

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

Minutes
January 29, 2015

Present: G. Adams; D. Bills; S. Clites; M. Jackson; H. Keller, C. Smith; N. Smith;
R. Tillotson; R. Wilson.
Absent: J. Ackley; E. Martinez, J. VanDoren
Staff: Janego; Keener; Milliman; Rawlings (minutes); Robb; Szewczuk;
Thompson
Public: K. Ruttledge

CALL TO ORDER

Chairperson Bills called the meeting to order at 3:02pm.

PREVIOUS MINUTES

MOTION BY C. SMITH to approve the previous minutes dated December 18th, 2014.
SUPPORTED BY N. SMITH. MOTION CARRIED.

PUBLIC COMMENT

No public comment.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

A 10 year award was presented to Diane Milliman; 20 year award to Kathryn Szewczuk, and 25 years to Jim Thompson and Julie Janego.

COMMITTEE REPORTS

A. Standing Committees

1. Mental Health Awareness

There was no Mental Health Awareness Committee Meeting in January.

2. **Performance Improvement**

There was no Performance Improvement Committee Meeting in January.

3. **Facilities Committee**

There was no Facilities Committee Meeting in January.

4. **Personnel Committee**

There was no Personnel Committee meeting in January.

5. **Operations and Budget**

Bills reported on the Operations & Budget Committee Meeting which met on January 21st. **MOTION BY N. SMITH** to approve revised Regional Policies: R-801 Sanctions for Breaches of Security or Confidentiality; R-803 Credentialing & Clinical Responsibilities for Licensed Independent Practitioners; R-833 Notice of Privacy Practices and Consumer Complaints for Protected Health Information; R-845 Access System and RR-623 Confidentiality & Access to Consumer Records. **SUPPORTED BY CLITES. MOTION CARRIED. MOTION BY N. SMITH** to approve revised LCMHA Policy A-208 Tuberculosis. **SUPPORTED BY JACKSON. MOTION CARRIED. MOTION BY CLITES** to approve new Regional Policy R-812 Consumer Employment. **SUPPORTED BY N. SMITH. MOTION CARRIED.**

Service Inquiry – mental health inquiries for December totaled 107, 69% were Medicaid, 27% Healthy Michigan, 2% GF. We continue to work with consumers coming in to apply for assistance (Medicaid/Healthy Michigan). Currently there are 4,468 Lenawee residents enrolled in Healthy Michigan. There were 65 assessments scheduled, 52 were found eligible and receiving services. Substance use disorder services were approved for 35 consumers, a large number of those were Healthy Michigan.

State Institution – there are still 3 people at Kalamazoo, we are under budget so far this year.

Inpatient Hospitalizations – there were 29 admitted to community hospitals in December, 4 of those were children. We are above budget for the month, but under budget for the year. 45% admissions were Medicaid, 48% Healthy Michigan. We are still trying to get 2 covered who were GF. 73% had co-occurring mental health and substance use disorders, and 62% were previously unknown to us. 11 listed the Family Medical Center as their primary care provider – we are seeing this number increase, along with a steady downward trend of people with no primary care physician.

Finance Report – Sandy Keener reported that we are 25% of the way through the year, with 22% of the budget expended. The audit line is showing 38% - however, this will even out by the end of the year. Community inpatient and state hospitalization are under budget. Clinical Service Contracts show that Behavior Educators is running low at 14%. Keener reported that many of our providers are challenged to recruit

staff. The region is working on trying to increase the rate for services to attract more providers. Psych. Systems line is higher due to a couple of autism service referrals. The revised spending plan shows \$1m in GF, however, the allocation was cut following the revision of the spending plan and is actually \$973,564.00. We are watching the GF carefully each month. So far we have been able to offset the GF deficit with excess local. We are currently showing being able to contribute \$19,000 to the fund balance.

Cash Balance – December saw a decrease in market value of \$12,457 on GF and Hendershot investments, however, we are still ahead overall. The mortgage will be paid off next month.

MOTION BY JACKSON to accept the January Finance Reports and additional vouchers totaling \$247,037.21, and to pay off the mortgage in its entirety next month. **SUPPORTED BY C. SMITH. MOTION CARRIED.**

6. Recipient Rights Advisory Committee

There was no Recipient Rights Advisory Committee meeting in January.

