

**COMMUNITY MENTAL HEALTH SERVICES OF MUSKEGON COUNTY**

**FULL BOARD MEETING MINUTES**

**December 19, 2014**

**8 a.m.**

**Mental Health Center**

**CALL TO ORDER**

The regular meeting of the Full Board was called to order by Chair Thomas at 8:00 a.m.

**ROLL CALL**

Members Present: Janet Thomas, Cheryl Natte, Chuck Buzzell, Coleen Davis, Jeff Fortenbacher, Bonnie Gonzalez, Charles Nash, Susie Hughes, Ken Shelton, John Snider, Lori Wells

Members Excused: Dr. Remington Sprague

Others Present: Julia Rupp, Thomas Best, Brandy Carlson, Dave Parnin, Judy Cohen, Margaret Tietze, Joy VanderVen

Guests: None

**MINUTES**

It was moved by Ms. Natte, seconded by Ms. Gonzalez, to approve the minutes of the November 21, 2014, meeting as written.

**MOTION CARRIED.**

**COMMITTEE REPORTS**

***Program/Personnel Committee via Cheryl Natte***

There were no action items to report.

***Recipient Rights Advisory Committee via Ken Shelton***

CMHB-029 – It was moved by Mr. Shelton, seconded by Ms. Davis, to approve the Recipient Rights Report for the month of November 2014.

**MOTION CARRIED.**

CMHB-030 – It was moved by Mr. Shelton, seconded by Mr. Snider, to approve the Recipient Rights annual report for Fiscal Year 2013/14.

**MOTION CARRIED.**

***Finance Committee via John Snider***

CMHB-031 – It was moved by Mr. Snider, seconded by Mr. Shelton, to approve expenditures for the month ending November 30, 2014, in the amount of \$6,437,223.20.

**MOTION CARRIED.**

CMHB-032 – It was moved by Mr. Snider, seconded by Ms. Davis, to approve Community Mental Health's Network Procurement Plan for Fiscal Year 2015.

**MOTION CARRIED.**

CMHB-033 – It was moved by Mr. Snider, seconded by Commissioner Hughes, to authorize the Community Mental Health Services of Muskegon County Director to sign a contract with TBD Solutions LLC for professional services to assist in Quality Measurement and Knowledge Mobilization, effective December 1, 2014 through September 30, 2015, at the rate of \$150.00 per hour plus expenses, for a cost not to exceed \$10,000.00.

**MOTION CARRIED.**

### **ITEMS FOR CONSIDERATION**

#### ***Approve Committee Appointment – Lori Wells***

CMHB-034 – It was moved by Commissioner Nash, seconded by Ms. Gonzalez, to confirm the appointment of Ms. Lori Wells as a member of the Community Mental Health Program/Personnel Committee, Recipient Rights Advisory Committee, and Recipient Rights Appeals Committee effective November 01, 2014.

**MOTION CARRIED.**

#### ***Interim Analysis of Expenditures***

Mr. Best presented the expenditures for the month of November 2014, noting that Community Mental Health is 6.5% under budget.

#### ***Interim Analysis of Revenues***

Mr. Best presented the Interim Analysis of Revenues through November 30, 2014. There was nothing unusual to report.

#### ***Interim Balance Sheets of November 2014***

Mr. Best presented the Interim Balance Sheets of November 2014, noting that there was a negative cash balance of (\$789,306.68) with Interest Receivable of \$5,588.63 for Fund 2220. Fund 6772 has a zero cash balance. Fund 7930 has a positive cash balance of \$287,681.94.

#### ***CMH Expenditures Financial Statement***

Mr. Best presented the CMHS Expenditure report for November 2014 which shows the estimated true variance to date of \$506,809. Expenditures are under budget to date.

#### ***Finance Update – Interest Earnings, Fees & Inpatient Summary***

The trial balance shows a cash balance of (\$789,307). The average investment rate for these funds is approximately 2.425%, per the County Treasurer's office. However, because of the negative cash balance, we have earned no interest so far this fiscal year. This means we are a little more than \$8,500 under budget for this item in Regular Services after the first two months of the fiscal year.

