

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: St. Clair County Community Mental Health
3111 Electric Avenue, Port Huron n
DATE: November 6, 2018
TIME: 6:00 p.m.
PRESIDING: Edwin J. Priemer, Chairman

PRESENT: L. Ames, S. Armstrong (left 7:02 pm), J. Bligh, A. Essian, J. Jowett-Lee, M. Paulus, E. Priemer, E. Rieves, M. Serafin, N. Thomson, S. White

CALL IN: No one

ABSENT: M. Smith

ALSO PRESENT: Guest(s): R. Kiehler, IHC
Staff: D. Johnson, T. Pingitore, K. Farr, K. Gallagher, M. Measel-Morris, T. Delor, L. Gauthier

I. CALL TO ORDER

The meeting was called to order at 6:01 p.m. by Chairman Priemer.

II. CITIZENS WISHING TO ADDRESS THE BOARD – None

III. AGENDA CHANGES – None

IV. PRESENTATION OF PREVIOUS MEETING MINUTES

It was moved by Mr. Rieves, seconded by Mr. Paulus, to approve the minutes of the October 2, 2018 CMH Board Meeting, as presented. **MOTION CARRIED**

V. PRESENTATION OF SEPTEMBER RECEIPTS/DISBURSEMENTS & ELECTRONIC TRANSFERS

It was moved by Ms. Thomson, seconded by Ms. Jowett-Lee, to approve the September Receipts / Disbursements and Electronic Transfers, as presented. **MOTION CARRIED**

VI. PRESENTATION OF BILLS TO BE PAID

It was moved by Mr. Rieves, seconded by Ms. Ames, to approve the Bills to be Paid in the amount of \$3,825,823.79, as presented. **MOTION CARRIED**

VII. ITEMS FOR ACTION

A. Healthsource Saginaw, Inc., Contract Amendment #1 – M. Measel-Morris

We currently have a contract with Healthsource Saginaw, Inc. for inpatient services. The purpose of this amendment is to update the contract rate (\$828 per day) for FY 2019. The rates are standardized rates established by Healthsource Saginaw.

It was moved by Ms. Serafin, seconded by Ms. Bligh, to approve the Healthsource Saginaw, Inc., Contract Amendment #1 for FY 2019, as presented. **MOTION CARRIED**

B. MDHHS/St. Clair CMH FY 19 Managed MH Supports & Services Contract Amendment #1 – T. Pingitore

This contract is also known as our General Fund contract that we have directly with the Michigan Department of Health and Human Services. The original contract was approved by the Board at its October 2nd meeting. This is the first contract amendment that modifies five (5) areas: PASSAR (addresses individuals at nursing homes); Family Support Subsidy (provides financial support for individuals in their home) and three (3) attachments addressing Recipient Rights which have been reviewed by Ms. Delor, Recipient Rights Director, who has subsequently sent questions she had to the Department seeking clarification. Recommendation is to approve as presented.

Ms. Serafin had a question on page 2, why II.A.4. with regards to training community partners was it there before and now being removed. Ms. Pingitore advised that the State is the one who has initiated the changes in the contract. Our staff questioned this as well and is looking into it to see what type of training might be replacing this training.

On page 26, removal of fingerprinting, photographs, audio recordings. Ms. Pingitore replied that she believed this was an error that was removed and with the next amendment it will be put back in. We questioned this and will follow up. She noted that this is still in the Mental Health Code with no changes.

It was moved by Mr. Armstrong, seconded by Ms. Bligh, to approve the MDHHS/St. Clair CMH FY 19 Management Mental Health Supports & Services Contract Amendment #1, as presented. **MOTION CARRIED**

C. Quality Improvement Committee – M. Measel-Morris

1. Quality Improvement Plan FY 18 Final

This report is a culmination of all the goals as reported from each of the Committees and summarizes the status of priority goals/key tasks that were established during FY 18.

Ms. Serafin sought clarification on page 20, #7 regarding the Med Error reports and where the errors occurred. Ms. Measel-Morris that the first box indicates the type of medication error and the second box indicates the program location of the med error. This report is compiled by our Safety Officer. Ms. Gallagher advised that we do have a policy / documentation that needs to be completed when a med error occurs and timelines to be followed. When looking at the number of errors, Ms. Johnson noted that when looking at the errors you need to consider the number of homes the corporation has and individuals served. If a person is taking 10 medications and you missed giving them their meds, this counts as 10

errors, not 1. Ms. Thomson asked if there is any corrective action taken. Ms. Johnson replied yes which could include retraining, removal of medication administering privileges, etc.

