

COMMUNITY MENTAL HEALTH & SUBSTANCE ABUSE SERVICES BOARD
OF ST. JOSEPH COUNTY
April 28, 2015 5:30 PM
CMHSAS-SJC Conference Room, Centreville

BOARD AGENDA

1. Call to Order
2. * Approval of Agenda
3. Visitors, Guests, Public Portion -- 3 minutes
4. SIS Presentation -- Dr. Darren Lubbers
5. * Approval of Minutes of March 31, 2015
6. *Financial
CMHSAS-SJC
FQHC Contract
7. * Contracts
8. SWMBH Updates
9. Customer Advisory Committee Update
10. Clubhouse Advisory Board Update
11. FQHC Update
12. Public Hearing Date
13. Executive Committee Report
14. Directors Report
15. Environmental Scan
 - MACMHB Spring Conference May 19-20 (Grand Rapids)

* Motion required

Recess available upon request.

IF YOU ARE UNABLE TO ATTEND, PLEASE CONTACT THE BOARD OFFICE (269-467-1001 x315) NEXT
REGULAR MEETING: May 26, 2015 5:30 PM, CMHSAS-SJC CONFERENCE ROOM

**PROPOSED
COMMUNITY MENTAL HEALTH & SUBSTANCE ABUSE SERVICES BOARD
OF ST. JOSEPH COUNTY
MEETING MINUTES OF February 24, 2015
CMHSAS-SJC CONFERENCE ROOM**

OFFICERS

PRESENT: Barbara Parker, Chair; Robin Baker, Vice Chair; Larry Walton, Secretary

MEMBERS

PRESENT: Rebecca Black, Janelle Hart, Ken Malone, Matie James, Gaylene Adams, Don Eaton, Karen Beverly,

EXCUSED: Roger Rathburn, VACANCIES (1)

OTHERS

PRESENT: Elizabeth O'Dell, Randy Kline, Lynelle Thrasher

1. **CALL TO ORDER**

The meeting was called to order at 5:37 PM by Barbara Parker, Chair.

2. **AGENDA**

A MOTION WAS MADE BY BLACK, SUPPORTED BY MALONE, TO APPROVE THE AGENDA AS PRESENTED TO THE BOARD. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

3. **VISITORS/GUESTS**

Larry Clark, Chairman of Three Rivers Health Board introduced himself. Larry stated that their mission is to provide quality health care to individuals in our community. Larry also stated they have applied and received a provisional certificate of need for a twenty-two bed development of inpatient facility for Geriatric specialty. This would be in addition to their current faculty.

Larry stated that in order for them to move forward with this project they need a resolution of support from CMHSAS-SJC. Larry then read the resolution of support letter to the Board.

Barb thanked Larry for coming and sharing this wealth of information with the CMHSAS-SJC Board. Barb stated we will be looking at other Community Mental Health agencies and see how they are handling this. She also stated that this is a great need in the state of Michigan.

4. **COMMUNITY NEEDS ASSESSMENT**

Liz explained the Annual Needs Assessment to the Board. Liz shared with the Board that our population in St. Joseph County is decreasing. This is based off of the information from the Annual Needs Assessment. We also have seen a decrease in the number of people who were enrolled in Medicaid.

Liz also gently reminded the staff that we serve individuals that have serious persistent mental illness.

A MOTION WAS MADE BY MALONE, SUPPORTED BY WALTON, TO APPROVE THE COMMUNITY NEEDS ASSESSMENT. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

5. **CUSTOMER SERVICE REPORT**

Kari Linn passed around the customer handbook for Board members to review. Kari explained to the board that every consumer receives a customer handbook. Kari stated when we receive an appeal we have forty-five days to respond. When we receive a grievance we have sixty days to respond.

6. **APPROVAL OF PROPOSED MINUTES**

A MOTION WAS MADE BY HART, SUPPORTED BY MALONE, TO APPROVE THE MINUTES OF JANUARY 27, 2015. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

7. FINANCIAL

Randy presented the financial report to the Board. He stated for the month of January we were positive in the amount of \$26,238.00. Randy also stated month to date we are positive in the amount of \$47,000.

Randy stated that we are under spent in the Healthy Michigan program by \$148,000. He made the Board aware that Healthy Michigan and Medicaid have to be cost settled at the end of the year. Randy stated this means we would either have to pay back money or they will give us more money depending on our level of cost.

The question was asked by Don Eaton if we have a month that's more expensive than any other. Randy stated no. He explained that everything pretty much stays level.

CONTRACTS

Randy presented the FQHC Co-Applicant agreement to the Board. Randy explained that we need to have the board to ratify it.

A question was asked by Rebecca if the Co-Applicant agreement has gone through our attorney. Liz stated there was a change made to the Co-Applicant agreement in order to meet HRSA compliance. Liz also stated that a review of roles and responsibilities could occur by the attorney. Various Board members felt that this would be a great idea.

