

# LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

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Minutes  
April 30, 2015

**Present:** J. Ackley; G. Adams; D. Bills; S. Clites; M. Jackson; E. Martinez; C. Smith; N. Smith; R. Tillotson; J. VanDoren; R. Wilson.  
**Absent:** None  
**Staff:** Andrews; Keener; Rawlings (minutes); Robb; Szewczuk  
**Public:** Keller Family; Dan Cherry; Bill Hirschman (Roslund Prestage & Co)

## CALL TO ORDER

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

## PREVIOUS MINUTES

**MOTION BY C. SMITH** to approve the previous minutes dated March 26, 2015. **SUPPORTED BY S. CLITES. MOTION CARRIED.**

## PUBLIC COMMENT

No public comment.

## SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

1. Mr. Hirschman from Roslund Prestage & Co gave an overview of the Independent Auditor's Report related to the Financial Statements for Fiscal Year ended September 30, 2014. Total assets \$6,483,715, liabilities \$3,764,074 with a total net position of \$2,719,641 with a change in net position for the year ended September 30, 2014 of \$77,473. There are no instances of non-compliance. **MOTION BY M. JACKSON** to accept the Financial Audit Report for FY 2014, and place on file. **SUPPORTED BY C. SMITH. MOTION CARRIED.**
2. Retiring Board Member, Howard Keller, was presented with a plaque and a gift from board members, management and staff. Cletus Smith presented Howard with a proclamation from the County Commission. Thank you Howard Keller for serving the Lenawee community and consumers of LCMHA for 26 years.

## COMMITTEE REPORTS

### A. Standing Committees

#### 1. Consumer Action Committee

Greg Adams reported on Consumer Action Committee which met on April 17<sup>th</sup>. Shirts and transportation to the State Walk a Mile were finalized. Members of the Drop in Center will be helping stuff the bags. Members are working on a "Work Plan".

#### 2. Performance Improvement

There was no Performance Improvement Committee Meeting in April.

#### 3. Facilities Committee

Deb Bills reported that Facilities Committee prior to the board meeting to review lawn care bids for the LCMHA owned group homes. Three bids were reviewed. **MOTION BY J. VAN DOREN** to approve Lombardo Landscape as lawn care provider for the LCMHA homes. **SUPPORTED BY R. TILLOTSON. MOTION CARRIED.**

Three roof bids for the Mohawk home were compared. **MOTION BY J. VAN DOREN** to approve A & M Roofing & Siding. **SUPPORTED BY C. SMITH. MOTION CARRIED.**

#### 4. Personnel Committee

N. Smith reported on the Personnel Committee meeting held on April 29<sup>th</sup>. **MOTION BY M. JACKSON** to approve the new Employee Handbook as reviewed by attorney John McGlinchey. **SUPPORTED BY R. TILLOTSON. MOTION CARRIED.**

The health insurance renewal date is proposed to move to January, rather than May, to stay in line with the county. This would mean that we would see two renewals this fiscal year. **MOTION BY N. SMITH** to approve changing the health insurance renewal date from May to January. **SUPPORTED BY R. TILLOTSON. MOTION CARRIED.**

Personnel Committee interviewed two candidates for the new board position vacated by Howard Keller (two candidates had to withdraw due to unforeseen circumstances). **MOTION BY C. SMITH** to recommend to the County Commission that current board member terms be renewed: S. Clites; E. Martinez and R. Tillotson; and the appointment of new board member Donna Yearsin. **SUPPORTED BY N. SMITH. MOTION CARRIED.**

#### 5. Operations and Budget

Bills reported on Operations & Budget Committee which met on April 15<sup>th</sup>. The Westhaven lease is due for renewal at the end of May. **MOTION BY N. SMITH** to renew the Westhaven lease. **SUPPORTED BY S. CLITES. MOTION CARRIED.** Sandy Keener gave an overview of the recent issues at N. Adrian group home. Following a lightning strike, a power disruption and an electrical inspection it was decided to move the six residents out to a hotel for the weekend, to protect their safety. Rev. Combs (Christ Centered Homes) was contacted about the situation, as well as the landlord.

Previously the Facilities Committee had expressed their concerns about the standard of this home; there have been some other issues during the last year as well.

