

# LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

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Minutes  
August 28, 2014

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

## CALL TO ORDER

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

## PREVIOUS MINUTES

**MOTION BY R. TILLOTSON** to approve the previous minutes dated July 31, 2014.  
**SUPPORTED BY C. SMITH. MOTION CARRIED.**

## PUBLIC COMMENT

No public comment.

## SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

Mary Poore was recognized for 25 years of service, and Robyn McKenzie for 15 years.

## COMMITTEE REPORTS

### **A. Standing Committees**

- 1. Mental Health Awareness**  
There was no Mental Health Awareness Committee Meeting in August.
- 2. Performance Improvement**  
There was no PI Committee meeting in August.

### 3. **Facilities Committee**

There was no Facilities Committee Meeting in August. However, the committee members toured all of the group homes in a two-day period. There is some painting; and repair work to be done, as well as flooring updates required. Suggestion by Tillotson to carpet half way up the wall, or use corner guards on homes where there was significant damage from wheelchairs. Tillotson would also like Facilities Committee to consider lease vs purchase of group homes for the future from a fiscally responsible point of view. Jackson reported that for the last four or five years they have been asking landlords for a rate reduction, and have been pretty successful. He also noted that typically the homes/rooms are fully occupied, which increases the wear and tear. We need to keep all of the homes, and at the same time have availability for the future. Property value; market value and replacement value should also be considered as well as taxes. Debi Andrews is currently looking at the viability of bidding out insurance costs of all of the homes.

### 4. **Operations and Budget**

Bills reported on the Operations & Budget Committee Meeting which met on August 15<sup>th</sup>. Lease renewals are due for N. Adrian (\$1170 per month + tax and insurance) and Russell Rd (\$1500 per month + tax and insurance). **MOTION BY S. CLITES** to renew the leases for N. Adrian and Russell Rd. **SUPPORTED BY H. KELLER. MOTION CARRIED.** It was suggested that Facilities Committee schedule visits to homes with impending lease renewals 60 days prior to the renewal in order to assess needs, followed by a second visit to ensure all repairs have been completed satisfactorily.

The Board Association is underwriting the cost of two white papers, one detailing the value of the public mental health system, and one defining the risk of privatizing the public mental health system. They are assessing each CMH with a one-time cost of \$2500, which will cover the cost of the white papers, as well as fund a public relations campaign. The other affiliate Directors have agreed that Medicaid dollars can be used for this effort. **MOTION BY M. JACKSON** to approve the special assessment payment of \$2500 to the Board Association from Medicaid funds, unless the auditors determine otherwise. **SUPPORTED BY S. CLITES. MOTION CARRIED.** Jackson believes that it would be a productive use of Medicaid dollars if we can protect the local public nature of the CMH system in Michigan.

The Budget Deficit Reduction Plan that was put into place last year meant that staff has not received any pay increase in several years. In the meantime we have seen an increase in service utilization; introduction of SUD services, increased intensity of services and staff retirements which have not resulted in replacements. For this fiscal year all criteria have been met for a performance results pay, and it has also been built into the FY15 budget. The cost would be approx. \$150,000; almost all of this would be covered by Medicaid. It should also be noted that prior to the Budget Deficit Reduction Plan last year, we faced \$880,000 budget deficit, and we expect (at the end of the fiscal year) to be taking zero dollars from the fund balance. **MOTION BY**

**JACKSON** that eligible staff receives a one-time performance pay bonus of 5%. **SUPPORTED BY WILSON.** Tillotson recorded the reason why he could not support such a bonus. C. Smith concurred with the rationale, as the county employees would not be receiving this, although they are still in salary negotiations. Tillotson called for a roll call vote:

Keller – yes  
Adams – yes  
C. Smith – no  
Jackson – yes  
Clites – yes  
Martinez – yes  
Tillotson – no  
Wilson - yes

**MOTION CARRIED.** A letter of appreciation to the staff was drafted and signed by the board chair, to accompany the bonus check.

