

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

**Minutes
March 30, 2017**

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

CALL TO ORDER

Chairperson Clites called the meeting to order at 3:08pm.

PREVIOUS MINUTES

MOTION BY J. LAPHAM to approve minutes February 23, 2017.
SUPPORTED BY N. SMITH. MOTION CARRIED.

PUBLIC COMMENT

No public comment.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

There were no special presentations.

COMMITTEE REPORTS

A. Standing Committees

1. Consumer Action Committee

Jen Durell reported on the Consumer Action Committee which met on March 10th. **MOTION BY J. ACKLEY** to approve new members: Hunter Brooks; Julie Heise; Barb Radant and Michelle Kearney. **SUPPORTED BY J. LAPHAM. MOTION CARRIED.** There is a change in meeting schedule next month due to Good Friday. The meeting is changed to April 19th at 10:00am. A wreath making class is scheduled for April 5th, and a writing class on April 11th. Consumers have been contacting legislators regarding proposed changes to the Affordable Care Act and Medicaid. There is an offer on the table to purchase the Drop In Center and members are actively looking for another building. A Recovery Coach has been hired, and will be attending training in Ann Arbor in April.

2. Performance Improvement

Deb Bills reported on the committee meeting held on March 13th. MDHS data is two quarters behind, and all issues have been addressed. We have made significant improvement in some areas, and expect to see more as we continue to align processes more efficiently to meet standards. BTRC data is quarterly and we have very few incidents involving one or two consumers. The Medication Lab study is a state QAPIP - we continue to monitor consumers to ensure they get their labs done. The current focus is on those who are getting certain psychotropic medications and see the doctor at least twice a year. The Admission Discharge & Transfer workgroup is fairly new; looking at inpatient and ER data.

3. Facilities Committee

There was no Facilities Committee in March. However, N. Smith requested that a bi-annual facilities tour be scheduled. Sharon Robb will organize.

4. Personnel Committee

There was no Personnel Committee meeting in March.

5. Operations and Budget

Clites reported on Operations and Budget Committee which met on March 15th. **MOTION BY N. SMITH** to approve a contract with the Family Medical Center for Autism testing. **SUPPORTED BY M. JACKSON. MOTION CARRIED.**

MOTION BY M. JACKSON to approve the DB Pension Plan Resolution. **SUPPORTED BY J. ACKLEY. MOTION CARRIED.**

A letter from Robert Sheehan of the Board Association requesting a donation for the State Walk a Mile Rally was discussed. Committee members agreed that CMH would continue to support local efforts. There was more discussion regarding costs of hosting such an event. **MOTION BY M. JACKSON** to approve a donation of \$150 towards the

13th Annual Walk a Mile in My Shoes Rally on May 10th at the Michigan Capitol. **SUPPORTED BY N. SMITH. MOTION CARRIED.**

Service Inquiry - There were 162 mental health inquiries in February, 108 scheduled for an assessment with 80 completed. 20 did not meet our criteria, 3 people refused service. 57 are receiving service. All were either Medicaid or Healthy Michigan. We had 60 inquiries for substance use disorder, 52 were authorized for treatment. 29 were Healthy Michigan; 14 Medicaid and 9 block grant. Our numbers continue to increase for SUD treatment.

State Institution - We continue to be above budget, however, we are working on a community placement for one consumer.

Inpatient Hospitalizations - Numbers for February decreased slightly from the previous month. 26 were admitted to local hospitals, 4 of those were children. 14 were admitted to Herrick Inpatient. 40% Medicaid, 60% Healthy Michigan. 64% had co-occurring mental health and substance use disorders, and 50% were previously unknown to us. 8% reported the Family Medical Center as their primary care provider, 44% did not have any primary care physician. When we meet consumers, we get connected to a provider (usually FMC). We have been looking at inpatient data with a focus on co-occurring to see when consumers are presenting to the ER, if there are any trends etc. we are trying to determine if an Engagement Center would be able impact those seeking services. We may be able to defer some.

Finance Reports

Expenditure - At 42% of the way through the year, 46% is spent on consultants. We will be adjusting this line in the budget. State inpatient also continues to be above budget. Clinical contract services still show high utilization of respite services, this will be adjusted when the budget is revised. Overall expenses are at 37% spent at 42% of the year.

