

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

Minutes
August 27, 2015

Present: J. Ackley; G. Adams; D. Bills; S. Clites; M. Jackson; E. Martinez; N. Smith;
R. Wilson, D. Yearsin
Absent: C. Smith; R. Tillotson; J. Van Doren;
Staff: Andrews; Binegar; Deo; Hutchison; Keener; Kingsley; Rawlings (minutes);
Strayer; Szewczuk
Public: J. Durell; J. Mort-Duncan

CALL TO ORDER

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

PREVIOUS MINUTES

MOTION BY R. WILSON to approve the previous minutes dated July 30, 2015. **SUPPORTED BY S. CLITES. MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

Beth Binegar was presented with a 25 year service award, and Michelle Hutchison was presented with a 10 year award. Congratulations.

COMMITTEE REPORTS

A. Standing Committees

1. Consumer Action Committee

Judy Mort-Duncan reported on activities of the committee. A safeTALK training was held yesterday and it was very well attended (37). Another one is planned for the fall.

2. **Performance Improvement**

There was no Performance Improvement Committee Meeting in August.

3. **Facilities Committee**

There was no Facilities Committee Meeting in August.

4. **Personnel Committee**

There was no Personnel Committee meeting in August.

5. **Operations and Budget**

Deb Bills reported on Operations & Budget Committee which met on August 12th. The RFP for insurance for the homes will be ready for discussion and decision at next month's meeting. In the meantime it was agreed to extend the Russell Road lease for one month in order to be able to make contract changes if necessary. **MOTION BY M. JACKSON** to extend the Russell Rd lease for one month. **SUPPORTED BY R. WILSON. MOTION CARRIED.**

An Amendment to the current FY15 MDCH/CMHSP Managed Mental Health Supports & Services Contract includes changes to compliance examination guidelines for the waiver programs and a slight language change from "indirect administrative costs" to "...administrative costs related to providing services must be covered by General Fund and/or local revenue". **MOTION BY S. CLITES** to approve the MDCH Amendment. **SUPPORTED BY J. ACKLEY. MOTION CARRIED.**

The FY2016 MDCH/CMHSP Contract has been reviewed closely by Sandy Keener, there are a few minor changes that including the use of a standard release form for non-electronic records; a change in date for reporting of categorical funding; contract finance language has been removed regarding state facilities and language has been added regarding reporting requirements for the Devereaux Early Childhood Assessment. We have been informed to expect significant changes to the contract in January. Sandy Keener explained that the release form has not yet been approved by legal or for SUD requirements. It is intended that we will have a local policy on the use of the consent, and use will be rolled out slowly. **MOTION BY J. ACKLEY** to approve the MDCH/CMHSP Managed Mental Health Supports and Services Agreement for FY2016. **SUPPORTED BY N. SMITH. MOTION CARRIED. Opposed M. Jackson.**

Service Inquiry – there were 89 inquires in July, with 47 initial assessments. 34 were eligible and receiving services. 55% Medicaid, 38% Healthy Michigan, 6% GF. Healthy Michigan enrollment in Lenawee is currently at 4,872. There were 24 inquiries for substance use disorder treatment, 18 of those were authorized and are receiving services. 4 Medicaid, 6 block grant and 8 Healthy Michigan.

State Institution – two people remain in the hospital. There can be no more admissions into Kalamazoo without approval by Cynthia Kelly at MDHHS.

Inpatient Hospitalizations – 27 people were admitted to community hospitals in July, 52% were Medicaid, 44% Healthy Michigan. 37% had co-occurring disorders, and 56% were previously unknown to us. Diversions were up, however, two or three people were diverted prior to being finally admitted.

Finance Report – Deb Strayer reported that overall expenditure is at 76% spent at 83% of the way through the year. Computer software line is at 94%, however, this will balance out at the end of the year. Contract details show 77% spent at 83% of the way through the year. The Behavior Educators contract ended in April. Revenue – earned interest is at 92%. The estimates for the spending plan were very conservative in case the earnings continued to drop, but the earnings were good in July and we show being able to add \$170,000 to the fund balance. We fell short on General Fund by \$128,000 however; we are able to make it up with excess local funds.

Cash Balance – There was a small change in market value of the wealth management account, but we are still in a negative position for the year (value). \$78,000 earned interest gives us an overall the market value has gone up by \$69,000. Next month the spending plan for 2016 will be presented to the board.