**Service Inquiry** – 112 inquiries in July, which is an increase from the previous month. 55 assessments were completed, 9 were ineligible for services, 46 were authorized for service. 59% of those were Medicaid, 35% Healthy Michigan, 7% GF. Substance use disorder inquiries totaled 31, 23 were approved for service. 7 Medicaid, 12 Healthy Michigan and 4 block grant.

**State Institution** – We continue to have 2 consumers at Kalamazoo, one of those is targeted to be discharged in the next couple of weeks. We continue to be under budget for the state hospital.

**Inpatient Hospitalizations** – 24 were admitted in July, 46% Medicaid, 54% Healthy Michigan. 42% of admissions had co-occurring mental health and substance use disorders, 58% were previously unknown to us. 4 reported no primary care provider, and 10 were seen at the Family Medical Center. 4 did not follow up with an appointment following discharge from the hospital.

**Finance Report** – Deb Strayer reported that according to the revised spending plan most items are in line. 83% of the way through the year, we have spent 80% of the budget. Clinical service contracts overall are at 79%. Healthy Michigan revenue received was \$245,000, with \$208,500 spent. Currently we are showing needing to take approximately \$30,000 from the fund balance; however, this amount is decreasing each month, and should be down to zero by the end of the fiscal year.

**Cash Balance** – The investment accounts saw another loss in market value. However, for the full year the value has increased. The mortgage is down to \$41,806.

**MOTION BY JACKSON** to accept the August Finance Reports and additional vouchers totaling \$462,555.50. **SUPPORTED BY TILLOTSON. MOTION CARRIED.**

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

#### **EXECUTIVE DIRECTOR'S REPORT**

1. The Governor's office has reported today that DCH Director Jim Haveman is retiring on September 12<sup>th</sup>. He is being replaced by Nick Lyon. Also Liz Knisely, the Deputy Director for Community Based Services is leaving her position.
2. We have a scheduled Recipient Rights Audit on September 30 through October 2<sup>nd</sup>. Katie Snay will be inviting members of the Recipient Rights Advisory Committee to participate in the entrance and exit conference if they wish.
3. Healthy Michigan Plan enrolment is currently at 3,105.
4. Commissioners Smith and Tillotson currently sit on the SUD Advisory Board for the region. The Regional Board has reviewed the Establishing Agreement and By-Laws for the Operations Policy Board, and has decided that 2 members are recommended by the County Board of Commissioners and 2 from the CMH Board. All four appointments need to be made by the September Board Meeting. Smith reported that one of the appointments will be difficult, as they have to be from the recovery community.
5. Health Management Associates, the consulting lobby group who works with the health plans is encouraging the health plans to include the carve out services that CMHs currently provide, into their bids. The bids will go to Medicaid (CMS) in November.
6. Work on the Family Medical Center building is moving quickly. Trees are planted and paving should be completed this weekend. There was a VIP tour last week, and Sandy was assured by the contractor that the building would be fully handicap accessible. Internal operational meetings continue weekly with all interested parties. This will be a state of the art patient centered medical home, with a safety net component that will benefit our consumers. The opening is on target for October 27<sup>th</sup>. Julie Helinski (FMC, Administrator) will be providing dates for a tour by our board members.

**REPORT FROM BOARD CHAIR**

1. The Fall Conference in Traverse City is on October 27<sup>th</sup> & 28<sup>th</sup>. Let Karen Rawlings know if you are planning on attending.
2. Several board members attending the safeTALK suicide training held by Kathryn Szewczuk last week. This was found to be very informative and valuable. Board members who have not attended this training are strongly encouraged to attend in the future.

**REPORT FROM REGIONAL BOARD**

1. Tillotson reported that the board has voted to approve the expense of several part time staff.
2. There is a new member from Monroe

**BOARD MEMBER COMMENTS**

1. Martinez reported that she is working on a \$10,000 grant to educate and train migrant workers in the community.

**ADJOURNMENT**

Meeting adjourned at 4:16pm.  
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Robert Wilson

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Date