

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

Minutes
May 29, 2014

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

CALL TO ORDER

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

PREVIOUS MINUTES

MOTION BY C. SMITH to approve the previous minutes dated April 24, 2014. **SUPPORTED BY JACKSON. MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

Billie Brocht was presented with a 15 year service award, and John Berridge with his 30 year award.

COMMITTEE REPORTS

A. Standing Committees

1. Mental Health Awareness

There was a meeting on May 8th to plan the Walk a Mile Rally in Lansing, and the Path to Wellness Conference.

2. **Performance Improvement**

Kathryn Szewczuk reported on Performance Improvement Committee which met on May 12th. 4th quarter data that is submitted to the state was reviewed. With the integration of health care information, Lenawee is doing well at gathering information and entering it into the electronic medical record. The 2013 Affiliation Satisfaction Survey scores for Lenawee were good. Another survey will be completed this year for MI adults. The Child and DD surveys are being revised. The work of internal workgroups was also reviewed.

3. **Facilities Committee**

There was no Facilities Committee Meeting in May.

4. **Operations and Budget**

Jackson reported on the meeting which was held on May 21st.

The landlord of the Oakwood Home was asked for a reduction of \$400 per month in the lease of the property. A counter offer was agreed upon, and seems to have been accepted.

A new CMH Policy C-410 Volunteers and Student Interns is a combination of two old policies – it is more specific regarding supervision and compliance. Wording was asked to be added to include the requirement that: "Recipient rights training should be completed prior to any client contact". **MOTION BY JACKSON** to approve policy C-410 Volunteers & Student Interns. **SUPPORTED BY CLITES. MOTION CARRIED.**

MOTION BY JACKSON to approve revised policies B-309 Scope of Services; F-500 Reimbursement for Use of Equipment; F-501 Procurement of Goods & Services. **SUPPORTED BY KELLER. MOTION CARRIED.**

MOTION BY JACKSON to approve new Regional Policies R-814 Integrated Community Housing and R-829 Critical Incident, Sentinel Event, and Risk Event. **SUPPORTED BY N. SMITH. MOTION CARRIED.**

MOTION BY JACKSON to approve revised Regional Policies: R-808 Corporate Compliance; R-825 Coordination of Physical Health Care; R-826 Financial Audits of Contractors; R-834 Culturally & Linguistically Relevant Services and R-842 Timeliness of Service Provision & Documentation. **SUPPORTED BY N. SMITH. MOTION CARRIED.**

MOTION BY JACKSON to rescind policies: R-812 Sentinel Events; A-217 Non Employee Compliance with Policy & Procedure Manuals; A-222 Contract Monitoring; C-409 Volunteers; F-502 Purchase Authority. **SUPPORTED BY KELLER. MOTION CARRIED.**

Service Inquiry – there were 99 inquiries in April, fewer than the 106 in March. 83 were scheduled for an intake. Only 9% were GF as we begin to see the impact of Healthy Michigan. 69 assessments were completed, 8 were ineligible – 58 were

eligible and receiving services. One person was added to the waiting list for a brief period at the beginning of the month while they waited for the Healthy Michigan application to be approved. There have been no new cases added to the wait list since April 2nd. There were 37 inquiries for substance abuse services, compared to 34 the previous month. 16 Medicaid, 21 block grant. 32 were authorized for service. Commissioner Smith would like to have a comparison to the previous year (Mid-South SA Coordinating Agency). However, data we have received is not accurate. It is believed that we are serving considerably more people than in previous years.

State Institution – We continue to be below budget with 2 people in the hospital. We are having a problem finding beds at Kalamazoo; in fact Monroe has solicited Lenawee for any open residential beds. The directors will be discussing this issue at the next meeting on June 10th.

Inpatient Hospitalizations – 36 admissions in April, 3 of those were children. 70% Medicaid; 5% GF, 25% Healthy Michigan. We are still above budget, however almost all will be covered by Healthy Michigan. We have historically been spending between \$21,000 and \$53,000 per month in GF – in April we spent \$1,450 and we hope to be reimbursed for this when the Medicaid application is approved. We are also seeing a positive impact on pharmacy and lab costs. 44% had co-occurring mental health and substance abuse disorders and 57% were previously unknown to us. 11 reported no primary care physician, 7 reported the Family Medical Center as primary care provider. We are concerned about the growing number of readmissions within 30 days – 7 readmits in April, 4 of those had co-occurring disorders. Utilization management review committee looks at each individual for causes.

Finance Report – Deb Strayer reported that effective April 30th 54% of the budget is spent at 58% of the way through the year. Pharmacy and lab lines are expected to continue to decrease as well as community inpatient costs. State inpatient is below budget at 40% (which is all GF). Clinical contracts remain under budget at 50%. Revenue – we are going to need \$94,000 from the fund balance – this line is also declining and should continue to do so.

