

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
3111 Electric Avenue
Port Huron, Michigan 48060

GROUP MEETING: SCC Community Mental Health Board
SUBJECT: Regular Meeting
PLACE: SCCCMH West: Capac
14675 Downey Road, Capac
DATE: September 4, 2018
TIME: 6:00 p.m.
PRESIDING: Edwin J. Priemer, Chairman

PRESENT: S. Armstrong (left at 7:00 pm), J. Jowett-Lee, M. Paulus, E. Priemer, M. Serafin, M. Smith,
N. Thomson (arrived at 6:21 pm), E. Rieves
CALL IN: S. White
ABSENT: L. Ames, J. Bligh, A. Essian
ALSO PRESENT: Guest(s): R. Kiehler, IHC
Staff: D. Johnson, T. Pingitore, K. Farr, D. Hayes, H. Fogarty, A. Smith, L. Gauthier

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Chairman Priemer. He thanked Capac staff for hosting tonight's meeting which provided an opportunity for Board members to see the facility and the area it serves.

II. CITIZENS WISHING TO ADDRESS THE BOARD – None

III. SPECIAL PRESENTATION: SCCCMH West Program Overview

Ms. Amy Smith, SCCCMH West Program Supervisor, provided an overview of the services offered in the Capac office, its staff and their roles as well as the years of service. She noted that services at this site are provided to children and adults who may have a mental illness, co-occurring disorder as well as intellectual developmental disabilities. During FY 18, this office served 446 individuals (291 adults and 155 children).

IV. AGENDA CHANGES – None

V. PRESENTATION OF PREVIOUS MEETING MINUTES

It was moved by Mr. Rieves, seconded by Ms. Jowett-Lee, to approve the minutes of the August 7, 2018 CMH Board Meeting, as presented. **MOTION CARRIED**

VI. PRESENTATION OF JULY RECEIPTS/DISBURSEMENTS & ELECTRONIC TRANSFERS

It was moved by Ms. Serafin, seconded by Mr. Armstrong, to approve the July Receipts / Disbursements and Electronic Transfers, as presented. **MOTION CARRIED**

VII. PRESENTATION OF BILLS TO BE PAID

It was moved by Mr. Armstrong, seconded by Mr. Rieves, to approve the Bills to be Paid in the amount of \$3,666,625.53, as presented. **MOTION CARRIED**

VIII. ITEMS FOR ACTION

A. Locum Tenens Psychiatric Services Agreement – T. Pingitore

Ms. Pingitore advised the Board that as an Agency we have a contract with Locum Tenens.com for tele-psychiatry as well as on site psychiatric services. With the resignation of Dr. McDade on August 31st and Dr. Albitar, Psychiatric Nurse Practitioner, who worked one day per week, was looking to go full-time, but instead is leaving and a nurse practitioner who is going down to one day per week; we are in need of additional psychiatric services.

This agreement is for Dr. Margaret Samaan who is a psychiatrist and is willing to work on-site. Her philosophy to prescribing is very similar to ours. She has worked at Port Huron Hospital and two other CMHs and is currently under assignment in Roseville and will not be available until November 5th; however, we need to proceed with her credentialing prior to starting.

Discussion: Ms. Jowett-Lee questioned the additional charges noted on the agreement. Ms. Pingitore replied that these are fees that are charged in addition to the base rate (only some of these apply). Mr. Smith asked if a background check comes with the agreement. Ms. Pingitore replied yes, but we also conduct our own. He also asked if any outreach has been conducted to the schools. Ms. Johnson replied that some outreach to the schools has occurred and she has spoken to Ms. Jennifer Montgomery, Executive Director of McLaren Port Huron Hospital, with regards to their efforts towards recruitment.

It was moved by Mr. Smith, seconded by Mr. Armstrong, to approve the LocumTenens Psychiatric Services Agreement for Dr. Margaret Samaan, as presented. **MOTION CARRIED**

B. Contract Amendment: Residential Opportunities, Inc. – K. Farr

The purpose of this contract amendment is to amend the contract rate for Residential Opportunities, Inc., for a 13 year old boy with serious behavioral issues to be placed at its Great Lakes Center for Autism Treatment and Research facility. He had been at Hawthorn for just under a year. Ms. Gallagher and Ms. Fogarty are working with the dad to get him involved in some family planning/training in hopes to develop a long term plan that will help in bringing this boy out of this facility.

