

MHRSB GOVERNANCE COMMITTEE MEETING

May 12, 2015

4:00 p.m.

Agenda

Item	Information Enclosed	Action Required	Allocation Required	Page
1. Call to Order				
2. Recognition of Visitors				
3. Meeting Minutes: April 14, 2015	✓	✓		1-4
4. MHRSB FY 2016 Proposed Administrative Budget	✓			5-8
5. A Renewed Mind FY 2014 Audit Penalty	✓	✓		9-10
6. Annual Health Officer Committee Appointments	✓	✓		10-11
7. Open Session				
8. Adjournment				

GOVERNANCE COMMITTEE MEETING MINUTES**April 14, 2015**

Governance Committee Members Present:

Audrey Weis-Maag	Pastor Perryman	Neema Bell
Linda Alvarado-Arce	Dr. Tim Valko	Pastor Earley
William Sanford		

Governance Committee Members Not Present:

N/A

Other Trustee Members Attending:

Tony Pfeiffer	Kyle Schalow
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Staff: Scott Sylak, Tom Bartlett, Donna Robinson, Karen Olnhausen, Tim Goyer, Amy Priest.

Visitors: Richard Arnold; John DeBruyne, Rescue; Jason Vigh, Rescue; Deb Chany, SCAT; Jessi Broz, Rescue; Jim Aulenbacher, Harbor; Adam Nutt, Zepf Center; Carole Hood, Rescue; Steve Benjamin, Harbor; Albert Earl; UMADAOP; Geof Allan, UMADAOP.

Ms. Weis-Maag opened the meeting at 4:00 p.m., with introduction of visitors.

Meeting Minutes – February 10, 2015

There was consensus to approve the meeting minutes as presented.

Affirmative Action Program Report

Mr. Sylak noted that an Affirmative Action Policy was approved by the MHRSB on March 1, 2014. The policy identifies a specific reporting requirement on an annual basis to the Board. The report compared the latest census figures in four categories for race and gender with regard to MHRSB Membership and Employees, and Funded Agency Trustee Membership and Funded Agency Employees. Mr. Sylak indicated that for the overall data reported, the Board statistics seem to be fairly consistent with the US Census Bureau. He noted that the newly developed Diversity Workgroup is reviewing data on a deeper level with regard to diversity employment levels and contract related data which may show more insight into the Board's affirmative action efforts. With regard to the raw data reported on page seven, all employment for the agencies is a combination of full and part-time positions. Upon review of the data reported, the Committee requested a break-out of the full-time and part-time employees.

When asked by the Committee where there is room for improvement, Mr. Sylak indicated that the Board is slightly below census on recruitment for Hispanic MHRSB and Board funded agency members. Across the board, the biggest difference is Hispanic employment at the agencies, 1.7% below the average of 6.5%. In addition, the MHRSB has received feedback from members of the Hispanic community at the February Stakeholder meeting and at the Diversity Workgroup with regard to the needs in the Hispanic community. The Committee asked if the

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Staff could obtain data on the diversity of clients served. In addition, a request was made to “report out” the percentages where it was stated “slightly below” and to put parenthesis around the percentages on the statistics reported on page four of the meeting packet. It was also requested that gridlines be put around the data on the census report (page five) for future reporting; Board staff will re-write the reports in a table format. The Committee addressed the zero percentage of Asian Board representation expressing concern with no representation and the lack of Asian applicants. The Board will encourage Asian Board membership when recruiting for open positions.

FY 2016/2017 Officer Nomination & Committee Leadership and Membership

Mr. Sylak stated that the MHR SB officer and committee leadership terms end on June 30, 2015 and the election of new officers will need to occur at the June 16 MHR SB Board meeting. He reviewed the Election and Duties of Officers of the Board Policy which outlines the selection rules, and the Board Committee Membership and Leadership Policy that defines the process for selecting committee leadership and board members. Mr. Sylak recommended assembling a small committee of the current board leaders to include one or two other Board members to develop board leadership nominations and provide recommendations for committee leadership. Ms. Weis-Maag, Ms. Bell and Dr. Valko agreed to work together on the leadership and committee membership recommendations.

Trustee Membership Update

Ms. Weis-Maag reported that there is one open Board position due to the resignation of Eileen Mitchell-Lake and there are no trustee terms due to expire in June. Mr. Sylak stated there is always a discussion with the board members with regard to skill set needs and there was an intricate discussion recently with regard to diversity. The open position is a state AOD clinician that could include a prevention professional or a clinician (the Board currently has one clinician). The Committee suggested seeking an AOD prevention professional who is Asian. Staff will direct targeted advertisement to diversity populations as suggested by the Committee.