<u>Item</u>	<u>Regular Services</u>	
Cash Balance as of 11/30/14	\$	(789,307)
Total Interest Earned for FY2014	\$	36,226
Total Interest Budget for FY2015	\$	51,200
Interest Budget Per Month for FY2015	\$	4,267
Interest Earned November 2014	\$	0
Interest Budgeted Through November 2014	\$	8,533
Interest Earned Through November 2014	\$	0

The Substance Abuse Fees report is as follows:

<u>Item</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Federal Pass Thru	155,617	44,532	(111,085)
State Plan Medicaid	157,594	97,264	(60,330)
B3 Services	68,704	61,045	(7,659)
Healthy Michigan	212,617	220,533	7,916
Prevention	51,875	-0-	(51,875)
State Disability Assistance	346	-0-	(346)
PA2 Dollars	100,000	-0-	(100,000)
MICHILD	-0-	97	97
<b>Total</b>	<b>746,753</b>	<b>423,471</b>	<b>(323,282)</b>

The Other Fees Report has a negative total variance of (\$662,580) through the month of November 2014. The variance report is based on the budget approved by the CMH Board during the month of November 2014.

The Inpatient Summary Report indicates a Net Utilization Variance of (\$8,683) for State Inpatient and (\$97,250) for Community Inpatient, which is based on the budget approved by the CMH Board during the month of November 2014.

### ***Budget Variance Analysis Report***

Our projected budget variance, based on the budget approved by the CMH Board during the month of November 2014 is a little over (\$644,000). There are contingencies of a little over \$156,000 at this time. This would leave us with a net negative variance of approximately (\$487,900) after the first two months of the fiscal year. Due to the different periods of the budget year that these variances are calculated over, this would prorate out to a negative variance of approximately (\$3,690,400) for the whole fiscal year.

However, this figure does not really give us a true picture of where we stand as we are not able to use the different funding sources (i.e., State GF and Medicaid, etc.) to offset each other's shortfalls. Therefore, a truer picture would be as follows:

Medicaid	(2,862,700)
Healthy Michigan	559,100
State General Fund	(1,244,900)
Local Match on Above	(141,900)
Local Match Surplus on Everything Else	109,800
SUD Medicaid	(323,300)

### ***Year End Projection Trends***

Mr. Best presented the year end projection trends for board member review.

### **OLD BUSINESS**

#### ***Lakeshore Regional Partners (LRP) Update***

Ms. Gonzalez gave a brief report on activity within the Legislative and Advocacy committee.

Mr. Snider reported that the Executive committee meeting yesterday went well. The LRP's plan for the year is in the process of being discussed. Also in discussion is the distribution of finances. All in all things are slowly being resolved, and there is a good spirit of cooperation among the partners. Now that the LRP business plan is complete, the partners will be developing their individual business plans. Mr. Snider commended Julia on her leadership and the staff in Muskegon on their work and dedication to the LRP's success.

### **NEW BUSINESS**

There was no new business.

### **COMMUNICATION**

#### ***Director's Report***

The Coalition for a Drug Free Muskegon County was awarded the 2014 GOT OUTCOMES! Coalition of Excellence Award. Sponsored by CADCA's National Coalition Institute, the awards program recognizes coalitions that have achieved population-level substance abuse prevention outcomes and can effectively communicate how their use of an inclusive, data-driven and comprehensive community problem solving process contributed to their success.

As a result of receiving the SAMSHA integrated care grant (PBHCI) we have been invited to participate in the state's 2703 (health home) pilot work group. This is another great opportunity to improve our practice in integrated care coordination.

Mr. Fortenbacher is advocating for our region to be a part of the SIMS (State Innovation Model) proposal.

It was asked how the Department of Human Services' budget cuts will impact our programs. Ms. Rupp will investigate and report back to the Board. She does not anticipate this having a major effect on our services.

**AUDIENCE PARTICIPATION**

There was no audience participation.

**ADJOURNMENT**

There being no further business to come before the board, the meeting adjourned at 8:52 a.m.

Respectfully,

Bonnie Gonzalez  
Board Secretary

/jv<sup>2</sup>

***PRELIMINARY MINUTES  
To be approved at the Full Board Meeting of January 30, 2015***