Liz stated the attorney has reviewed the Co-Applicant agreement and is in agreement with it. Liz stated that the education of the CMH Board as well as the FQHC Board about the Co-Applicant agreement would be the preference of the attorney. This will help everyone understand what our role and responsibilities are as Co-Applicant.

A MOTION WAS MADE BY BLACK, SUPPORTED BY BEVERLY, TO APPROVE THE RATIFIED FQHC CO-APPLICANT AGREEMENT. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

FQHC BUDGET

Randy presented the Board with the FQHC financials for the month of January. The FQHC made a significant improvement in billing and charges for this month. Randy stated there was almost \$60,000 in net charges.

Barb asked the question if all the billing for FQHC been caught up to date. Randy responded and said we are probably 95% caught up to date with the billing. The Board was pleased to hear this.

A MOTION WAS MADE BY BAKER, SUPPORTED BY ADAMS, TO APPROVE THE FINANCIAL REPORTS. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

8. POLICIES

A MOTION WAS MADE BY BLACK, SUPPORTED BY ADAMS, TO APPROVE POLICIES AS PRESENTED WITH THE EXCEPTION OF VI.02. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

Liz explained to the board the changes that need to be made to the Investment Policy. Liz stated by rewriting this policy it will allow us the freedom to have money in one account so we can pay our bills every month when they are due. Liz and Randy will rewrite the policy and then bring it back to the board for approval.

February 24, 2015

Board Minutes

9. **BOARD NOMINATIONS**

Barb stated she contacted Gaylene, Ken and Roger to be on the committee for nominations. Barb spoke with Gaylene and Roger about replacing her as chair because she has a full plate.

Barb also stated when her term is up she may not ask to be reappointed to the CMH Board due to some health complications.

Barb stated we need a third person to be appointed to the Recipient Rights Committee. She asked the nomination committee to appoint a CMH Board member or someone from the community.

10. **CUSTOMER ADVISORY COMMITTEE UPDATE**

Karen gave an update to the Board. She stated that the advisory committee are excited about the Jail Diversion program that is now in effect.

11. **CLUBHOUSE ADVISORY UPDATE**

Rebecca stated that they didn't meet last month due to the weather. They will meet February 25th for their next meeting.

12. **FQHC UPDATES**

Janell stated Dr. Kujacznski, is the new Medical Director for the FQHC. It was suggested that the FQHC have a Medical Director that could provide more hour's onsite.

Janell made the Board aware that they just reinstated their governance manual for the FQHC. Overall everything is moving in the right direction.

13. **EXECUTIVE COMMITTEE REPORT**

The Board reviewed the Executive Committee Report that was before them.

14. **DIRECTORS REPORT**

Liz thanked all the Board members that came to the ribbon cutting ceremony for the Jail Diversion program. Liz also thanked all the Board members that attended the MACMHB Winter Conference.

15. **ENVIRONMENTAL SCAN**

Liz told Board members who they needed to make their checks payable to if they were donating their Pier Diem this month to Michigan Association Community Mental Health Board.

16. **ADJOURN**

A MOTION WAS MADE BY BAKER, SUPPORTED BY MALONE, TO ADJOURN THE MEETING. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED

Larry Walton, Secretary

Date

**PROPOSED
COMMUNITY MENTAL HEALTH & SUBSTANCE ABUSE SERVICES BOARD
OF ST. JOSEPH COUNTY
MEETING MINUTES OF March 31, 2015
CMHSAS-SJC CONFERENCE ROOM**

OFFICERS

PRESENT: Barbara Parker, Chair; Robin Baker, Vice Chair; Larry Walton, Secretary

MEMBERS

PRESENT: Rebecca Black, Janelle Hart, Ken Malone, Matie James, Gaylene Adams, Don Eaton, Karen Beverly, Roger Rathburn, Rick Shaffer

EXCUSED: VACANCIES (0)

OTHERS

PRESENT: Elizabeth O'Dell, Randy Kline, Lynelle Thrasher

1. **CALL TO ORDER**

The meeting was called to order at 5:33 PM by Barbara Parker, Chair.

2. **AGENDA**

A MOTION WAS MADE BY BAKER, SUPPORTED BY WALTON, TO APPROVE THE AGENDA AS PRESENTED TO THE BOARD. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

3. **VISITORS/GUESTS**

Reggie Chapman, a resident of Three Rivers introduced herself at the Board meeting. She shared with the Board that she has been a nurse in this county for over thirty years. She also served as the director and founder of the Pregnancy Helpline in Three Rivers, MI.

Reggie stated she attended a conference in Washington, D.C and wanted to share some information that she obtained with the CMH Board. She passed out a document with statistics regarding abortions in the state of Michigan. From 2001 to 2012 St. Joseph County has had a total of 973 abortions. Reggie stated she felt that the CMH Board needed to know this information. Reggie also stated that out of the 973 people who received an abortion some of them may have issues in regards to Mental Health.