FY 16 Provider Agreements and Attachment 4 (*See Separate Attachment*)

Mr. Goyer referred to the first draft FY 2016 Provider Agreement and the Attachment 4 Statement of Assurances which is part of the Purchasing Plan. It will be vetted through the P&S and P&F Committees in May and June, with a request for the Board’s approval on June 16, 2015. Mr. Goyer referred to the Attachment 4, providing an explanation of its purpose with a recommendation that it be deleted with pertinent language incorporated into the FY 2016

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Agreement. He reviewed the recommended changes in the FY 2016 Provider Agreement outlined in red and solicited questions and feedback from the Committee.

Discussion occurred with regard to section 7.5.1 Annual Audit language changes requested previously by the Board which authorizes the Executive Director to assess audit penalties. The Committee requested that language be added to clarify what the Board's range of authority is with respect to an appeal, to establish a time limit in which to appeal, and clarify when penalty payments are due and how they will be paid from the agency funds.

With regard to the 6.1.4 Coordination of Benefits language outlined on page 14 of the Provider Agreement, Dr. Valko asked for clarification regarding the Board's role as the last payer. Mr. Sylak stated that last year, the Board decided that it would not pay the "upcharge" for agencies that had a negotiated rate with a healthcare provider. In circumstances where there wasn't a negotiated rate, the Board agreed to pay the difference between the insurance payment and the Board allowed rate. The question arose about agencies providing service for clients whose insurance is not contracted with a board funded agency. Central Access does try to steer clients to an agency who accepts their insurance plan; however, they do not deny service to clients. The MHRSB will pay a board funded agency for the upcharge rate for a commercial insurance payment with a non-contracted insurance plan up to the Board's allowed rate. Concern was expressed regarding this language by the Committee, so the Board Staff will review the matter and develop alternatives for consideration.

Payer of Last Resort Discussion

Mr. Sylak indicated that the topic of "Payer of Last Resort" will be discussed at the Access to Treatment Workgroup meeting next Thursday as it closely connects with the continuing discussion regarding the viability of maintaining Central Access.

Open Session

- Mr. Arnold questioned why Ms. Deb Angel's name did not appear on the P&S Committee roster. Mr. Sylak indicated that the March P&S Committee Roster will be updated with Deb Angel listed as the Chair of Recovery Council.
- Mr. Benjamin stated that TARTA is changing their rates and processes which will have a financial impact on the clients receiving treatment services at the agencies. There are no more transfer credits and the tokens will no longer be available. Mr. Benjamin encouraged the Board and other agencies to advocate on behalf of their clients. There are several upcoming public hearings and the new TARTA rules will go into effect in early July. Mr. Sylak will discuss the legal ramifications with ABLE and provide feedback on a system-wide advocacy at the April 21, 2015 Board meeting.

GOVERNANCE COMMITTEE MEETING MINUTES

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- Mr. Sylak indicated that Medicaid expansion will likely be included in the House Budget at the end of the month. However, continued advocacy for Medicaid expansion needs to continue.

Adjournment

The meeting was adjourned at 5:33 p.m.

MHRBSB FY 2016 Proposed Administrative Budget

The Board staff is presenting the proposed FY 2016 MHRBSB Administrative Budget in a different fashion as opposed to previous fiscal years. The first part of the FY 2016 Board Administrative Budget has been prepared using the same basic assumptions that were used to prepare the FY 2015 Board Administrative Budget. Attached is a two-page comparison of FY 2015 Approved Board Administrative Budget, projected FY 2015 Board Administrative actual spending, and the proposed FY 2016 Board Administrative Budget.

This document indicates that the basic proposed FY 2016 Board Administrative Budget will be \$76,715 higher (5.1% increase) than the approved FY 2015 Board Administrative Budget. This increase is due primarily to higher salaries expense (the budget assumed that the Board staff will receive 3.0% increase on their Board employment anniversary dates), higher health/dental/prescription insurance expense due to higher rates and more Board staff electing to receive health insurance coverage through the MHRBSB, and higher spending for the Medical Director. The FY 2016 Medical Director budget is for \$50,000, the same amount that was in the FY 2015 budget, but actual FY 2015 Medical Director spending was below the FY 2015 budgeted amount.

In contemplation of developing the FY 2016 Board Administrative Budget, Board staff is presenting some potential options for consideration. If the Board chooses to address any of these options, it will increase the total amount of the FY 2016 Board Administrative Budget.

