

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

**Minutes
September 28, 2017**

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

CALL TO ORDER

Board Chair Clites called the meeting to order at 3:13pm.

INTRODUCTIONS - *new board member*

Welcome to Deidre Reed, our newest board member. Deidre gave a brief overview of her background and interest in mental health. She is a nurse currently working for the public health department.

Amy Palmer was unable to join us for her first board meeting.

PREVIOUS MINUTES

MOTION BY J. VAN DOREN to approve minutes dated August 31, 2017.
SUPPORTED BY N. SMITH. MOTION CARRIED.

PUBLIC COMMENT

No report.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS

- a. E-Race the Stigma presentation to Interconnections. Greg Adams presented Jen Durell and Mark Roman a check for \$10,000 for the Drop in Center. Proceeds from the race this year totaled over \$20,000. There will be a check presentation next month to ProMedica for their Community Health Assessment.

COMMITTEE REPORTS

A. Standing Committees

1. Consumer Action Committee

- Only four consumers attended the “Making Strides for Suicide Prevention” walk held last Saturday - this was a disappointing turnout.
- Seven or eight consumers attended a Mud Hens game
- They are currently working with Regional CAC in planning a training day, so that members from each CAC partner can meet and learn from each other. This will be sometime in November.
- The Drop in Center will be undergoing some renovations. The focus until now has been on getting the Pathways suite up and running.

2. Performance Improvement

There was no Performance Improvement Committee meeting in September.

3. Facilities Committee

There was no Facilities Committee in September.

4. Personnel Committee

Jim Van Doren reported on Personnel Committee which met yesterday and today.

- An update was provided on the administrative structure. A Chief Operating Officer has been hired, and Debi Andrews has been moved to Chief Financial Officer.
- The salary survey has been completed and will be presented when the budget allows.
- The Employee Handbook has been revised and reviewed by the attorney. Some clarifications have been requested by the committee from the attorney. **MOTION BY J. VAN DOREN** to approve the revised Employee Handbook, pending clarification from the attorney. **SUPPORTED BY M. JACKSON. MOTION CARRIED.**
- Executive Director Contract. Board Chair asked the Executive Director if she would like to move into closed session. This was

declined. Van Doren explained the issues being discussed in Personnel Committee which met yesterday, with a follow up meeting prior to this board meeting. The issue relates to the inclusion of deferred compensation in the current contract. Some committee members recall the decision to eliminate the deferred compensation language from the contract which was signed in April. However, there are no minutes to confirm this intention. The change to the contract was not shared with the Executive Director either. The motion failed in personnel committee that the Executive Director be paid the additional deferred compensation package, including the supplementary amount of \$2500 for performance. **MOTION BY M. JACKSON** to award the balance of the deferred compensation package, \$7500 plus \$2500 for performance for the FY17 year as detailed in the current contract. **SUPPORTED BY D. REED. MOTION CARRIED.**

- Regarding the compensation package for the Executive Director Contract for FY18. Personnel Committee recommends to the board that we extend the current contract for 60 days until further information can be gathered from like-CMH's (size and budget) and our partners within the region, and whether they receive deferred compensation. **MOTION BY J. VAN DOREN. SUPPORTED BY R. TILLOTSON. MOTION CARRIED.** It should be noted that this is not a reflection on Kathryn Szewczuk's performance or otherwise. The board is very pleased with all the work that has been done and continues to be done by the Executive Director.

5. Operations and Budget

Adams reported on Operations & Budget Committee which met on September 20th.

- Three policies were presented: F-501 Revised CMH Policy - Procurement of Goods and Services; F-502 CMH New Policy - Cash Management for Grants & Contracts; and A-218 CMH New Conflict of Interest. These policies were recommended by the auditors to comply with new federal guidelines. **MOTION BY N. SMITH** to approve policies F-501; F-502 and A-218. **SUPPORTED BY M. JACKSON. MOTION CARRIED.**
- The CMH lease on the 2014 Chevy Cruz is expiring. The best price currently being offered for a three year lease with 10,000 miles is on a Chevy Equinox for \$7,439.95. The price has come down since previously reported at Operations & Budget Committee. **MOTION BY M. JACKSON** to approve a three year lease of a Chevy Equinox. **SUPPORTED BY J. VAN DOREN. MOTION CARRIED.**

- Fy18 SUD Contract Renewals. **MOTION BY N. SMITH** to approve 11 SUD contract renewals for Substance Use Disorder Services. **SUPPORTED BY M. JACKSON. MOTION CARRIED.**

Data Report:

Service Inquiry - In August we had 149 inquiries for mental health services, 39 of those were referred out, 100 were scheduled for an intake, 65 assessments were completed. 48 were found eligible and are receiving services. 15 were found to be ineligible, 2 refused service. 98% were Medicaid or Healthy Michigan, 2% GF. At the request of Operations & Budget Committee we will be showing a comparison to the previous year.

Substance use disorder inquiries totaled 57. 45 of those were authorized for service, 5 had benefits available to them. 3 refused service. This is the first month we have seen a slight decrease in total number of calls since we began providing SUD service.

State Institution - We still have four people at Kalamazoo. One is ready to be placed in the community, but we have not been able to find a placement that the NGRI committee will accept. One more is being considered for community placement.

Inpatient Hospitalizations - 31 were admitted to hospital in August, 27 adults (one readmit) and 4 children. 15 were Medicaid, 13 Healthy Michigan, 2 GF. 60% of those admitted were previously unknown to us, and 43% had co-occurring mental health and substance use disorders. 33% reported the Family Medical Center as their primary care provider, 20% did not have a primary care physician. 12 of those admitted were on petition, we were able to divert 2 from the hospital. We are seeing people coming in with very serious conditions.

