LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

Minutes
February 22, 2018

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

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

PREVIOUS MINUTES

MOTION BY J. LAPHAM to approve the minutes dated January 25th, 2018.
SUPPORTED BY D. YEARSIN. MOTION CARRIED.

PUBLIC COMMENT
No report.

SPECIAL PRESENTATIONS, REPORTS AND ACKNOWLEDGEMENTS
None.

COMMITTEE REPORTS

A. Standing Committees

1. Consumer Action Committee
The Consumer Action Committee in February was cancelled due to bad weather.

2. Performance Improvement
There was no Performance Improvement Committee meeting in February.

3. Facilities Committee
There was no Facilities Committee meeting in February.

4. Operations and Budget
Adams reported on Operations & Budget Committee which met on February 21st.

- **Contracts**
  - *ProMedica Flower Hospital Contract*
  - *Momentum - Autism Services*
  - *HealthCall - Autism Services*
  - *University of Michigan, Opioid Collaborative*
  Kathryn Szewczuk gave an overview of the above contracts and rationale for each. **MOTION BY D. BILLS** to approve the four contracts. **SUPPORTED BY J. ACKLEY. MOTION CARRIED.**

- **Policies**
  - *Revised Regional Policy #RR-601 - Consumer Appeals*
  - *Revised Regional Policy #RR-623 - Confidentiality & Access to Consumer Records*
  - *Revised Regional Policy #R-832 - Debarment, Suspension & Exclusion*
  - *New Regional Policy #R-804 Claims Payment & Appeal*
  Kathryn Szewczuk reported that the above policies have been approved by the region. The new Claims Payment & Appeals policy follows Lenawee’s practice. **MOTION BY J. VAN DOREN** to approve the three revised Regional Policies: RR-601; RR-623 and R-832. **SUPPORTED BY D. REED. MOTION CARRIED.**
    **MOTION BY J. VAN DOREN** to approve the new Regional Policy #R-804. **SUPPORTED BY J. LAPHAM. MOTION CARRIED.**

Data Report:

**Service Inquiry** - In January there were 134 inquiries, 49 of those were children. 38 were referred out, and 92 scheduled for an intake. 65 Assessments were completed. 19 were found ineligible, 1 refused service and 45 are receiving services. All had either Medicaid or Healthy Michigan. There were 58 inquiries for substance use disorder
services. 6 were referred out, 5 were found ineligible. 46 were authorized for service. 15 were Medicaid, 22 Healthy Michigan, 9 block grant. There was discussion regarding obtaining information on deaths by overdose. However, usually these are not our consumers. Annual reports are received from the Medical Examiner, but Kathryn can follow up on this.

**State Institution** - we still have 3 in Kalamazoo. It was agreed that as the data does not change much from month to month, the graphs can be suspended. **MOTION BY D. REED** to suspend the state institution data report. **SUPPORTED BY D. BILLS. MOTION CARRIED.**

**Inpatient Hospitalizations** - we had 30 admissions in January, 3 of those were children. 2 were re-admittances. 12 Medicaid, 16 Healthy Michigan. 46% had co-occurring mental health and substance use disorders. 57% were previously unknown to us. 32% did not have a primary care physician, 25% reported the Family Medical Center as their primary care. 12 were petitioned into the hospital. 4 were diverted. Two were able to use the short term crisis beds.

**Finance Reports** - Kathryn Szewczuk reported that CMH will be receiving $35,946 from the Branch County Community Foundation. We have been waiting for the return of this money, which was held by the BCCF following the dissolution of the Lenawee Health Plan which was provided for people without access to Medicaid. This was prior to Healthy Michigan and Adult Benefit Waiver. The funds have been released and the Family Medical Center, United Way, Health Department, ProMedica Bixby Foundation, Community Action Agency and CMH will each receive the same amount. CMH will be able to supplement our General Fund.

Debi Andrews reported that at the end of January, we are 33% of the way through the year, 32% of the budget is spent. Outliers include the audit, there is a compliance audit scheduled for the end of March which will close this line. Psychiatrist line is above budget as we have added time to some schedules; this will be adjusted when we revise the spending plan. Contract services show that the community inpatient is above budget. Clinical Services, the Autism line continues to climb at 43%, the CLS line is over due to the direct care wage, we will be reimbursed for this from the PIHP next week. Respite line is also over. Revenue - is at 32%. The market value for the wealth management investments saw a loss of $25,000. At the end of January we show needing $20,000 from the fund balance to cover the GF shortfall.
MOTION BY M. JACKSON to approve Finance Reports and additional vouchers totaling $193,143.36. SUPPORTED BY J. LAPHAM. MOTION CARRIED.

5. Personnel Committee
Jim Van Doren reported on the Personnel Committee meeting which met on February 20th. The Employee Handbook is revised. The “paid leave” section clarifies that any accumulated paid leave should be used prior to any short term disability or unpaid leave. MOTION BY J. VAN DOREN to approve the revisions to the Employee Handbook. SUPPORTED BY M. JACKSON. MOTION CARRIED. A grant funded Behavioral Health Consultant position, to be shared with Monroe, was reviewed. MOTION BY J. VAN DOREN to approve the new Behavioral Health Consultant position. SUPPORTED BY D. REED. MOTION CARRIED.

A new Program Manager position for the Pathways Engagement Center was presented. This position will be funded through the SUD Engagement Center funds. MOTION BY J. VAN DOREN to approve the Program Manager position for Pathways. SUPPORTED BY J. ACKLEY. MOTION CARRIED.

6. Recipient Rights Advisory Committee
There was no Recipient Rights Advisory Committee meeting in February.

7. Retirement Committee
There was no Retirement Committee meeting in February.

A. By-Laws
There was no By-Laws Committee in February.

B. Ad-Hoc Committees
RFP Ad Hoc Committee
There was no RFP Ad-Hoc Committee meeting in February.

EXECUTIVE DIRECTOR’S REPORT
1. Please mark your calendars for the Opioid Addiction Summit, on April 18th at Adrian Armory. More details to follow.
2. We are applying for a Drug Free Communities Grant, which is for 5 years ($125,000 per year) primarily for funding a coordinator position to build prevention capacity in the community.
3. There is an article with the board packet from the Michigan Association of Community Mental Health Boards regarding the school shootings, mental illness and the public misconceptions.
4. Related to the former, Kathryn will be calling in to Doug Spade’s radio show on Saturday as he has requested CMH’s point of view regarding
the above. There was some discussion regarding this. What is the procedure when media requests are received by board members? It was agreed that requests and/or comments regarding the LCMHA position, should be directed back to the Executive Director. If opinions are requested, it should be stressed that opinions expressed are solely your own.

5. There is an article on Crains this week that reports that the Health Plans are looking at moving the Medicaid long term care population into managed care. This would involve privatizing nursing homes, assisted living, and long term care for older adults. 

6. There is an invitation in the board packets to Deb Strayer’s Retirement Open House on April 2nd.

**REPORT FROM BOARD CHAIR**
There was nothing to report.

**REPORT FROM REGIONAL BOARD**
Ralph Tillotson reported on last week’s meeting, which primarily focused on the performance evaluation of the Chief Executive Officer, which was satisfactory.

**BOARD MEMBER COMMENTS**
Adams, Ackley and Kathryn Szewczuk attended the MACMHB Winter Conference in Kalamazoo. Kathryn and Kathy Dettling’s presentation on the changes being implemented at CMH was well attended, and there was some good feedback.

**ADJOURNMENT**
Meeting adjourned at 3:50pm.

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Nathan C. Smith  Date