It was moved by Mr. Rieves, seconded by Mr. Paulus, to approve the contract amendment with Residential Opportunities, Inc., for the period of June 3, 2018 through June 2, 2019, as presented. **MOTION CARRIED**

C. Contract Amendment: Hope Network Behavioral Health Services – Harbor Point Lapeer – K. Farr

This is our second amendment to the Hope Network Behavioral Health Services Agreement for personal care and comprehensive community support services provided in a specialized foster care setting; specifically Harbor Point Lapeer. The amendment is for a new adult placement bringing the total number of placements in the home from St. Clair County to five.

It was moved by Ms. Jowett-Lee, seconded by Ms. Serafin, to approve the Contract Amendment with Hope Network Behavioral Health Services – Harbor Point Lapeer for the period of June 3, 2018 through June 2, 2019, as presented. **MOTION CARRIED**

D. Microsoft Licensing – D. Hayes

As of January 1, 2020 Microsoft will no longer be providing security and support to the Windows 7 Operating System and Microsoft Office 2010 Suite of which we currently use. It is recommended that we move forward with the license purchase of the most current versions - Windows 10 and Office 2016 which will be supported through 2025. Many vendors are stopping support of these products and are migrating to Windows 10 for their design as well. The cost is \$149,477.00 for 300 licenses. Mr. Hayes advised the Board that Ms. Farr included the potential expense in the last revision of the FY 18 budget.

It was moved by Ms. Thomson, seconded by Mr. Rieves, to approve the purchase of the Microsoft Licensing of Windows 10 and Office 2016 in the amount of \$149,477.00, as presented. **MOTION CARRIED**

E. FY 19 Budget – K. Farr

Presented by Ms. Farr was the FY 19 Budget compared to the FY 18 Projection. Overall Total Expenditures for FY 18 are coming in at \$57,592,000.00. Our FY 19 expenditures are expected to be approximately \$1,482,000 or 2.6% over FY 18 Projected Expenditures. Ms. Farr highlighted where the major increases come into play within the budget (i.e. payroll costs, IT software purchase, external provider service costs).

Region 10 PIHP Contract Funding: We are expecting to need approximately \$50,809,000 of Medicaid and Healthy Michigan Plan to fund our budgeted expenditures (net of private insurance). This represents an increase of 2.6%.

St. Clair CMH General Fund Contract Funding – We are receiving an increase of \$170,558 for the next five years to our FY 19 GF allocation due to the additional funding allocated in the FY 19 budget by the State. We anticipate that we will be able to cover all of our projected spending in addition to covering the Children’s Waiver deficit and funding our 5% carry forward. The potential remaining GF revenue of approximately \$150,000 will be available to cover the costs of the expanded GF Benefit Plan being offered in FY 19; which will be monitored very closely.

St. Clair CMH Other Funding: It is anticipated that we will have sufficient Other and Local revenue in FY 19 to cover those expenditures that utilize these funds and we will closely monitor the SUD service costs that may be required to be covered by Local in the event the Region 10 funding is less than the costs to provide the services.

Ms. Farr stated that she has given our projected expenditures to Mr. Carpenter, Region 10, he put them into a budget and presented it to the Region 10 Board. The end result was that the Regional FY 19 spending will utilize approximately \$4 million of the savings; leaving the Region 10 PIHP

not fully funded in its savings at the 5% (\$11 million to \$7 million). The Region 10 Board has requested that we identify all one-time costs identified in the budget; identify any contingent costs in the budget and tell us what it would look like at a 1%, 2% and 3% reduction. Ms. Farr reported to the Board on each of these areas. Chairman Priemer asked if the reduction would be permanent or just for FY 19. Ms. Farr replied just for FY 19.

Ms. Farr stated that the Region 10 Board would like to maintain its savings and ISF account at the maximum level and have each of the CMHs spend within their current allocation; she noted that we have come within our estimated 3% revenues that we were going to receive as an allocation while the other CMHs came in over. A meeting is scheduled for September 13th for the CEOs and CFOs at which time we will need to be prepared to support our budget.

It was moved by Ms. Jowett-Lee, seconded by Ms. Serafin, to move approve the FY 19 budget, as presented. **MOTION CARRIED**

IX. INFORMATIONAL ITEMS

A. July Funding Bucket Report & Financial Statement – K. Farr

July Funding Bucket Report: Ms. Farr stated that our year-to-date expenditures are still running under budget by \$1.3 million. She noted that this surplus is a result of a culmination of programs of which she provided an overview of the programs and their projected amount.