Barb Parker thanked Reggie Chapman for the information she shared with the Board. Barb encouraged Reggie to make an appointment with Liz O'Dell to engage in further discussion.

4. **APPROVAL OF PROPOSED MINUTES**

Rebecca Black had a question in regards to the clarity of the minutes as it relates to the statement of Larry Clark. Liz stated that they are trying to create a twenty-two bed psychiatric facility. Liz also stated we will adjust the wording in the minutes for the sake of clarity.

A MOTION WAS MADE BY BLACK, WITH THE EXCEPTION OF CLARIFICATION, SUPPORTED BY HART, TO APPROVE THE MINUTES OF FEBRUARY 24, 2015. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

APPROVAL OF PROPOSED CLOSED SESSION MINUTES

A MOTION WAS MADE BY BLACK, SUPPORTED BY MALONE, TO APPROVE THE CLOSED SESSION MINUTES OF JANUARY 27, 2015. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

5. **FINANCIAL**

Randy stated for the month of February we are positive \$108,674. We are \$156,000 positive year to date before settlement. Randy mentioned to the Board that we will end up paying back Healthy Michigan dollars.

Liz explained to the new Board members that whatever funds we receive from Healthy Michigan and don't use, we have to give it back. We cannot carry over any money that is left over. We either use the money or lose it.

Liz stated when we mention reducing General Fund cost that means we are reducing the number of people we serve. We had 148 individuals that qualified for services under General Fund that were spend down. Liz stated that Lynelle and her staff created a criteria based on the tier of the individual need. Out of the 148 individuals we can only provide services to 16 of them. Randy stated that there is a twenty million dollar supplemental available. Randy mentioned that we will receive some supplemental General Fund dollars. We will receive approximately \$46,000 for this year. Liz explained to the Board even though we will receive a supplemental for General Fund we cannot serve additional General Fund customers. This is due to we are still in a deficit with General Fund expenses.

A MOTION WAS MADE BY BLACK, SUPPORTED BY ADAMS, TO APPROVE THE FINANCIAL REPORT. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

6. POLICIES

A MOTION WAS MADE BY BLACK, SUPPORTED BY BAKER, TO APPROVE THE FIRST FIVE POLICIES AS PRESENTED. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

Liz informed the Board that the investment policy was before them. The wording of the policy has been changed to reflect how other CMH'S investment policy reads.

A MOTION WAS MADE BY BLACK, SUPPORTED BY BEVERLY, TO APPROVE THE REVISED INVESTMENT POLICY. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED

7. BOARD NOMINATIONS/RECIPIENT RIGHTS APPOINTMENTS

Gaylene stated the nomination committee proposed no current changes to the current slate of Board officers. Gaylene also mentioned that this means Barbara Parker, will continue to serve as Chair, Robin Baker as Vice Chair, Larry Walton as secretary and Gaylene Adams as member at large.

A MOTION WAS MADE BY SHAFFER, SUPPORTED BY WALTON, TO APPROVE NOMINATIONS AS PRESENTED. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

Barbara presented a list of individuals to be appointed to the Recipient Rights Advisory Committee Board. The names include: Mary Bowers, Rebecca Black, Cymantha White, Karen Beverly, Barbara Parker, Bill Salisbury, Gary Rossman and Deborah Stone.

A MOTION WAS MADE BY MALONE, SUPPORTED BY ADAMS, TO APPROVE THE SLATE OF NAMES PRESENTED FOR RECIPIENT RIGHTS COMMITTEE. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

8. CUSTOMER ADVISORY COMMITTEE UPDATE

No new updates.

9. CLUBHOUSE ADVISORY BOARD UPDATE

Rebecca stated that the Clubhouse Advisory Board met last month. They didn't have any new business to attend to this month so they will not be meeting.

Rebecca stated that the since the Clubhouse conference is being held next month they would like the financial support to send one of the Board members to the conference.

A MOTION WAS MADE BY BLACK, SUPPORTED BY SHAFFER, TO APPROVE FINANCIAL RESPONSIBILITY FOR CLUBHOUSE CONFERENCE. ALL IN

FAVOR/NONE OPPOSED. MOTION CARRIED.

10. FQHC UPDATES

Janell stated the FQHC Director has been approved for a salary increase.

11. EXECUTIVE COMMITTEE REPORT

The Board reviewed the Executive Committee Report. No further discussion was made.

12. DIRECTOR'S REPORT

The Board reviewed the Director's Report that was before them. Liz discussed with the Board other materials that she passed out.

13. ENVIRONMENTAL SCAN

Liz asked Board members to let us know who would like to attend the spring Board conference. The conference will take place in Grand Rapids, MI May 19-20.

