LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY BOARD MEETING

Minutes
September 27, 2018

Present: J. Ackley, G. Adams; D. Bills; M. Jackson; J. Lapham; A. Palmer; D. Reed; N. Smith; Terrill; Wilson
Absent: R. Tillotson
Staff: Andrews; Bradley; Feller; Rawlings; Ross; Schell; Szewczuk;
Guests: M. O’Hare
Public: Durell; Roman; Gates; Guetschow

1. CALL TO ORDER
   The meeting was called to order at 3:02pm.

2. WELCOME & INTRODUCTIONS
   New board members were introduced – Holly Terrill and Nic Wilson.

3. PREVIOUS MINUTES
   MOTION BY M. JACKSON to approve the minutes dated August 30, 2018. SUPPORTED BY A. PALMER. MOTION CARRIED.

4. AWARDS AND RECOGNITION
   a. Kay Ross was presented with her 30 year service award certificate, congratulations Kay!

5. PUBLIC COMMENT
   a. Debra Gates reported that she had not received any resolution to her issues with Lenawee Transportation. Kay Ross offered to assist.

6. STRATEGIC PLAN
   Mary O’Hare gave a brief update on work done so far on the Strategic Plan, which started with a board retreat in 2015; the current plan has been updated to include what still needs to be done. Issues that are no longer relevant have been removed. Due to a shift in focus at the state
level, it is suggested to wait at least another year for another update. The board members, management team and staff have all had a part in creating the current plan. Management Team is currently working on setting base targets for each of the goals. The new strategic plan includes the Balanced Scorecard, which is a snapshot of the work being done. The board Performance Improvement Committee has reviewed this document and recommended approval. **MOTION BY D. REED** to approve the 2018-2021 Strategic Plan document. **SUPPORTED BY D. BILLS. MOTION CARRIED.** It was agreed that the strategic plan should be reviewed quarterly at Performance Improvement Committee meetings.

7. **TOWN HALL**
Mary O’Hare distributed a summary report on the Community Town Hall, which was held at the LISD Tech Center on September 20th to focus on seeking a solution to the gap in local resources for inpatient mental health services. Board member comments included:
- Great turnout
- Great facilitation
- Constructive comments and conversation
- Good cross section of the community
- Disappointment in the write up in the paper the following day
- Little diversity in race/ethnicity of participants
- The community needs a better understanding of what CMH does/services provided/population/costs/insurance etc.
- Often times, if people do not have insurance, they will not reach out for help
- It is important to keep the conversation going with a follow up in the newspaper, and emails to participants
- We should ensure we are up to date with statewide initiatives (MIPAD committee/CON workgroup/MDHHS/Hospital Association etc.).
- The state is working on increasing the safety in hospitals, as well as increasing the number of beds available.
- Preventing hospitalizations will continue to be our focus, as we look at our Access and MI team procedures.

It was agreed that an AD-Hoc Committee be formed to look at the next steps, and to be able to move this forward. Volunteers for this committee were: Palmer; Adams and Reed. This committee should agree on a framework before inviting members of the public to join the committee. A “thank you” email should be sent to all participants, and possibly another ad in the paper, or a “letter to the editor”. This can be followed up by a call for volunteers to participate in the Ad-Hoc committee, once the framework is established. **MOTION BY M.**
JACKSON to appoint an Ad-Hoc committee to bring a recommendation to the board regarding next steps. Also to authorize management to extend Mary O’Hare’s consultation contract, in order for her to continue to be a resource. SUPPORTED BY D. BILLS. MOTION CARRIED. The Ad Hoc Committee will consist of Adams; Palmer & Reed. It was also agreed to include Jackie Bradley as a member of this committee to help with coordination efforts. It is preferable that Kathryn Szewczuk continues to reach out to Dr. Yaroch as it is important to maintain good relationships and coordinated efforts for the benefit Lenawee County residents.

There was more discussion regarding the continued efforts we are having with ProMedica regarding authorizations at the ER and care coordination.

COMMITTEE REPORTS

A. Standing Committees

1. Consumer Action Committee
   Mark Roman gave an update on the meeting held on September 20th. There is still an opening on the committee. MOTION BY N. SMITH to appoint Todd Ackley to the Consumer Action Committee as the DD representative. SUPPORTED BY M. JACKSON. MOTION CARRIED. J. Ackley abstained. The Family Support group is disbanding due to lack of attendance. There is a November 14th RCAC training at Zeeb Rd for all members. There are several events/trainings coming up that committee members will be attending. Tentative dates are being set for the Christmas party and Celebration of Success.

2. Performance Improvement Committee
   Data for Lenawee continues to look good. The committee reviewed the Strategic Plan and recommended approval. Accomplishments for 2016 – 2018 were reviewed. There was an update on the work of the PI workgroups.