Finance Reports - Deb Strayer reported that as of August 31st expenditure lines are within budget except the audit which has been completed for this fiscal year. The region issued an RFP for audit services, these were presented and scored. The decision was to stay with the current provider - Roslund Prestage. Overall at 92% of the way through the year, we are at 85% of the budget spent. Clinical service contracts - Michigan Agency with Choice is covering the remainder of the Consumer Services contract (respite and CLS) for the last few months of the year. Clinical Services is at 90% at 92% of the year. Revenue - earned revenue other is above budget because we received a reimbursement from the region for PMTO services. Earned interest dividends are in the black for the year by \$6,000. Overall at the end of August we could contribute \$28,000 to the fund balance. Cash balance sheet shows a small positive change in market value on investments of \$8,000.

MOTION BY M. JACKSON to approve Finance Reports and additional vouchers totaling \$248,984.58. **SUPPORTED BY J. VANDOREN. MOTION CARRIED.**

The FY18 Spending Plan was presented. The region is getting less money this year as the Milliman study is based on spending in FY16. Since then we have seen an increase in hospitalizations, autism service, specialized residential, respite, health insurance and direct care wages. We also have several open positions, an increase in SUD treatment spending and the Engagement Center. Due to the loss in Medicaid allocation we will not be able to do several things to enable us to cover the increase in autism usage etc. Salary line was decreased - we removed several part time positions, we are only showing a partial year for unfilled positions, and several new staff is starting at a lower salary than people who are retiring. Performance Results Pay Plan is removed from the FY18 Spending Plan. Fringe benefit is increased due to an 18% Blue Cross premium increase starting in January. We have been running the Medication Clinic under budget with psychiatrists; we have added psychiatric time for a \$50,000 increase. \$12,000 building rental is \$1,000 per month for the Engagement Center. This will be moved to the contract line for direct services. The total spending plan is increased by \$150,000 due to SUD funding - we expect grant funding to cover this. Revenue - We have received our GF authorization for FY18 and there is no change. Regional block grant for criminal justice started part way through FY17, this line is expected to increase for the full year for the second year of the grant. SUD total is increased by \$174,000, and Medicaid/Healthy Michigan allocation is \$17,359,056. Meaningful use was a one-time payment and has been removed. Earned interest and dividends is calculated based on actual. If the budget was spent we would need \$48,652 from the fund balance to cover the spending plan. Earned revenue other is increased as we will be sharing an integrated care manager with the Family Medical Center. **MOTION BY M. JACKSON** to approve the proposed FY18 Spending Plan. **SUPPORTED BY N. SMITH. MOTION CARRIED.**

6. Recipient Rights Advisory Committee

Adams reported on RRAC which met on September 26th. Quarter 3 complaints are up from the same period last year. This is due to additional training being done by the Recipient Rights Officer, as well as increased visibility at the homes and provider sites. Rose is also going to many placements outside of the county, as well as unexpected visits during the week and on weekends. **MOTION BY M. JACKSON** to accept the Recipient Rights 3rd Quarter Report. **SUPPORTED BY R. TILLOTSON. MOTION CARRIED.**

7. Retirement Committee

There was no Retirement Committee meeting in September.

A. By-Laws

There was no By-Laws Committee in September.

B. Ad-Hoc Committees

There were no Ad-Hoc Committees in September.

EXECUTIVE DIRECTOR'S REPORT

- 298 Update. Kent County has been identified as a demonstration site – separate from a pilot site. Pilot sites will be decided starting with an RFI. The State (DHHS) plan to implement 3 pilots; they hope that 3 CMH's will be interested. Dave Schneider and Nancy Miller are consulting with the state on touchpoints. A group (MIPAD) has five workgroups looking at inpatient issues including hospitals not taking our consumers. We expect a plan in place by the end of October. This will probably include an inpatient bed registry. Medicaid Disabled Aged and Blind issue - people being transferred to Healthy Michigan and TANF at a significant reduction in reimbursement. The state believes that this is not a problem on their end. Perhaps CHAMPS and MIBridges are not communicating. This has a \$30m impact on the system overall in the state. An additional 90,000 people signed up for Healthy Michigan who may qualify for Medicaid Disabled Aged and Blind (higher reimbursement rate). The .50c direct care wage pass through came through the CMH's, but does not take into account fringe benefits. The state asked for \$45m, but went back and asked for \$63m – however, this still will not cover it.
- Audits – we will be having Waiver; Wraparound, Recipient Rights and SUD audits in October. We have a financial audit in November.
- Kathryn attended the Making Strides for Suicide Awareness Walk on Saturday. She talked to some organizations and parents from Tecumseh. We will be increasing our footprint on suicide prevention.
- The Engagement Center opened last weekend. An Open House is planned for October 6th at 4:30pm with a ribbon cutting at 5pm. This will be during Adrian First Friday events – we hope that you can join us, and tour our new facility. The hours will be weekends from Friday at 6pm until Monday morning at 8:00am. Hours will be expanded as needed for anyone actively using alcohol or drugs as a safe place to stay and be encouraged to seek treatment.

REPORT FROM BOARD CHAIR

- MACMHB Fall Conference. Please let Karen know which breakout sessions you would like to attend

REPORT FROM REGIONAL BOARD

A new Veterans Affairs person has been hired for the region. Lenawee office of the VA does a great job and is one of the most active in the state.

BOARD MEMBER COMMENTS

The date for next year's E-Race the Stigma has been set - May 20th.

ADJOURNMENT

Meeting adjourned at 4:25pm.

Nathan C. Smith
Secretary

Date