

**Minutes
Mental Health Partners
Board of Directors
Thursday, January 15, 2009
7:00 P.M.**

The Mental Health Partners Board of Directors met on this date in the conference room at Turning Point Services, Inc. in Morganton.

Members of the Board present included: Joseph Beaman, Jr., Ray Von Beatty, Todd Carswell, Danny Graves, Dr. Anthony Frasca, Michele Hamby, and Elizabeth Young. Excused and/or absent for other equivalent circumstances were Kitty Barnes, John Dayberry, Lori Faulkner, Bruce Hawkins, Sr., Cynthia Houser, and Ronald Kendrick. Mental Health Partners staff present included John Hardy, Melanie Britt, and Janice Cornett. Genny Pugh, Executive Director of Turning Point Services, Inc. was also in attendance.

A quorum was present.

The meeting agenda was mailed to the media and Board members on January 9, 2009. There were no representatives of the media present.

Handouts

The following items were distributed prior to the opening of the meeting:

1. Minutes of the January 13, 2009 meeting of the Budget/Finance and Executive Committees
2. Memorandum of January 5, 2009 from John Hardy to the Burke County Board of Commissioners
3. Memorandum of January 15, 2009 from John Hardy to the Burke County Board of Commissioners
4. LME Accreditation Process
5. Proposed Revision to FY 08/09 Budget
6. Action Item: Request for New Position
7. Revised Budget/Finance Committee Schedule for Adoption of FY 09/10 Budget
8. Critical Measures at a Glance: SFY 2009 1st Quarter LME Performance
9. Quarterly Update on Community Needs Assessment
10. NC Council of Community Programs' 2009 Legislative Priorities
11. 2009 Key Legislative Members Chart

Call to Order and Welcome of Guests

Chair Joe Beaman, Jr. called the meeting to order at 7:08 P.M. and thanked everyone for their attendance. He welcomed new Board member, Elizabeth "Beth" Young and thanked Genny Pugh, Executive Director of Turning Point Services, Inc. for hosting the Board meeting and providing refreshments. A few minutes were taken for introductions around the table.

Invocation

Tony Frasca had not yet arrived, so the invocation was given by Joe Beaman, Jr.

Minutes

The minutes of the December 18, 2008 meeting of the Board of Directors and the minutes of the January 13, 2009 meeting of the Budget/Finance and Executive Committees were presented.

Todd Carswell made a motion that both the minutes of the December 18, 2008 meeting of the Board of Directors and the minutes of the January 13, 2009 meeting of the Budget/Finance and Executive Committees be accepted as presented. Von Beatty seconded the motion.

There was no discussion, and it was unanimously voted to accept both sets of minutes as presented.

Citizen Comments

There were no citizen comments.

Overview of Turning Point Services, Inc.

Chair Beaman once again introduced Genny Pugh, Executive Director of Turning Point Services, Inc., and referred to her for an overview of the services provided by Turning Point. Ms. Pugh began with a little background information on her experience in the area of mental health, developmental disabilities, and substance abuse and explained how that past experience resulted in her current position with Turning Point Services.

Ms. Pugh distributed a pamphlet describing the locations of Turning Point Services throughout the state and the services provided by the agency. Turning Point Services was formed in 1995 with a focus mainly on developmental disabilities. The agency began in western North Carolina and is now present in almost every county in the state. There are 37 offices/program locations throughout the state. The largest part of the work done by Turning Point Services is through the CAP-MR/DD waiver.

Ms. Pugh noted that the agency serves between 850-950 individuals and families monthly across the state. Services include group homes, day programs, Supported Employment through Vocational Rehabilitation, individual caregiver training and education, respite care, etc. The agency is also providing Early Childhood Intervention to about 46 families in the Asheville-Brevard area. Turning Point Services is constantly working to continue expanding services and obtained a three-year accreditation this year.

Turning Point Services employs approximately 100 full time employees, with over 1200 part time employees in home care, etc. Ms. Pugh stated that probably the biggest problem the agency faces is the workforce – not being able to find enough qualified professionals.

Upon completion of the overview and answering questions from Board members, Ms. Pugh excused herself from the room and the regular Board meeting resumed.

Commissioner Comments

There were no commissioner comments due to both commissioners being at a legislative event in Raleigh today and unable to attend tonight's meeting. Chair Beaman noted that the *Commissioners'*

Synopsis of the December 15, 2008 meeting of the Catawba County Commissioners was included in the Board packet.