Don Eaton informed the Board that the county has hired a new Veterans Director. He asked Board members if they get a chance to stop in his office and introduce themselves and welcome him to the community.

14. ADJOURN

A MOTION WAS MADE BY HART, SUPPORTED BY ADAMS, TO ADJOURN THE MEETING. ALL IN FAVOR/NONE OPPOSED. MOTION CARRIED.

Larry Walton, Secretary

Date

COMMUNITY MENTAL HEALTH SERVICES OF ST. JOSEPH COUNTY
STATEMENT OF REVENUES AND EXPENDITURES
Year To Date Ending March 31, 2015

	Original Approved Budget FY 2014	Revised Approved Budget FY 2014	Budget Forecast FY 2015	Budget Forecast at 6	Actual at 3/31/2015	\$ Variance Favorable (Unfavorable)	% Variance Favorable (Unfavorable)
Revenues							
Earned Contracts	233,030	238,037	368,432	184,216	394,605	210,389	114.21%
MI Child	15,600	15,103	14,293	7,147	26,863	19,716	275.89%
Local Match	481,768	426,099	722,368	361,184	231,507	(129,677)	(35.90%)
DCH Grants	336,275	271,670	224,958	112,479	344,362	231,883	206.16%
Substance Abuse	442,934	358,167	310,534	155,267	172,408	17,141	11.04%
Healthy Michigan Revenue	0	428,088	414,244	207,122	627,918	420,796	203.16%
Medicaid	12,285,331	12,276,010	12,821,613	6,410,807	6,189,099	(221,708)	(3.46%)
Medicaid Fee-for-service/patient pay	92,000	191,133	45,000	22,500	68,113	45,613	202.73%
Adult Benefits Waiver	140,000	86,440	0	0	0	0	#DIV/0!
State GF/Facilities/Categorical	1,383,758	1,301,256	859,000	429,500	492,791	63,291	14.74%
FQHC - Grant / Patient Revenue	0	731,372	1,509,598	754,799	471,494	(283,305)	-37.53%
Total Revenues	15,410,696	16,323,375	17,290,040	8,645,020	9,019,160	374,140	4.33%
		0					
Expenditures							
Salaries and Benefits	5,575,105	5,527,127	6,703,568	3,351,784	3,063,919	287,865	8.59%
Supplies	146,000	146,000	193,550	96,775	46,059	50,716	52.41%
Travel and Meetings	272,384	267,210	270,889	135,435	148,945	(13,511)	(9.98%)
Administrative Contracts	164,600	133,500	691,547	345,774	300,715	45,059	13.03%
State and Community Inpatient Services	1,408,878	999,338	1,315,960	657,980	755,246	(97,266)	(14.78%)
Residential Services Contracts	5,255,560	6,306,330	5,512,362	2,756,181	2,844,992	(88,811)	(3.22%)
Non-residential Direct Service Contracts	1,855,150	2,214,862	1,791,766	895,883	1,215,604	(319,720)	(35.69%)
Occupancy	220,700	246,000	255,624	127,812	118,796	9,016	7.05%
Equipment Expense	24,000	11,550	23,235	11,618	7,286	4,330	37.27%
Depreciation Expense	166,560	167,616	171,186	85,593	81,258	4,335	5.06%
Insurance	75,820	72,904	79,676	39,838	44,617	(4,779)	(12.00%)
Communication	59,000	55,000	58,542	29,271	33,667	(4,396)	(15.02%)
Miscellaneous Expense	23,200	12,200	58,415	29,208	46,222	(17,013)	(58.25%)
Local Match to PIHP	163,738	163,738	163,740	81,870	81,870	(1)	(0.00%)
Total Expenditures	15,410,696	16,323,375	17,290,040	8,645,020	8,789,196	(144,176)	(1.67%)
Excess (deficiency) of revenues over expenditures	0	0	0	0	229,964	229,964	

\$506 FY 2014 Rate
 \$509 FY 2013 Rate
 \$473 FY 2012 Rate
 Year To Date Ending November 30, 2013

Community Mental Health Services of St. Joseph County
KPH (MI Adult Population)
Report Period: October 1st, 2014 through September 30, 2015

