

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

**Minutes
August 31, 2017**

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

CALL TO ORDER

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

PREVIOUS MINUTES

MOTION BY J. LAPHAM to approve minutes dated July 27, 2017.
SUPPORTED BY N. SMITH. MOTION CARRIED.

PUBLIC COMMENT

No public present.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

None.

COMMITTEE REPORTS

A. Standing Committees

1. Consumer Action Committee

Mark Roman reported on the Consumer Action Committee meeting held on August 11th.

- Mary O'Hare presented the Balanced Scorecard information to the committee and received some valuable feedback.
- Several members are submitting art projects for the traveling art show August 28th through September 6th.
- The 2nd Annual Celebration of Success will be on October 18th at 11:00am.
- On September 4th several consumers will be attending the Mud Hens baseball game.
- September 23rd members will be attending the Heart & Sole for Autism Walk at Heritage Park 8am - 11am.
- September 23rd Making Strides for Suicide Awareness event at Comstock Park at 7pm.
- Construction and renovations are underway at the new building. Jen Durell and Kay Ross did a presentation at the noon Rotary club regarding Interconnections and Pathways Engagement Center, and how the two entities are related. Two Rotary clubs are working to help with many of the renovations (internal and external).

2. Performance Improvement

There was no Performance Improvement Committee meeting in August.

3. Facilities Committee

There was no Facilities Committee in August.

4. Personnel Committee

Adams reported from Personnel Committee which met on August 14th, in the absence of Van Doren.

- Five potential board members were interviewed; four of the five were excellent candidates. **MOTION BY J. LAPHAM** to recommend Deidre Reed as an LCMHA Board Member term expiring 2018, to the County Commission for approval. **SUPPORTED BY N. SMITH. MOTION CARRIED. MOTION BY J. LAPHAM** to recommend Amy Palmer as an LCMHA Board Member term expiring 2020 to the County Commission for approval. **SUPPORTED BY D. BILLS. MOTION CARRIED.**
- New Accountant position. As a result of an unsuccessful search for a Chief Operating Officer, we have been looking at the functions of operations and finance in terms of what is necessary to address gaps and needs going forwards. The hiring of an Accountant or equivalent would be sufficient and cheaper. The accountant would perform daily accounting functions, payable

and receivable, monitoring ledger accounts etc. **MOTION BY M. JACKSON** to approve a new Accountant position. **SUPPORTED BY J. LAPHAM. MOTION CARRIED.** We are continuing to look at how to address operations.

- Performance Results Pay Plan. Lapham explained that administration is currently conducting a salary survey, with the intent of getting salaries into line with competitors/other agencies/businesses in the area. Performance Results Pay is built into the budget every year based on 5% (\$176,000). All of the goals in the Plan have been met. **MOTION BY N. SMITH** to approve a one-time 4% Performance Results Pay for eligible staff. **SUPPORTED BY J. LAPHAM.** No oppositions. Jackson abstained. **MOTION CARRIED.**

5. Operations and Budget

Adams reported on Operations & Budget Committee which met on August 16th.

- Policies have been revised and updated by the Region. **MOTION BY N. SMITH** to recommend approval of policies: R-824 Customer Services; R-834 Culturally & Linguistically Relevant Services; R-835 Crisis/Safety Planning; R-836 Peer Review; R-842 Timeliness of Service provision & Documentation and RR-623 Confidentiality & Access to Consumer Records. **SUPPORTED BY D. BILLS. MOTION CARRIED.**
- A Lawn Maintenance RFP was published, and eight packets sent out to local providers. Only one responded. Costs are similar to previous and include additional trimming, clean up etc. **MOTION BY M. JACKSON** to approve the bid for lawn maintenance from Beaubien Inc. **SUPPORTED BY J. LAPHAM. MOTION CARRIED.**
- A request from Share the Warmth to increase LCMHA sponsorship of their fundraiser golf event from \$1,000 to \$2,000 was discussed. **MOTION BY N. SMITH** to approve an additional \$1,000 for Share the Warmth golf outing sponsorship. **SUPPORTED BY M. JACKSON. MOTION CARRIED.**

Service Inquiry - There were 114 mental health inquiries in July. 37 were referred out, and 73 were scheduled for an appointment. 49 initial assessments were completed, 8 were found to be ineligible, 40 were eligible and are receiving services, 1 refused. All were either Medicaid or Healthy Michigan. We had 58 inquiries for substance abuse treatment, 6 were referred out, 46 were authorized for services. 16 were Medicaid, 22 Healthy Michigan and 7 block grant. Numbers continue to increase.

State Institution - We still have four people at Kalamazoo.

