

**Minutes of the OPC Area Board Meeting
Thursday, February 8, 2007
Administrative Office - Europa Center**

BOARD MEMBERS PRESENT

Commissioner Moses Carey, Commissioner Jimmy Clayton, Commissioner Tom Vanderbeck, John Stewart, Amanda Blanks, Kathleen Herr, Sue Swartz

BOARD MEMBERS ABSENT:

Sandra Herring, Lori Ireland, Jim Leis, Henry Pleasant, George Greger-Holt,

STAFF PRESENT:

Dave Jenny, Tom Velivil, Lynne Hamlet, Donna Prather, Debra Farrington, Judy Truitt, Ivy Williams, Cim Brailer, Janine Reda

GUESTS PRESENT

Gwen Harvey, Assistant Orange County Manager,
Leann Brown, OPC Attorney
Virginia Hill, Chair of CFAC

CALL TO ORDER

Kathleen Herr called the meeting to order at 7:05 p.m.

CALL FOR PUBLIC COMMENT

Ms. Herr opened the floor for public comment. There was none.

READING OF THE MINUTES

Commissioner Moses Carey motioned to approve the December 19th, 2006 Minutes of the OPC Area Board meeting as written. John Stewart seconded the motion. The motion carried with seven board members voting in favor and no one opposing.

Commissioner Carey motioned to approve the January 6th, 2007 Minutes of the OPC Area Board Retreat as written. Mr. Stewart seconded the motion. The motion carried with seven board members voting in favor and no one opposing.

Commissioner Carey motioned to approve the January 23rd, 2007 Minutes of the OPC Area Board meeting as written. Mr. Stewart seconded the motion. The motion carried with seven board members voting in favor and no one opposing.

REPORT OF THE CHAIRPERSON

In the absence of the Chair and Vice-Chair, Kathleen Herr, OPC Area Board Secretary, chaired the meeting. Ms. Herr indicated that she had no formal report this evening.

AREA DIRECTORS REPORT

Judy Truitt asked that the Board members turn to page 21 of their Board packet.

- 1. Division Of Mental Health Updates**
 - a. OPC Crisis Plan**

Ms. Truitt reminded Board members that in July 2006 LMEs were required to identify regional partners for the purpose of crisis planning. This resulted in OPC joining with Five County, Durham Center, and Alamance-Caswell-Rockingham to identify opportunities for regional collaboration. Both the local crisis plan as well as the regional crisis plan is due to DMH by March 1, 2007. In order to facilitate the development of these plans and per the requirements of the 2006 legislation, DMH hired consultants to work with the LMEs. On January 19th, the consultants released a multi-page template that will be required when writing the plan. On February 5th Debra Farrington, OPC's Director of Care Management and Ms. Truitt attended training on the plan. Commissioner Carey asked if the \$7M figure listed on page 23 is what DMH allocated for the Regional Crisis Plan. Ms. Brailer explained that the \$7M was allocated to the LME as crisis service money in the on-going allocation and that the \$5.2M is start up money to develop new programs.

b. Mental Health Trust Fund

Ms. Truitt next reviewed the request for Mental Health Trust fund applications. She explained that this is similar to the process we saw in 2006 related to the release of the mental health trust funds. Ms. Truitt included in the Board packets copies of both the current application and what was submitted last year. All applications are due February 23, 2007.

It is the initial recommendation that OPC submit applications for Initiatives A, B, and D. Sue Schwartz asked why the providers were given less than a week to prepare these submissions; Ms. Brailer indicated that as soon as she received the information from DMH she presented it to the providers. Kathleen Herr was curious if OPC corresponds with the providers about areas of service that are not covered by providers in OPC's catchment area. Ms. Brailer indicated that OPC does investigate services that are missing and works with current and new providers to establish those services.

c. Request for Applications for Homeless Mental Health Housing Initiative

Ms. Truitt informed the Board that OPC was encouraged to apply for a pilot project aiding people who have a need for housing and mental health services. The initiative would increase the access of housing opportunities to people in this target population. A conference call is scheduled Thursday, February 15, 2007 to answer any questions. Gwen Harvey asked how this initiative works with the existing programs, Ms. Farrington indicated that this program will help OPC learn how to keep and maintain safe housing for consumers and will add an additional position to an existing ACT team. Ms. Brailer added that this project will help OPC identify services. Commissioner Carey requested that the OPC Board review all applications prior to submission.

2. OPC Area Board Subcommittees

Ms. Truitt indicated that she would like the Board to clarify the role and function of the subcommittees to the Board. Ms. Brown and Ms. Truitt indicated that the Board is required to maintain a Finance, Client Rights, and Consumer & Family Advisory Committee. Board by-laws require that there be a nominating committee charged with selecting a slate of officers each year. The greatest questions are in relation to the disability committees and how they could most appropriately be structured to assist the agency and the Board. Commissioner Carey suggested that OPC staff develop recommendations regarding the role and function of the committees for review by the Board. The Board agreed that the subcommittees were created for a reason and before disbanding the current subcommittees some investigating needs to be done. John Stewart added that this would be an appropriate time to determine if any additional subcommittees are needed.

3. Orange County Schools ~ School Based Health Care Center Initiative

Ms. Truitt explained that the Orange County Health Department and the Orange County School System are interested in beginning a pilot program assessing the health issues of students at the middle school level in the Orange County School district. Superintendent Shirley Carraway is asking for OPC's support in moving forward. Ms. Truitt indicated that she has added this to her on-going discussion list with DMH to monitor possible availability of funding in the future. Commissioner Carey expressed his concern that while a program such as this is not new, people from the community often become concerned about developing healthcare programs in public schools. Commissioner Carey also indicated that while there is no immediate cost, there would be costs associated with programs such as this in the future. Board members expressed interest in this type of collaborative planning in the other counties and it was indicated that Chatham County had a similar program called "The Body Shop". Sue Schwartz motioned to support moving forward with the initiative. John Stewart seconded. The motion carried with all board members voting in favor and no one opposing.

