

**Minutes
Mental Health Partners
Board of Directors
Thursday, April 16, 2009
5:30 P.M.**

The Mental Health Partners Board of Directors met on this date in the Avery Conference Center on the campus of Broughton Hospital in Morganton.

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

A quorum was present.

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

Handouts

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

1. Executive Committee Minutes of April 14, 2009
2. NC Council of Community Programs Newsletter – April 9, 2009
3. Amended Revision of MHP Board By-Laws
4. Financial Report/Balance Sheet as of March 31, 2009
5. NC Council Update – March 31, 2009

Tour of Broughton Hospital

Thomas J. Mahle, Director of Broughton Hospital, met Board members in the Avery Conference Center at 5:30 P.M. He welcomed everyone to Broughton Hospital and answered questions from the Board members. Mr. Mahle closed his remarks by noting that he looked forward to the continued working relationship with Mental Health Partners to better serve the citizens of Burke and Catawba Counties.

At the conclusion of the brief meeting with Director Mahle, Dr. Anthony Frasca provided Board members with a tour of the Broughton Hospital campus. Broughton Hospital serves 37 counties in the western part of the state. There are currently 19-20 psychiatrists on staff at the hospital, with recruitment continuing for additional psychiatrists. Of the approximately 353 patients at the hospital, 40 are geriatric and 90 are extended treatment patients. Dr. Frasca pointed out a remarkable portrait of the hospital's campus that was painted by a patient circa 1910 and is now displayed in the Avery Building.

There are four or five other buildings of the same approximate age as the Avery Building that have been renovated. The Board toured the North Wing of the Avery Building, which has been renovated for forensic services. However, the State has not yet given final approval for the movement of forensic patients into the wing so it remains vacant even though renovations were completed months ago.

The group toured the Jones Building which was constructed circa 1950. With the exception of two male wards on the lower level and a small infirmary with about 15 beds, this building is no longer being utilized for clinical services. The remainder of the tour was a walking tour of the campus immediately surrounding the Avery Building. The Scroggs Building circa 1892 was previously used by the State as an upscale nursing facility, but was closed about 9-10 years ago. It has been renovated and now houses the geriatric patients. Dr. Frasca pointed out the Harper Building which houses adolescents and the school for the deaf. The tour continued past the gymnasium and back to the Avery Conference Center.

Upon completion of the tour at approximately 6:45 P.M., Board members took a short break to discuss the tour and enjoy a light sandwich dinner before the opening of the regular Board meeting.

Call to Order and Welcome of Guests

Board Chair Joseph Beaman, Jr. called the meeting to order at 7:08 P.M. He thanked Dr. Frasca for hosting the tour of the Broughton Hospital campus. He also welcomed Sharon Williamson, Co-Chair of the Mental Health Partners' (MHP) Consumer and Family Advisory Committee (CFAC) and Melanie Britt, Policy Analyst for MHP. Sharon will present an update of CFAC activities a little later in the meeting, and Melanie will answer any questions about policies presented to the Board this evening for review and approval.

Invocation

Chair Beaman led the invocation.

Minutes

The minutes of the March 19, 2009 meeting of the Board of Directors and the minutes of the April 14, 2009 meeting of the Executive Committee were presented.

Kitty Barnes made a motion to accept both the minutes of the March 19, 2009 Board of Directors' meeting and the minutes of the April 14, 2009 Executive Committee meeting as presented. Danny Graves 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.

Commissioner Comments

Burke County Commissioner Bruce Hawkins, Sr. apologized for missing the March meeting due to commissioner obligations. The Burke County Commissioners are working on preparations for the upcoming budget. The commissioners hope to have the County Manager's budget by the first of next week and hope to approve the final budget for FY 2009-2010 by the first of June. It is anticipated that perhaps the final budget figures will not be as dismal as first thought, and it may not be necessary to draw as much from fund balance as first believed. In addition to the budget and a few personnel issues,

the commissioners are working with a new company and hope to be able to announce that some new jobs will be coming to Burke County.

Catawba County Commissioner Kitty Barnes stated that Catawba County is “holding its own”. Commissioners continue to work on the budget and are looking at projections. They are very aware that the State is dealing with cash flow issues. Catawba County has always been fiscally conservative and will remain so as it proceeds. Director John Hardy noted that MHP is also aware of the cash flow issue with the State as it affects the LME’s payments to providers.