UTILIZATION PROJECTIONS FY 2015												
MONTH	FY 2014 Actual			12 months FY 2015 FY 2015 Budget			3/31/2015 1 months FY 2015 Actual			Days Difference over (under)	Cost Difference over (under)	YTD OVER (UNDER)
	Census	Days	Dollars	Census	Days	Dollars	Census	Days	Dollars			
	OCTOBER	3	72	\$36,648	4	103	\$52,118	6	133			
NOVEMBER	3	72	\$36,648	4	103	\$52,118	4	120	\$60,720	17	\$8,602	\$23,782
DECEMBER	3	71	\$36,139	4	103	\$52,118	4	124	\$62,744	21	\$10,626	\$34,408
JANUARY	2	45	\$22,905	4	103	\$52,118	4	124	\$62,744	21	\$10,626	\$45,034
FEBRUARY	3	42	\$21,378	4	103	\$52,118	4	112	\$56,672	9	\$4,554	\$49,588
MARCH	4	96	\$48,864	4	103	\$52,118	4	124	\$62,744	21	\$10,626	\$60,214
APRIL	5	111	\$56,499	4	103	\$52,118	0	0	\$0	(103)	(\$52,118)	\$8,096
MAY	6	153	\$77,877	4	103	\$52,118	0	0	\$0	(103)	(\$52,118)	(\$44,022)
JUNE	6	170	\$86,530	4	103	\$52,118	0	0	\$0	(103)	(\$52,118)	(\$96,140)
JULY	4	124	\$63,116	4	103	\$52,118	0	0	\$0	(103)	(\$52,118)	(\$148,258)
AUGUST	4	124	\$63,116	4	103	\$52,118	0	0	\$0	(103)	(\$52,118)	(\$200,376)
SEPTEMBER	4	120	\$61,080	4	103	\$52,118	0	0	\$0	(103)	(\$52,118)	(\$252,494)
TOTALS		1,200	\$610,800		1,236	\$625,416		737	\$372,922	(489)	(\$252,494)	
MONTHLY AVERAGES	4	100	\$50,900	4	103	\$52,118	2	61	\$31,077			
GROSS COST			\$567,600			\$584,628			\$348,601		(\$252,494)	

\$223 FY 2014 Rate
 \$219 FY 2013 Rate
 \$157 FY 2012 Rate
 \$137 FY 2011 Rate
 Year To Date Ending October 31, 2013

Community Mental Health Services of St. Joseph County
 Hawthorne (SED Youth Population)
 Report Period: October 1st, 2014 through September 30, 2015

UTILIZATION PROJECTIONS FY 2015												
MONTH	FY 2014 Actual			12 months FY 2015 Budget			1 months FY 2015 Actual			3/31/2015		YTD OVER (UNDER)
	Census	Days	Dollars	Census	Days	Dollars	Census	Days	Dollars	Days Difference over (under)	Cost Difference over (under)	
OCTOBER	2	62	\$13,826	1	31	\$6,913	0	0	\$0	(31)	(\$6,913)	(\$6,913)
NOVEMBER	3	89	\$19,847	1	30	\$6,690	0	0	\$0	(30)	(\$6,690)	(\$13,603)
DECEMBER	3	81	\$18,063	1	31	\$6,913	0	0	\$0	(31)	(\$6,913)	(\$20,516)
JANUARY	1	31	\$6,913	1	31	\$6,913	0	0	\$0	(31)	(\$6,913)	(\$27,429)
FEBRUARY	2	33	\$7,359	1	28	\$6,244	0	0	\$0	(28)	(\$6,244)	(\$33,873)
MARCH	1	28	\$6,244	1	31	\$6,913	1	6	\$1,338	(25)	(\$5,575)	(\$39,248)
APRIL	1	27	\$6,021	1	30	\$6,690	0	0	\$0	(30)	(\$6,690)	(\$45,938)
MAY	0	0	\$0	1	31	\$6,913	0	0	\$0	(31)	(\$6,913)	(\$52,851)
JUNE	0	0	\$0	1	30	\$6,690	0	0	\$0	(30)	(\$6,690)	(\$59,541)
JULY	0	0	\$0	1	31	\$6,913	0	0	\$0	(31)	(\$6,913)	(\$66,454)
AUGUST	0	0	\$0	1	31	\$6,913	0	0	\$0	(31)	(\$6,913)	(\$73,367)
SEPTEMBER	0	0	\$0	1	30	\$6,690	0	0	\$0	(30)	(\$6,690)	(\$80,057)
TOTALS		351	\$78,273		365	\$81,395		6	\$1,338	(359)	(\$80,057)	
MONTHLY AVERAGES	1	29	\$6,523	1	30	\$6,783	0	1	\$112			
GROSS COST			\$78,273			\$57,305			\$942		(\$80,057)	

Financial Institution	Interest Rate	Account #	Bank Statement Balance 3/31/2015	Book Balance. 3/31/2015	
Year To Date Ending February 28, 2015					
CHECKING					
	(net of fees)				
Century Bank & Trust	Commercial Analyzed	1301928	1,984,722.65	1,760,255.84	
Century Bank & Trust	Maxsaver Plus	3316338	283,149.47	253,125.42	Restricted - Accrued absences
Century Bank & Trust	Business Select	1301803	455.24	455.24	Kid's Clubhouse Imprest
			<u>2,268,327.36</u>	<u>2,013,836.50</u>	
INVESTMENTS					
Century Bank	Certificate of Deposit	5197827		445,839.58	365 days - Matures 1/04/16
Century Bank	Certificate of Deposit	5189980		605,906.28	30 days - Matures 03/06/15
	Total Investments			<u>1,051,745.86</u>	
TOTAL CASH AND INVESTMENTS				<u><u>3,065,582.36</u></u>	