- **Increase in Crisis Intervention Team (CIT) Training** - In FY 2015, the Board staff in conjunction with the agencies' willingness to provide presenters, conducted two five-day CIT trainings, one-day CIT refresher training, and one-day CIT Dispatchers training. There is tremendous interest in providing additional CIT training, but that is not possible given the current Board staffing contemplated in the proposed FY 2016 Board Administrative Budget. Another deterrent to providing additional CIT training is that it is unrealistic that the agencies which provide the vast majority of the CIT training presenters would do so in an expanded CIT training schedule. Making the assumption that if the Board increases the current CIT training schedule the MHRBSB would compensate the agencies' presenters for their efforts, the per class cost of expanding CIT training would be \$11,300 for a five day CIT training (\$5,200 for presenters and \$6,100 for Board staff time and supplies), \$2,800 for a one-day CIT refresher training (\$1,150 for presenters and \$1,650 for Board staff time and supplies) and \$2,200 for a one-day CIT dispatchers training (\$600 for the presenter and \$1,600 for Board staff time and supplies). The MHRBSB could add any number of the CIT Training scenarios listed above and that total would be added to the FY 2016 Board Administrative Budget.
- **New Non-Medicaid POS Billing System** - OMHAS has communicated to the Boards' that no new refinements will be made on the MACSIS billing system which the MHRBSB uses to process the agencies' Non-Medicaid POS claims. MACSIS is a very old legacy system (introduced in 1999) which is a DOS based system and OMHAS does not want to do any enhancements given the age of this software. At some time in the future, OMHAS will

stop supporting MACSIS and the Boards which will be using MACSIS at that time will have to either go to a new claims processing system which adjudicates POS payments or go to a new payment model for agencies which would deliver POS claims, but which would be paid on a grant basis for those services. It is uncertain as to when OMHAS will stop using MACSIS, but given the age of the software, it will probably happen sometime in the next two-to-three years. On April 20, 2015, we had a demonstration of the Great Office Solution Helper (GOSH) by the developer of the GOSH system. Many of the Ohio Boards are going from MACSIS to GOSH and it is the Board's opinion that it has the potential of being the de facto POS claim processing system which will effectively replace MACSIS sometime in the future. Going to the GOSH system would require an expenditure of approximately \$80,000 to \$90,000 to move from MACSIS to GOSH. It is the Board staff's opinion that this investment is not necessary at this time, but the Board members should understand that OMHAS will abandon MACSIS either voluntarily or involuntarily (system failure) sometime in the future and the risk of OMHAS' decision that MACSIS will not be supported increases on a monthly basis.

- **Strengthen Board Staff Capacity to Respond to Community Needs** - The Board staff is interested in obtaining direction from the Committee members regarding a process that considers adding positions to the Board's Table of Organization.

According to the FY 2016 Purchasing Work Plan approved at the February 17, 2015 Board meeting, the Board staff wanted to update the Committee members as to the progress being made on the proposed FY 2016 Board Administrative Budget. Although there are some unknowns regarding the FY 2016 Board Administrative Budget amount, this Board Administrative Budget will permit the Board to allocate 93 cents of every \$1.00 of Board revenues to direct program services.

Mental Health and Recovery Services Board of Lucas County
Approved FY 2015 Board Admin Budget and Projected FY 2015 Board Admin Budget Spending
With Prelim FY 2016 Board Admin Spending