2. Quality Improvement Plan/Program FY 19

Ms. Measel-Morris noted that this report provides an overview of the program and the priority goals/tasks that took effect October 1, 2018; as such there is no column with regards to status or update. The majority of the goals are carried forward from FY 18.

It was moved by Mr. Rieves, seconded by Ms. Thomson, to approve the Quality Improvement Plan FY 18 Final and the Quality Improvement Plan/Program FY 19, as presented. **MOTION CARRIED**

D. Contract Amendments – K. Farr

1. Blue Water Developmental Housing: SLA Rates/New SLA Location/Residential Services

Supported Living Arrangement (SLA) Rates (Contract Amendment #10): The purpose of this amendment is to adjust the rates for FY 19. Specifically to adjust the rates to the 2019 budget that was approved in September. The rates will be in effect for the entire fiscal year. Overall impact of this contract amendment is \$52,000 over the FY 18 rates and was included in the projected budget.

New Supported Living Arrangement Location (Contract Amendment #11): This is a new single supported living arrangement home for Blue Water Developmental Housing that came from Real Life Living Services in November. The cost of this contract on an annual basis is \$149,106; it was also in the budget under Real Life Living Services.

Residential Services (Contract Amendment #4): The purpose of this contract amendment is to adjust the residential rates for locations noted on the amendment for FY 19 in the area of personal care and comprehensive community support services. This was included in the budget at a cost of \$78,000.

It was moved by Mr. Rieves, seconded by Ms. Thomson, to approve the three contract amendments with Blue Water Developmental Housing: Supported Living Arrangements #10 / New Supported Living Arrangement Location #11 and Residential Services #4, as presented. **MOTION CARRIED**

2. Innovative Housing: Residential Services

This contract amendment #4 is a rate adjustment for residential services in the areas of personal care and comprehensive community support services. These rates are based on the 2019 budget that was approved in September. The overall impact of this contract amendment is \$126,870 over FY 18 rates and was included in the projected budget.

Mr. Armstrong questioned if they have been in compliance with our staffing requirements. Ms. Gallagher replied yes; the Mobile Crisis Unit has been conducting random checks on all group homes and no incidents have been reported.

It was moved by Ms. Thomson, seconded by Mr. Paulus, to approve Innovative Housing Contract Amendment #4 Residential Services – Personal Care & Comprehensive Community Support Services, as presented. **MOTION CARRIED**

E. Personal Service Agreement: Satish K. Cham, M.D. – T. Pingitore

This is a Personal Service Agreement for Dr. Satish K. Cham who is a psychiatrist who lives towards Bloomfield Hills and has been working in Flint. He is an independent contractor and not through the Locum Tenens agency therefore we are not paying the additional fees for hotel, mileage (unless he is going between offices during working hours), etc. Dr. Cham will be providing services two days per week – Thursday's in Marine City and Friday's in Port Huron. He is slated to begin this Thursday, November 8th and the contract continues through November 7, 2019.

It was moved by Mr. Essian, seconded by Ms. Thomson, to approve the Personal Service Agreement with Dr. Satish K. Cham for the period of November 8, 2018 through November 7, 2019, as presented.

Discussion: Ms. Jowett-Lee asked if we conduct background checks similar to that of the Locum Tenens. Ms. Pingitore reported yes. The checks are even more extensive to include: criminal background check, child abuse/neglect registry, recipient rights background check and for prescribers we do a national practitioner database check that looks to see if the individual has been excluded from Medicare, etc.

MOTION CARRIED

F. 2017 Retirement Contribution – K. Farr

It was discovered in preparing our FY 18 year-end audit that the calculation for the employer share of the retirement contribution for calendar year 2017 was based on eligible wages for 2015. However, between 2015 and 2017 we had a significant departure of high contributing employees due to retirement, moving to Region 10 or just leaving. As a result, it was discovered that we would not be meeting the actuarial required contribution by \$120,000 in total (employer and employee contribution). For CY 2017, we have to be actuarial funded. It is our intent to contribute the additional \$120,000 (\$100,000 employee portion / \$20,000 employer portion) to the County Retirement Pension to cover the shortfall since we do have the funds available in FY 18 budget to make this contribution. Ms. Farr stated that she will report back at a future meeting for our calendar year 18 contribution; which she anticipates will be short.

Ms. Thomson stated that we have had several vacant positions for a while, will this ever correct itself. Ms. Farr replied that as of January 1, 2016 the County Retirement Plan was closed to new hires. At some point, when they start looking at the payroll of participating employees (probably in 2017) it will correct itself.

