

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

Minutes
December 22, 2016

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

CALL TO ORDER

Chairperson Clites called the meeting to order at 3:00pm, and welcomed Roger Myers.

PREVIOUS MINUTES

MOTION BY R. TILLOTSON to approve minutes of the Operations & Budget Committee, which acted on behalf of the Board, held on November 16, 2016. **SUPPORTED BY J. LAPHAM. MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

COMMITTEE REPORTS

- A. Standing Committees
 - 1. Consumer Action Committee

Deb Bills reported on the meeting held on December 9th. Consumers were disappointed that there was no holiday party this year. This is a lot of work, historically done by a few people. There will be discussion about possibly reinstating next year with a catered lunch. 110 participated last year therefore a change of location will be needed.

2. Performance Improvement

There was no Performance Improvement Committee meeting in December.

3. Facilities Committee

There was no Facilities Committee in December.

4. Personnel Committee

Jackson reported on Personnel Committee which met on November 18th. The committee reviewed the work being done by the consultants and agreed that we should listen to the experts before any changes are made. It was also agreed to put the Executive Director search on hold as Kathryn's contract was extended to 9 months.

5. Operations and Budget

There was no Operations & Budget Committee this month, Kathryn Szewczuk reported on the following:

Service Inquiry – There were 107 inquiries in November, 77 of those were scheduled for an intake. 26 were referred out and 65 came in for an assessment. 55 were found to be eligible and receiving services. There were 35 inquiries for SUD services, 27 of those were authorized and are receiving services.

State Institution – We continue to be above budget, but are working on a plan to move one person into a community placement soon.

Inpatient Hospitalizations – local hospital admissions continue to be high, with 37 admitted in November. 54% of those were Medicaid, 46% Healthy Michigan. The future of Healthy Michigan is uncertain, so we will continue to monitor this. 51% of those admitted had co-occurring mental health and substance use disorders. 51% were previously unknown to us. More than half were in the 19 – 30 year age range. 8 reported having no primary care physician, 6 reported currently using the Family Medical Center.

Sharon Robb reported that she had previously been approved to obtain new leased vehicles, providing she could do so within the current budget. The minivan has been turned in, and we have obtained a 2017 Chevy Cruze, and a 2017 Equinox (we already had one 2014 Cruze). Sharon reported that a three year lease on two new vehicles required her to go over budget by \$11. Staff continues to use their personal trucks for moving consumer furniture etc. **MOTION BY M. JACKSON** to approve the two new vehicle leases. **SUPPORTED BY J. LAPHAM. MOTION CARRIED.**

Debi Andrews reported that two regional contracts had been received for SUD and Prevention; both are consistent with the previous year. **MOTION BY M. JACKSON** to approve the Regional SUD and Prevention Contracts for 2017. **SUPPORTED BY J. ACKLEY. MOTION CARRIED.**

Finance Reports – Deb Strayer reported that as of November 30, 2016 we are 17% of the way through the new fiscal year.

Expenditure – Recruitment and computer hardware lines are above budget, but will come into line as we go through the year. We still have open positions that we may need to recruit for. Clinical contracts shows community inpatient budget 24% spent at 17% of the way through the year. Overall 13% spent at 17% of the year.

Revenue – Meaningful use is 0% of \$63,750 we anticipated receiving, however, due to the length of time it will take to get the contract signed, it is looking as though we will not qualify for this after all. There was a suggestion for Mr. Tillotson to bring this issue up at the region, as we were relying on this as part of our local match. We currently show needing \$80,000 from fund balance to cover GF and local funds shortfall. This is mainly due to the market value dip in investments in November. Our portfolio manager has reported that since November 30th the market value has only gone down by \$7,000. The decrease is directly related to a change in the federal funds interest rate.

Cash Balance – A negative change in market value on the wealth management account of \$46,606.71 and an additional loss on the Hendershot account of \$1,677 results in needing \$79,875 from the fund balance.

MOTION BY N. SMITH to approve Finance Reports and additional vouchers totaling \$1,555,899.94. **SUPPORTED BY J. LAPHAM. MOTION CARRIED.**

6. Recipient Rights Advisory Committee

Judy Ackley reported on the RRAC which met on December 20th. The committee voiced their concerns about the drastic drop in numbers of incidents being reported for the year. Staff turnover is part of the problem. Rose Savage has increased the number of visits to the homes – many unannounced. She has also conducted a training at Lenawee Transportation, which was very well received. Figures for the first two months of the new fiscal year show that numbers are increasing. **MOTION BY J. ACKLEY** to approve three goals for 2017:

- To continue to review Recipient Rights policies
- To continue to offer semi-annual trainings for recipients, guardians, family members, including other agencies
- To provide an “Appeals Training” to the committee

And to continue to fund the Lenawee Recipient Rights office

SUPPORTED BY D. YEARSIN. MOTION CARRIED.