DESCRIPTION	Approved				Projected FY 2015 Expenses	Prelim FY 2016 Budget	FY 2016 Decrease/(Increase) FY 2015	Comments
	FY 2015 Board Admin Budget	April FYTD Actual Expenses	Proj. May - June Expenses	April FYTD Actual Expenses				
Salaries	\$ 943,355	\$ 758,913	\$ 186,500	\$ 945,413	\$ 988,380	\$ (45,025)	16 FTEs	
PERS	\$ 132,070	\$ 96,384	\$ 35,974	\$ 132,358	\$ 138,373	\$ (6,303)		
FICA	\$ 13,679	\$ 10,800	\$ 2,909	\$ 13,709	\$ 14,332	\$ (653)		
Health Insurance	\$ 64,447	\$ 58,909	\$ 14,364	\$ 73,273	\$ 87,882	\$ (23,435)		
Workers Compensation	\$ 9,000	\$ (2,846)	\$ 9,000	\$ 6,154	\$ 10,675	\$ (1,675)	Lucas County estimate.	
Total Personnel Costs	\$ 1,162,551	\$ 922,160	\$ 248,747	\$ 1,170,907	\$ 1,239,642	\$ (77,091)		
Rent	\$ 60,789	\$ 50,657	\$ 10,132	\$ 60,789	\$ 62,005	\$ (1,216)	2% rent increase.	
Prof. Services - Clinical Equipment/Software	\$ 50,000	\$ 15,450	\$ 12,000	\$ 27,450	\$ 50,000	\$ -		
Prof. Services - Consultants	\$ 24,255	\$ 13,469	\$ 4,400	\$ 17,869	\$ 24,255	\$ -		
Director Discretionary Fund	\$ 24,128	\$ 16,681	\$ 7,250	\$ 23,931	\$ 24,128	\$ -		
Dues	\$ 20,000	\$ 8,742	\$ 8,000	\$ 16,742	\$ 20,000	\$ -		
Telephone	\$ 17,660	\$ 95	\$ 17,565	\$ 17,660	\$ 17,660	\$ -		
Liability Insurance	\$ 16,500	\$ 10,715	\$ 3,550	\$ 14,265	\$ 16,500	\$ -		
Parking - Staff	\$ 14,089	\$ 876	\$ 13,213	\$ 14,089	\$ 14,089	\$ -		
Agency Workforce Develop.	\$ 15,810	\$ 14,850	\$ -	\$ 14,850	\$ 15,300	\$ 510	3% increase from FY 2015 actual	
Community Engagement	\$ 12,000	\$ 2,867	\$ 2,000	\$ 4,867	\$ 12,000	\$ -		
Office Supplies	\$ 12,000	\$ 9,036	\$ 2,964	\$ 12,000	\$ 12,000	\$ -		
Equipment Rental	\$ 10,506	\$ 7,545	\$ 2,200	\$ 9,745	\$ 10,037	\$ 469	3% increase	
Travel	\$ 9,400	\$ 6,799	\$ 1,500	\$ 8,299	\$ 8,548	\$ 852	3% increase	
Staff Training	\$ 9,000	\$ 5,279	\$ 1,850	\$ 7,129	\$ 7,343	\$ 1,657	3% increase	
Parking - Other	\$ 8,000	\$ 2,144	\$ 11,990	\$ 14,134	\$ 8,000	\$ -	iDashboards software and training in FY 2015.	
County HR Department	\$ 6,500	\$ 4,705	\$ 1,350	\$ 6,055	\$ 6,237	\$ 263	3% increase	
	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -		

Mental Health and Recovery Services Board of Lucas County
 Approved FY 2015 Board Admin Budget and Projected FY 2015 Board Admin Budget Spending
 With Prelim FY 2016 Board Admin Spending

DESCRIPTION	Approved					Prelim FY 2016 Budget	Decrease/(Increase) FY 2015	Comments
	FY 2015 Board Admin Budget	April FYTD Actual Expenses	Proj. May - June Expenses	Projected FY 2015 Expenses	FY 2016 Budget			
Advertising/Printing	\$ 4,000	\$ 545	\$ 1,500	\$ 2,045	\$ 4,000	\$ -		
Meetings	\$ 3,800	\$ 2,421	\$ 1,000	\$ 3,421	\$ 3,800	\$ -		
Postage	\$ 3,200	\$ 1,453	\$ 1,200	\$ 2,653	\$ 2,759	\$ 441	4% increase	
211 Telephone Support	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ -		
Maintenance Agreements	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ 2,400		
CJCC - NORIS	\$ 2,400	\$ 2,400	\$ -	\$ 2,400	\$ 2,400	\$ -		
Miscellaneous	\$ 2,200	\$ 9,128	\$ 1,000	\$ 10,128	\$ 2,300	\$ (100)	4.5% increase	
Prof. Services - MIS	\$ 1,500	\$ 3,144	\$ 600	\$ 3,744	\$ 6,400	\$ (4,900)	iDashboards Data Presentation License	
Equipment Repairs	\$ 500	\$ -	\$ -	\$ -	\$ 500	\$ -		
TOTAL ADMIN BUDGET	\$ 1,501,188	\$ 1,111,161	\$ 362,011	\$ 1,473,172	\$ 1,577,903	\$ (76,715)		

FY 2015 Budget to

FY 2016 Budget Increase

5.1%

Prelim FY 2016 Budget Assumptions

- 16 FTE plus current PT staffing (no increases in Board employment).
- Higher health/drug/dental expense due primarily to additional Board staff electing insurance coverage.
- No increase in consultants' hourly rates. Same total time of consultant effort.
- Does not include any possible special project items.

5/6/2015

A Renewed Mind FY 2014 Audit Penalty

In all of the MHR SB's FY 2015 Provider Contracts, agencies are obligated to provide their audited financial statements no later than four months after the end of the agency's fiscal year (Article 7.5.1 Annual Audit). Despite this contractual requirement, A Renewed Mind delivered their FY 2014 audited financial statements to the MHR SB on April 1, 2015 which was not in compliance with the Board's Provider Agreement referenced above.

