LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

Minutes
January 25, 2018

Present:  J. Ackley, G. Adams; S. Clites; M. Jackson; J. Lapham; A. Palmer D. Reed; N. Smith; R. Tillotson; D. Yearsin
Absent:  D. Bills; J. Van Doren
Staff:  Andrews; Demers; Rink; Snyder; Strayer; Szewczuk
Public:  None

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

PREVIOUS MINUTES

MOTION BY N. SMITH to approve the minutes from Operations & Budget Committee (which met on behalf of the board in December) dated December 20, 2017. SUPPORTED BY J. LAPHAM. MOTION CARRIED.

PUBLIC COMMENT
No report.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS
a. 5 year award – Kathryn Rink
b. 10 year award – Aimee Snyder
c. 40 year service award – Deb Strayer

COMMITTEE REPORTS
A. Standing Committees

1. Consumer Action Committee
   The Consumer Action Committee did not meet in January.

2. Performance Improvement
   Deidre Reed reported on the meeting held on January 15th. A Joint Commission audit is expected in March. We will also be transitioning to a new electronic medical record about that same time. The 2017 Performance Improvement Year End Report was presented. MOTION BY M. JACKSON to approve the year-end report, and place on file. SUPPORTED BY J. LAPHAM. MOTION CARRIED.

3. Facilities Committee
   There was no Facilities Committee in January.

4. Operations and Budget
   Adams reported on Operations & Budget Committee which met on January 17th.
   - **Contracts**
     - **FY18 CMHPSM - ROSC Contract.**
       Kathryn reported that this contract is for our SUD funding with the region which totals $1,369,587, including treatment, women’s specialty, drug court peer recovery and the engagement center.
       MOTION BY M. JACKSON. SUPPORTED BY D. YEARSIN. MOTION CARRIED
     - **S. Main – Amended Lease Agreement**
       We will be adding short term residential beds as an option to defer people from the hospital at the South Main location, with an option of two more beds at College Avenue. This would impact the budget by $5329 per year. MOTION BY A. PALMER to approve the amended lease at S. Main. SUPPORTED BY D. REED. MOTION CARRIED.
   - **Policies**
     - **Revised CMH Policy - #A-211 Performance Improvement**
     - **Revised CMH Policy - #B-310 Public Information**
     - **Revised CMH Policy - #C-424 Discharge from Services/Treatment & Follow Up.**
       The above policies have been revised to reflect current procedures. MOTION BY N. SMITH to approve the three policies above. SUPPORTED BY D. REED. MOTION CARRIED.
Data Report:

**Service Inquiry** - In December we had 92 inquiries for mental health service, 23 children. 26 were referred out. 71 intakes were scheduled, 43 assessments completed. 9 were found ineligible, 32 are receiving services. 2 refused service. 66% were Medicaid, 34% Healthy Michigan. There were 53 inquiries for substance use treatment, 4 were referred out. 1 was ineligible. 48 were authorized for services, 19 Medicaid, 23 Healthy Michigan, 5 Block Grant.

**State Institution** - we still have 3 in Kalamazoo. We hope to be able to move one out soon.

**Inpatient Hospitalizations** - we had 19 adults admitted to the hospital in December. 13 were previously unknown to us. 68% had co-occurring mental health and substance use disorders. 4 reported the Family Medical Center as their Primary Care Provider, 8 did not have a primary care physician. 6 were petitioned in, 6 were diverted. 53% Medicaid, 47% Healthy Michigan.

**Pathways** - since we have opened we have had 37 admissions with 15 unique individuals. 6 were already CMH consumers, 6 were opened as a result of going to Pathways, and 3 remain non-CMH consumers. 9 of the 15 are homeless; referrals are coming from the homeless shelter, CMH, providers and community members. 2 were admitted directly to detox.

**Finance Reports** - Deb Strayer reported that due to her impending retirement, this will be her last report to the board. Debi Andrews will be taking on this responsibility.

This is the end of the first quarter at 25% of the way through the year. The audit line is over budget, but the financial audit is almost paid for and we still have the compliance portion to come. Due to the low utilization of community inpatient in December, this has brought us back into line. We continue to see the autism expenses climb. We were required to give a direct care wage increase, but this was not built into the budget, and we have not yet been reimbursed by the region. SUD providers are slow getting claims in; we expect to see this line increase. Respite will run high in the summer. Overall clinical contracts are at 22% at 25% of the way through the year. Revenue – SUD is running low and will pick up. Earned revenue other is only 9% as we do not yet have an Integrated Health Care Manager that we will be sharing with the Family Medical Center. Earned Interest and Dividends is low, for the first three months we have seen a small negative change in market value, but there has been enough earned interest to offset
the change in market value. Cash Balance sheet shows that after covering $31,578 of GF shortfall with local funds, we still have almost $21,000 to contribute to the fund balance. Overall the value of the investments decreased by $375.

**MOTION BY M. JACKSON** to approve Finance Reports and additional vouchers totaling $480,995.31. **SUPPORTED BY N. SMITH. MOTION CARRIED.**

5. **Personnel Committee**
   There was no Personnel Committee meeting in January.

6. **Recipient Rights Advisory Committee**
   There was no Recipient Rights Advisory Committee meeting in January.

7. **Retirement Committee**
   There was no Retirement Committee meeting in January.

