

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: December 4, 2018
TIME: 6:00 p.m.
PRESIDING: Edwin J. Priemer, Chairman

PRESENT: S. Armstrong (left 7:02 pm), A. Essian, J. Jowett-Lee (arrived 6:05 pm), M. Paulus, E. Priemer, E. Rieves, M. Serafin, M. Smith, N. Thomson, S. White
CALL IN: No one
ABSENT: L. Ames, J. Bligh
ALSO PRESENT: Guest(s): C. Truchan, CMH Retiree; R. Kiehler, IHC
Staff: D. Johnson, T. Pingitore, K. Farr, K. Gallagher, M. Measel-Morris, D. Hayes, 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

Ms. Cathy Truchan, CMH employee of 25+ years retired this past year. She spoke to the Board of her experience working here at CMH and the positive effect it had on her life both professionally and personally. She wanted the Board to know that she loved her job and the individuals she worked with. Most of all she appreciated our Agency being on the forefront of services such as the Individual Placement Services Program (IPS) and the ability to talk directly to the Executive Director if she wanted.

III. Closed Session

It was moved by Mr. Rieves, seconded by Ms. Serafin, to move into Closed Session to discussion Union negotiations. **MOTION CARRIED**

The Board moved into Closed Session at 6:07 pm.
The Board resumed into Regular Session at 6:25 pm.

IV. AGENDA CHANGES – Add: VIII.H. Union Contract Update

V. PRESENTATION OF PREVIOUS MEETING MINUTES

It was moved by Mr. Rieves, seconded by Mr. Paulus, to approve the minutes of the November 6, 2018 CMH Board Meeting, as presented. **MOTION CARRIED**

VI. PRESENTATION OF SEPTEMBER & OCTOBER RECEIPTS/DISBURSEMENTS & ELECTRONIC TRANSFERS

Ms. Farr advised the Board that when staff were creating the October bank reconciliation report an error was noticed in the September report. Provided was a copy of the corrected September report with an ending balance of \$11,213,454.53 as well as the October report.

It was moved by Mr. Rieves, seconded by Ms. Jowett-Lee, to approve the revised September Receipts / Disbursements and Electronic Transfers report as well as the October Receipts/Disbursements and Electronic Transfer report, as presented. **MOTION CARRIED**

VII. PRESENTATION OF BILLS TO BE PAID

It was moved by Ms. Thomson, seconded by Ms. Serafin, to approve the Bills to be Paid in the amount of \$3,669,028.60, as presented. **MOTION CARRIED**

VIII. ITEMS FOR ACTION

A. Region 10 PIHP/SCCCMHA Medicaid Contract FY 19 Amendment #1

Ms. Pingitore overviewed the changes contained in Amendment #1. She noted that the changes made raise no area of concern but we will need to update our policies in a few areas.

It was moved by Mr. Armstrong, seconded by Ms. Thomson, to approve the Region 10 PIHP / SCCCMHA Medicaid Contract FY 19 Amendment #1, as presented. **MOTION CARRIED**

B. St. Clair CMH Board 2019 Meeting Calendar

Chairman Priemer noted that the 2019 Meeting Calendar reflects the changes suggested at the November CMH Board meeting which affect the months of January 15, February 12 and addition of May 14 as business meeting.

It was moved by Ms. Thomson, seconded by Mr. Smith, to approve the St. Clair CMH Board 2019 Meeting Calendar, as presented. **MOTION CARRIED**

In further review of the calendar Ms. Thomson suggested that we may want to consider rescheduling the July 2 meeting due to the July 4 holiday. Ms. Johnson stated that this will be addressed at a future meeting.

C. FY 19 Agency Goals

Reviewed by Ms. Johnson were the FY 19 Agency Goals. Many of the goals are rolled over from last year. New to the goals are: 2.F. Pursue SUD Provider Contract with Region 10 PIHP; 6.E. Prevention efforts to increase awareness, education and collaboration with various community agencies. There will be significant efforts based on SUD and suicide prevention; and, 8 has been rewritten with regards to the implementing the Disaster Recovery/Business Resumption Plan.

It was moved by Ms. Jowett-Lee, seconded by M. Paulus, to approve the FY 19 Agency Goals, as presented. **MOTION CARRIED**

D. Personnel Committee Report: Executive Director Evaluation & Contract

Prior to this evening's Board Meeting the Personnel Committee met to review the aggregated feedback received with regards to Ms. Johnson's performance as Executive Director for FY 18.