Director's Report

1. Everyone has been very busy since the holidays. There will be a federally supported count on the homeless population at the end of January. The count will be conducted in both Burke and Catawba County. Catawba County is working to provide backpacks to the homeless. The backpacks contain some basic items such as a first aid kit, blanket, water, gloves, etc. There are homeless camps in both counties, and we are trying to solicit help with the count from some of the people living in these camps.
2. Catawba County has noticed Catawba Valley Behavioral Healthcare (CVBH) that the county is planning to use the building currently leased by CVBH for additional space for the Department of Social Services. The six months notice was given at the end of December to be effective at the end of June 2009. CVBH is looking at several options for relocating, including the possibility of a building site on the campus of Catawba Valley Medical Center. CVBH may not be required to vacate their current location by the end of June, but the six months notice is required under the terms of the lease agreement with Catawba County.
3. Mental Health Partners is looking at the issue of where providers are with their contract money for 2008/2009. A shortage of about \$650,000 is projected. This will affect some providers more than others, depending on whether their services are paid by Medicaid dollars, which are an entitlement, or State dollars, which are not an entitlement. Mental Health Partners met with all providers last month, explaining that the LME had to return funds to the State and would not have extra dollars to add to contracts as it has done in past years. We have identified about five providers that have a minor problem with their contract funds and about five or six others with a little bigger problem. We believe that with some careful planning, most of these providers can manage their funds through June. There are not as many under utilizations by providers as usual due to the higher demand for services, therefore, there is a need to develop strategies for managing contract dollars. We will be meeting with these providers again on January 28 and will expect a plan of action from the providers by mid February.
4. We are in the process of finalizing the three-way contract with the State and Frye Regional Medical Center for indigent inpatient beds.
5. Director Hardy recently met with Deputy Lawing from Burke County and presented him with \$1,050 that was collected at the NC Council's conference in Pinehurst in December. Deputy Lawing was shot while trying to serve involuntary commitment papers. He is suffering from paralysis and has returned to work in a limited capacity. The money collected was a small token of appreciation and a desire to assist the deputy and his family in some small way.
6. Director Hardy referred to the memos of January 5 and January 15 to the Burke County Commissioners (distributed prior to the opening of the meeting). He explained that the first memo was a request for \$159,500 to support needs in Burke County that cannot be supported by State/Federal reimbursable funds. The request included \$30,000 for client emergency assistance, \$110,000 for Catawba Valley Behavioral Healthcare infrastructure at the Burke location, and \$19,500 to support the transportation of Burke County consumers needing

substance abuse services to the Hickory location of Clay, Wilson, and Associates. This major provider of substance abuse services recently closed their Morganton office as it was no longer economically feasible to keep the office open. Director Hardy met with the Burke County Commissioners on January 13 to present the request. The commissioners had a positive response to the request for \$30,000 for client emergency assistance, but asked for additional information on the other two items. The memo of January 15 addresses that request for more information.

7. The February Board meeting will be held at Catawba Valley Behavioral Healthcare in Morganton. The telemedicine with the psychiatrist at the walk-in clinic there may be in place by then. We hope to have all aspects of the walk-in clinic operational by the beginning of March.

Consideration Items

CARF Accreditation Process for Mental Health Partners

Melanie Britt, Policy Analyst for Mental Health Partners, presented an update on the accreditation process. She referred to the handout, "*LME Accreditation Process*" that was distributed prior to the opening of the meeting. Mental Health Partners declared its intent to seek accreditation through CARF (Commission on Accreditation of Rehabilitation Facilities) to the Division in December. We are in the processing of writing new policies and revising some policies already in place. These policies will be sent to the Board for review and approval.

The standards for CARF accreditation cover four areas:

- ASPIRE – This area includes governance and leadership – how we do business.
- Network Administration – How are providers in our network chosen?
- Service Access – How do consumers access services?
- Standards for Unaccredited Providers – Some providers have not yet obtained accreditation. How we can help them in reaching the standards under which they will be monitored?

Many practices are already in place and are now being written into procedural policies. Melanie referred to the handout, "*Critical Measures at a Glance: SFY 2009 1st Quarter LME Performance*". Part of accreditation is paying attention to the performance measures and tracking progress. She also referred to the handout, "*Quarterly Update on Community Needs Assessment*". Based on the information received from forums and surveys in the Community Needs Assessment, the LME prioritized the following areas for initial attention:

- Greater public awareness of the services available and how to access these services
- Focus on crisis services
- Development of services that are more integrated to better serve consumers with more than one need, such as dual-diagnosis, mental health/substance abuse, mental health/developmental disability

To address these goals, the LME has accomplished many things, including hiring a Housing Coordinator, ACCESS posters placed in Piedmont Wagon buses, more public service announcements on local radio stations, television ads, press releases, etc. Mental Health Partners has also received additional funding for the Mobile Crisis team and funding for the development and implementation of a Psychiatric Walk-In Clinic with tele-psychiatry capacity.

If a three-year accreditation is received, Mental Health Partners must do a quality management report each year. The report will detail how we are managing, maintaining, and improving our standards. We will submit our formal intent to survey to CARF in May, with a site visit from CARF anticipated in September or October.

Board Training Schedule

The University of North Carolina's School of Government is sponsoring on-line training for Board members. This was discussed at the December Board meeting. The training consists of five parts and the Board discussed completing the training over a five month period of time. Included in the Board packet was a schedule for this training. Board members will complete the designated part each month prior to the Board meeting and that part will be discussed at the Board meeting. Von Beatty agreed to lead the discussion of the first part, "*Working with Others*", at the February 19 Board meeting.