Southwest Michigan Behavioral Health
Total Q1 Funds Close Out & Transfer to SWMBH

<i>FY14 Final as filed 03/02/2014</i>	Transfer to SWMBH	Initial Amounts Paid	Final Amount to Pay
Q1 FY14 Close Out with Kalamazoo CMHSA dba Southwest Michigan Affiliation			
Medicaid Shared Savings	1,173,513	394,010	779,503
Medicaid ISF Risk Reserve	2,738,502	1,729,371	1,009,131
Total Fund Close Out & Transfer	<u>3,912,015</u>	<u>2,123,381</u>	<u>1,788,634</u>
Q1 FY14 Close Out with Summit Pointe CMHA dba Venture Behavioral Health			
Medicaid Shared Savings	4,512,938	320,742	4,192,196
Medicaid ISF Risk Reserve	7,696,692	3,794,670	3,902,022
Total Fund Close Out & Transfer	<u>12,209,631</u>	<u>4,115,412</u>	<u>8,094,219</u>
Total Q1 Funds Close Out & Transfer to SWMBH			
Medicaid Shared Savings	5,686,451	714,752	4,971,699
Medicaid ISF Risk Reserve	10,435,194	5,524,041	4,911,153
Total Fund Close Out & Transfer	<u>16,121,645</u>	<u>6,238,793</u>	<u>9,882,852</u>

The final VBH Medicaid Shared Savings transfer is significantly higher than previously projected, due to the write down of excess VBH IBNR Claim Liability no longer appropriate to be carried at SP, since it is no longer the PIHP.



SWMBH 2015 AUDIT SCHEDULE

AUDIT	DATE
HSAG Compliance and Monitoring Review Audit	May 5th and 6th
MDCH Site Review Audit	June 1st to July 17th
HSAG Performance Measure Validation Audit	June 23rd
Autism Site Review Audit	July 20th and 21st

CMHSAS-SJC
Executive Committee Meeting
April 14, 2015
8:30 AM

Present: Liz O'Dell, Gaylene Adams, Larry Walton, Barbara Parker

Finance

The financials were not available for review due to the change in date for the meeting. They will be mailed with the packet.

Liz stated she was giving the Executive Committee a preview of issues that were under review by our auditors. The Federal single audit has been a learning experience. There are several small things that will need to be corrected. The most important issue was going from unqualified to qualified as a result of software issues that also involve five other CMHSP's.

Barbara reported that SWMBH was still having difficulties with their financial audit. Liz stated that because of a glitch in the computer software the CMHSP's are having to make an adjustment which is slowing SWMBH down.

Liz also reported that the RFQ letter has been sent and that she has offered other CMHS to participate.

She indicated that at the SWMBH board meeting there were other CMH's directors who were equally as passionate about the state of the current software system.

FQHC

Liz reported that she had attended their finance committee meeting to share the need for additional hours for finance. She also provided the email from the FQHC that has been distributed. The Executive Committee was informed that the CEO received it on Saturday and emailed it to the attorney on Sunday. I spoke with the attorney on Monday and he agreed to come on site for an inquiry that will be done with Corporate Compliance. I learned on Monday that the FQHC also sent an email to the Corporate Compliance Officer.

Larry Walton who is on the Liaison Committee requested that the committee be convened prior to the CMHSAS-SJC Board meeting without the Executive Directors being present.

In two months discussion will start on reapplying for the HRSA grant. Members of the Executive Committee have indicated that they have concerns and would like more information on the exposure and risk for CMH to be involved in the FQHC.

Board Members Request

For future meetings only have Board members at the table and add name tags.

They would like the finance information on the monitor so that they can more closely follow Randy.

Updates


Liz reported that we have a MOU signed now with Veterans services through the state. Liz stated she has signed a MOU to work with the judges in the development of a Drug Court.

The Executive Committee was informed that Randy and Liz would be attending the National Conference from April 18th-April 24th. Brian Scott will be attending the same conference and he is attending the Mid Managers conference that is a weeklong prior to the conference.

**COMMUNITY MENTAL HEALTH
& SUBSTANCE ABUSE SERVICES
OF ST. JOSEPH COUNTY**

Your place for behavioral health care services

To: Technology Consultants

From: Elizabeth O'Dell 
Executive Director
Community Mental Health and Substance Abuse services
Of St. Joseph County

Date: April 7, 2015

RE: Consultation Services

CMHSAS of St. Joseph County is seeking a quote for consultant services. This work is a time limited basis for the preparation of a request for electronic medical records vendor. Our organization provides mental health and substance abuse services in St. Joseph County to over 2500 individuals. It is important that the EMR meets federal standards for meaningful use. The EMR must have a robust practice management component that allows for data collection that includes encounter data as well health data. The RFP must address our needs as well as be flexible enough to change given the current environment.

