

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

Minutes
April 24, 2014

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

CALL TO ORDER

Chairperson Bills called the meeting to order at 3:00p.m.

PREVIOUS MINUTES

MOTION BY N. SMITH to approve the previous minutes dated February 27th, 2014.
SUPPORTED BY VANDOREN. MOTION CARRIED.

PUBLIC COMMENT

No public comment. Greg Adams was introduced as the prospective new board member.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

Mr. W. Hirschman distributed copies of the Independent Auditors Report, from Roslund, Prestage & Co., and outlined the findings for FY ending September 2013. Total assets - \$6,238,781, Total Liabilities - \$3,596,612, Unrestricted net - \$1,744,729. Total net position - \$2,642,169. There are no internal control issues. There are no instances of non-compliance in the Compliance Audit. **MOTION BY TILLOTSON** to accept the Audit Report for FY13 and to place on file. **SUPPORTED BY JACKSON. MOTION CARRIED.**

COMMITTEE REPORTS

A. Standing Committees

1. **Mental Health Awareness**

The State Walk a Mile is scheduled for May 14th. A group will be attending. Planning continues for the 3rd Annual Path to Wellness & Recovery Conference on May 28th. Greg Adams will be keynote speaker; there is also an Expert Panel. Grace Miley farewell luncheon will be held during the Conference at 11:30am.

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**

Bills reported on the meeting which was held on April 16th.

a. Oakwood Lease

The landlord of the Oakwood Home was asked for a reduction of \$400 per month in the lease of the property. He, in turn, counter-offered for a \$200 reduction in the lease payment. Jackson explained that this home had the highest lease payment. Insurance costs on this property are also the third highest. **MOTION BY VANDOREN** to accept the recommendation from the committee to counter-offer for a \$250 reduction in the lease. **SUPPORTED BY C. SMITH.** There was discussion regarding the fact that this lease expires at the end of the month; the condition of the property and the relationship with this landlord. Historically he has been responsible and easy to work with regarding repairs etc. **MOTION CARRIED.** Wilson abstained.

b. Westhaven Lease

MOTION BY JACKSON to renew the Westhaven lease, contingent on bidding out insurance on all of the homes as one package. **SUPPORTED BY CLITES. MOTION CARRIED.**

c. Policies

MOTION BY VAN DOREN to approve policy A-225 Social Media, revised policies B-302 Access to Services; R-811 Trauma Informed Practice; R818 Person Centered Planning; R-824 Customer Services; R-841 Employee Competency & Credentialing; RR-607 Office of Recipient Rights, and to rescind policy #A-218 Healthcare for Community Residential Programs. **SUPPORTED BY C. SMITH. MOTION CARRIED.**

d. MACMHB Annual Dues FY14/15

There is a \$2 increase for LCMHA this year. **MOTION BY CLITES** to approve payment of the FY14/15 MACMHB Dues. **SUPPORTED BY N. SMITH. MOTION CARRIED.**

e. Update on Healthy Michigan and GF Status

Keener reported that this week we have 141 people enrolled in Healthy Michigan. 87 of those transferred from ABW. We have reduced our waiting

list significantly. We have contacted everyone on the waiting list and either scheduled them for an appointment, or closed the file, if they do not need to be seen.

We have received a GF revenue cut of \$239,955, and a slight increase in state hospital authorization. The cut is in anticipation of Healthy Michigan revenue. However, in anticipation of not receiving anything in April/May – there will be a supplemental. It should be noted that there are consumers in our system that will never be eligible for Healthy Michigan, those who are Medicare only; Dual Eligibles, or Medicaid Spend Down that we will need to use GF to cover. Compared to some CMH's the cuts do not seem as severe, as we have been cutting back for the last couple of years. We expect Healthy Michigan to help us reduce costs in community inpatient; pharmacy and labs.

f. Staffing Plan for Remainder of FY14

We have seen some severe cut backs in the last few years, including the termination of step-increases and not filling open positions. At the same time we have taken on an increased volume of consumers. Going forward we will have to track funding and data for Healthy Michigan. We will be filling an administrative support position for Access and Service Inquiry as we prepare for co-location of the Family Medical Center. As we transition the Medication Clinic to the new FMC, we will be redesigning some job positions. The Integrated Health Nurses are now working with people with medical problems as well as psychiatric disorders. The Medication Clinic Supervisor position, which was not filled will be modified into an Integrated Health Program Supervisor, and will also supervise the nurses on Case Management teams. The proposal for a new position – Integrated Health Care Manager, would enable us to build on the momentum we have been working on at the Family Medical Center, offering curbside counseling and crisis stabilization in conjunction with the primary care physicians. Communication between physical health providers and behavioral health is critical as we move forward. **MOTION BY JACKSON** to approve funding of Integrated Health Care Manager. **SUPPORTED BY N. SMITH. MOTION CARRIED.**

Service Inquiry – 106 inquiries in March, up from 87 in February. We are now serving 1400 consumers, increased due to the addition of SUD services and an increase in more severe mental health conditions. 91% of those receiving services were Medicaid, 9% GF. 67 intakes were completed, 6 were ineligible, 55 were eligible and are receiving services. No-one was added to the wait list. 34 SUD inquires, up from 28 in February. 26 of those were eligible, 8 Medicaid, 16 block grant.

State Institution – We still have two people in the hospital, we are running below budget on this line.