Inpatient Hospitalizations - 18 were admitted to hospitals in July. This number is slightly down, however stays are becoming longer. Two of the 18 were re-admittances. All hospitalizations are going out of county, which is quite a challenge for all concerned. 37% were Medicaid, 63% Healthy Michigan. 63% had co-occurring mental health and substance use disorders. 56% were previously unknown to us. 19% reported the Family Medical Center as their primary care provider. 19% did not have a primary physician. We were able to divert five from the hospital. It is hoped that we will be able to divert more consumers when the Engagement Center is open. The state recognizes that finding hospital beds is a problem for everyone, and is surveying CMH's.

Finance Reports - Deb Strayer reported that at July 31st we are at 83% of the way through the year. The spending plan was revised last month; therefore everything is mostly in line. The computer hardware line, at 43% will increase shortly, as we will be purchasing laptops and iPads for Case Managers to use when they are out in the field. This was a recommendation from our Consultant, with the intent of increasing productivity. We have received a bill from the state for Inpatient October to June which came in lower than anticipated. Overall we are at 77% of the budget spent.

Revenue - we had enough local funds to cover \$142,000 GF shortfall and still had \$19,000 to contribute to the fund balance.

Cash Balance - we saw a small positive change in market value in July. Deb Strayer reported that next month she will be presenting a proposed budget for FY18. The Regional board is predicting a \$9m deficit next year, and is asking each affiliate to re-evaluate their funding requests. This is as a direct result of escalating inpatient hospitalization costs across the region and an increase in specialized residential short term beds. There is not much room in our budget to cut back at the present time.

MOTION BY M. JACKSON to approve Finance Reports and additional vouchers totaling \$542,036.68. **SUPPORTED BY N. SMITH. 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.

A. By-Laws

There was no By-Laws Committee in August.

B. Ad-Hoc Committees

There were no Ad-Hoc Committees in August.

EXECUTIVE DIRECTOR'S REPORT

1. Kathryn had the opportunity to speak with Doug Spade last week. He was a little frustrated with CMH regarding our lack of advertising on his radio show. In the meantime we have authorized some ads on the same station WABJ.
2. Pathways Engagement Center. Many thanks to both Rotary Clubs, who have spent time and money on helping with demolition and renovations at the Engagement Center and Interconnections. We received permission from the City for clean-up of the outdoor area, and a patio (smoking area) to be constructed at the rear of the building. However, the removal of a dumpster to a different location is causing some issues for a neighbor. Hopefully this will be resolved soon. We hope to open September 22nd, with a ribbon cutting on October 6th at 4:30pm. We will be recognizing all those who have made this possible, including Rotary and ProMedica. Tim Walberg stopped there today and met with the new staff. We hope that he can return for the ribbon-cutting.
3. 298 Update. The state is narrowing in on a project facilitator and research team. They have not yet identified where the pilot projects are going to be. There is a recommendation that they use some of our integrated health programs as a comparison to the plan pilots. We have submitted our model to MACMHB.
4. Sandy's Dedication. This event was a success, and Sandy's family was very pleased with the program, incredible turnout and kind words by the Lt. Governor, Bob Sheehan and Bronna Kahle. Many people toured the FMC for the first time. We received nice media coverage too.
5. Kay and Jen did a presentation to Rotary Club this month regarding Interconnections & Pathways Engagement Center.
6. Olivia and Kelly McNichol (Communities in Schools) talked about the opioid epidemic and substance abuse prevention at the Adrian Chamber Breakfast, sponsored by the United Way. This was very well received.
7. Kathryn and Kay did a safeTALK presentation to all staff this week at Sand Creek Schools.

REPORT FROM BOARD CHAIR

1. Clites commended Kathryn on the article in the Daily Telegram this week about her appointment.
2. Clites reported that he was able to sit in on the board candidate interviews, and he was very impressed with four of the five candidates. They were very strong, and any of them would be a great asset to the board.

3. The MACMHB Fall Conference will be at Grand Traverse Resort on October 23rd & 24th. Please let Karen know if you plan on attending.

REPORT FROM REGIONAL BOARD

There will be discussion on next year's budget next week.

BOARD MEMBER COMMENTS

1. Jackson and Adams reported on the Making Strides for Suicide Awareness and Prevention Walk on September 23rd. We have previously provided funding to support this effort, and would like to continue. **MOTION BY R. TILLOTSON** to approve \$1,000 in support of the Suicide Awareness event. **SUPPORTED BY M. JACKSON. MOTION CARRIED.**
2. Adams reported that the E-Race the Stigma 5K run/walk netted \$22,000 this year. There is a meeting next week to discuss disbursement of the proceeds.

ADJOURNMENT

Meeting adjourned at 4:12pm.

Nate Smith
Secretary

Date