We are seeking an individual who will prepare the document, assist in the distribution of the request, review and evaluate all responses. It is our expectation that the consultant will learn the current needs of our organization, our business ventures with primary care providers, hospitals and Federally Qualified Health Center. It is critical that we are able to have connectivity, compatibility and operability with one of our funders, SWMBH.

If you have any questions, please submit them to rkline@stjoecmh.org. All questions must be received by April 15th to allow answers to be distributed to all applicants.

Please send your quote and references for this service by April 20, 2015 to:

Randy Kline, CPA
Finance Director
Community Mental Health & Substance Abuse Services
of St. Joseph County
677 E Main STE A
Centreville, MI 49032

677 East Main St., Suite A, Centreville, MI 49032
(269)467-1000 Clinical Fax: (269)467-3072 or Administration Fax: (269)467-3075

Website: www.stjoecmh.org
Emergency Services 1-800-622-3967



Executive Director's Report **April 2015**

Fiscal

As I shared with the Executive Committee, there has been an unfortunate turn of events with our fiscal audit. The preliminary financials was going to be given an unqualified status. As a result of a software glitch that was actually found in another CMH agency in our affiliation of eight counties the glitch impacts six of us because we all are on the same software platform. The other two while using the same software had not upgraded to this platform. Outside of an audit grade it shifts money from General Fund to the Medicaid fund. In other words we will return more Medicaid than originally anticipated and have a larger deficit in the General Fund.

This fiscal year for this month reflects a reduction in revenue. There were fewer individuals on Medicaid therefore that revenue is less. The expenditures however is constant and the net result is a surplus for March.

Accountability

This is the first time in CMH history that center for Medicaid and Medicare is asking the public mental health system to attest to the federal government on its Medicaid and Medicare encounter data or expenditures. Given the software glitch we are analyzing data to ensure that we have been accurate.

The state is planning on rebasing the rate for Medicaid and Healthy Michigan Plan based on our data submission. This will result in spot checks throughout the state for accuracy. In May the HSAG will be reviewing the delegated management care duties that we have. This is an annual event. They look at our business process.

Substance Abuse

We have been approached to participate in a Drug Court for our county. This is a natural progression from their Sobriety Court, Swift and Sure program. Under Drug Court we will be responsible for treatment. They will have \$16,000 available for services. We will use out Medicaid and Healthy Michigan or the individuals insurance first drawing on grant funds last. In anticipation of the demand we are planning on having one staff.

Jail Diversion

We have had only one person to use the new assessment center since opening in January. I believe this is due to the training offered by T.J Baker to law enforcement.

He has included CMH staff in the forty hour training. He has had request across the state to come and train their officers.

Children

The University of Michigan Community Psychiatrist services will begin May 7, 2015 in Sturgis Hospital. University of Michigan will be on site talking with providers about the process. This

will offer a two hour turnaround time from the local physicians and providers to psychiatrist at University of Michigan. The outcome is to increase local provider's knowledge on how to treat mental health issues in the community. Our staff will serve as the liaison person between University of Michigan and the physician. The plan is to move to Three Rivers Rural Health Clinic next then to the FQHC.

Intellectual/Develop Disability

During the Board meeting we will learn about the SIS. We started this assessment three years ago. It allows us to know if we are providing services based on a level of need. I am excited about the results thus far. We are not using it to determine level services.

FQHC

By now you have read the email from the FQHC regarding possible Medicaid fraud. I have contacted our attorney who will do an investigation. I presented information to that Board as discussed in the Executive Committee meeting.

I have sent a conciliatory email suggesting mediation with experts that would define roles and responsibilities per federal PIN governance guidance and the Co-Application agreement.

In seven months there will be a need to reapply for the federal grant. The FQHC Board may choose to apply as a single Board. If this is their choice this Board will need to agree not to reapply. It is too early for that decision. I would recommend we let the FQHC Board make that decision.

External

DHS and DCH are officially combined. Stay tuned.

The House and Senate will be working to finish up the budget this week and will probably go to committee.

WEDNESDAY, APRIL 3, 2015

Since 1895
Vol. 121, Issue #79

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NEWS



Solid footing for CHMSAS

Finances stable

By Rick Cordes
Staff Writer

CENTREVILLE — February was another positive financial month for Community Mental Health and Substance Abuse Services of St. Joseph County, according to a report filed by CMHSAS finance director Randy Kline at the agency's March meeting.

End-of-the month figures show CMHSAS in the black by \$108,674 and year-to-date the positive balance is \$156,000, Kline told the CMHSAS board. Revenues are "up a tick," Kline said, while there have not been any significant cash expenditures for hospitalizations.

