**Lenawee Community Mental Health Authority**

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**Board Meeting Minutes**

**November 30, 2023**

**Present:** A. Palmer; N. Eaton Gordon; J. Ackley; J Goetz; N. Smith; R. Tillotson; H. Terrill; D. Reed; E. Starlin; N. Wilson; D. Stimpson

**Absent:** T. Kelly

**Staff:** K. Szewczuk; J. Bradley; B. Briggs; H. Owen; N. Feller

1. ***CALL TO ORDER***

The meeting was called to order at 3:02pm by Amy Palmer, Board Chair.

1. ***PREVIOUS MINUTES***

**MOTION BY N. SMITH** to approve previous minutes dated October 26, 2023**. SUPPORTED BY J. GOETZ. MOTION CARRIED.**

1. ***PUBLIC COMMENT***

None

1. ***AWARDS AND PRESENTATION***

Niki feller was presented her Five-Year Service Award.

***COMMITTEE REPORTS***

**b. Operations & Budget Committee**

1. **Regional Policy – R-850 Conflict Free Case Management**

Clarifying language was added.

**MOTION BY N. SMITH to approve Regional Policy R-850. SUPPORTED BY N. EATON GORDON. MOTION CARRIED**.

1. ***Contracts***
   1. a. FY24 Master Project & Grant Agreement CMHPSM-Lenawee C24023

**MOTION BY N. SMITH** to approve FY24 Master Project and Grant Agreement. **SUPPORTED BY D. REED. MOTION CARRIED.**

* 1. FY24 CMHPSM-Lenawee C24025 (Medicaid Managed Care w/delegated functions)

**MOTION BY N. SMITH** to approve FY24 CMHPSM-Lenawee C24025. **SUPPORTED BY J. ACKLEY. MOTION CARRIED.**

* 1. FY24 CMHPSM-Lenawee CMHSP SUD Core Provider C24024

Will add the following language after:

Pathways is open 7 nights a week and operates 24-hours on the weekends, offering 18 staff facilitated SMART Recovery meetings each week*.*

*Provider will notify the PIHP if an outcome/deliverable cannot be met due to a staffing or facility issue.*

**MOTION BY N. WILSON** to approve FY24 CMHPSM- SUD Core Provider C24024. **SUPPORTED BY J. GOETZ. MOTION CARRIED.**

1. ***CMHAM Membership Dues***

Dues for FY24 increased by $95 from FY23

**MOTION BY N SMITH** to approve the Membership Dues for FY24 **SUPPORTED BY N. EATON GORDON. MOTION CARRIED.**

1. ***Data Report***

Kathryn reported that in October we had 121 mental health inquiries. 40 were initially referred out, 3 declined. 78 intakes were scheduled, 3 declined or had no need. 62 initial assessments were completed with 19 found to be ineligible, 42 eligible and receiving services, and 1 declined services. 74% Medicaid, 26% Healthy Michigan, 0% General Fund.

Substance use disorder inquiries in October totaled 43, 1 was referred out with benefits, 2 declined or had no need. 40 were authorized. 17 Healthy Michigan, 19 Medicaid, 4 block grant.

Inpatient Hospitalizations – there were a total of 31 admitted to hospital in October. 55% Medicaid, 39% Healthy Michigan, 6% (2) General Fund. 45% had co-occurring mental health and substance use disorders. 52% were previously unknown to us. 7 reported the Family Medical Center as their primary health care provider, 11 with no primary healthcare provider. We were able to divert 5. 17 went in on petition. 2 no show for a follow up appointment.

1. ***Finance Report***

Taylor Gerdeman presented the Accounts Payable report. October finance will be reported in December.

**MOTION BY N. WILSON** to approve the accounts payable report. **SUPPORTED BY J. GOETZ. MOTION CARRIED.**

1. ***Drywall Inc. Proposal – Maumee St. Renovations***

We received one bid for the renovations. The estimate is within budget, but does not include IT needs or furniture.

**MOTION BY N. SMITH** to recommend approval for the proposal to the Board. **SUPPORTED BY J. ACKLEY. D. STIMPSON ABSTAINED FROM THE VOTE. MOTION CARRIED.**

1. **Retirement Committee**

Pension plan data is evaluated and updated annually on January 1st. There are 12 members in the “Active Member” status, no more will be added as the plan is closed. 3 former employees have retired since 2022, totaling 55 in pay status. Actuarial market value is $14,231,327. It is still unclear if interest rates will decrease, or if the higher rates will be the new normal. There has been a slight increase in accrued liability since 2022.

FICA plan – Average balance is $46,309 with 138 total participants. Total plan assets have increased to $6,390,660.

Do-it-yourself and target-date strategy are the two most common investment strategies for employees for the Defined Contribution. Average balance is $18,400, and there are 103 participants with a balance. Envestnet reviews all of the funds, if a fund stays on the watch list for 6 consecutive quarters it is replaced. There are no recommendations to change the current plan.

Numbers presented in the presentation were approved in September Board Minutes and the budget already accommodates the recommendations.

***EXECUTIVE DIRECTOR’S REPORT***

* Children’s Reintegration Homes project now has included CMH Directors
* We are involved in a workgroup with CMHAM to create a Virtual Job Fair in February for 2024 graduates.
* Working with CMHA on pipeline to get recruits into the field sooner, talking with Community College regarding internships and shadowing.
* CMH has been communicating with the jail about understanding CMH’s role in the jail.
* Kathryn and clinical leadership attended a meeting at Maurice Spears campus with Judge Sala to discuss CMH’s role in the community
* CMH will be meeting with Judge Sala regarding petitions.
* CMH is in the middle of a few audits with the Region and the State. We had full credentialing compliance.
* BHCPNA is still moving forward with the site in Tecumseh.

***REPORT FROM BOARD CHAIR***

* 2024 meeting calendar was distributed.
* There will be no full Board meeting in December. Operations and Budget will be meeting on behalf of the Board on December 20th.

***REPORT FROM REGIONAL BOARD***

There will be a Regional Board Meeting on December 13th.

***BOARD MEMBER COMMENTS***

None

***ADJOURNMENT***

The meeting was adjourned at 3:58pm.

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D. Reed Date

Secretary