

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

Minutes
October 27, 2016

Present: D. Bills; S. Clites; M. Jackson; J. Lapham; E. Martinez; N. Smith; R. Tillotson;
R. Wilson; D. Yearsin
Absent: J. Ackley, G. Adams; J. Van Doren
Staff: Andrews; Dickson; Robb; Patterson; Strayer; Szewczuk
Public: J. Durell; J. Mort Duncan

CALL TO ORDER

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

PREVIOUS MINUTES

MOTION BY J. LAPHAM to approve the special board minutes as presented dated October 10, 2016. **SUPPORTED BY M. JACKSON MOTION CARRIED.**

MOTION BY J. LAPHAM to approve minutes of the Board Meeting held on September 29, 2016. **SUPPORTED BY M. JACKSON. MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

1. Kevin Patterson, MI Supports Coordinator, was presented with an award for 10 years' service.
2. Sally Dickson, Fiscal Team Leader, was presented with an award for 40 years' service. Sally is officially the longest serving CMH employee – congratulations.

COMMITTEE REPORTS

A. Standing Committees

1. Consumer Action Committee

Jen Durell reported on the meeting held on October 14th. Art classes are set up and will begin in November 7th. All classes are \$5, except the photography class which is \$10. Scholarships are available as cost of classes should not be a barrier for our consumers. The committee is working closely with the Regional Consumer Action Committee on hosting an art show for the entire region. Lenawee CAC has been asked to act in an advisory capacity to our affiliate partners in creating work plans for their CAC committees. Congratulations to this group, as they are a model for our partners.

Jen Durell would like to ask the board to approve Christy Brugger as an SUD representative on the Consumer Action Committee. **MOTION BY M. JACKSON** to appoint Christy Brugger to the Consumer Action Committee. **SUPPORTED BY D. YEARSIN. MOTION CARRIED.**

2. Performance Improvement

There was no Performance Improvement Committee meeting in October.

3. Facilities Committee

There was no Facilities Committee in October.

4. Personnel Committee

Jackson reported on Personnel Committee which met on October 17th. Sharon Robb informed the committee that paperwork was filed on the previous Friday for Sandy Keener to retire. An Interim Executive Director contract was negotiated. Kathryn Szewczuk requested a 6 – 9 month contract to provide more stability for the agency, during which time a global search will be conducted. A change to the “evaluation” section included an evaluation every three months, with a starting salary of an additional \$4,000 per month on top of current base salary. **MOTION BY M. JACKSON** to authorize the revised contract as stated and extend the agreement to be signed retroactive to October 10, 2016. **SUPPORTED BY R. WILSON. MOTION CARRIED.**

A Personnel Committee will be set up in November to further discuss the global search including a timeline for a permanent Executive Director and the Clinical Director job description. Sharon Robb shared that she had received outstanding response and support from Steve Oman and Jason Tether at Mass Mutual, and Rick Gurdjian and Londa Pickles. They all worked feverishly to ensure that Sandys retirement went through in the most efficient and expedient manner possible. **MOTION BY R. TILLOTSON** that management officially recognizes the efforts of all parties by way of a thank you letter. **SUPPORTED BY M. JACKSON. MOTION CARRIED.**

5. Operations and Budget

Clites reported on Operations & Budget Committee which met on October 19th. A new provider for Occupational Therapy for DD consumers is available. **MOTION BY D. BILLS** to approve R & F Inc. d/b/a Carter Rehabilitation & Aquatic Center as a new provider of OT services. **SUPPORTED BY M. JACKSON. MOTION CARRIED.** Revised Regional Policy R-825 Coordination of Integrated Healthcare was reviewed. Changes include minimum updates and a name change. **MOTION BY M. JACKSON** to approve revised policy R-825 Coordination of Integrated Healthcare. **SUPPORTED BY J. LAPHAM. MOTION CARRIED.**

Service Inquiry – There were 138 inquiries in September, 77 initial assessments with 63 being eligible and receiving services. Almost all were Medicaid or Healthy Michigan, 5% GF. We received 52 inquiries for substance use disorder services, 46 were authorized and receiving service. 38 had Medicaid/Healthy Michigan, 8 block grant.