7. Retirement Committee

There was no Retirement Committee meeting in December.

A. By-Laws

There was no By-Laws Committee meeting in December.

B. Ad-Hoc Committees

There were no Ad-Hoc committee meetings in December.

INTERIM EXECUTIVE DIRECTOR'S REPORT

1. Update on Sandy. Kathryn visited Sandy today and she continues to be stable, although very weak. She continues to be interested in everything going on at the Agency.
2. 298 Workgroup. The recommendation going to the legislature continues the behavioral health funding model that we currently have with a stronger focus on integrated health; access to care, with people being able to get service when needed, similarly with SUD – same day access; increasing SUD prevention work in communities; workforce training, quality and retention.
3. A state workgroup is focusing on wages and benefits for provider staff. There is talk of developing a program for CLS staff (certification for education/license); however, there is no guarantee of a rate increase to be passed along to employees.
4. Work continues on development of performance matrix focusing on outcomes, as well as administrative layers – is there any duplication between physical health and behavioral health? How are services similar throughout the regions?
5. Interim Director Support Contracts:
 - a. Kathy Dettling (Afia) is currently focusing on access department, looking at productivity, consistency of paperwork etc. Kathy will be working on work flow, getting people in faster, decreasing our no-show rate which will impact readmissions to the hospital. The intent is not to bring in a Supervisor for Access Department until this work flow module is set up and the Access team is working more efficiently and cohesively.
 - b. Kathy Dettling has worked all over the state of Michigan on integrated health, and she will be looking at what we are doing in our conversations with the Family Medical Center and ProMedica – how we can expand the work we are currently doing to better serve the community.
 - c. Mary O'Hare is looking at performance targets for the organization; she is working on developing a Balanced Scorecard. She will be engaging Management Team, staff and the board on the Strategic Plan.
 - d. Kathryn has also been working closely with Roger Myers. Positive steps have been made in a very short amount of time.
6. Kathryn reported a positive meeting last week with Dr. Yaroch (President, ProMedica Bixby & Herrick). They are facing challenges regarding Psychiatrists. Herrick Outpatient and Inpatient is struggling to keep them. However, ProMedica is committed to behavioral health issues. There was discussion about what the community needs. They are very interested in our Engagement Center and recognize that even though it is not a

money maker, it is important to the community. They understand that we both treat different populations, but could work together on many issues.

We have received a check for \$50 from ProMedica from the Cardiac Rehab Center.

We received a "thank you" from ProMedica for the \$5,000 we donated to them from our E-Race Stigma 5K for the community health assessment.

7. Most of our 2017 contracts are signed.
 - a. Goodwill has requested an increase in their rates; we are currently in conversation with them.
 - b. We are still in the process of putting together a Prevention Plan for the Prevention contract. Communities in Schools will be hiring a staff person to do prevention in the schools/community. The Health Department will focus on tobacco prevention and TIPS (alcohol training for restaurant service and store owners).
8. Alan Bolter (MACMHB) will be coming to the January Board Meeting to talk about legislative updates.
9. Agency update. Hospice staff came in last week for a de-briefing, following the sudden death of Annie Ringkvist. The following day was the holiday party, ugly sweater contest and Santa visit for children and grandchildren.

REPORT FROM BOARD CHAIR

- a. Compliments to Kathryn for surrounding herself with the resources needed to ensure LCMHA is moving in the right direction. She has demonstrated great leadership through a very trying period. Thanks also to the staff that have all faced some very difficult times.
- b. A meeting schedule for 2017 is included in board packets.
- c. Four board members have terms expiring in March: Ackley; Adams; Lapham and Wilson. Please let Scott Clites know of your intentions before the January board meeting.

REPORT FROM REGIONAL BOARD

Ralph Tillotson is the new Chairperson. There is nothing new to report.

BOARD MEMBER COMMENTS

- a. Adams reported that the Sage Foundation has committed to sponsoring the E-Race the Stigma 5K in 2017 for \$5,000. ProMedica will continue to sponsor, however, the amount is still undecided. A meeting with Jim Philp is set for next week – he has volunteered to help in boosting school involvement. Jim Berryman will also support business participation. Greg is also hoping that Lt. Gov. Calley will be able to attend. Suggestion to contact Representative Bronna Kahle.
- b. Ackley reports that there are some good things happening at the HOPE Center. Gary Gray brought gifts for everyone for Xmas. Someone else donated throw blankets and other items so that no-one went without a Christmas gift.

ADJOURNMENT

Meeting adjourned at 4:10pm.

Robert Wilson

Date