Ms. Bligh asked if anything was put in place for new hires. Ms. Farr replied yes; we started a deferred compensation plan for them which is similar to a 401k and we have a match.

It was moved by Mr. Rieves, seconded by Ms. Thomson, to approve the 2017 contribution of \$120,000 into the County Retirement Plan to be actuarially funded, as presented. **MOTION CARRIED**

VIII. INFORMATIONAL ITEMS

A. September Preliminary Funding Bucket and Preliminary Financial Report – K. Farr

September Preliminary Funding Bucket: This is the preliminary 12 month year-end funding bucket report for the period of October 1, 2017 through September 30, 2018 comparing actuals to

projections. She noted that Medicaid had a surplus of \$1.2 million with our projection at \$1.1 million. For Healthy Michigan our deficit is coming in less than projected. Overall we are looking at a net surplus back to Region 10 just under \$188,000 at this point.

Ms. Farr noted:

- Year-to-date expenditures are running approximately \$312,000 under Projection. Payroll costs are \$282,000 under Projection mainly in the Adult and Autism Programs. We still have to look at the adjustment to vacation and sick accrual which is completed on an annual basis.
- Non-direct contractual expenditures are approximately \$197,000 under Projection
- IT software and network expenditures are approximately \$103,000 under Projection
- Residential and Supported Housing Service Expenditures are approximately \$267,000 over Projection due to the 2% increase authorized after the Projection. In addition, Contract Agency expenditures are approximately \$50,000 over projection after the 2% increase.
- Hospital expenditures are coming in under Projection by \$111,000.

General Fund surplus is just under \$135,000. Of that, \$54,787 will carry forward to FY 19 and approximately \$80,000 will lapse back to the State.

Financial Statement: This statement is preliminary since we have not been audited yet; this is to occur next month. We continue to have total current assets to cover our total liabilities. Our current net position is at \$6.7 million. When you figure in the long term liabilities, this puts us into a deficit.

Ms. Farr stated that we are watching our healthcare fund carefully. She stated that July and September were high claim months that have eaten away our reserves in our healthcare fund. We have made an accrual for risk/loss insurance reimbursements that came in during October. As such, our Healthcare ISF fund balance remains positive.

B. St. Clair Operations – K. Gallagher

1. Veteran's Services Update

Ms. Gallagher was pleased to announce that our grant for the Veteran's Navigator has been extended for an additional two years. Ms. Wendy Martindale, our Veteran's Navigator ensures that any veteran that comes through our system get linked up with what they need such as housing, mental health treatment, etc. She was recognized at the State level for her advocacy efforts. Through her efforts 11 veterans in our County through the Choice Program offered by the VA were authorized to receive services closer to their home. Through the General Fund as of August we used \$37,000 to provide additional testing services to veterans that they were not authorized for.

2. Supported Employment

Letter was sent for consideration to be part of Michigan's Employment First Rate Restructuring initiative. This is for adults with intellectual/developmental disabilities. We have a similar program for individuals with mental illness. Only 14% of individuals with intellectual disabilities are working in integrated, community-based settings and the need for focus in this area is important. This letter was sent out two weeks ago.

3. Employee and Team of the Month: August

Employee of the Month was awarded to Christine DiGiacinto-Davis. She is an employment specialist in our Individual Placement and Supports Program. She worked with an individual who shared her allegations of sexual harassment by her supervisor at her work location. Because of the immense trust she had built with Chris and Chris's ability to respond in an empathic and professional manner meeting with appropriate staff to ensure an appropriate course of action was taken, this individual was able to confront her harasser and work through her past trauma.

Team of the Month went to all the staff at CMH! As a result of CMH staff being extraordinarily well organized, consistently paying close attention to detail, keeping detailed notes we received 100% compliance by the Michigan Department of Health and Human Services Quality Audit for both direct operated and contract agencies. In addition, of the 24 Habilitation Supports Waiver, Waiver for Children with Serious Emotional Disturbance and Children's Waiver cases reviewed only two cases had citations!

C. Support Services – M. Measel-Morris

1. Prescriber Satisfaction Survey FY 18

This survey takes a close look at how individuals find our services with our physicians... how long are they waiting, do they find the physicians responsive and good at listening to them.

2. Region 10 Customer Satisfaction Survey FY 18

This is a comparison document of all the four CMHs with regards to Customer Satisfaction..

3. St. Clair Customer Satisfaction Survey FY 18

This survey addresses customer satisfaction during FY 28. We received a satisfaction score of 97% which has been consistent over the past several years.