State Institution – We are running slightly over budget due to a bill received for someone at the Forensic Center on NGR status. We are normally not charged for the forensic center unless the stay is over 60 days. One consumer was transferred from the Forensic Center to Kalamazoo in September; this makes a total of 3 in the state hospital.

Inpatient Hospitalizations – 32 were admitted to local hospitals, all were Medicaid. 41% had co-occurring mental health and substance use disorders, 69% were previously unknown to us. 9 were already connected with the Family Medical Center, 10 had no primary care provider. 3 were admitted on petition.

Finance Reports – Deb Strayer reported that this is the preliminary year-end report. It is only an estimate, figures will not be final until after the audit.

Expenditure – we are at, or under budget. State inpatient is running over as reported above. We did not receive a bill for the Forensic Center until September. The budget was increased for the last three months of the fiscal year for one additional consumer in Kalamazoo. 93% of the budget is spent at 100% of the way through the fiscal year. Clinical service contracts show being over budget at 101% due to the SUD provider line – however, this will be cost settled with the region at the end of the year. With this overage taken care of, we would be at 98% spent on contracts.

Revenue – SUD engagement center line is underspent as things were slow to start up, we have been advised that we can carry forward this funding to next year. Earned revenue is running under budget due to mental health court not bringing in as much as anticipated. Overall we show being able to contribute \$81,000 to the fund balance after covering a shortfall in GF of \$193,000.

Cash Balance – We saw a slight decrease in market value on both GF investments.

MOTION BY M. JACKSON to approve Finance Reports and additional vouchers totaling \$204,635.43. **SUPPORTED BY J. LAPHAM. MOTION CARRIED.**

6. Recipient Rights Advisory Committee

Kathryn Szewczuk reported that she had met with Rose Savage, the Recipient Rights Officer to discuss the RRAC Meeting. Rose reported that the number of complaints has been dropping, and she believes it could be due to an increase in staff turnover. Also Recipient Rights training classes have seen increasing attendance lately, which may result in more classes being offered. Rose has been making more visits to the group homes so that she is more visible, and to educate consumers and staff regarding what to report and when to report. The Rights Officer will be doing more trainings generally, as well as an additional training at the Drop in Center. She has also reached out to Lenawee Transportation. Incident Reports for the 3rd quarter show three deaths which were all from natural causes. Adams requested a follow up on the increased activity in incident reports at Monroe, compared to the rest of the affiliation. A policy is brought to the committee meetings as an opportunity for training and education. **MOTION BY M. JACKSON** to place the 3rd quarter report for Recipient Rights on file. **SUPPORTED BY R. TILLOTSON. MOTION CARRIED.**

7. Retirement Committee

There was no Retirement Committee meeting in October.

A. By-Laws

There was no By-Laws Committee meeting in October.

B. Ad-Hoc Committees

There were no Ad-Hoc committee meetings in October.

INTERIM EXECUTIVE DIRECTOR'S REPORT

1. Update on Sandy. We have been receiving regular texts, Sandy is letting us know that she is getting very good care and is comfortable. She has given Sharon Robb and Kathryn Szewczuk some instructions. Board Members are encouraged to write her a note as she wants to continue to hear from people.
2. Agency update.
 - a. We have had three de-briefings, the first one for the Access Team following the passing of their Supervisor, and two debriefings provided by hospice last week. Staff has commented that they were helpful. It is expected to do a couple more.
 - b. On a happier note – yesterday we had trick or treating for staff children and grandchildren. This was very well attended. Staff and children enjoyed the festivities.
 - c. Clinical Managers meet weekly for utilization review, as we brainstorm ideas for support we can provide to people on GF without impacting the budget.

