Operations & Budget Committee Meeting
Minutes
December 20, 2017

Present:  Adams, Bills, Clites, Palmer, Smith
Staff: Andrews, Demers, Strayer, Szewczuk
Guest: Susie Dice, Lenawee Health Department

1. Approval of Previous Minutes dated November 30, 2017
Operations & Budget Committee is operating on behalf of the full board for the month of December. MOTION BY N. SMITH to approve board minutes from November 30, 2017. SUPPORTED BY D. BILLS. MOTION CARRIED.

2. Susie Dice, Emergency Preparedness Coordinator - Closed Point of Dispensing Plan
Susie Dice gave an overview of the Open, and Closed Point of Dispensing process in case of a health emergency. The “open” system was tested at Tecumseh High School in June. However, for many institutions (ex. nursing homes) it would be easier to dispense medications/vaccines etc. by staff on site. Dispensing could be to staff; family members; consumers. There is a strategic national stockpile which can be delivered to state Health Departments to get to the community within 12 hours of an outbreak/emergency. It is possible for CMH to be a closed point of dispensing. A Closed POD Enrollment Form would need to be completed; however, this can be cancelled at any time. It was agreed that more discussion at Management level is needed before a decision is made.

3. Contracts
   a. FY18 CMHPSM - Lenawee Medicaid Subcontract
      Kathryn reviewed this contract with the region for Medicaid totaling $17,359,000. MOTION BY N. SMITH to approve the FY18 CMHPSM Medicaid Subcontract. SUPPORTED BY D. BILLS. MOTION CARRIED.
   b. Section 125 Premium Only Plan
      The Section 125 Premium Only Plan document for signature allows us to put money into employee HSA accounts as an insurance payment pre-tax. Employees also have to sign a document. MOTION BY A. PALMER to approve Section 125 Premium Only Plan document for signature. SUPPORTED BY N. SMITH. MOTION CARRIED.

4. Policies
a. Revised CMH Policy - #A-205 Property Owned by LCMHA Loaned for Use to Employees
b. Revised CMH Policy - #C-403 Consumer Health & Safety
c. Revised CMH Policy - #C-418 Community Information, Education & Community Relations Activities

All three policies above have been revised to reflect current procedures. The committee requested to see the bold and strike versions in future, as was previous practice. **MOTION BY N. SMITH** to approve policies A-205; C-403 and C-418. **SUPPORTED BY D. BILLS. MOTION CARRIED.**

5. Data Report

Mental Health Service Inquiry – In November we had 124 inquiries, 40 children. 83 intakes were scheduled, 38 were referred out. 49 initial assessments were completed, 7 were ineligible. 41 were eligible and receiving services, 1 refused service. 54% were Medicaid, 44% Healthy Michigan, 2% GF. We are seeing an increase in people seeking inpatient hospitalization who are above our income level. Kathryn is asking other CMHs how they are handling this. When people are moved out of Healthy Michigan it will impact us in April. If consumers have received services through the PIHP in the past six months they will be considered medically fragile and can stay on Healthy Michigan. We will be watching this very carefully, and helping consumers let the state know that they are receiving services here. If they have a plan on the market place they will be referred out. Committee members suggested inviting legislators to CMH to discuss this as a priority in 2018. We will be focusing on getting the word out to the consumers.

Substance Abuse inquiries – there were 55 inquiries in November, 5 were referred out as they had SUD insurance benefits. 44 were authorized and are receiving services, 2 were found ineligible. 17 were Medicaid, 23 Healthy Michigan, 4 block grant. Pathways Engagement Center is beginning to see numbers increase as we work with Share the Warmth, Law Enforcement and Emergency Rooms. One child came in for services (15 years old).

State Institution – we currently have 3 people at Kalamazoo. Kathryn reported that Cindy Kelly spoke at the Director’s Forum, and directed CMHs to be ready with plans for people from the state hospital to come into the community.

Inpatient Hospitalizations – 28 were hospitalized in November, 4 children. 4 were re-admittances within the last 30 days (1 child). 58% had Medicaid, 38% had Healthy Michigan, 1 GF. 67% had co-occurring mental health and substance use disorders, 71% were
previously unknown to us. 10 were petitioned, 10 were diverted – some of those went to Pathways.

6. Finance Report
Deb Strayer reported that two months into the new fiscal year the expenditure line shows per diems over budget – this is due to the Fall MACMH Conference, this should come back into line as the year progresses. Community Psychiatric Inpatient is at 20% at 17% of the way through the year. Overall expenditure showing at 16% spent at 17% of the year.
Clinical contracts – Autism line is high, even though this line was increased from $310,000 to $500,000. The region has an inadequate amount of services for Autism. GuardianTrac and Michigan Agency with Choice are two providers of CLS and respite services. We were required to give a direct care wage increase this year; this is not built into our budget as we have not received the money yet. Contracts are currently underspent at 15%.
Revenue – two block grants are underspent. The Criminal Justice agreement with the jails is slow to get up and running. The Multicultural block grant is for the Hispanic population without Medicaid coverage and almost all of our Hispanic consumers have Medicaid. Private Donation line is looking good due to the ProMedica ER Employees designation of $770.
We did not have enough excess local to cover the GF shortfall; needing almost $12,000 from the fund balance.
Cash balance – there was a small negative change in market value, but we had a good month on interest earned. Overall the value of the investments went up by $3,000.

MOTION BY A. PALMER to approve the finance report and vouchers totaling $1,083,376.90. SUPPORTED BY D. BILLS. MOTION CARRIED.

7. Action Items from Recipient Rights Advisory Committee
Amy Palmer reported on Recipient Rights Advisory Committee which met yesterday, December 19th. Rose Savage presented information on the state audit. Lenawee received a 169/170 score, which is excellent. The auditors were very impressed with Rose Savage, and the overall regional Rights System that we have. Rose Savage presented the year-end report. There were 77 complaints, which included 94 allegations. MOTION BY N. SMITH that the Lenawee Rights Office is adequately staffed and should continue to be funded. SUPPORTED BY D. BILLS. MOTION CARRIED. A new member for the RRAC was presented for approval. MOTION BY G. ADAMS to approve Judy Mort-Duncan as a member of the Recipient Rights Advisory Committee. SUPPORTED BY A. PALMER. MOTION CARRIED.
8. Other

a. Deb Bills reported that the consumer holiday party was a success. The party included recognition of consumers who had been successful.

b. Kathryn Szewczuk reported that Leslie Wireman is currently working with us one day per week for clinical consultation. She has a lot of good ideas, and so far she likes working at CMH very much. Kathy Dettling will continue to work with the Integrated Health Care clinic.

c. 298 Update. An RFI will be going out in December to those CMHs interested in participating in the pilot. We have made it clear to the state that a 30 day turnaround is unrealistic. The expectation is to partner with at least one health plan. They are also considering extending the start date to October 1\textsuperscript{st}.

d. MIPAD. A draft report from the inpatient psychiatric admission workgroup has been issued. A brief presentation, without detail was given at the Directors Forum. Linda Zeller said that the PIHPs/CMHs would have to be more creative in the community for those who would normally be sent to the hospital. A telephone conference is scheduled on January 5\textsuperscript{th} with members of the MIPAD group; ProMedica; legislators and the PIHP.

e. If committee members have time, please visit the Festival of Trees at the Riverwalk, Comstock Park. CMH has is a remembrance tree that includes pictures of those we have lost.