4. Accessibility Survey FY 18

This survey is given to individuals that received direct services. There are 10 questions that address accessibility whether they are physical or cultural. There is not a score for this survey but there is a summary. This survey is reviewed with CARF.

Ms. Bligh asked about transportation issues. Ms. Measel-Morris stated that we are on the bus route and do have vouchers available. We try very hard to ensure people are able to make their appointments. Ms. Gallagher advised that transportation can be in issue for the outlying areas because the bus service isn't that good. Our staff do a lot of transportation for appointments and doctor visits.

With all of the surveys individual comments are received and are not included in the summaries. Ms. Measel-Morris stated that should our staff receive really positive comments and named, we do let them and their supervisor know. Also if negative comments are received they are followed up on as well.

5. Michigan Mission-Based Performance Indicator System 3rd Quarter Report

This report is compiled by Region 10 and is a comparison of the performance indicators for the regional providers. If you don't meet our performance indicators a plan of correction must be submitted to Region 10 and if they don't meet the standard they must submit a plan of correction to the State. We did fairly well.

D. Policies Out for Review – M. Measel-Morris

Board policies currently out for the two-week review process include: Board Member Per Diem & Travel Reimbursement – given to the Board previously for review with the minor changes incorporated; Advisory Council Membership – this policy is for Board review, the full policy is under Board Forum and will be going to the Advisory Council for its review. It will come back to the Board for action once it has been endorsed by the Advisory Council. The policy has undergone several changes; Self Determination Choice Voucher – no recommended changes; and Hosing Subsidy Limited Term Financial Assistance – removed all procedures and references to the PATH Grant which has ended.

E. FY 18 Goals Year-End Report – D. Johnson

The goals are created annually and recently viewed by the Board at its six-month status. Ms. Johnson stated that under #2 Improving Outcomes for Individuals Served, we have been doing more collaborative services with the schools and The Center of Port Huron. These are two strong collaboratives that will result in improved services for those we serve; especially in the schools with prevention and education. This document is also used as one of means to help Board members in completing their evaluation of the Executive Director.

F. Executive Director Evaluation – E. Priemer

Board members were sent the evaluation form to complete of Ms. Johnson's performance over FY 18. The evals need to be completed as soon as possible and no later than next week. The results will be aggregated and reviewed with the Personnel Committee and meet with Ms. Johnson.

The meeting of the Personnel Committee will take place prior to the Board meeting on December 4th at 4:30 pm here at CMH.

G. Region 10 Update – E. Priemer

1. Board Meeting Minutes

A draft of the minutes of both the September and October were provided for information. Chairman Priemer stated that they accurately reflect what took place at the meeting. Mr. Armstrong stated that there was much discussion on the training of Region 10 CFO and the continuance of the Rehmann CFO contract.

2. Retreat Invite

Region 10 will be hosting a CMH Board Retreat on Friday, November 16th at the Lapeer Country Club at 9:00 am. If you have not yet responded and plan on going please let us know this evening.

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

This report details the activities that took place during the month of October. Highlights included: The hosting of Mr. Kevin Fisher, NAMI of Michigan Executive Director, tomorrow evening at 7:00 pm in the auditorium to speak about how a local NAMI Chapter can provide valuable support and resources to people who are living with mental illness and their families. On Wednesday, November 28th, we along with the SCC Community Services Coordinating Body and the SCC Suicide Prevention Committee will be hosting Mr. Kevin Hines, suicide survivor, activist, storyteller and filmmaker. At 3:00 pm he will be presenting to professionals and at 7:00 pm youth and adults are invited to hear Kevin's story and experience. A live panel discussion with local officials and experts will share data, resources and discuss the importance of community-wide response. The CMH Players presented "Funny as a Crutch" was a huge success. Ms. Bligh stated how much she and her brother enjoyed the play. Access to the bathrooms and mobility for individuals with walkers are a few areas that will need to be resolved for future performances.

Also provided is the listing of Upcoming Trainings that Board members are invited to attend.

(Mr. Armstrong left at 7:02 pm)

I. Community Mental Health Association Business – D. Johnson

1. Weekly Update (11/2/18)

Ms. Johnson noted the new format of the "Weekly Update." It now includes a table of contents listing the articles included within the publication. Included in the publication is the healthcare agenda for both Schuette and Whitmer and updates on the opioid epidemic.

2. Fall Conference Feedback

Ms. Thomson felt that Mr. Ken Daniels, voice of the Red Wings, was very good and some of the breakout sessions were good. Ms. Johnson agreed that Mr. Daniels was outstanding...he talked about the son he lost at age 23 to an overdose and the need to get rid of the stigma associated with addiction. His son was a Michigan State graduate and in law school; he did not choose to become an addict. It happens in the best of families...it's an illness! Also addressed was the transition of Mr. Nick Lyons.

