

7ST. 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
DATE: December 19, 2017
TIME: 6:00 p.m.
PRESIDING: Edwin J. Priemer, Chairman

PRESENT: L. Ames, S. Armstrong, J. Bligh, E. Priemer, E. Rieves, M. Serafin, N. Thomson, S. White
CALL IN: No one
ABSENT: J. Jowett-Lee, V. Lock, Two Board Vacancies
ALSO PRESENT: Guest(s): Mindy Wiegand, Innovative Housing
Staff: D. Johnson, T. Pingitore, K. Farr, S. Kammer, K. Gallagher, D. Hayes, M. Measel-Morris, T. Delor, L. Gauthier

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Chairman Priemer.

II. CITIZENS WISHING TO ADDRESS THE BOARD - None

III. AGENDA CHANGES – None

IV. PRESENTATION OF PREVIOUS MEETING MINUTES

A. December 5, 2017 Meeting Minutes

It was moved by Mr. Rieves, seconded Ms. Thomson, to approve the minutes of the December 5, 2017 CMH Board Meeting, as presented. **MOTION CARRIED**

B. November 21, 2017 Meeting Minutes

It was moved by Ms. Serafin, seconded by Ms. Thomson, to approve the minutes of the November 21, 2017 CMH Board Meeting, as presented. **MOTION CARRIED**

V. PRESENTATION OF NOVEMBER RECEIPTS/DISBURSEMENTS & ELECTRONIC TRANSFERS

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

VI. PRESENTATION OF BILLS TO BE PAID

It was moved by Ms. Thomson, seconded by Mr. Rieves, to approve the Bills to be Paid in the amount of \$2,882,834.63, as presented. **MOTION CARRIED**

VII. ITEMS FOR ACTION

A. St. Clair CMH Board 2018 Meeting Calendar

It was moved by Mr. Rieves, seconded by Ms. Ames, to adopt the St. Clair CMH Board 2018 Meeting Calendar, as presented. **MOTION CARRIED**

B. FY 18 Agency Goals

It was moved by Ms. Thomson, seconded by Mr. Rieves, to adopt the FY 18 Agency Goals, as presented. **MOTION CARRIED**

C. Health Source Saginaw Contract

Ms. Measel-Morris stated that she is still waiting on additional information that we had hoped to have in time for the meeting. As such, the contract is being deferred to a future meeting.

D. Executive Director Contract Amendment: 2018-01

Chairman Priemer stated that in light of Ms. Johnson's favorable evaluation he is recommending that Ms. Johnson receive the 1% salary increase for 2018 consistent with the Union contract increase.

It was moved by Ms. Thomson, seconded by Ms. Ames, to approve the Executive Director Contract Amendment: 2018-01 providing a 1% salary increase, as presented. **MOTION CARRIED**

VIII. INFORMATIONAL ITEMS

A. Recipient Rights Advisory Committee – N. Thomson, T. Delor

The Recipient Rights Advisory Committee met on December 12, 2017. Both Ms. Thomson as Chair and Ms. Ames were in attendance. Ms. Delor provided an overview of the meeting. She advised the Board that a letter had been received from Mr. John Sanford, Esq., Director of the Recipient Rights Office for the State of Michigan, in response to our concerns sent to MDHHS Director, Mr. Nick Lyon, regarding how substantiated claims of Abuse I and II as well as Neglect I and II are captured, maintained and shared throughout the State. Ms. Thomson stated that Mr. Sanford's response was there was nothing the State could do; you need to have it become legislative action. Discussed was meeting with legislators regarding this topic and not letting it drop. Ms. Delor stated that in talking with Ms. Johnson she suggested that this be addressed with the CMHA Policy Committee of which Ms. Pingitore is a member to garner their support.

The Complaint Data Aggregate Report was shared for the period of September 1 through November 30, 2017. During this period 23 complaints were received consisting of 29 allegations and 10 previously pending complaints consisting of 14 allegations were completed.

B. Office of Recipient Rights Annual Report – T. Delor

This report is required by the State of Michigan and must be submitted by December 30, 2017. The Recipient Rights Advisory Council has reviewed and approved the report. It addresses the number of individuals served, service site visits, number of employees, complaint data summary, remedial action, training activity, desired outcomes and recommendations.

Recommendations:

1. The Board of Directors supports the development of a state-wide registry to capture the names of the staff members/volunteers with substantiated recipient rights violations of Abuse (I and II) and Neglect (I and II).
2. The Board of Directors designated adequate funding for the operation of the Office of Recipient Rights to include funding for education and training opportunities for staff and Advisory Committee members.
3. The Board of Directors assesses the contract system in order to ensure our provider network is equipped to provide services suited to the conditions of the recipients it serves.