Inpatient Hospitalizations – 27 were admitted to community hospitals in March. We continue to be over budget. \$36,935 Medicaid, \$43,529 in GF with ABW \$4,350. We

are seeing a trend in the last couple of months of the admission of young people (18 – 30 age group). 37% had co-occurring mental health and substance use disorders. 37% were previously unknown, 3 had recently been released from prison/jail. We continue to monitor a higher number of readmits. We have to report to the state when someone is readmitted within 30 days of previous admission. 8 were readmitted in March. Utilization Review committee reviews all of the readmissions for contributing factors etc.

Finance Report – Deb Strayer explained that the spending plan for the year was done in two parts – the first six months, and the second six months. The first six months were reviewed. Salaries and wages budget was underspent, due to positions not being filled. 95% of direct services budget was used, underspent by \$135,000. Clinical service contracts also came in under budget. Community inpatient was over budget by \$100,000, but state institutions line was underspent by \$128,400. Total under budget \$551,000. Inpatient admissions seem to be running somewhere between 22 - 30 per month, this is our biggest cost as most of these are uninsured (GF). We expect Healthy Michigan to give us relief in this area. The total underspent at March 31 is \$687,000. Contribution to/from the fund balance in the first six months will only be \$103,579 (which is a lot less than projected). The March reports compare the full year spending plan – 45% of the budget spent at 50% of the way through the year. The second half of the year did not include the 53% GF cut (\$240,000). We expected to contribute \$371,482 to the fund balance in the second half of the year, making a total full year contribution to the fund balance of \$28,000.

Cash Balance – Both of the wealth management accounts saw a negative change in market value. Following the request last month to see interest and fees in detail for these accounts, a summary of activity is included. Fees are fairly consistent, overall there was a positive change in market value for the six months of \$9,718. An overall market value at the end of March of \$46,868.16. An explanation of fee calculation is also included.

MOTION BY JACKSON to accept the April Finance Reports and additional vouchers totaling \$635,102.90. **SUPPORTED BY C. SMITH.** It should be noted that the April lease payment for Oakwood is included on the voucher list. **MOTION CARRIED.**

5. **Personnel Committee**

Jackson reported on Personnel Committee, which met on April 16, primarily to meet and interview Greg Adams, as prospective new Board Member for CMH. **MOTION BY JACKSON** to nominate Greg Adams to the County Commission, to fill a position vacated by Grace Miley on the CMH Board. **SUPPORTED BY VANDOREN. MOTION CARRIED.**

N. Smith reported on Personnel Committee, which met today prior to the Board Meeting to review the job description for the newly created position of Integrated Health Care Manager recommended by Operations & Budget Committee. Job

description and responsibilities were reviewed and explained. **MOTION BY N. SMITH** to approve the newly created position of Integrated Health Care Manager. **SUPPORTED BY C. SMITH.** There was discussion regarding required credentials for this position in the future. **MOTION CARRIED.**

6. Recipient Rights Advisory Committee

There was no Recipient Rights Advisory Committee Meeting in April.

7. Retirement Committee

There was no Retirement Committee meeting in April.

8. By-Laws

There was no By-Laws Committee Meeting in April.

B. Ad Hoc Committees:

No Ad Hoc Committee Meetings in April.

EXECUTIVE DIRECTOR'S REPORT

1. 2015 State Budget. Keener reported that negotiations are in the early stages. It is hoped that a budget is established by the end of June. GF cuts are still in the budget, each CMH has provided specific numbers and amounts spent for each of the categories in FY13: Dual Eligibles; Medicare Only and Medicaid Spend Down. The supplemental was built on the 2011 budget. It is not their intent to cut funding to people already in service. However, work still needs to be done to help them understand that those affected will be those in specialized residential setting and other high cost programs. There is another large group in a low cost area is the Meds Clinic. If we had community resources in psychiatric, some consumers could move to less intensive levels of care.
2. Healthy Michigan. Revenue from this will be good for us. Even though it is less per member/per month than ABW, it is better than zero and we were getting for uninsured. We will be able to shift funding our services to more Medicaid, but some will never be eligible for Healthy Michigan or Medicaid.
3. On Wednesday this week we had a very positive meeting with providers at the Family Medical Center, and our doctors and nurses (integrated health team) at CMH to discuss processes/protocols, possible barriers, communication, electronic medical record etc. We have also been contacted by Ed Larkins (Director of FMC) to ask if his new Administrator for the FMC could use an office at CMH until the new building is complete. This will be a good opportunity to build a good relationship.
4. We would like Board Members to attend the Path to Wellness Conference and/or the celebration lunch for Grace Miley at the First Church of the Nazarene on March 28th, 11:30am.
5. Beth Deo – Children's Supervisor, has received national certification in Trauma Focused CBT.

6. We are preparing for a DCH site review in May.
7. The region has released a SUD Prevention Grant RFP. We will be sending staff to the bidders conference, and will be applying for the grant.
8. Two notes of appreciation were read from consumers.

REPORT FROM BOARD CHAIR

1. The MACMHB Spring Conference is being held in Dearborn, May 20th & 21st. Please let Karen know if you plan on attending.
2. There will be a Farewell Luncheon for Grace Miley at the Path to Wellness & Recovery Conference on May 28th at 11:30am at the First Church of the Nazarene. Board Members are encouraged to attend. A collection for a gift is also underway (see Karen).

REPORT FROM REGIONAL BOARD

Tillotson reported that the board is working on hiring of personnel.

BOARD MEMBER COMMENTS

None

ADJOURNMENT

Meeting adjourned at 4:20pm.

/klr

Robert Wilson

Date