

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

Minutes
October 29, 2015

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

CALL TO ORDER

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

PREVIOUS MINUTES

MOTION BY S. CLITES to approve the previous minutes as presented dated September 24, 2015. **SUPPORTED BY M. JACKSON. MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

Valerie Barker was presented with an award for 15 years' service, and Stephanie Albright was congratulated on 20 years at CMH.

COMMITTEE REPORTS

A. Standing Committees

1. Consumer Action Committee

Judy Mort-Duncan updated the board on activities including work on the Work Plan, and planning the consumer holiday party – December 4th 11:30am – 1pm at CMH.

2. **Performance Improvement**

There was no Performance Improvement Committee Meeting in October.

3. **Facilities Committee**

There was no Facilities Committee Meeting in October.

4. **Personnel Committee**

There was no Personnel Committee Meeting in October.

5. **Operations and Budget**

Deb Bills reported on Operations & Budget Committee which met on October 21st. Two quotes for residential insurance were reviewed. The best quote would save CMH \$2100 and provide better coverage. **MOTION BY M. JACKSON** to accept the quote from Old National Insurance. **SUPPORTED BY S. CLITES. MOTION CARRIED.** N. Smith abstained. An amended lease template to include insurance language was reviewed. **MOTION BY M. JACKSON** to adopt the new lease template. **SUPPORTED BY N. SMITH. MOTION CARRIED.**

A new policy R-800 County of Fiscal Responsibility within the CMHPSM PIHP and revised policy R-824 Customer Services were reviewed. **MOTION BY M. JACKSON** to approve policies R-800 and R-824. **SUPPORTED BY J. ACKLEY. MOTION CARRIED.**

The PIHP CMHPSM Medicaid Subcontracting Agreement for FY16 is to provide delegated services for Medicaid, there are few changes from the previous year. The PIHP ROSC & Prevention Agreement for FY16 is for treatment and prevention of substance use disorders. The Master Earned Revenue Agreement with Monroe is for their Clubhouse service. The Master Earned Revenue Agreement between the partners for 2016 is for the electronic health record. New providers include Parkside Family Counseling who treat children and adolescents with substance use disorders. We have also added two new CLS/Respite providers (Friends Who Care and Right at Home), and a new LIP Contract for OBRA and Private Duty Nursing. SUD Contracts to be renewed include: Ann Arbor Treatment Center; Victory Clinic; Catholic Charities; McCullough Vargas; Sacred Heart; Salvation Army; Dawn Inc; Holy Cross and Home of New Vision – these are annual contracts. Prevention Agreement renewals for Catholic Charities and Community Action Agency, and an Inpatient Renewal with Trinity Health. **MOTION BY N. SMITH** to approve all new; revised and renewal contracts presented. **SUPPORTED BY J. VAN DOREN. MOTION CARRIED.**

Jackson queried whether Parkside Family Counseling is handicap accessible? Management will follow up to ensure that it is.

Service Inquiry – there were 131 inquiries in September, 48 assessments were completed with 33 being found eligible for service. 48% were Medicaid, 39% Healthy Michigan, 12% GF. Healthy Michigan enrollment in Lenawee is currently 4807, this

number has stayed pretty stable for a while. SUD inquiries totaled 42, with 32 being eligible and authorized for treatment.

State Institution – two people remain in the hospital, for both of them it would be challenging to find a community placement. There will be no more admissions.

Inpatient Hospitalizations – We saw a lower number of people being admitted in September (27). 48% Medicaid, 44% Healthy Michigan. 41% had co-occurring mental health and substance use disorders. We saw an all-time low for previously unknown-15%.

Finance Report – Deb Strayer reported on the preliminary year end finance report. Bills are still coming in and we will not have final figures until the audit is presented. Expenditure is showing at 91% of budget due to salaries/wages and fringes (several unfilled positions) and more was budgeted than is required for the Defined Benefit Plan, following receipt of the Actuarial Report. Community inpatient was also budgeted for the worst case scenario, and came in under budget for the fiscal year. Clinical Service contracts are at 93% spent. Revenue – earned interest and dividends was up at 109%. We should be able to contribute \$108,449 to the fund balance, this is due to excess local funds after covering the GF deficit of \$158,000.

Cash Balance – September saw a positive change in the market value on both GF and Hendershot investments. At the year-end we saw an increase in value of GF investment by \$81,816 and in Hendershot \$4,626.

MOTION BY N. SMITH to accept the Finance Reports and additional vouchers totaling \$153,548.13. **SUPPORTED BY S. CLITES. MOTION CARRIED.**

The meeting schedule for the holidays was discussed. **MOTION BY M. JACKSON** to modify the board meeting schedule so that Operations & Budget Committee act on behalf of the board in November, on November 18th, (with no Board Meeting) and that the December board meeting be moved to December 10th, with no Operations & Budget Committee meeting in December. **SUPPORTED BY N. SMITH. MOTION CARRIED.**

6. Recipient Rights Advisory Committee

There was no Recipient Rights Advisory Committee meeting in October.

7. Retirement Committee

N. Smith reported on the Retirement Committee meeting which was held on October 21st. The Defined Benefit Plan did not perform well in the final quarter; however, we have made significant ground from a few years ago. An expectation of an assumption of 7.5% still holds, however, this will be evaluated again next year. Based on the Actuarial Report the recommended contribution for the year is \$215,824, which is below budget. **MOTION BY N. SMITH** to approve the contribution amount of

\$215,824 recommended by the Actuarial Report and place the performance report on file. **SUPPORTED BY M. JACKSON. MOTION CARRIED.**

The Defined Contribution Plan continues to grow – currently 29 employees participate. This plan is funded by \$260,000.

