



Administrative Office, 105 Hall Street, Suite A, Traverse City, MI 49684

## Committee of the Whole Meeting Minutes

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August 20, 2020

12:30 PM

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### 1. ATTENDANCE:

Northern Lakes Community Mental Health Authority by remote virtual meeting. Rose Denny called the meeting to order at 12:30 p.m.

Board Members Present: Nicole Miller, Randy Kamps, Ben Townsend, Rose Denny, Pam Babcock, Lorelei King, Nina Zamora, Ty Wessell, Mary Marois, Al Cambridge, Sherry Powers, Betty Bushey, Sherise Shively, and Dan Lathrop.

Board Members Absent: Angela Griffis (advance notice) and Dean Vivian (advance notice).

Others Present: Joanie Blamer, Acting Chief Executive Officer; Deb Lavender, Executive Secretary; Paul Keller, Director of Recipient Rights; Lauri Fischer, Chief Financial Officer; Tracy Andrews, Director of Integrated and Managed Health Services; Aaron Fader, Executive Administrative Specialist; Carrie Gray, Chief Population Officer for Intellectual and Developmental Disabilities Services; Kari Barker, Director of Quality and Compliance; Matt Leiter, Human Resources Director; Darryl Washington, Director of Long Term Care and Support Services; Dan Mauk, Chief Information Officer; and Jessica Williams, Performance Improvement Specialist.

### 2. RECEIVE AND REVIEW JULY 16, 2020 MINUTES:

Moved to Board meeting.

### 3. PUBLIC COMMENT:

None.

### 4. UPDATE ON RECIPIENT RIGHTS:

Paul reviewed the statistical information. Paul identified that the Recipient Rights Specialist has taken another position and may further set back review and completion of this training (Technical Writing Skills). Responded to questions about completion of the curriculum for guardian and recipient training; staff reports to be completed by video; timeframe compliance of 95% is the lowest threshold in being in full compliance; is it unusual for contract providers to be out of compliance with the recipient rights training?

### 5. FY 2020 BUDGET AMENDMENT, INITIAL FY 2021 BUDGET AND 2021 CAPITALIZATION PLAN:

Lauri identified that every year we have an amendment to the current year Operating Budget, a new Budget for FY 2021 and a Capitalization Plan for FY 2021. Lauri reviewed the overview for the Amendment and FY 2021 for funding or revenue sources – State, Local, Medicaid Sources; Reimbursements, Contract non-Mental Health. Identified changes in Expenditures – Personnel, Direct Operations, Contractual Services, Contract Agencies, Residential Contracts, Inpatient Services, Transportation and Occupied Space. Responded to comments and questions: contributing to increase of surplus of the NMRE, two of the three day care providers have requested sustainability payments, do the funds that are not used due to COVID go into our General Fund, can MDHHS change the contract based on those figures, we must think of our relationship as a regional relationship, rate setting, contract providers are beginning to utilize telehealth opportunities.

ITEM # 2

Capitation is considered Medicaid dollars and the NMRE holds the contract. Based on the last reporting there could be a surplus beyond which they can carry forward and put in reserves. As a region we may be in a situation of lapsing Medicaid back to MDHHS. Joanie noted we expect there to be approximately 8 million of the surplus and each Board is to send their ideas how to use dollars to Eric Kurtz, NMRE CEO, and he will work with CMHSP CEOs to develop a regional plan on how to best use the funds.

Capitalization Plan for FY 2021 we are requesting \$275,000. This includes equipment, software, real property and vehicles. Licenses for software are now being annualized. Responded to questions about phase out of licenses.

Clarification of Contract Non-Mental Health in FY 2021 for MI Choice contractual services. Comment about opting out of MERS. Responded to question about what we have learned that may impact our budget during COVID of financial expenditures and the way we do business, having staff working remotely, the ability to provide services to consumers and save operating costs; customer satisfaction; crisis services; telehealth services; established relationships and face-to-face relationships; and need to balance.

## **6. ANNUAL COMPLIANCE TRAINING:**

Kari identified that this is an annual compliance training for the Board and she reviewed the Power Point. Reviewed what is compliance; seven elements of an effective compliance program; the standards of conduct; organizational ethics; laws impacting healthcare such as the Deficit Reduction Act of 2005, Federal False Claims Act, Michigan False Claims Act; and other applicable laws; Whistleblower Protection Act; Fraud; Waste; and Abuse. Privacy and confidentiality of behavioral health records – governing rules, substance use disorder records, mental health records – MI Mental Health Code, HIV/Aids, breach notification, enforcement bodies, reporting responsibilities, and building a culture of integrity. Kari noted that we have been looking at our compliance program and made some decisions going forward. We have moved Customer Services under compliance to add to our resources, becoming more data driven and improve our ability to approach on a corporate level.

## **7. BOARD MEMBER PER DIEM:**

Lauri reported that she surveyed the other CMH's in our region and obtained reimbursement information both inside and outside the catchment area. She noted that the budget is adequate based on what has been used historically for FY 2020 and FY 2021. The differences were noted.

## **8. COST OF GOVERNANCE**

There was discussion as to whether per diem would be paid for training which are being done virtually now. Included the cost of governance monitoring report which was done in May for information. Comments about considering reimbursement for the amount of time for meeting preparation, board training, travel time, and travel at the IRS rate. It was recommended to add to the Board meeting for action.

## **9. AGENDA PLANNING OPTIONS FOR SEPTEMBER 17, 2020**

Reviewed the agenda topics for September 17, 2020: Update on Recipient Rights; Presentation for Services for Adults with Mental Illness and Substance Use Disorders; PCP and Self-Determination Training; and Compliance and Quality Report. Question about meeting in person wearing a face mask and social distancing. Will add to the Board meeting agenda for discussion.

## **10. MEETING EVALUATION/COMMENTS:**

Suggestion to use the mute button in order to cut down on background noise.

## **11. OTHER/ADJOURN:**

Meeting adjourned at 2:20 p.m.

Respectfully Submitted,

Deb Lavender  
Executive Secretary dsl (8/24/2020)