Region 10 PIHP Contract Funding: Our Medicaid Expenditures are running a surplus of approximately \$2.162 million. We will be utilizing \$913,000 to cover Healthy Michigan Plan deficit leaving a net lapse of \$1.13 million at the end of July.

Ms. Farr stated that she has no concerns with the GF Contract or Local Funding; we are close to our projection.

In completing our projections, Ms. Farr stated that they looked at the spending by Providers. Only one provider in the residential system had a deficit going into their FY 18 projection and that was Blue Water Developmental Housing. What we had not done was give the Residential or Supported Living Arrangement (SLA) workers the 2% like we did our staff. Ms. Farr is recommending that we do consider providing them with this increase. The estimated cost of the 2% increase would be \$240,000 - \$350,000. A more definite amount will be known after the August financials are completed. It is hoped that the residential providers would take this increase and provide a salary adjustment to their employees.

It was moved by Ms. Serafin, seconded by Mr. Rieves, to approve a 2% increase for Residential providers and SLA workers, not be base and not to exceed \$350,000; also authorize Ms. Johnson to sign the amendments on behalf of the Board, as presented. **MOTION CARRIED**

Financial Statement: Ms. Farr stated that we have sufficient total current assets to cover our current liabilities.

B. St. Clair Operations – H. Fogarty

Ms. Heidi Fogarty, Assistant Division Director of the Children's Division, provided the St. Clair Operations report this evening in the absence of Ms. Gallagher this evening.

1. Real Life Living Services Contract

We have notified Real Life Living Services of our intent to terminate our contract with them pending Board approval due to numerous substantiated recipient rights complaints. Real Life Living Services provide Respite and Community Living Supports. We have 13 individuals who are currently served with this corporation; staff are working to transition these individuals to a new provider by the end of October.

It was moved by Mr. Armstrong, seconded by Ms. Thomson, to approve the termination of the contract with Real Life Living Services, as presented. **MOTION CARRIED**

2. Trauma Informed Care Grant

The Trauma Informed Care Grant is ending as of September 30, 2018. This grant allowed us to train staff in trauma informed care, as well as provide trauma groups for underinsured or uninsured service recipients. It is our intent to continue to provide the trauma groups to individuals regardless of insurance status and train staff in trauma informed care through New Employee Orientation. We had provided these services to individuals in Jail and it was very helpful. We will continue to assess the use of GF funds for this service (non-insured).

3. Employee & Team of the Month: June

Employee of the Month for June was Racheal Trupe from the Children's Division. She has a caseload of 64 mainly comprised of children on the Autism Waiver, Children's Waiver and Hab Support Waiver. We recently went through the Children's Waiver Audit and six (6) of her cases were pulled. The results indicated 100% compliance...no citations!!

Team of the Month for June went to our former Baker College of Port Huron instructors. Andrea Velez, Suzette Tweedie-Stapleton, Kathleen Gallagher, Latina Cate, Shannon McKeever, Katie Volpe and Bill Slusher taught multiple classes at Baker in psychology which resulted in many of their students working in the local human service community, including some current CMH staff.

C. Support Services – K. Farr

1. Contract Monitoring Report: NorServ Group Ltd.

The on-site review was conducted on August 15, 2018 by Ms. Julie Louks. Of the eight domains reviewed, NorServ Group received a score of 97%. Any area that falls below 95% requires a Corrective Action Plan of which they had two: 81% - Domain V: Staff Training and Other Requirements and 84% - Domain VIII: Utilization Management. The Corrective Action Plan is due within thirty (30) days of report issuance. Contract renewal and continuing with delegation is recommended.

D. Region 10 Update – E. Priemer

Chairman Priemer stated that he had no report at this time. Ms. Johnson advised the Board that much of this meeting was related to the budget.

E. Policies Currently Out for Review – T. Pingitore

There are two Board policies that just completed the two-week review process; however, Board feedback is still accepted. These policies are: 1) CMH Board Member Meeting Attendance was

reviewed by the Board at its August meeting with recommended changes forwarded to the Committee; and, Provider Registry Process had no recommended changes at this time. The final policies will be issued shortly.

F. Community Relations Report & Upcoming Trainings – D. Johnson

Provided to the Board was the monthly report of Community Relations Activity that took place during the month of August as well as the list of Upcoming Trainings that are available for Board members to attend.

Highlighted was:

- September 4 thru September 28 Student Art Show at Studio 1219 that opened today. This is free and open to the public.
- September 11 Kevin Hines, suicide survivor, will be presenting 3:00 – 4:30 pm and 7:00 pm at the Port Huron High School followed by a live panel discussion with resource information available.