Revenue - Earned interest and dividends is slightly better than last month, and there is a positive change in market value.

Cash Balance - The amount needed from the fund balance is up from last month by \$8,500 at \$82,210. This month we have been able to use excess local funds to offset the GF shortfall of \$15,866.

MOTION BY M. JACKSON to approve Finance Reports. **SUPPORTED BY J. LAPHAM. MOTION CARRIED.**

6. Recipient Rights Advisory Committee

Judy Ackley reported on Recipient Rights Advisory Committee which met on March 21st. First quarter numbers are average with 13 complaints, which involved 20 allegations - 19 were investigated, 1 was resolved to intervention and 6 were substantiated. Committee members are concerned about the safety of consumers in several areas of Adrian who are crossing busy roads in wheelchairs. There was discussion on how to bring this to the attention of MDOT and Adrian City/Madison Township. Suggestions included letters or an article in the paper; letters from consumers; contacting State Representatives etc. It was agreed that we should start with a Resolution from the CMH Board. **MOTION MY J. ACKLEY** to approve a Resolution from the CMH Board to be presented to the City Commission; Madison Township; MDOT and State Representatives. **SUPPORTED BY N. SMITH. MOTION CARRIED.**

7. Retirement Committee

There was no Retirement Committee meeting in March.

A. By-Laws

There was no By-Laws Committee meeting in March.

B. Ad-Hoc Committees

1. Nominating Committee. Slate of Officers recommended are:
 - Scott Clites - Chair
 - Greg Adams - Vice Chair
 - Nate Smith - Secretary

Other nominations from the floor were sought. No other nominations.

MOTION BY M. JACKSON to close the nominations and cast the ballot as presented above. **SUPPORTED BY J. LAPHAM. MOTION CARRIED.**

INTERIM EXECUTIVE DIRECTOR'S REPORT

1. Kathryn reported that work with the consultants continues. However, Mary O'Hare has made some recommendations regarding administrative structure, one of which is urgent (Sharon Robb, HR position). The recommendation is to create a professional level Human Resources position as well as a Chief Operating Officer position (this position already exists - Debi Andrews) however it is not structured in the manner recommended by our consultant. Currently, we have \$398,339 budgeted for personnel that has not been spent due to positions that have not been filled and unanticipated vacancies. **MOTION BY M. JACKSON** to table this discussion and send to Personnel Committee. **SUPPORTED BY J. ACKLEY. MOTION CARRIED.** It was agreed that due to time restraints and urgency to get

someone hired it may be necessary to convene an emergency Board Meeting or an Executive Committee meeting to speed up the process.

2. A copy of the Daily Telegram article regarding ProMedica's new hospital being planned without an inpatient mental health unit was distributed. Kathryn has been contacted by the Daily Telegram for a response on how this will affect CMH. She also suggested that they contact the Sheriff, as this will impact their department also. Dave Maxwell has suggested that this issue be tackled by the Collective Impact group.
3. Our 3rd Addiction Summit yesterday was very successful. Approx. 400 people attended, and we have received some very positive comments. The morning Rotary group has expressed an interest in getting involved in SUD prevention; they also donated money towards the Summit.

REPORT FROM BOARD CHAIR

1. We have not received any letters of interest from potential board members. However, a couple of people have been approached. Personnel Committee will be convened to interview potential candidates. It was agreed that the public notice should be re-published with an extended date.
2. Scott congratulated all of those who organized the Addiction Summit – it was a very successful event.
3. Board attendance was discussed. By-Laws were amended in February 2016 to address this issue in particular. It was agreed that any more than 4 absences per calendar year constituted neglect of official duty. There have been 26 board meetings since January 2015 – one board member has only attended 14, which is unacceptable. It was agreed that the board chair would contact said board member to ascertain their willingness to retire. It was also suggested that an invitation to the next board meeting should be extended in order for an official recognition of service.
4. Kathryn is officially Executive Director on Saturday, April 1st.

REPORT FROM REGIONAL BOARD

There was no report this month.

BOARD MEMBER COMMENTS

1. Board members would like to see the finance reports be ordered in a similar fashion as they are presented.
2. Board members expressed a desire for a change to the way checks are mailed.

ADJOURNMENT

Meeting adjourned at 4:35pm.

Nate Smith
Secretary

Date