Chairman Priemer stated that Ms. Johnson received positive feedback and the Personnel Committee is recommending contract renewal for another three years (2019-2021) to include a 2% pay increase for 2019 in line with the Union contract. Chairman Priemer noted that the salary increase for the remaining two years of the contract will be in line with the Union contract increases once finalized.

It was moved by Ms. Thomson, seconded by Ms. Serafin, to approve the Executive Director 2018 evaluation and the 2019-2021 contract with a 2% wage increase for 2019, as presented.

MOTION CARRIED

E. Advisory Council Membership Policy

Chairman Priemer stated this policy was presented at the November meeting and has been reviewed by the Advisory Council. The policy was written to comply with the By-Laws and to detail the selection of members and terms of office.

It was moved by Mr. Armstrong, seconded by Ms. Jowett-Lee, to approve the Advisory Council Membership Policy, as presented. **MOTION CARRIED**

F. Administrative Services Organization Agreement: Lapeer CMH and Sanilac CMH

Ms. Farr advised the Board that we have some shared administrative functions performed by St. Clair CMH along with software costs based on usage for BHR, EHR, OASIS, CAFAS and LOCUS that benefit all three CMHs. The purpose of this agreement is to detail those services/costs (not covered by Medicaid) and how they are shared amongst all three CMHs. For Lapeer CMH the cost is approximately \$123,000 and for Sanilac CMH the cost is approximately \$83,000 with the remaining cost being paid by St. Clair CMH.

It was moved by Mr. Rieves, seconded by Ms. Jowett-Lee, to approve the Administrative Services Organization Agreement between St. Clair CMH and Lapeer CMH and Sanilac CMH (respectively) for the period of October 1, 2018 through September 30, 2019, as presented.

MOTION CARRIED

G. 2018 Retirement Contribution

Mr. Farr shared with the Board at the November meeting that the actuarial contribution to the County pension was underfunded for both CY 2017 and CY 2018 due to active participation of staff with high paid salaries that had left the Agency. The Board approved funding the CY 2017 deficit of approximately \$120,000.

When looking at the required contribution for CY 2018, Ms. Farr advised the Board that we are going to be just under \$76,000 short. Ms. Farr asked the Board to approve an additional contribution up to \$80,000 so that we will be actuarially funded for CY 2018.

Ms. Farr stated that the employer contribution to the County Pension and OPEB (Other Post Employment Benefits) of 16% is determined by active participation and this is split between the pension and OPEB; with the bulk going to the pension because we are required to fund what the actuary has determined. The current split has been 12.75% to retirement and 3.25% to OPEB. Ms. Farr stated that for CY 2019 she is recommending a change in the split because the requirement has decreased by \$260,000 for various reasons. As such her recommendation is that the funding percentage be changed to 11.65% retirement and 4.35% to OPEB which will allow us to meet our CY 2019 requirement and put a little more into OPEB.

It was moved by Ms. Thomson, seconded by Mr. Armstrong, to the actuarial funding contribution for CY 2018 of \$80,000 and changing the formula for CY 2019 to 11.65% retirement and 4.35% OPEB, as presented. **MOTION CARRIED**

H. Union Contract

It was moved by Ms. Thomson, seconded by Mr. Armstrong, to approve a salary increase of 2% for 2019, 1% for 2020 and 1% for 2021 for Local 3385 and Chapter 20 with a Contract Ratification Bonus for both Unions payable in 2019, as presented. **MOTION CARRIED**

IX. INFORMATIONAL ITEMS

A. Recipient Rights Advisory Committee – T. Delor

1. Committee Meeting Report

The Recipient Rights Advisory Committee met earlier today and two trainings were provided by the State Recipient Rights Office; one on the Advisory Committee and the other on the Appeals Committee. This was a regional training with 20 participants from Detroit Wayne, Life Ways, Clinton-Eaton Ingham, in addition to St. Clair.

Agenda highlights included:

MDHSS-ORR Semi-Annual Report: For FY 18 (10/01/17 thru 03/31/18), Ms. Delor reported that SCCCMHA ranked 16th in the State for individuals served and we also ranked 16th for the number of full-time employees (2) and 23rd in the allegations received.

Aggregate Complaint Data Report: During the period of September 1, 2018 through November 15, 2018, the Recipient Rights Office received 40 complaints consisting of 54 allegations and also completed 20 previously pending complaints consisting of 23 allegations.