3. Recipient Rights Advisory Committee
   The new Recipient Rights Officer, Jessica Krefman was introduced by Shane Ray, the RRO Director. The year-end report will be presented at the next meeting. Jessica explained that she has been trying to catch up with site visits that need to be completed. Recipient Rights Officers from our regional partners are helping with this process.

4. Operations & Budget
   Adams reported on Operations & Budget Committee which met on September 19th.
   - Two local policies have been revised. Policy #F-516 has been revised to reflect current procedures. Policy #F-517
has been revised to increase the authorized capitalization amount from $1500 to $5,000 upon the recommendation of our auditors. **MOTION BY N. SMITH** to approve policies #F-516 and #F-517. **SUPPORTED BY J. LAPHAM.** **MOTION CARRIED.**

- Kathryn Szewczuk reviewed the data for August. There were 103 inquiries for mental health services, 13 of those were referred out, 2 did not respond to return calls. 88 intakes were scheduled, and 88 initial assessments were completed. 21 were found ineligible and referred out. 67 were found eligible and are receiving services. 66% of those were Medicaid, 33% Healthy Michigan and 1 GF. Inquiries for substance use disorder treatment totaled 58, with one 14 year old child. 1 was denied, 57 were authorized including the child. 18 Medicaid, 30 Healthy Michigan, 9 block grant. Inpatient hospitalizations – 21 were admitted. 8 Medicaid, 12 Healthy Michigan and 1 GF. 52% had co-occurring mental health and substance use disorders. 76% were previously unknown to us. 2 reported the Family Medical Center provided their primary care. 8 did not have a primary care physician. 8 were diverted, and 9 were petitioned.

- Debi Andrews reported on the finance report. At the end of August at 92% of the way through the year, we are at 87% spent. We should be able to send back $1m to the region, which is mostly SUD funding. We are showing being able to contribute $86,000 to the fund balance. **MOTION BY M. JACKSON** to approve the finance report and additional vouchers totaling $918,246.21. **SUPPORTED BY N. SMITH.** **MOTION CARRIED.**

- Fy19 Spending Plan. The bottom line is reduced by $322,678. We will receive an increase in state GF of $209,718. We expect an amendment to come from the PIHP in late October/November which will increase our revenue. **MOTION BY M. JACKSON** to approve the proposed FY19 Budget. **SUPPORTED BY D. REED.** **MOTION CARRIED.**

5. **EXECUTIVE DIRECTOR’S REPORT**

- Jim Van Doren has submitted his resignation via email; we therefore have another opening on the board. It was agreed that a Personnel Committee meeting should be convened to discuss options.

- Kathryn attended a Director’s Forum this week in Lansing. Concerns were expressed to the Department regarding lack of funding for Healthy Michigan. Also discussed was the autism
benefit which was rolled into the Medicaid cap without historical knowledge of impending expenses. The age for eligible benefit was raised from 0-5 to 21 years of age. One of our partners is already $2m in debt just from autism.

- The Office of Recovery Oriented System of Care has carried over $12-$13m in grants which will be pushed out to the regions. However, the money will be specific to a program. We are asking the region to advocate with the state that funds be more flexible by allowing the communities to decide what is needed.
- The CARES task force is pressing for a 24 hour hotline to be linked to the CMH’s, at a cost of millions.
- The Department has initiated a Behavioral Health Fee Development project. Costs are different across different CMHs and regions. We have to report information that is due by November 21st.
- Milliman will be visiting every CMH to spend a day learning what they do to understand costs, and what rates should be.
- Regional Update - this month each CMH will experience a 20% reduction in allocation as the state pulled back $1.2m from our region, due to the fact that encounters were returned to the region with errors and not resubmitted for funding. The directors have expressed their urgency surrounding this loss of revenue, and to investigate how far back this issue goes. We cannot afford to lose any revenue, or any impact to our rates going forward.
- Deidre Reed will forward the latest MDHHS/CMS final ruling to Kathryn.

6. REPORT FROM BOARD CHAIR

- There are seven members signed up to attend the Fall Conference. There is a MIPAD breakout session, which would be an opportunity to lobby regarding the lack of inpatient beds available and accessibility etc.
- Committee Assignments – volunteers were sought for vacant positions.
  - Facilities Committee – Holly Terrill and Nic Wilson were both appointed by the board chair.
  - Retirement Committee – Deidre Reed was appointed by the board chair.
  - Personnel Committee – Amy Palmer was appointed by the board chair.
  - Consumer Action Committee – Holly Terrill is already a participant on this committee.
  - The RFP Ad Hoc Committee can be removed from the list
  - Add – Town Hall Ad Hoc Committee to the list.
7. **REPORT FROM REGIONAL BOARD**
   - Ralph Tillotson is stepping down as Chair of the Regional Board. The next chair will be from either Livingston or Washtenaw.

8. **BOARD MEMBER COMMENTS**
   None.

9. **ADJOURNMENT**
   Meeting adjourned at 4:50pm.

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Nathan C. Smith  
Secretary