CFAC Presentation

Sharon Williamson, Co-Chair of the Mental Health Partners’ CFAC, thanked the Board for the opportunity to speak on behalf of CFAC. With the original merger of the Burke CFAC and the Catawba CFAC, Sharon noted there was a “rocky” beginning. However, the group is now cohesive and working together for the common goal of helping the consumers and families of consumers in both counties. Education is a main focus of CFAC as it is very important to raise community awareness of mental health, development disabilities, and substance abuse services.

Ms. Williamson described the following activities of CFAC:

- A “Super Saturday” was held in June 2008 to raise awareness of recovery issues.
- Three members of CFAC attended the NC Council’s Fall Conference in Pinehurst, NC in December 2008.
- A Consumer Empowerment Seminar is planned for June 20, 2009 in the AHEC room at Catawba Valley Medical Center.

CFAC is also contemplating having “mystery consumers” to visit providers and holding a health fair at Valley Hills Mall in Hickory for depression screening, etc. Another thought is that CFAC members may attend health fairs sponsored by other agencies throughout the two counties to hand out literature.

Ms. Williamson concluded her remarks by saying that CFAC members are enthusiastic about the involvement of consumers and their families in decisions that affect their lives. They are also excited about CFAC’s role in working with MHP and the community to achieve common objectives.

Director’s Report

1. In early April, a state sponsored training on attachment disorder was hosted by MHP in Morganton. An expert from Duke Hospital was available to present information and answer questions about a variety of issues encountered in working with children.
2. Catawba Valley Behavioral Healthcare (CVBH) is about to make a purchase contract on two properties in downtown Hickory as they seek to relocate.
3. The General Assembly is in full gear. The Governor completed her budget proposal for FY 2009/2010, and the Senate has now produced its version of the budget. Director Hardy referred to the handout titled “*NC Council of Community Programs*” and dated April 9, 2009. The first column on this handout shows the Governor’s budget proposal. The second column is the Senate’s proposal. The numbers shown in parenthesis indicate a reduction by the Senate. The

budget has now gone to the House for consideration and changes. Likely, a committee will sort out the various proposals and send a budget back to both houses for vote.

4. MHP has finalized an agreement with Catawba County for the purchase of benefits, IT, and personnel services from the county for the next year.
5. There have been some issues with guardianship this past month that have been both intense and time consuming. Some wards are experiencing serious health issues, and some of those issues require decisions on matters such as advanced directive for life support. On a positive note, a couple of wards have improved and MHP's guardianship has been terminated as those wards have been returned to independent status.
6. Most contract issues with providers have been settled. There may be shortages in some areas, but they will not be as large as anticipated.
7. Director Hardy will be going with a group to North Africa on a humanitarian aid mission at the end of next week. He will be gone for one week and will return to work on May 4.
8. The May Board meeting will be held at Goodwill Industries in Hickory.

Review of Institute of Government Board Module

Board members reviewed the Institute of Government's Board Training Module, "*Accountability for LME Governing Boards*" prior to tonight's meeting. This was the third of five training modules. Von Beatty led the discussion of the training module. He had prepared an outline of the module and e-mailed it to Janice Cornett, but the e-mail was not received by Janice. Therefore, the outline will be distributed to Board members at a later date.

The module defines accountability as, "Did we do what we said we would do?" It discusses who is accountable to whom and for what. LME Governing Boards are accountable to the Board itself, the Director and LME staff, citizens and consumers of mental health services, service providers, CFAC, and other local, state, and federal partners. Accountability links one level of authority to another level of authority.

The concrete foundation of the LME is the Local Business Plan with its goals, standards, mission statement, etc. It is vital to have methods of gathering information to determine if those goals and standards were met.

Both the LME Director and the Board are subject to performance assessments. These assessments should be based on the standards - what was done and were the established standards met? The training module discussed the rationale, challenges, and opposition for both the Director's evaluation and the Board's performance assessment. The module presented a model process for conducting evaluations and performance assessments. When these tools are properly utilized, opportunities for the LME and Board to grow and better serve the community are realized.

Beth Young volunteered to lead the discussion of the assigned training module for the May meeting.

Consideration Items

There were no consideration items.

Action Items

Adoption of Policies

The Board packet included thirteen new/revised policies for review. The policies are as follows:

Governance/Administration

- Executive Leadership Development, Evaluation, and Compensation Philosophy
- Corporate Responsibility

Personnel

- Volunteer/Intern Policy

General Administration

- Security of Consumer Information

Access to Care

- Access Plan Policy
- Access to Services Policy
- Provider Registration of Consumers
- Register Level Security
- PCP Attestation Signature Page...