LCMHA staff opted into an ICMA Plan rather than Social Security many years ago when there was a switch to being an “Authority”. This plan has not been evaluated by the Retirement Committee historically; however, there is a lack of oversight and communication by ICMA. Mass Mutual has looked at this plan before and believes they can lower participation cost and increase investment options. **MOTION BY M. JACKSON** to approve Mass Mutual review of the ICMA Plan to see what improvements they could make, including Mesirow at no charge, and come back to us. **SUPPORTED BY S. CLITES. MOTION CARRIED.**

8. By-Laws

There was no By-Laws Committee Meeting in October. The next meeting is scheduled for November 10th.

B. Ad Hoc Committees:

Following a couple of poorly attended meetings of the Strategic Planning Ad-Hoc Committee, Sandy Keener asked the board members what their recommendation would be going forward. It was agreed that another attempt should be made to schedule a meeting of this committee.

EXECUTIVE DIRECTOR'S REPORT

1. A copy of the Draft Amended By-Laws for the region was reviewed. Revisions include changing the name of MDCH to MDHHS, as well as WCHO to Washtenaw Community Mental Health Agency. SAMHSA was added for SUD, and Coordinating Agency was changed to the regional entity. Section G, page 4 removal of the partner was amended, and Managing Director is now referred to as “Chief Executive Officer”. Once this document has been approved by all partners and reviewed at the Regional Board, it will be brought back for local adoption. A Resolution adding Washtenaw County Community Mental Health to the CMHSP is also included for review. A Regional Operating Agreement will be brought back to the board for signature also. **MOTION BY S. CLITES** to approve the amended By Laws and Resolution. **SUPPORTED BY M. JACKSON. MOTION CARRIED.**
2. Sandy Keener introduced Michelle Hutchison to the board, as the new Community Outreach Coordinator. Sandy also updated the board on the SUD Prevention Contract. Prior to us getting the Prevention Contract it went through Mid-South and was transferred to the region in Washtenaw last October. CMH applied for the contract and got the bid. Community Action Agency was contracted for prevention through Mid-South and we continued to sub-contract with them for this service. They have been expected to meet certain outcomes and sometimes achieved them. Following a prevention audit it was revealed that there could be a take-back of funds if outcomes are not met. This has not been done historically, and was not clearly

communicated to CAA. We agreed with the Region to make our SUD contract a provisional contract for 2016 to ensure careful monitoring of outcome achievement. We are working with Community Action Agency to help them understand expectations of the contract as we move forward as it is important to maintain a good relationship with this sub-contractor. We are unsure if there will be a take-back this year, and if outcomes are not being met in the future there could be a change in provider of service. Kathryn Szewczuk explained some of the activities and outcomes that are expected – many involve efforts with students in the community. Michelle Hutchison will be working on assisting Community Action Agency focus their efforts in a more meaningful way, as well as monitoring monthly. We will soon be adding a contract with Tecumseh Coalition for Youth, who are doing some great work in the community.

3. Fall Conference. Following talks with Chris Ward (MACMHB) Greg Adams was highlighted and congratulated on all of his hard work on E-Race Stigma 5K by the keynote speaker. Bob Sheehan talked about outside threats being faced by the CMH system. Autism Service expansion was also discussed. The Home and Community Based Rule for CLS integration was explained and grants for community behavioral health clinics were outlined. Nick Lyon and Linda Zeller talked about the importance of population health, integrated health, building a safety net, wellness not sick care, outcomes not processes, value not volume, case workers becoming success coaches etc.

REPORT FROM BOARD CHAIR

1. Deb Bills also discussed the Fall Conference. Deb attended the pilot program for BoardWorks for Children’s services, and autism services.

REPORT FROM REGIONAL BOARD

1. Ackley reported that there was an election of officers. Greg Lane (Board Chair); Lisa B (Vice Chair) and Bob Wilson (Secretary). Washtenaw is not eligible for officers.
2. Jane Terwilliger is the new CEO of the PIHP.

BOARD MEMBER COMMENTS

1. Smith also attended the autism workshop.
2. Wilson was interested to learn more about the Michigan Freedom to Work Act.
3. Ackley enjoyed the plenary guest speaker with Tourette’s Syndrome – he had great information and was very entertaining. Jackson also thought that this speaker was the highlight of the conference.
4. Jackson noted that there have been updates to the Freedom of Information Act, CMH policies should be updated. Jackson also heard loud and clear from Nick Lyon about the direction we should be going, and it is good to know that Lenawee is already well ahead of the game with the Family Medical Center, DHHS and CMH being in one building focused on integrated health. We should let those in Lansing know that progress is being made in Lenawee.

5. Jackson also noted that following discussion with other board members, he appreciates his peers on the board, and the environment in Lenawee, where we enjoy a sense of camaraderie, a vision for our consumers and an outstanding staff – which is not evident in many other CMH’s.
6. Wilson would like to recommend that LCMHA try to have the “bell” which was made from melted down shackles and handcuffs from mental institutions, that is travelling around the state, be available for Mental Health Awareness Month in May.
7. Adams reported that he helped with the Suicide Walk at Burr Pond last month. It was well attended, and will be an annual event. The board acknowledged receipt of a “thank you” from the *Making Strides for Suicide Awareness* for the donation from CMH.
8. Adams also noted that he has secured the services of a timing company to take over all registrations and timing of the race – this will significantly cut the waiting time next year for results. He is meeting next month with the new President of ProMedica (Bixby/Herrick) as we continue to gain their support for the race. Jim Van Doren has offered the services of LenaweeNow to promote the competition between businesses for participation. Old National will also be approached by N. Smith for “team” participation.
9. Clites also reminded board members about the HOPE Center Not So Late Show event on November 11th.

ADJOURNMENT

Meeting adjourned at 4:15pm.

/klr

Robert Wilson

Date