It was moved by Ms. Serafin, seconded by Ms. Thomson, to approve the submittal of the Office of Recipient Rights Annual Report, as presented. **MOTION CARRIED**

The Recipient Rights Advisory Council discussed the “Rights Champion” Award Program with regards to recognizing award recipients. The ORR presents these awards on a monthly basis with acknowledgement occurring quarterly. Ms. Thomson questioned if the Board wanted to continue to promote this award program either through quarterly recognition at Board meetings or at our Annual Awards Recognition Program. Discussed were different options. The finalized format was to have an “Advocate of the Year” with the nominees being recognized via a PowerPoint as a part of the Annual Awards Recognition Meeting. All award recipients are to be invited as guests of the Board. Award recipients will continue to receive an award letter with a certificate.

Ms. Delor announced that the MDHHS-ORR Triennial Assessment will be conducted June 12-14, 2018.

B. October Funding Bucket Report – K. Farr

Ms. Farr advised the Board that the Medicaid actual expenditures are in line with the budget. There is approximately \$78,000 in lapse position costs and the external provided services costs are running approximately \$44,000 over budget.

Healthy Michigan is running approximately \$53,000 over budget.

Autism Program Services are running under budget due to the issues related with the expansion staffing. The revenues are now included with our Medicaid capitation and we will be receiving catchup payments (October – February) so the revenue is no longer going to be five months delayed.

General Fund Hospital Expenditures are running \$12,000 over budget some of which may flip to Medicaid in the next month.

SED Waiver and Children’s Waiver we ran behind in the expenditures/billings due to the holidays and staff vacations and they are now being caught up to date.

For FY 18 with regards to the 50¢ Direct Care Worker increase we did receive all the information from the providers related to the staff affected. The cost will be approximately \$764,000; this has been submitted to the Region and approved. This cost was built into the capitated rate and we have not heard from the Department as to how this is to be reported/cost settled since it is not a separate funding stream; however this will be tracked.

On a separate note, our FY 17 audit is in process and should be completed this week. No issues at this time. No single audit will be required this year because we are under the threshold amount required by the Federal Government.

C. Network Security Update – D. Hayes

November 13-17 a vulnerability scan of our network was conducted by SBS Cyber Security to help us identify risks that may make us vulnerable. In comparison to other companies of our size, the SBS Cyber Security sees approximately 49 vulnerabilities per work station, our average was 5. The average server vulnerability of our peers is 10, we were at 9. The three most critical servers are our: e-mail, fileshare and Sequel server...no vulnerabilities were found! Vulnerabilities that were found in other servers were related to Microsoft exploits and those are being fixed as they are found. The Wi-Fi was tested and it was confirmed that the “guest” network is not able to see anything on the Agency network. Twenty-five percent (25%) of the vulnerabilities on the servers have been completed and the rest should be completed by January 31st. Sixty-five percent (65%) of the vulnerabilities identified at the workstations have been addressed (350 computers in the Agency).

D. St. Clair Operations – K. Gallagher

1. ABA Update

Applied Behavioral Analysis (ABA) Program is running under budget with the contract provider, Helping Hands. They serve young adults aged 6 to 21. As it turns out, they do not have the staffing capacity as initially submitted. They are currently serving 10 people. As for our direct care program, we have 12 staff, 3 are in school going for their BCBA. Two (2) BCBA staff have gone through school and received their Master’s Degree. We are serving approximately 30 children between the ages of 0-5. Region 10 wanted us to have every child off of our waiting list by December 31st and actually we will be able to complete this by mid-January. The waiting list is a direct result of having difficulties in finding qualified providers.

2. Peer Support Update

We currently have 14 Peer Supports employed that work with people with a mental illness throughout the Agency. We have 1 Recovery Coach working in the HIP Grant; 1 Youth Peer (18-26 years of age); 1 Mentor with an Intellectual/Developmental Disability (I/DD) and who done very well and will be presenting at the next Board Association Conference.

E. Support Services – M. Measel-Morris

1. FY 17 Post Discharge Survey Report

This is an annual survey that is required by CARF for accreditation. It is mailed out to anyone that is discharged from our services 30 to 60 days prior. This survey is challenging to get a response back from. For FY 17, 749 surveys were mailed and we received 54 responses for a 7% response rate.

Ms. Serafin asked if it is only mailed out. Ms. Measel-Morris responded yes. In the past the survey was conducted by phone which received a better response rate; however, it was very time consuming for staff. Ms. Serafin asked if it could be e-mailed out. Ms. Measel-Morris replied that we typically don’t have e-mail addresses. Ms. Johnson suggested using Survey Monkey to complete the survey. Ms. Measel-Morris will look into this.