Network Administration

- Contracts
- Data Collection and Management

Finance

- Internal Controls

Client Rights

- Client Rights Committee

Also included in the Board packet were two written processes related to the MHP Board By-Laws: (1) *Area Board Member Selection/Nomination Process* and (2) *Area Board Member Exit Process*, along with the new Conflict of Interest Declaration which will now be signed by all Board members upon appointment and annually thereafter.

All these policies and processes were carefully reviewed by the Executive Committee at its April 14 meeting. The Executive Committee's recommendation comes in the form of a motion that all the policies/processes be approved as presented. Ron Kendrick seconded the motion, and the floor was open for discussion.

Kitty Barnes asked a question regarding the succession plan mentioned in the Executive Leadership Development, Evaluation, and Compensation Philosophy. Is a succession plan to be done annually? Director Hardy responded that the succession plan would be reviewed annually and revised as needed. The plan is actually two parts: (1) If the director were to suddenly be unable to perform his duties, how would the LME handle business in the interim or until a permanent replacement could be hired; and (2) If the director were to retire, what is the process to recruit and hire a new director?

Director Hardy noted that since the policies were mailed, the LME has learned that the Client Rights Committee has been renamed the Human Rights Committee. Also, there was not a quorum present at the April 14 meeting of the Human Rights Committee. Therefore, the "*Client Rights Committee*" policy included in the Board packet has not yet been reviewed by the Human Rights Committee, and we need to wait on approving that policy.

Kitty Barnes made a motion to amend the previous motion to recommend that all policies/processes, with the exception of the "*Client Rights Committee*" policy, be approved as presented. Ron Kendrick seconded the amended motion.

With no further discussion, it was unanimously voted to approve the policies/processes as presented.

Resolution #01-2009

Included in the Board packet was a resolution for the establishment of a corporate compliance plan. CARF requires a formal resolution establishing a corporate compliance plan. MHP will meet all the laws, rules, regulations, contract requirements, and internal policies and procedures to ensure that business is conducted in an open and ethical manner. The corporate compliance plan will be monitored within the established Quality Management System.

Resolution #01-2009 was also carefully reviewed by the Executive Committee at its April 14 meeting. A motion comes from the Executive Committee in the form of a recommendation that Resolution #01-2009 be approved as presented. Lori Faulkner seconded the motion.

There was no discussion, and it was unanimously voted to approve the resolution as presented.

Changes in MHP Board By-Laws

Director Hardy referred to the revised version of the MHP Board By-Laws that was distributed prior to the opening of the meeting. The revision was done to correct a couple of errors found during the Executive Committee's review and to add a couple of thoughts from the committee. All revisions are highlighted.

Director Hardy gave an overview of the suggested revisions. Changes are as follows:

- Reference that the Board will practice ethical, active and accountable governance in the execution of its responsibilities
- Annual review of Board By-Laws
- Established application/selection processes for Board membership
- Explanation of "at large" Board membership status
- Required documents for signature by Board members
- Appointment of County Commissioner representatives
- Training for Board members
- Annual evaluation of overall Board functioning
- Reference to compensation review for the Director
- Further clarification of the role of the Director
- Criteria for Area Directors hired on or after January 1, 2007
- No loans from MHP to Board members

The Executive Committee makes a motion in the form of a recommendation that the revised MHP Board By-Laws be approved as presented. Bruce Hawkins, Sr. seconded the motion.

There was no further discussion, and it was unanimously voted to approve the revised MHP Board By-Laws as presented.

Information Items

Director Hardy referred to the Community Needs Assessment Executive Summary. The Community Needs Assessment was conducted primarily as an update to the previous needs assessment. There are on-going issues with dual diagnosis, and there is a joint effort by several providers to work on this issue.

Next, Director Hardy referred to the Provider Satisfaction Survey 2009 Summary. There was a high return rate for provider responses, therefore, we believe this equates to a high validity of the responses. Beth Lackey in Quality Management is credited for producing and tracking the survey. Some items noted on the survey are system issues.

Chair Beaman reviewed the other information items with the group. Anyone interested in attending the NC Council's Spring Policy Forum should contact Janice Cornett.

The Financial Report and Balance Sheet as of March 31, 2009 were distributed prior to the opening of the meeting. Total revenue as of March 31, 2009 is shown as \$16,786,645. Year-do-date expenditures are shown as \$14,565,046, a difference of \$2,221,599. Director Hardy noted that the true difference is actually only \$436,666 after backing out the accrued vacation payout and the contribution to fund balance.

With no other business for discussion, the meeting was adjourned at 8:23 P.M.

Respectfully submitted,

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