Kline noted and CMHSAS executive director Elizabeth O'Dell amplified that there can be no carryover of Medicaid funds, and that any year-end surplus is returned to CMHSAS's administrative body, Southwest Michigan Behavioral Health.

Although the majority of CMHSAS operations are Medicaid-funded, a segment of the population served,

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segment of the population served,
because of eligibility regulations, is
covered under the agency's general
fund. With Michigan's participation
in the Affordable Care Act's Healthy
Michigan Medicaid Expansion
program, the state has slashed its
contribution to the general fund.

"When we reduce general fund, we

See SOLID FOOTING, page 3



of Three Rivers City Hall Wednesday afternoon to
the St. Joseph County CAN Council, takes place
in each of the communities in St. Joseph County,

Commercial-News/Rick Cordes

901 W. Michigan Ave., Three Rivers
Mon-Fri 8:30-5:30 • Sat 8:30-3:00

278-2955 • Delivery times available

and our Weekend edition for a follow-up.

Pinwheel project aims for awareness

By Jef Rietsma
Journal Correspondent

Nearly 400 symbols of awareness, youth and hope were placed in Sturgis and Three Rivers the past few days, with more to follow.

Officials from St. Joseph County Council for Prevention of Child Abuse and Neglect spent portions of the day Wednesday and Thursday placing pinwheels at Free Church and Thurston Woods parks in Sturgis and outside city hall in Three Rivers.

In time, pinwheels will be in locations throughout all 16 townships in St. Joseph County, according to Myra Brimmer, executive director of CA/N Council.

Brimmer said the pinwheels are symbolic of childhood and are meant to promote the idea of a healthy, happy child. April, she noted, is Child Abuse Prevention Awareness Month.



JEF RIETSMAS/JOURNAL

Myra Brimmer, executive director of St. Joseph County Council for Prevention of Child Abuse and Neglect, inspects pinwheel-placement she did Thursday at Free Church Park with Leslie Pitts, from the county's Community Mental Health Agency. CA/N member Tom Shumaker also helped.

SEE PINWHEEL, A2

26



Big Smoke for the 32 Toy Run.

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gross, Jill Modert, instructor from Charlotte



Springtime stroll

This mature eastern box turtle ventured out of its three-acre wood in Park Township earlier this week to take advantage of warmer moments and sightsee. Eastern box turtles can live as long as 100 years, are Michigan's only completely terrestrial turtle and are the only turtle that can completely enclose itself in its shell. As a rare Michigan species they are protected by law and should not be taken into captivity.

Commercial-News/Rick Cordes

Commissioners have CMH questions

Merger with Health Dept. considered

By Rick Cordes
Staff Writer

CENTREVILLE — At the close of Tuesday evening's St. Joseph County board of commissioners meeting Don Eaton, commission member, made a motion to have a consultant hired to evaluate the operations of Community Mental Health and Substance Abuse Services of St. Joseph County.

Eaton said he had "strong concerns" about the CMHSAS board and the "efficiency and direction" of CMHSAS. Among other things Eaton said that he wanted a consultant to look at the agency's budget.

See CMH, page 3

Tender m

Mr. Darcy (Jacob F... moment during the... The theatrical ver... Elizabeth, who has f... able suitors — until... to bloom, he has to... and May 1-3 at the... and Saturday perfor... students and senior

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THREE RIVE... four available cit... November's elect... Seeking seats... mayor, Jared He... third district cor

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Glen Oaks variety show honors Gray
HAVE A GREAT DAY: Barb Stevens



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... ext. 23 or rick@
... news.com.

Modert reports.

A University of Michigan study found that the number of abuse cases reported locally was the second highest in the state — behind inner-city Detroit.

It's not so much that there is more abuse here than in other communities, just that the victims are better about reporting it.

supported by schools, service clubs and individuals.

Those who want more information about the program may contact their local elementary, who can put them in touch with Modert.

Elena Hines can be reached at 279-7488 ext. 22 or news@threeiversnews.com.

CMH

Continued from page 1

"I need more information," board member Allen Balog said. "What are we looking to accomplish?"

Commissioner Rick Shaffer said that he agreed with Eaton in general, but said that he'd like the matter brought before the committee of the whole.

Eaton reminded that the board has previously indicated an interest in exploring a merger of CMHSAS and the county's health department, which currently is joined with Branch and Hillsdale counties in the Branch-Hillsdale-St. Joseph Community Health Agency.

"We could get a consultant to look at both operations," Eaton said.

Commission chairperson John Dobberteen noted one change that could take place would be to remove CMHSAS from status as an authority-governed entity; a process that he said would take about one year.

After receiving some clarification about what his responsibility would be, county administrator J. Patrick Yoder took the assignment of finding an appropriate consultant, a directive approved by a unanimous vote of the commission.

Rick Cordes can be reached at 279-7488 ext. 23 or rick@threeiversnews.com.

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board president Eric
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