2. FY 17 Performance Indicator Summary; Executive Summary / Full Report

This is sent out quarterly to our contract agencies and direct operated programs. There are specific performance indicators that are monitored. Some indicators are defined by the Department while others are created locally. If the Standards are not met, a Plan of Correction is required.

Provided to the Board was an Executive Summary of the results for FY 17 as well as the Full Report. Following Board review should Board members have any questions they were asked to contact Ms. Measel-Morris.

F. Healthcare Integration Project Update – S. Kammer

Overviewed by Ms. Kammer was the Healthcare Integration Project as of November 29, 2017. In reviewing the Annual Enrollment Goals for Year 3, Ms. Kammer stated that our target goal is 946 and we currently have 592; we need to increase our referrals. Our true aim for this program is to integrate physical healthcare with behavioral healthcare. Two case studies were provided showing positive results.

G. Region 10 Update – E. Priemer, S. Armstrong

A. Board Meeting Minutes (11/17/17)

Chairman Priemer stated that at the PHIP Board Meeting of December 15th these minutes were approved as presented. The main item of discussion was the 298 Pilot Programs and the Department's hope that some CMH will volunteer to be a pilot. He stated that it seems that no one is volunteering.

Mr. Armstrong stated that it had been mentioned that some Authorities had requested of their County Commission to issue a resolution stating that they don't want to be a part of this. Mr. Armstrong asked Mr. Carpenter for a copy of the resolution. Ms. Johnson stated that St. Clair CMH will not be submitting a request to be a pilot.

H. Community Education / Public Relations – D. Johnson

Provided was the Activity Report covering the month of November. This report covers paid and unpaid marketing coverage. Highlighted was the "Gift of Knowledge" which is continuing. This is a fundraiser in which books regarding mental health are purchased and given to various libraries throughout St. Clair County. Also, on December 20th is Soup Kitchen Santa. EBW-TV will interview Santa at the Soup Kitchen.

I. Board Association Business – D. Johnson

1. FridayFacts

Highlights include: Youth Peer Support Training is being held in February and March; the 2018 BAAM (Behavior Analysis Association of Michigan) Conference will be held February 15-16 at Eastern Michigan University and the 5th Annual Midwestern Behavior Analysis Job Fair will be held on February 24th at Western Michigan University. Ms. Johnson stated that we should have staff presence at both of these events as we are trying to develop our own in house expertise.

IX. DIRECTOR'S REPORT – D. Johnson

A. Ottawa County Board of Directors Letter

A thank you letter was received from the Ottawa County Board of Directors for our 298 Transfer of General Fund dollars in the amount of \$200,000.

B. Senator Gary Peters regarding Medicaid Coverage for Addiction Recovery Expansion

A letter was received from Senator Gary Peters thanking Ms. Johnson for contacting him regarding Medicaid Coverage for Addiction Recovery Expansion. He stated that he does not serve on this Committee, however he would keep our views in mind should this bill come before the full Senate.

C. Other

- Ms. Johnson stated that she will begin meeting with each Board member individually to talk about what is going good / needs improvement with the Board as well as frequency of the Board meetings. An aggregate report will be provided to all Board members once completed.
- All Staff In-Service was held on December 15th at the Blue Water Convention Center. Breakout sessions were held and CEU's were provided for staff in need. Two sessions were conducted by outside presenters: Scott Babin addressing Communication and Ken Krygel on Drugs and Drug Use Among Youth.
- Labor Relations Committee has been resurrected. An initial meeting was held and they will continue to meet on a quarterly basis.
- Ms. Johnson acknowledged Ms. Kammer's service with the Agency for almost 38 years! She will be returning on contract through the continuation/end of the HIP Grant.
- Ms. Johnson also thanked Board Members and the Management Team for their support over the past year. She is looking forward to 2018 for a healthy New Year!

X. BOARD FORUM – E. Priemer

A. Advisory Council Meeting Minutes (11/30/17)

Provided for information purposes only.

B. Winter CMHA Conference

To be held February 5-7, 2018 in Kalamazoo. If you are interested in attending, let us know.

XI. ANY OTHER BUSINESS TO PROPERLY COME BEFORE THE BOARD

- Ms. Ames questioned the level of detail for the completion/accountability of progress reports by Providers and CMH staff. Ms. Johnson requested that she meet with Ms. Gallagher for follow up.
- Chairman Priemer wished everyone a Happy Holiday! It is his belief that through the work of the Board and staff that we make a difference.

XII. ADJOURNMENT

With no further business to discuss, Chairman Priemer adjourned the meeting at 7:15 pm.

Respectfully submitted,

Lori Ballor-Gauthier
Recording Secretary