MOTION BY M. JACKSON to accept the Finance Reports and additional vouchers totaling \$657,229.77. **SUPPORTED BY R. WILSON. MOTION CARRIED.**

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:

There were no Ad Hoc Committee Meetings in August.

EXECUTIVE DIRECTOR'S REPORT

A. Strategic Plan Review.

The Strategic Plan is currently in draft form, and Sandy has had some very good conversations with several board members regarding the plan. The next step is to add timeframes and assign accountability. LCMHA has not had an update to the Strategic Plan in several years. Previously we have adopted the regional plan. Sandy Keener reported that Supervisors have taken the plan to their staff for feedback. It was agreed that a combination of board and staff members should work on completion.

Adams; Bills; Clites and Wilson volunteered to be on this Ad-Hoc committee. **MOTION BY N. SMITH** to approve the draft Strategic Plan. **SUPPORTED BY M. JACKSON. MOTION CARRIED.**

1. At last month's board meeting the board approved two contracts for Tele-Psychiatry services. Locum Tenens were very prompt, providing several options. Following interviews, Dr. Spells was selected. The credentialing process is underway in the hope that she can start on September 9th. Dr. Syed left on August 13th. Staff from Livingston CMH met with FMC nurses and the Supervisor to explain the process, providing some good ideas for ensuring a successful transition.
2. A new Access Supervisor, Julie McRobert has been hired, replacing John Berridge who has moved over to be the DD Supervisor, following the retirement of Fran Foley. We also have two new nurses starting next week. We will also be recruiting for part-time contract nurses for special assessments and private duty nursing – one is fully reimbursed through the OBRA program, and the other through Medicaid waiver. We continue to need more Peer Support Specialists. We also have some applicants for the Community Outreach/Prevention Co-coordinator position.
3. We budgeted for a rate increase for CLS providers as it has been difficult within the provider network to hire and maintain direct care staff. Sandy has been advocating at the region for a rate increase (there is a regional rate for CLS and respite). We have been approved for a one-time rate adjustment for this year. One payment will be made in September and another one after the close of the fiscal year to help providers continue the community integration services. A workgroup will be working on a range of rates taking into account geographical location; intensity factors; child or adult etc.
4. We have been advised that our electronic medical record may not meet eligibility for meaningful use based on the current platform. A meeting is scheduled with PCE (our vendor) to clear this matter up. We may have to return funds we have received, and reapply with the platform is updated.
5. Jane Terwilliger has been selected to replace Mary O'Hare as Regional Director in December.
6. Trish Cortez, the current CSTS Director, has accepted the position of interim Director of Washtenaw Community Mental Health. Ten of the twelve board members have been appointed to the new board, with two openings for primary consumers still to be filled. This will be a difficult time as there is a very large deficit to handle – staff is being told of layoffs this week.

REPORT FROM BOARD CHAIR

The Fall MACMHB Conference is on October 26th & 27th. Board members let Karen Rawlings know if you plan to attend.

REPORT FROM REGIONAL BOARD

Regional Board was discussed in #5, & #6 above in the Executive Directors report.

BOARD MEMBER COMMENTS

1. Mark Jackson suggested that the board commit to contribute to this year's E-Race Stigma 5K Race as last year's was so successful. Greg Adams reported that the intention is to use a timing company to handle the timing this year to make things run more efficiently. This will add to the initial outlay cost. The first organizational meeting of this committee is tomorrow at 2pm if anyone can attend. **MOTION BY M. JACKSON** to authorize the use of prevention funds, not to exceed \$5,000 for the E-Race Stigma 5K for 2016. **SUPPORTED BY R. WILSON. MOTION CARRIED.**
2. Judy Ackley noted the absences on the board meeting attendance sheet. By-Laws state that three missed (unexcused) absences in a row constitute possible removal from the board. Judy would like board members to be aware of this policy, to encourage members to call or email prior to their absence. There was discussion regarding the By-Laws, and whether it was time to review and/or revise them. Karen Rawlings to distribute a copy of the By-Laws to board members for feedback.
3. Greg Adams reported that the Suicide Awareness and Prevention Walk is on September 25th, and he will be on WLEN at 6:25pm tomorrow to promote it.

ADJOURNMENT

Meeting adjourned at 4:03pm.

/klr

Robert Wilson

Date