2. Office of Recipient Rights Annual Report

This report is a requirement of the Mental Health Code in which it states that the Executive Director shall submit to the Board of Directors an Annual Report prepared by the Office of Recipient Rights on the current status of rights protection. This report must then be submitted to the Department by December 30, 2018.

Ms. Delor provided an overview of the FY 18 Annual Report. She reported we served 4,140 individuals (unduplicated count), conducted 78 service site reviews both within and out of our catchment area and conducted 21 additional site visits for monitoring. During FY 18 the Recipient Rights Office had the equivalent of two full-time employees based on a 37.5 work week.

In reviewing the Agency Totals, Ms. Delor stated that during this time there were 167 complaints received consisting of 200 allegations with 193 investigations and 134 investigations substantiated. Ms. Delor noted that these numbers are high based on the two confidentiality issues we had which resulted in 69 substantiated violations; however, she noted that she does not see this happening moving forward. Training requirements for staff have been completed. We have provided training for 1,338 staff members which includes both new and refresher training. Of this, 992 were contract agency staff that were trained.

In reviewing the progress on the Outcomes, Ms. Delor stated that the first outcome has been completed and the other two will be carried forward into the next year. She noted that Outcome 3, develop a state-wide registry to capture data specific to substantiated allegations is going to be difficult to achieve. We have been working with the Board Association to find a legislator to sponsor a bill. Ms. Thomson stated that Mr. Silver, State ORR Training / State Compliance Director, stated today that the big holdup is that there is no appeal process for a person who has a complaint substantiated against them from the Office of Recipient Rights prior to being put on a registry. By not having an appeal process in place you are taking away their civil rights.

In reviewing the recommendations to the CMH Board, Ms. Delor stated that the Advisory Committee recommends: 1) The Board of Directors support the development of a statewide registry to capture the names of the staff members/volunteers with substantiated recipient rights violations in the categories of Abuse (I & II) and Neglect (I & II). This registry would be accessible by all Offices of Recipient Rights in the State of Michigan. 2) The Board of Directors continues to designate adequate funding for the operation of the Office of Recipient Rights, to include funding for staff members and Recipient Rights Advisory Committee members to attend the MDHHS-ORR Annual Conference. An annual review of funding is needed to determine the staffing needs of the Office based on historical trends. 3) The Board of Directors assess the SCCMHA contract system to ensure the provider network is equipped to provide services suited to the condition of the individuals it supports.

It was moved by Mr. Paulus, seconded by Mr. Rieves, to move the Office of Recipient Rights Annual Report to an Item for Action, as presented. **MOTION CARRIED**

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

B. October Funding Bucket Report – K. Farr

Ms. Farr advised the Board that there was a computer glitch today in addition to issues with CHAMPS data regarding Medicaid eligibility that prevented the report from being pulled together. Instead of rushing the report she will be sending it out under separate cover with an explanation. After reviewing the report should Board members have any questions Ms. Farr asked that they please contact her.

C. CMH Contracts – K. Farr

1. Contract Vendor Listing

Provided for information was a listing of the contract vendors which details the name of the provider, type of contract, start/end date and the status of the contract.

2. Boilerplate Language

Presented to the Board was the boilerplate language for each of following contracts: Community Agency, Residential, Specialized Foster Care (Non-Corp), Supported Living Arrangements, Hospital Inpatient, Hospital Single Case Letter of Agreement, Personal Services Agreement, Professional Service Agreement, Fiscal Intermediary Contract and County of Financial Responsibility (COFR). Each of these contracts have been updated to be in compliance with Region 10 and the MDHHS and corporate compliance language was added. They have also undergone legal review by Ms. Lisa Morse, who is an attorney and is familiar with the CMH system.

Ms. Farr provided an explanation each of the type of contracts and how they are implemented. Currently our insurance carrier, MMRMA, is reviewing each of the contracts from an insurance perspective. Any suggestions will be incorporated into the contracts. She noted that the Community Agency contract will be going out to the Community Agency Directors for review along with an executive summary of the changes. Staff are also working on physician specific agreement.

Steve Armstrong left at 7:04 pm

D. St. Clair Operations – K. Gallagher

1. Employee & Team of the Month: September

Employee of the Month was Mr. Jerrod Burgess. Mr. Burgess is our court liaison. He has been asked to step into different roles and often difficult situations and does so in a calm, professional, and deliberative manner keeping a situation from escalating. He recently had to help out over a weekend making numerous phone calls and visits to three different police stations with regards to assisting in a very complicated pick up for an individual on the ACT Team.