Ms. Johnson talked about the 15 week mental health curriculum “Prepare U” that is offered at West Bloomfield High School and has been integrated into their existing health course. She will be meeting with Mr. Ryan Beale, founder of Therapy Live who created this curriculum, on Tuesday and is eager to meet Kevin Hines. Ms. Johnson stated that she has also talked to Mr. Jason Stier, Principal of Riverview East High School, who is interested in possibly piloting the “Prepare U” curriculum. Mr. Patrick Watson, WBHS Principal, has stated that he is willing to come to present or Skype into a meeting to talk about this program and the positive experience it has been for WBHS students. Ms. Jowett-Lee stated that she will approach the Yale School District if there is a potential for funding to support this initiative.

G. Community Mental Health Association Business

1. FridayFacts

Highlighted was: 1) Direct Care Wage Coalition Position Statement created by the Direct Care Wage Coalition of which the Community Mental Health Association is a member; and, 2) Legislative Update addresses how the State of Michigan has spent 16% less in public health since 2003 putting the State in 41st place for the lowest amount of money spent per capita. It also noted that Michigan currently spends \$12.92 per person and only 2.5% overall on public health.

2. Key Pillars to Advance Mental Health System

This diagram addresses the key pillars to advancing Michigan’s Mental Health System which are: Local Oversight; Addressing Social Determinants; Information Exchange; Workforce, Funding; and, Uniformity.

3. Fall Conference (October 22-23, 2018)

Board members who are interested in attending the upcoming CMHA Fall Conference October 22-23, 2018 in Grand Traverse should make their intent known tonight. Grand Traverse is now requiring one night’s stay at booking that is non-refundable.

X. DIRECTOR'S REPORT – D. Johnson

A. Community Foundation Fund Activity Report

This report provides an overview of the fund activity depicting an increase as of June 30, 2018.

B. MDHHS-ORR Assessment Plan of Correction

We have received formal notice from the Department that they have received and are in the process of reviewing the training curriculum. Once this has been completed notice of the completion of the Plan of Correction will be issued.

Ms. Johnson was pleased to announce that Ms. Telly Delor, Recipient Rights Director, will be receiving the State's "Director's Award for Advocacy" at the upcoming ORR Conference.

C. St. Clair County Child Abuse & Neglect Community Roof-Sit

The 2018 Community Roof-Sit for Kids kicks off with a "Sunday Fun Day" on Sunday, September 16th at the Michigan Mutual building (old Times Herald building) downtown Port Huron from 12:30 to 3:00 pm. Activities include a petting zoo, pony rides, carnival games, bounce house, face painting, etc. Hosting this year will be Q-Country's Matt Markham. The Rooftop Rally will be held on Wednesday, September 19th. Ms. Johnson along with her secret weapons will be looking to beat Sheriff Donnellon and Prosecutor Wendling in raising funds for child abuse prevention and advocacy services...listen, call & pledge your support!

D. "In the Know" Newsletter

Provided for information was the September edition of "In the Know." This monthly publication provides an update of happenings occurring within the Agency. Highlights included: HIPAA Compliance Training; Communications Survey Results; and Job Postings now on Facebook.

E. Other

- A heartfelt thank you from Ms. Hope Lee for bringing in the local screening of the movie "Suicide: The Ripple Effect" (Kevin Hines story) that was shown at the Birchwood Mall. A thank you was also extended to CMH staff Amy Smith, Tammy Lake, Sarah Herrle, Karen Zultak and the clinicians that helped out that night.
- A trip on the Huron Lady was afforded to the individuals who attend our Community Integration Services program through the use of our vending machine money. A thank you card was received from them.

XI. BOARD FORUM

Revised 2018 calendar was distributed. The only change was the move of the Advisory Council Meetings from Thursdays to Wednesdays.

XII. CLOSED SESSION

It was moved by Ms. Thomson, seconded by Mr. Paulus, to go into Closed Session for the discussion of a personnel issue. **MOTION CARRIED**

The Board moved into Closed Session at 7:27 pm

The Board moved into Regular Session at 7:52 pm

XIII. ANY OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD - None

XIV. ADJOURNMENT

It was moved by Ms. Thomson, seconded by Mr. Paulus, to adjourn. **MOTION CARRIED** . With no further business to discuss the meeting was adjourned at 7:53 pm.

Respectfully submitted,

Lori Ballor-Gauthier
Recording Secretary