Action Items

Report of Nominating Committee and Election of Officers

Todd Carswell presented a report from the Nominating Committee regarding the election of officers through the end of June 2009. This is in response to the resolution of June 2008 which extended the leadership terms of the Board's Vice Chair (Joe Beaman, Jr.) and Secretary/Treasurer (Von Beatty) to function as Chair and Vice Chair respectively of the new Mental Health Partners Board until that Board was able to elect officers, or up to six months, whichever came first. The purpose of the resolution was to maintain some continuity of Board leadership during the transition period.

The Nominating Committee recommended that Joe Beaman, Jr. continue to function as the Board Chair and Von Beatty continue as the Vice Chair through June 2009. The committee also recommended that Danny Graves be appointed as Secretary/Treasurer through June 2009. The Secretary/Treasurer serves as Chair of the Budget/Finance Committee. Danny already serves on that committee and is well aware of its function. Mr. Carswell noted that this recommendation is based on the still young and newly merged Board and the desire to allow new Board members to gain a full year of Board experience before changing leadership.

The recommendation was presented as a motion from the Nominating Committee. Therefore, no second is needed.

With no further discussion, it was unanimously voted to accept the recommendation of the Nominating Committee as presented.

Adoption of Revised By-Laws

The next action item presented was the proposed revision to the Board By-Laws. This was presented for consideration at the December meeting. The proposed modifications are as follows:

- Commissioner representatives will be allowed to have the same voting privileges and obligations as other Board members.
- The by-laws will address the establishment of an ad hoc Nominating Committee.
- The by-laws will provide an enhancement on Board member expectations.

There was some discussion regarding the expectations of Board members.

Todd Carswell made a motion that the Mental Health Partners Board By-Laws be revised with the modifications as presented. Von Beatty seconded the motion.

With no further discussion, it was voted 6-1 to approve the modifications to the Board by-laws as presented.

January 2009 Budget Revision

A proposed revision to the FY 08/09 budget was presented. The revision would increase Mental Health Partners' current budget of \$20,813,267 by \$922,993, bringing the budget to \$21,736,260. The revision includes the following:

- \$34,000 in State allocations for one full time equivalent (FTE) care coordinator to collect client data warehouse (CDW) data and provide screening, triage, and referrals (STR) for admissions and discharges related to the three-way contract between Mental Health Partners, Catawba Valley Medical Center, and the Division.
- \$488,993 in final settlement funds for FY 07/08 from Catawba and Burke Counties. The total settlement was \$636,773. However, \$147,780 has already been included in the budget as part of an allocation carried over from last year.
- \$400,000 in additional funds for Medicaid contracts to meet contract projections through June 2009.

The Budget/Finance Committee recommends approval of the proposed revision to the FY 08/09 budget as presented. This recommendation comes as a motion from the Budget/Finance Committee.

With no other discussion, it was unanimously voted to approve the revision as presented.

Adoption of Policies

Melanie Britt presented four policies for Board approval. The policies document how Mental Health Partners functions as an agency and meets the CARF accreditation requirements.

1. **Ethical Codes of Conduct** – This policy outlines how Mental Health Partners will do business and addresses the professional responsibility of employees and Board members to Mental Health Partners and to themselves. The Ethical Code of Conduct will be reviewed annually, with the review documented by a signed acknowledgement.
2. **Leadership Structure** – The goal of this policy is to clearly define the leadership structure working under the governance of the Area Board.
3. **Leadership Responsibilities in Management Decisions** – This policy outlines how we make decisions and what we base those decisions on.
4. **Board By-Laws as Policy Document** – The Mental Health Partners Board By-Laws is a detailed document that is already approved. It has the functions required by CARF, and this policy states that we will use the by-laws as the policy outlining the details of Board duties, functions, composition and requirements.

Tony Frasca made a motion to approve the four policies as presented. Danny Graves seconded the motion.

With no further discussion, it was unanimously voted to approve all four policies as presented.

Request for New Position

The budget revision included \$34,000 for a care coordinator position. Included in the handouts this evening was a formal request for this new position (Community Services Coordinator), including a detailed job description for the functions of that position. Director Hardy gave a brief overview of the duties of the position.

Von Beatty made a motion to approve the Community Services Coordinator position as presented. Tony Frasca seconded the motion.

There was no other discussion, and it was unanimously voted to approve the Community Services Coordinator position as presented.

Information Items

Director Hardy referred to the handout of the revised *Budget/Finance Committee's Schedule for Adoption of the 2009/2010 Budget*. It was noted that the Budget/Finance Committee will meet again on February 11. The March 11 meeting will be cancelled, with an alternate meeting date of April 8 for the committee to review the proposed budget for 2009/2010. The budget will be presented to the full Board at its April 16 meeting.

Chair Joe Beaman, Jr. reviewed the other information items with the group. He also reminded Board members of the updates for their Board manuals that were included in the January Board packet.

With no other business for discussion, the meeting was adjourned at 8:50 P.M.

Respectfully submitted,

Janice D. Cornett
Administrative Assistant II/Clerk to the Board