   A. **By-Laws**
   There was no By-Laws Committee in January.

   B. **Ad-Hoc Committees**
      **RFP Ad Hoc Committee**
      Mark Jackson reported on the meeting held on January 18th. Rick Gurdjian’s office has offered to help us put together a Request for Proposal. Representatives from Gurdjian & Associates provided two sample RFP’s for consideration. The committee agreed that the simpler version would be adequate. Responses will be sent and received via CMH, but will be sent unopened to R. Gurdjian’s office, who will subsequently redact the responses for fairness purposes. It was agreed that the recipients of the RFPs should also receive a copy of the current statement. Suggested banking institutions and brokers to receive the RFP were discussed. The current investment policy was discussed, a proposed policy seemed acceptable. Questions regarding the RFP’s will come into CMH and will be triaged to the person thought best to respond. There was discussion regarding who should review the RFP’s (the committee or the whole board)? Scott Clites offered to participate in committee deliberations, as Nate Smith will recuse himself. It was agreed that the Ad Hoc Committee will continue with the process and review RFP’s. It was also agreed that RFP’s should be returned by April 1st, followed by a recommendation by the RFP Ad Hoc Committee to the board in May.
In the meantime A Non-Corporate Resolution has been received from Old National. This document only contains the name of Deb Strayer as agent. Due to Deb’s impending retirement, this will need to be amended. **MOTION BY M. JACKSON** to add CFO, Debi Andrews and CEO, Kathryn Szewczuk to this document and return the signed Resolution to Old National. **SUPPORTED BY J. LAPHAM. MOTION CARRIED.** There is also a policy statement to be signed and returned. **MOTION BY M. JACKSON** to authorize a signed investment statement to be returned to Old National with the same signatories as above. **SUPPORTED BY J. LAPHAM. MOTION CARRIED.**

**EXECUTIVE DIRECTOR’S REPORT**

1. Amy Fullerton’s term on the SUD Oversight Policy Board is up for renewal. **MOTION BY R. TILLOTSON** to appoint Amy Fullerton to the SUD Oversight Policy board. **SUPPORTED BY M. JACKSON. MOTION CARRIED.**

2. DABS to Healthy Michigan migration. We need to ensure legislators understand what is happening. When applying for Medicaid, consumers can be assigned to the wrong plan. This mistake has a huge impact across the state. $286 reimbursement for DAB. HM - $37.38. TANF - $16. If moved from DAB to HM our reimbursement rate drops significantly, the impact on our region is $4m. The state is not recognizing the problem which goes back to 2016/17. The legislature has been told that PIHPs have a risk fund and can cover this. We have to help legislators understand what this means to the consumers and to CMHs. The Board Association is working with the State Fiscal Agency on a transfer to cover a portion of FY16/17. Some counties are presenting this information to the County Commission also. We are continuing to pay attention to this.

3. 298 Update. The RFI has gone out. There are 14 pages of questions and answers. Response due Feb 13th and must include at least 50% of the Health Plans in the region involved in the MOU. The state deflected recommendations that came from the workgroup about changes to parameters of the project. The Health Plans will assume the risk. Chosen CMHs will be determined by Feb 28th. If no RFI’s apply, the state will chose a CMH to participate in the pilot (starting July 1st).

4. As previously reported in October, one of our providers did not have documentation for consumer services (Consumers Inc.). We asked for documentation for our consumers. There was missing documentation, wrong CPT codes, wrong dates and times. Therefore we informed the Office of Inspector General. Consumers Inc., will have to pay back over $46,000. They terminated their contract with us in April, but continued to provide services through August.
5. April Demers has decided not to continue as the COO, however, will continue on contract to help us continue some of the things that have been started.

6. We have an opportunity to participate in a grant coming through the Opioid Collaborative and the University of Michigan. There is money to pay for a behavioral health consultant to work with physicians in our area, to help them identify and support physicians to provide medication assisted treatment. The services of an addictionologist would also be available. More information will be forthcoming on this.

7. We are seeing more requests for Mental Health First Aid and safeTALK Trainings. There may be requests in the future to help cover incidentals for these trainings.
Mark Jackson noted that we have $31,000 invested with the community foundation with $9,000 of that distributable – this would be a good use of those funds.

8. Kathryn and Greg attended a meeting on Jan 5th with ProMedica (Dr. Yaroch; Kevin Webb), Bronna Kahle, Dale Zorn, and members of the state MIPAD committee. ProMedica reported that to be viable they would have to have 30 beds; our region has a deficit of 34 beds. It didn’t seem like they were going to consider it. We received the go-ahead to talk to Toledo regarding a contract; there is a follow up meeting tomorrow to talk with our Rights people and ProMedica Toledo hospital. This would give us access to additional beds in Toledo.

**REPORT FROM BOARD CHAIR**

1. Winter Conference – February 6th & 7th in Kalamazoo. Kathryn and Greg will be attending. Judy Ackley would like to attend if rooms become available.

**REPORT FROM REGIONAL BOARD**

1. A couple of contracts were approved.
2. The new Veterans’ Affairs Navigator was introduced – E. Behm.
3. The DABS situation was explained.
4. Staff is watching budgets, staff travel etc.

**BOARD MEMBER COMMENTS**

1. R. Tillotson reported on the meeting with ProMedica and the County Commission regarding purchasing $150m worth of bonds for the hospital. The subject of an inpatient unit was brought up, and ProMedica reported there was difficulty in obtaining psychiatrists.
2. We have received a donation from the Adrian Dominican Sisters for the E-Race the Stigma 5k. The county is going to cover the entry fee for any county employee who wishes to participate in the race. Greg met with Michener’ School representatives – who would like to get
involved. This year there will be a banner for people to sign and comment if they wish.

3. At one time the board voted on a policy that members could only attend two conferences per year. There was discussion regarding rescinding this policy as there has been no recent issues with this. **MOTION BY J. ACKLEY** that we not limit the number of conferences available to board members. **SUPPORTED BY M. JACKSON. MOTION CARRIED.** There was discussion regarding the value of attendance at the BoardWorks sessions at the Conferences for the new board members.

**ADJOURNMENT**

Meeting adjourned.

________________________________________________________________________
Nathan C. Smith                                      Date
Secretary