Minutes
November 29, 2018

Present:  J. Ackley, G. Adams; D. Bills; M. Jackson; J. Lapham; A. Palmer; D. Reed; N. Smith; H. Terrill
Absent:  D. Bills; R. Tillotson, N. Wilson
Staff:  Andrews; Feller; Rawlings; Schell; Szewczuk
Guest:  T. McCarell (Old National Wealth Management)
Public:  None

1. **CALL TO ORDER**
The meeting was called to order at 3:03pm.

2. **PREVIOUS MINUTES**
   **MOTION BY M. JACKSON** to approve the minutes dated October 25, 2018. **SUPPORTED BY J. LAPHAM. MOTION CARRIED.**

3. **PUBLIC COMMENT**
   None

4. **OLD NATIONAL – WEALTH MANAGEMENT DIVISION, Tom McCarell**
   Tom McCarell presented information on the current economic climate, and stressed the need to control price movement as interest rates rise. We can also ensure we have cash needs in the future by shortening the average maturity of the portfolio. We are in a good situation currently and can make changes to the portfolio when needed.

5. **COMMITTEE REPORTS**

A. **Standing Committees**

   1. **Operations & Budget**
      Adams reported on Operations & Budget Committee which met on November 27th.
Three new Autism provider contracts were presented for approval. **MOTION BY N. SMITH** to add Autism Systems LLC; Creating Brighter Futures; and Behavioral Health Works to our provider panel. **SUPPORTED BY M. JACKSON. MOTION CARRIED.**

Snow removal bids for the group homes were sent to 8 companies; however, only 1 submitted a bid. Beaubien Landscaping also takes care of the lawn care at the group homes. **MOTION BY A. PALMER** to approve the bid from Beaubien Landscape Development. **SUPPORTED BY M. JACKSON. MOTION CARRIED.**

**Revised Policy B-317 LCMHA Vehicles. MOTION BY N. SMITH** to approve revised policy B-317. **SUPPORTED BY A. PALMER. MOTION CARRIED.**

**Revised Policy C-414 Payment for Prescriptions.** Additional procedures added to this policy to cover the Medication clinic. **MOTION BY M. JACKSON** to approve policy C-414. **SUPPORTED BY N. SMITH. MOTION CARRIED.**

**Revised Policy F-505 Travel Reimbursement.** Procedures have been updated for easier processing by the accounting department. **MOTION BY N. SMITH** to approve Policy F-505. **SUPPORTED BY J. LAPHAM. MOTION CARRIED.**

**Payroll Processing Quote Comparison.** Gina Schell updated the board on the process completed for outsourcing payroll. Six bids were evaluated, and three were narrowed down for consideration. Currently all timekeeping, time off requests, and reconciliations are done by hand. **MOTION BY D. REED** to approve up to a three year fixed rate contract with Workforce PayHub, if there is a 30 day clause for either party to terminate with no penalty. **SUPPORTED BY N. SMITH. Opposed M. Jackson. MOTION CARRIED.**

Kathryn Szewczuk reviewed the data for October. There were 114 mental health inquiries, 20 were referred out, 2 no return calls, and 2 refused or did not need services. 90 intakes were scheduled with 85 initial assessments completed. 23 were found ineligible, 62 were eligible and are receiving services. 37% were Healthy Michigan, 63% Medicaid. There were 48 inquiries for substance use disorder services, 2 were denied, 1 refused and 1 did not call back. 44 were authorized for service. 10 Medicaid, 30 Healthy Michigan, 4 Block Grant. There were 28 admissions to hospitals, one was a re-admission. 37% Medicaid, 56 Healthy Michigan, 2 General Fund. 70% had co-occurring...
mental health and substance use disorders, and 70% were previously unknown to us. 4 reported using the Family Medical Center for primary care, 14 did not have a primary care physician. We were able to divert 5 from the hospital, and 10 went in on petition. Nic Wilson met with some ER staff and will get us into a meeting in February to talk about petitions.

- Debi Andrews reported on the finance report. Revenue and expenses at the end of October are at 7% at 8% of the way through the year. This month has been slow due to many providers finishing up their fiscal year and getting claims in. Expenditure shows salaries and wages under budget as we still have a couple of open positions to fill. The stipend line is also high due to the board conference in October; this will even out during the year. There is a higher utilization of consultants and audit, and we have just completed the financial audit. We have also been utilizing the services of our attorney. At the end of October we show being able to add $29,000 to the fund balance. The wealth management summary shows good interest earned on the investments, even though we are seeing a loss in market value.

**MOTION BY M. JACKSON** to accept the finance report and vouchers. **SUPPORTED BY D. REED. MOTION CARRIED.**

2. Behavioral Health Access Initiative – Ad Hoc Committee
Amy Palmer reported on meetings held on November 7th, and the smaller Ad-Hoc Committee meeting held on November 27th. Two smaller committees have been convened. Greg Adams will be chairing the Data Committee, and Deidre Reed will be chairing the Expanding Crisis Services Committee.

5. EXECUTIVE DIRECTOR’S REPORT
- Kathryn attended the Directors Forum this week, which mainly focused on insufficient funds in the mental health system. Four of the regions in the state are going into the risk corridor. Since 2014/15 Healthy Michigan rates have been repeatedly reduced. At the same time there is an expectation in communities and at the state that CMHS are doing more. Our PIHP has no risk reserve and will be going into the risk corridor. The state was supposed to have a rate setting meeting today which was cancelled. Until the rates are set we do not have a budget starting January 1st.
- Discussion regarding Administrative Appeal. Estimated initial cost is $60,000, which would be split between the partners to
cover all of the appeal processes. **MOTION BY M. JACKSON**
to support an Administrative Appeal, requesting PIHP to pay
$60,000. If necessary Hendershot not to exceed $12,000.
**SUPPORTED BY J. LAPHAM. MOTION CARRIED.**

6. **REPORT FROM BOARD CHAIR**
   - Several staff, and Greg, attended a MIPAD workgroup this
     month. There will be a vote next month. The bed situation
     around the state is not consistent.
   - We have received a letter from Katie Young, ProMedica
     Foundation, thanking us for our donation.
   - There is an E-Race the Stigma meeting next Tuesday. The
     county has agreed to continue to sponsor their employees
     to participate.

7. **REPORT FROM REGIONAL BOARD**
   - The board has extended Jane Terwilliger’s contract for
     three months while a 360 evaluation is completed, to
     include feedback from her staff and the Directors.
   - The budget was discussed, with concern over the lack of
     risk reserve.

8. **BOARD MEMBER COMMENTS**
   None.

9. **ADJOURNMENT**
   Meeting adjourned at 4:54pm.

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Nathan C. Smith  Date
Secretary