- d. The Access Supervisor position has been posted; however, we have received very few resumes. We may take a more aggressive approach. We are working on a job description for the Clinical Director position.
 - e. There have been a lot of positive comments regarding the recent bonus, which came at a really difficult time for the whole agency. Two “thank you” notes were circulated for information.
 3. Boilerplate 298. Sandy shared the advocacy priorities last month. Kathryn attended an Affinity group meeting at the conference. Populations have been grouped by: providers; consumers and advocates. A copy of the provider questions was circulated. This will be discussed at the ROC meeting next month to propose a response from the region. Board Members – feel free to provide input to Kathryn. The affiliate directors plan to attend the meeting on November 7th. A report from the HMA group is available. An extensive comparison of 9 states was done under contract with MACMHB to investigate other states and their integrated managed health care systems. Please let Karen know if you would like a copy.
 4. Prevention Provider. As a result of a couple of outcomes not being met in the SUD prevention contract, funding was going to be withheld. This is the reason we were placed on provisional status with the region. We had received recognition for the monitoring we were doing and it was agreed to suspend the provisional status. The intention was to scale down the activities of this provider – however, they decided to abruptly discontinue their services. We have received an extension from the region to provide another plan. The LISD has agreed to loan us the services of Michelle Hutchison to work with Olivia Ehret on developing a new plan.
 5. Family Medical Center.
 - a. The FMC has started a Vivitrol clinic. This medication is used in treatment for alcohol and opioid dependence. We are working together to ensure people get the 30 day shot, but they have to be invested in treatment on a regular basis.
 - b. Kathryn has had a conversation with Audrey Smith and Patty Phillips as a follow up to Sandy’s conversations with Ed Larkins regarding building up the care coordination position and integrating the clinics.
 - c. Marci Scalera, Clinical Director at the Region, plans to talk to the Family Medical Center about other medication assisted treatment.
 - d. Prior to Julie Helinski leaving, she facilitated a meeting with ProMedica, who are interested in the work we are doing with the high utilizers of the emergency rooms. We will continue to work with them on intervention and care management.
 6. Drug Court. Drug court started today with 4 participants. Judy Warren is attending in Kathryn’s place. We have been asked to provide a Peer Support Specialist or Recovery Coach (through the court grant).
 7. Jail. We have received a grant to provide some mental health services to the jail. We are working on getting equipment in the jail and at Catholic Charities for assessments via tele-medicine. We also anticipate providing some group therapy using evidence based practice, (also through Catholic Charities) as well as providing Peer Support services.

When release from the jail is imminent, connection with a peer support will ensure connection to needed resources.

8. The Not So Late Show. Last year CMH sponsored this event at the HOPE Center. They have asked us again this year. **MOTION BY M. JACKSON** to continue sponsorship of the Not So Late Show at "House Band Leader" Level. **SUPPORTED BY N. SMITH. MOTION CARRIED.**
9. WLEN presented CMH with "Business of the Week" award for the first week of October.

REPORT FROM BOARD CHAIR

1. The Fall Conference was a good experience. The highlight was Greg Adams presentation – he did an amazing job.
2. There is an ALL Board Meeting on November 9th in Ann Arbor at 6pm. RSVPs are due tomorrow. Board Members please let Karen know ASAP whether you can attend.
3. November/December board meeting. There was discussion regarding continuing to combine these due to the holidays. **MOTION BY M. JACKSON** to authorize Operations & Budget Committee to act on behalf of the Board in November, and to move the December Board meeting to December 22nd at 3pm, with no O & B meeting in December. **SUPPORTED BY D. YEARSIN. MOTION CARRIED.**

REPORT FROM REGIONAL BOARD

1. Bob Wilson reported that at the Regional Board Meeting, Ralph Tillotson was elected President of the Regional Board – congratulations.
2. Judy Ackley informed the members about Sandy Keener.
3. Ralph Tillotson urged board members to attend the all board meeting on November 9th.

BOARD MEMBER COMMENTS

1. Nate Smith thanked Kathryn and the staff for pulling together to continue to do a great job for the consumers of LCMHA under very difficult circumstances during the last couple of weeks. He also noted that Greg Adams did a great job at the conference; people in attendance were truly moved by his story.
2. Mark Jackson noted that after talking with other board members from across the state, it is evident that we have an outstanding staff and service delivery in Lenawee. We are doing great things with care coordination. Even though staff was in shock on hearing the news about Sandy, they continued to serve their consumers. This says a lot about Sandy's leadership. With Kathryn at the helm staff needs to know that they are appreciated and their efforts are supported.
3. Deb Bills also congratulated Greg Adams on his presentation. She attended a session on Engagement Centers – she found it very interesting.
4. Bob Wilson commented that Sandy was concerned about his health, when she was so sick.

ADJOURNMENT

Meeting adjourned at 4:10pm.

Robert Wilson

Date