Under Article 7.5.1, the Executive Director has broad discretion to assess a penalty and can recommend, in lieu of a cash payment for assessed penalties, a mutually beneficial settlement that may be enacted upon approval of Board's Trustees. From a historical perspective, the Executive Director has recommended a mutually beneficial settlement to the MHR SB Trustees' which did not impose a cash penalty payment on the agencies which did not submit their audited financial statements within four months after the end of the agency's fiscal year.

At the February 10, 2015 Governance Committee meeting, the Committee members recommended a motion for the waiving of UMADAOP's penalty which was approved at the February 17, 2015 Board meeting. In their discussion, the Committee members were concerned about the precedent that may be set by the approval of this motion. The Governance Committee requested that the Board staff propose changes in this Article 7.5.1 which would eliminate the Executive Director's discretion and add language that would permit an agency initiated appeal process.

Since that February Governance Committee meeting, the Board staff has modified this Article 7.5.1 consistent with the direction of the Governance Committee for the FY 2016 Provider Agreement. Going forward, this revised language will guide the process for late agency audited financial statements submission, but the late submission of A Renewed Mind's audited financial statement must be considered under the FY 2015 Provider Agreement.

Under the FY 2015 Article 7.5.1, the Executive Director has the discretion to assess a \$12,000 penalty for A Renewed Mind's late submission of their audited financial statements. Mr. Sylak considers this \$12,000 penalty excessive due to the unique situation that A Renewed Mind faced in the preparation of their FY 2014 audit. For this audit cycle, A Renewed Mind changed their audit firm and their new audit firm had to separate the City of Compassion financials from A Renewed Mind's financials.

There were positive communications between A Renewed Mind and Board staff indicating that A Renewed Mind's audit would be late in November and December. For a variety of reasons, this positive communication changed into vague declarations from A Renewed Mind about when the FY 2014 audited financial statements would be delivered to the Board starting in January.

By any reasonable expectation, A Renewed Mind's submission of their FY 2014 audited financial statements was excessively late (five months after the deadline). In consideration of all of these factors, the Board staff is recommending that A Renewed Mind is assessed a \$7,500

penalty for their late submission. This recommended penalty is the \$1,000 initial penalty and 13 weeks of \$500.00 additional penalty discussed in Article 7.5.1 which covers the January 1 through April 1 time period.

The following motion is recommended to the Board of Trustees:

The Mental Health and Recovery Services Board of Lucas County approves a \$7,500 penalty to A Renewed Mind for the late submission of their FY 2014 audited financial Statements in accordance with Article 7.5.1 of A Renewed Mind's FY 2015 Provider Agreement for Mental Health and Addiction Services which will be withheld from future Board payments which are due to A Renewed Mind.

Annual Health Officer Committee Appointments

The MHRSB Policy entitled "Designation of Health Officers" states the following:

"The Mental Health and Recovery Services Board of Lucas County will establish a process to credential and designate certain key agency staff to serve Lucas County as Health Officers, as defined in ORC 5122.01(J) to facilitate emergency hospitalization as described in ORC 5122.10.

Accordingly:

- 1) "MHRSB will appoint a standing committee (The Health Officers Credentialing Committee) to review credentials of applicants to serve as Health Officers prior to their approval by MHRSB."

Further, the associated procedure adds:

- 1) The MHRSB will maintain a Health Officer Credentialing Committee made up of at least five individuals, who collectively meet the following requirements:
 - One (1) lay person who is a consumer of mental health services;
 - One (1) Mental Health and Recovery Services Board staff person;
 - A licensed psychologist or a psychiatrist;
 - Two (2) agency clinical managers or supervisors, who are independently licensed mental health professionals, with three (3) years of experience in the community mental health system; and
 - One (1) health officer.
- 1) The MHRSB Chair will appoint each member annually to a term of one (1) year beginning July 1. There is no limit to the number of terms a committee member may serve.

GOVERNANCE COMMITTEE MEETING

May 12, 2015

The MHR SB Chair appoints the following individuals to serve on the Health Officer Credentialing Committee for the term July 1, 2015 through June 30, 2016:

Stacey Stubblefield; Thomas Wernert Center

Tim Goyer; MHR SB Staff

Jim Aulenbacher; Harbor

Jennifer Emahiser; Unison

Angela Hendren; Zepf

Merisa Parker; Rescue

Al Mendel; Community Member

Psychiatrist/Psychologist - Vacant