7. Retirement Committee

N. Smith reported on the Retirement Committee Meeting which was held on January 22nd. Three representatives from Mass Mutual were present at the meeting to report on the move of the administration of the plan to Mass Mutual, as well as the move to Mesirov to act as the fiduciary for the funds. An investment model that we are comfortable with is made up of 65% stocks and 35% bonds; this is a slight change to previous (70/30). Mass Mutual was very complimentary of Sharon Robb as she has done a lot of the hard work with transferring administration of historical data (retirees and ex. employees) and this process is almost complete. The Plan document is almost ready; it is expected to be available for employees in March. Mass Mutual has also suggested an IRS qualification letter – a process which will bring us into compliance with all state and federal regulations. The fund performance has been very good. Three years ago the plan was only 62% funded; today it is in the high 90's looking much better. The actuarial recommendation is to increase the contribution to \$269,158, which is less than budgeted. Assets are just under \$11m. Assumptions are based on 7.5% return, and this goal has been met over the last three years.

8. By-Laws

There was no By-Laws Committee Meeting in January.

B. Ad Hoc Committees:

No Ad Hoc Committee Meetings in January.

STRATEGIC PLANNING

Sandy Keener referred to the budget narrative from September, along with other source documents (Linda Zeller's report from the Fall Conference); Sandy's power point presentation to all staff in October, along with their feedback. Board Members are

encouraged to read through the materials as we begin to strategize and formulate a place for CMH in the changing world of health care. Kay Ross is in the process of re-establishing the Consumer Advisory Committee, as it is very important to have consumers, families and the community involved in the process. Several board members expressed a desire to have a “retreat” type strategic planning session off-site for a half day or full day, rather than discuss separate points during the board meeting. It has been many years since this has been done. It is also important to have a good facilitator who is knowledgeable about the system and the changes ahead. N. Smith noted that it should also be kept in mind that the average age of employees is 53, with average retirement at 25 years – this encompasses a lot of staff. Clites urged us to include some of our partners at the strategic planning meeting. Currently the Regional Board is beginning this process also. It was agreed that April/May would be a good time. Following a question from Jackson regarding staff feedback, Keener advised the board members, that we have purchased “air cards” for staff laptops, which makes it more efficient for them to work out of the office if they cannot connect to Wi-Fi.

EXECUTIVE DIRECTOR'S REPORT

1. Keener distributed a copy of the 8 Task Force Recommendations for the Washtenaw County Commission. The recommendation is for the WCHO to be dissolved. This decision has come much quicker than anticipated. Dissolution will proceed within 3 – 6 months. There is a lot of work to be done and there is some impact on the rest of the affiliate partners:
 - a. WCHO holds the contract for Recipient Rights, the department is supervised at the WCHO, and we reimburse them for our Rights Officer. Decisions will have to be made about where the department will be located etc.
 - b. WCHO also holds the contract for the electronic medical record (E-II).It would appear that the WCHO will go back to being a Washtenaw County agency for a period of time, and then they will explore becoming an authority. Some of the employees are partly employed by the region and partly by the WCHO, so some of those functions will need to be determined where they belong, some administrative costs may come back to the affiliate partners and some may go to the region, it is too soon to know at the moment. Mary O'Hare will be giving the regional board more information at the meeting in February. The WCHO board currently consists of 6 members from U of M, and 6 appointed by the county commission. Tom Renwick from the state will be attending the regional board meeting in March to give an update. Sandy will keep the board members posted of any further updates. Jackson queried whether there would be any contract obligations that LCMHA would have to carry out WCHO functions? It is believed that this would not be necessary, but it could happen if Washtenaw is unable to perform some of the functions.
2. Katie Snay, LCMHA Recipient Rights Officer, has advised us that she has taken a position of Fair Hearings Officer at the WCHO. Her last day will be March 10th; however, she will oversee the transition of a new Rights Officer, and will be attending the next Recipient Rights Advisory Committee Meeting on March 17th. The position has been posted, the candidates will be screened and selected by the Rights Office, with final approval with Lenawee.

3. Kay Ross has invited anyone interested to be on a re-established Consumer Advisory Committee, to attend a meeting on February 6th at 10am. We hope to bring a recommendation to the board next month.
4. Governor Snyder has announced a planned merger of the Department of Community Health, and the Department of Human Services. The Executive Order is expected to be signed in the next 2 – 4 weeks, 60 days following that it will be implemented. Nick Lyons is overseeing the merger. Many lay-offs are anticipated.
5. Due to a revenue shortfall at the state level, we do not anticipate any GF supplemental.

REPORT FROM BOARD CHAIR

1. Board members please let Karen Rawlings know if you would like to attend the training on February 12th on the Freedom of Information and Open Meetings Act.
2. Board members please review the information from Mike Vizena, regarding the Boardworks trainings.
3. There is also information about the CMH PAC in board packets.

REPORT FROM REGIONAL BOARD

The Regional Board is currently beginning Strategic Planning. Mary O'Hare brought the committee up to date on the dissolution of the WCHO, and the impact it will have on the region as a whole, and individually.

BOARD MEMBER COMMENTS

There were no board member comments.

ADJOURNMENT

Meeting adjourned at 4:05pm.

/klr

Robert Wilson

Date