IX. Director's Report – D. Johnson

A. The Center of Port Huron

The Center of Port Huron is located at the First Congressional Church on Wall Street. Ms. Diane Slingerland is the Director and Mr. Guy Lynch is the Pastor of the Church and the Associate Director of the Center of Port Huron. The Center of Port Huron mobilized a lot of support services for people in recovery. In this complex is the Red Cross, Health Department, WIC Programming, Blue Water Christian Counseling, Lakeshore Legal Aid, Stone Soup, Bridge Builders to name a few. They would like to have CMH in their facility as well; we do have a music therapy type group meeting once a week at this facility. They have made a connection with RDM Manufacturing who have agreed to employ 15 individuals in recovery over the next couple of months; currently have 5 individuals placed. One of the issues they have is transportation so they have been taking and picking up the individuals from work. Ms. Johnson stated that we will be providing a van to them (van has 150,000 miles) in exchange for our lease payment. Ms.

Slingerland has asked for CMH to be included in this complex. We will be holding our next Supervisor's Meeting in that facility for a tour and see the services offered.

B. Times Herald Articles

Provided were two articles (10/09/18 & 10/17/18) that appeared in the Times Herald. The first article addressed how being diagnosed with a physical illness and the support received is so different from being diagnosed with a mental illness and the need to show the same support and compassion whether it be a physical ailment or mental one. Ms. Johnson stated that she was disappointed by the language used for the title of the article and made the Times Herald aware of it. Mr. Eckert apologized and followed up with a subsequent article.

C. "In the Know" Newsletters – Oct / Nov Editions

Provided for information were the latest of the "In the Know" newsletters that are e-mailed to staff and contract agencies to keep them abreast of Agency happenings. This is one of the favored ways of staff to keep them informed.

D. Port of Hopes Cookbook

Port of Hopes received a grant with regards to nutrition and healthy cooking. Individuals worked with Chef Saeng and included in the book are their favorite recipes. The cost is \$7 and they are available for purchase this evening.

E. New Employee Orientation

Ms. Johnson offered to Board members to attend our New Employee Orientation that addresses our relationship with Region 10, funding and programming. She thought this would be a good opportunity to hear more about the Agency and not be so overwhelming. The next orientation is being offered on Tuesday, November 13th at 1:30 pm. If you plan to attend please let us know to ensure we have adequate packets.

On Wednesday, November 14th at 12 noon a "Lunch & Learn" will be held here at CMH in the Summit to Blue Water Chamber members. Ms. Johnson will be providing an overview of CMH and its programming benefits to businesses. Board members are welcome to attend.

F. SCCCAN Council Thank You

We received a "Thank You" letter from the SCC Child Abuse and Neglect Council for our donation to the Community Roof-Sit for Kids 2018. Employees raised \$1,200 that was donated to this cause.

We also received a thank you letter from Innovative Housing advising us that they have given the one-time 2% retro payment to their direct care workers.

X. BOARD FORUM

A. 2019 CMH Board Meeting Calendar – E. Priemer

Chairman Priemer noted three changes that need to occur for 2019 in meeting dates only; the time and location will still be the same... 6:00 pm here at CMH. The formal calendar will be brought to the Board for action at its December meeting. Board members agreed on the following dates:

January 1 (Holiday) will be held on January 15, 2019
February 5 (CMHA Winter Conference) will be held on February 12, 2019
May 7 (Annual Meeting) will be held May 14, 2019

B. Advisory Council: Meeting Minutes (09/26/18 & 10/24/18) / By-Laws / Membership Policy

Ms. Thomson, Chairman of the Advisory Council, advised the Board that the By-Laws and Membership Policy have totally been revised to be pertinent to today's Council. She asked Board members to review these documents because the purpose of the Council is to advise this Board. The main focus is to ensure that all areas of mental health are represented on the Council.

XI. CLOSED SESSION

It was moved by Mr. Rieves, seconded by Ms. Thomson, to move in to Closed Session to discuss a personnel issue and union negotiations. **MOTION CARRIED**

The Board moved into Closed Session at 7:23 pm.
The Board resumed into Regular Session at 8:10 pm.

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

XIII. ADJOURNMENT

It was moved by Ms. Thomson, seconded by Mr. Essian, to adjourn. **MOTION CARRIED.** With no further business to discuss the meeting was adjourned at 8:11 pm.

Respectfully submitted,

Lori Ballor-Gauthier
Recording Secretary