Just prior to this occurrence, Keener had been looking at the excess capacity in the residential system, and following a temporary stay at a hotel; the residents were moved into other residential settings. **MOTION BY M. JACKSON** to give the landlord notice of our intent to close the North Adrian home, and to meet all obligations under the lease. **SUPPORTED BY N. SMITH. MOTION CARRIED.**

Five clinical policies have been revised to reflect new procedures at the Family Medical Center. **MOTION BY S. CLITES** to approve revised policies: C-413 Telephone/Verbal Medication Orders; C-414 Payment for Prescriptions by LCMHA; C-422 Injection Clinic; C-431 Adverse Drug Reactions; C-435 Use of Sample Medications. **SUPPORTED BY N. SMITH. MOTION CARRIED.**

Policy R-827 Financial Fraud & Abuse is a regional policy that has been revised to reflect the new region and current requirements by law. **MOTION BY J. ACKLEY** to approve revised policy R-827. **SUPPORTED BY C. SMITH. MOTION CARRIED.**

**Service Inquiry** – 136 inquiries were received in March, compared to 104 the previous month. 73 assessments were scheduled, and 60 were recommended and are receiving service. 65% Medicaid, 30% Healthy Michigan, 5% GF. Enrollment in Healthy Michigan in Lenawee has dropped from 5013 in February to 4807 in March. A lot of time is spent assisting people in maintaining their enrolment in Medicaid and/or Healthy Michigan. We had 47 substance use disorder inquires in March (compared to 37 last month) and 31 were authorized for service.

**State Institution** – We remain below budget, with two people in Kalamazoo.

**Inpatient Hospitalizations** – March saw a record-breaking number of admissions to community hospitals. 40 were admitted. 56% Medicaid, 44% Healthy Michigan. 43% had co-occurring mental health and substance use disorders. 1 heroin user. 43% were previously unknown to us. 13 reported having no primary care physician. Sandy Keener explained that the Healthy Michigan per member/per month rate has been reduced by half, and we are serving a larger number. This could affect us going forward as Healthy Michigan recipients have eligibility for a full array of mental health services – there will be a need for a balance. Even though we saw a spike in the budget this month, however we should remain on budget for the fiscal year.

**Finance Report** – Deb Strayer reported that at 50% of the way through the year, 44% of the spending plan has been spent. We have received a supplemental to the GF authorization for the fiscal year of \$53,168. This new authorization will be added to the spending plan when it is revised. We are showing that we could contribute \$129,590 to the fund balance; this is almost entirely due to the under-utilization of the state hospital. Revenue is at 43%.

**Cash Balance** – We saw a slight positive change in market values for the GF and Hendershot investments.

**MOTION BY M. JACKSON** to accept the Finance Reports and additional vouchers totaling \$907,771.90. **SUPPORTED BY C. SMITH. 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:**  
There were no Ad Hoc Committee Meetings in April.

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

1. Sandy Keener reminded the board members of the Strategic Planning Retreat at the Weber Center tomorrow from 9am – 4pm. Please review the packet provided beforehand.
2. We expect a Joint Commission accreditation visit any day.
3. State Walk a Mile is on May 6<sup>th</sup>.
4. E-Race Stigma 5K Race and Kids Dash is on May 17<sup>th</sup> – we encourage everyone to participate and/or support. Greg Adams will be on TV, Channel 24 tomorrow at 6:15am and 6:45am.
5. WCHO Dissolution – Task Force 2.0 has been convened to oversee the transition to authority status and governance of the new board. Greg Lane (Monroe) and Mary O'Hare have met with the task force and Verna McDaniels (County Administrator) to offer support from the Regional Board for education and support. Commissioner C. Smith noted his concern regarding the budget deficit which ranges from a projected \$2m to \$6m. Tillotson explained that this deficit is a moving target and may have to be absorbed by the other three affiliates – total amount will not be known until the end of the fiscal year.
6. Following discussion at the Regional board with Tom Renwick (DCH) the Electronic Medical Record will to be moved from WCHO to the Region. The WCHO Board approved the transfer.
7. The Department of Human Services and Department of Community Health merger was effective April 10<sup>th</sup>. An organization chart has been received. However, no other information has been forthcoming.

**REPORT FROM BOARD CHAIR**

Deb Bills is looking forward to a productive Strategic Planning retreat tomorrow. Hopefully everyone can attend.

**REPORT FROM REGIONAL BOARD**

Much was discussed above in Executive Director's Report. Tillotson noted that Greg Lane has done an outstanding job in his second term as Chair. Much reorganization has come about following the financial issues. Washtenaw is now under a microscope regarding their budget, and they are expected to bring the deficit down to \$2.8m by the end of the fiscal year.

**BOARD MEMBER COMMENTS**

Greg Adams noted that over \$10,000 has been raised for the upcoming E-Race Stigma 5K race, with 175 people registered so far.

**ADJOURNMENT**

Meeting adjourned at 4:15pm.

/klr

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Robert Wilson

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Date