Habitat for Humanity Team: Ms. Pat Gillard organized a team of CMH staff to assist on a Blue Water Habitat for Humanity new build project. Thanks, in part to this team, a St. Clair County family will soon be living in their new home!

E. Support Services – M. Measel-Morris

1. Post Discharge Annual Report FY 18

This is an annual survey that is conducted throughout the year on individuals who were discharged from services from CMH 30 to 60 days prior. This is one of the surveys that does not get a good response rate because individuals have moved on. For FY 18 there were 888 surveys mailed out and only 48 individuals/guardians participated for a 5% response rate. Overall satisfaction rate was 83%. There were some areas noted upon that can be improved related to communication, training and treatment planning.

F. Region 10 Update – E. Priemer

Chairman Priemer stated that he was unable to attend the last meeting. Mr. Rieves stated that he did not attend either.

Ms. Pingitore stated that she attended the Regional CMH Board Retreat that was held prior to the meeting. Discussed was contract monitoring, the many different areas involved, the overlapping of areas and how cumbersome it is.

G. Community Education / Public Relations & Upcoming Trainings – D. Johnson

Community Education/Public Relations: Provided to the Board was the Community Relations Activity Report for November. We participated heavily in the Alzheimer's Caregiver Expo that was held November 9th including having our IT staff setup audio/visual equipment and providing CEUs. Our sponsorship was in-kind.

Kevin Hines Event was held on November 28th; he had two sessions – 3 pm for professionals and 7 pm for the general public. He did a great job, some students were able to talk to him afterwards which was very effective.

Upcoming Trainings: Provided was a listing of upcoming trainings that are available for Board members to attend. If interested in attending please contact Tammy Lake to register.

H. CMHA Business – D. Johnson

1. Weekly Update

Highlighted by Ms. Johnson was the CMHA Weekly Update of November 30, 2018. She noted that effective December 3rd, Ms. Kim Batssche-McKenzie has been appointed Acting Director of the Division of Mental Health Services to Children and Families replacing Sheri Falvay who retired. Our youth peer mentor, Ms. Brittney Husson has resigned from our Agency and will be moving to Lansing to accept a job offered by Ms. Batssche-McKenzie.

Michigan State has received funding from the Michigan Health Endowment Fund to develop a project entitled “Building a Strong Caregiver Workforce.” This will be a four (4) credit certification on-line training program for high school students and direct care professionals.

There was also an on-online article addressing the reduction of opioid deaths in Dayton, Ohio.

X. DIRECTOR’S REPORT – D. Johnson

A. “In the Know” December Edition

This is a monthly newsletter that keeps staff and contract agency directors aware of activities taking place within CMH. December 14th the Agency will be closed for an “All Staff In Service Day” to be held at the Blue Water Convention Center. A presentation from Mr. Ziyad Ellassal, President of Difference Makers, a mentoring and substance use prevention organization for teens that is housed at the Center of Port Huron. He will be speaking about his journey from being a professional to becoming an addict and his road to recovery. We will also be having attorney, Mr. Neil Marchand, from the law firm of Miller Johnson in Grand Rapids, speaking on “Interaction with Law Enforcement & Responding to Subpoenas” and “Reporting Obligations Under the Mental Health Code, Social Welfare Act, and Child Protection Law.” We also offered to contract agency staff, free of charge, a session on “HIPAA & Confidentiality: What You Need to Know.” There are 70-80 signed up.

The “Great Grocery Gift” bags are available for filling (or we will purchase for you – cost of \$40) to be given out to Soup Kitchen attendees on Thursday, December 20th when we do our Soup Kitchen Santa event. Extra bags will be used for those we serve here at CMH or at the Center for Port Huron.

Ms. Johnson stated that this is the first time that she has sent congratulatory letters to the newly elected officials noting that she hopes they will continue to support the public mental health system.

Ms. Johnson thanked Board members for her positive evaluation and support in what she does in this organization. She thanked Board members for their time and commitment to the CMH Board

and thankful that they recognized her leadership and that of the Management Team, which were mentioned in her eval in a positive way.

We also have a “Giving Tree” with tags for children and adults for those within our Agency if there are any Board members interested in participating. Gifts are due back by Thursday, December 13th.

XI. BOARD FORUM

Chairman Priemer wished everyone a “Happy & Safe Holiday Season!”

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 7:30 pm.

Respectfully submitted,

Lori Ballor-Gauthier
Recording Secretary