is working on invitations and a schedule etc. Suggestion by Tillotson that Grace also be invited to attend the County Commission meeting that say day (1:30pm) to receive her Proclamation. Keener has contacted the Board Association regarding nominating Grace for the Hal Madden Award.

REPORT FROM REGIONAL BOARD

Tillotson reported that the board is coming together well. Monroe is not anticipating joining the Coordinating Agency (SUD) until at least October. Mary O'Hare meets with the Directors every week.

BOARD MEMBER COMMENTS

Clites reported that he had an enjoyable time at the Winter Conference in Lansing. He found it to be very educational. A lot of emphasis was on integrated care. The Lt. Governor's keynote address was very informative, and if resources permit Board Members should take advantage of this opportunity.

C. Smith noted that our region sets a great example in the State.

There is concern about absences for next month's board meeting. Karen will monitor, it may be necessary to authorize Operations & Budget Committee to act on behalf of the Board in March.

ADJOURNMENT

Meeting adjourned at 3:55pm.

/klr

Robert Wilson

Date