Cash Balance – the balance is lower due to a \$665,000 Medicaid cost settlement paid to the WCHO, which is for the first three months. The wealth management GF and Hendershot accounts saw a positive change in market value. We are below \$60,000 owed on the mortgage.

MOTION BY N. SMITH to accept the May Finance Reports and additional vouchers totaling \$286,483.91. **SUPPORTED BY C. SMITH. MOTION CARRIED.**

Deb Strayer also presented the Compliance Review for FY13 completed by Roslund Prestage & Co. LCMHA was found to be compliant in all areas with no findings. **MOTION BY N. SMITH** to approve the FY13 Compliance Review. **SUPPORTED BY KELLER. MOTION CARRIED.**

5. **Personnel Committee**
There was no Personnel Committee Meeting in May.
 6. **Recipient Rights Advisory Committee**
There was no Recipient Rights Advisory Committee Meeting in May.
 7. **Retirement Committee**
There was no Retirement Committee meeting in May.
 8. **By-Laws**
There was no By-Laws Committee Meeting in May.
- B. Ad Hoc Committees:**
No Ad Hoc Committee Meetings in May.

EXECUTIVE DIRECTOR'S REPORT

1. The Path to Wellness Conference was successful although attendance seems to be declining. Greg Adams was the keynote speaker, and he did a great job. Thank you to the Board Members for attending the luncheon for Grace Miley. Mark Jackson stood in at the last minute for Roger Myers, and did a wonderful job of honoring Grace. Also thanks to Bob Wilson, Deb Bills and Cletus Smith for speaking.
2. We have 189 consumers who have been enrolled in the Healthy Michigan Plan since April; we continue to see the benefit in community inpatient; pharmacy and lab costs.
3. The state 2015 budget is being negotiated. Even though we are thankful for the expansion of Medicaid, there are still three groups of consumers who will never be eligible: Medicare consumers; dual eligible and Medicaid spend down. In 2013 we spent between \$650,000 and \$700,000 in GF for these consumers and we will only receive \$522,000, so there will be a shortfall unless the legislators understand that there was no intention to cut services to these populations, many of whom live in specialized residential settings. The Executive Director will be writing to legislators regarding this as soon as possible. It should be noted that Medicaid/Healthy Michigan applications are being processed very quickly.
4. Since mid-April we have been experiencing increasing problems with our internet service. Most days it is very slow, and on days when all of the doctors are in we have to advise staff to limit internet use (trainings, webinars etc.). Last week we lost service altogether at 10:30am for the rest of the day. This is a terrible inconvenience as the agency is totally reliant on the internet for patient scheduling; prescriptions, files etc. Following conversations with PCE (our IT consultant) and follow up with D & P (they have recently merged with TC3net), PCE has researched other alternatives. There is a need for a larger bandwidth to accommodate our needs. Comcast would be a viable alternative, for no extra

monthly cost but an additional \$4,000 for a firewall and a 5 year contract. We are checking with the Secretary of State regarding satisfaction with service. Several board members expressed their concern about moving to a 5 year contract with an untested provider. D & P Communications have recently been handling a considerable merger which included some equipment/compatibility issues, and maybe they just need some time to get this sorted out. **MOTION BY JACKSON** to authorize a switch to Comcast, only after D & P Communications have been approached and given a chance to propose a solution to the problems. **SUPPORTED BY C. SMITH. MOTION CARRIED.** Keener will keep the board updated of any developments.

5. FMC Update. Keener reported that she was able to tour the new facility this week and was very impressed with the layout and aspect. We have been working closely with Julie Helinski, new Regional Administrator, who is operating out of our offices. Teams have been identified for integrating clinical processes, facilities and operations. The building is on schedule to open on October 7th.
6. Substance Use Prevention Grant. The application is being submitted tomorrow. If this is accepted we will have a substance use prevention program coalition to match the ROSC treatment program.
7. Mental Health Court Planning Grant. We are working on developing a program to benefit all consumers.
8. DCH Audit. We completed an audit this week. The audit focused on Hab. Supports Waiver recipients. It was very intensive and we did very well with only a couple of minor issues that will be easily rectified. They will return in 90 days. Case managers should be complimented on their good documentation.

REPORT FROM BOARD CHAIR

No report, as Board Chair was absent.

REPORT FROM REGIONAL BOARD

Commissioner Tillotson reported that the Board is working on the Interim Executive Director position, currently held by Mary O'Hare. The position is "interim" until December. Consensus seems to be that everyone is pleased with performance. However, there are conflicting legal opinions surrounding the initial hire. Commissioner C. Smith would encourage Keener and the other Directors to support Mary O'Hare and her reinstatement to "permanent" as soon as possible.

BOARD MEMBER COMMENTS

None

ADJOURNMENT

Meeting adjourned at 4:10pm.

/klr

Robert Wilson

Date