4. Local Business Plan (LBP) Survey Results

Ms. Truitt distributed the results from the survey OPC created for the Local Business Plan to all Board Members. The paper survey and the electronic survey results were compiled online in Survey Monkey™. Ms. Truitt explained that a complete version of the survey *comments* are still being compiled and will be distributed at a later date.

AQIC Quarterly Report

Lynne Hamlet, Director of Quality Improvement and Provider Relations, presented the highpoints of the AQIC report for the second quarter of the fiscal year.

- The Quality Improvement Department submitted five projects to DMH for review in July 2006. Three of the projects scored a five (very good), which is the highest score possible. Two projects were scored at four (good).
- OPC's Clients Rights Coordinator, Michael Norton, has been following up and getting providers to submit provider incident reports. Only one provider did not have their report in on time, which is a significant improvement. OPC's Client Rights Committee (CRC) has prepared a survey that went out to providers in January to evaluate how provider client rights committees are working and areas of training and/or consultation that are needed.
- Customer Service received six complaints; two of the complaints were made on the behalf of the same person.
- OPC is required to perform provider monitoring and endorsement. OPC conducted five QI Local Monitoring Reviews for providers, eight Annual CAP Monitoring Reviews, four monitoring reviews of agencies receiving a Substance Abuse Block Grant, and many others. Commissioner Carey asked for clarification on the specifics of monitoring providers. Ms. Hamlet used the Substance Abuse Block Grant as an example. OPC reviews consumer records to see if the providers had properly filled out the paper work and interviews direct care staff. This offers both an objective and a subjective review of their programs. Ms. Herr, wanted to add that interviews with direct care staff are very important. Ms. Hamlet agreed that OPC has learned key information from direct care staff.
- OPC submitted a request to DMH to initiate withdrawal of a CAP provider who did not complete endorsement.
- OPC has begun Provider Relations/Technical Assistance/Training. OPC has held five trainings and will be now be able to offer CEU credits.
- QI and Provider Relations have reinstated the Provider Newsletter and hope to share information with providers about all OPC departments.

Policy Approval:

Ms. Hamlet requested that the Board review and approve the policy, *Provider Monitoring Procedure*, included in the Board packet on page 72. The majority of the procedures outlined in the policy are determined by the Division of Mental Health. Ms. Brown advised the Board that caution should be used in the use of such words as "ensure" and recommended that "promote" be used instead. Amanda Blanks motioned to accept the policy. Commissioner Carey seconded the motion with recommended revisions. The motion carried with all Board members voting in favor and no one opposing.

Finance Officer's Report

- Dave Jenny, OPC Fiscal Officer expressed that the Cost Report for FY 2205-2006 is complete and providers have now been excused from submitting Cost Reporting.
- The temporary Claims Adjudicator position authorized at the January Board meetings has been filled. There is also another part-time person who has been hired who has significant reimbursement experience and is working with us to help clear our backlog and help with training our new personnel.
- Mr. Jenny submitted a budget revision for Board approval. The revision reflects the new positions and rates approved at the January Board meeting and reduced rent expense for Europa. It also reflects adjustments in Medicaid revenue for claims still billing under the OPC number, because some services still cannot be direct-billed by providers. Discussion ensued regarding the budget modifications. Commissioner Clayton motioned to approve the budget adjustments and Mr. Stewart seconded. The motion carried with all board members voting in favor and no one opposing.
- Ms. Truitt added that OPC has been notified that DMH will be reviewing the 2003 TSR for non-UCR, which may mean an unexpected payback this fiscal year. DMH informed all LMEs in 2006 that the 2003 TSR would be settled at the aggregate level, which meant that OPC did not have any payback. Unfortunately, it appears that they will now be reviewing non-UCR and if any paybacks are due, this will reduce the amount of monies available to return to our fund balance.

COMMITTEE REPORTS

Finance Committee:

The committee had no further information beyond Mr. Jenny's report above. Ms. Herr requested information regarding OPC's status with provider payments. Ms. Truitt acknowledged that issues remain and agreed to have a report ready for the Board at the March meeting.

DD Committee:

The DD Committee did not meet tonight. The next DD Committee meeting will be held on March 8, 2007 at 6 p.m.

Adult MH/SA Committee:

OPC Area Program is currently working on plan to enhance crisis services in our region and catchment area. The Local Crisis Plan is due March 1, 2007 to DMH. The adult MH/SA committee solicited feedback regarding the type of crisis services that the sub-committee would like to see in this area. Committee members suggested; more transitional facilities, crisis transportation, more experienced staff on 24/7 crisis line, and intensive outpatient services/partial hospitalization program.

Freedom House's is now providing Mobile Crisis services, they have received \$3M for start up money and the goal is for that allocation to last until June 2007.

The next Adult MH/SA Committee meeting will be held on March 8, 2007 at 6 p.m.

Human Resources Committee:

Ms. Williams reported for the HR committee, indicating that OPC is processing applications for the positions that we approved at the last meeting. She also indicated that OPC staff asked that thanks be expressed to the Board for the additional personal holiday.

Client Rights Committee:

Ms. Herr reported for the CRC, explaining that the CRC has recently prepared a survey to distribute to providers evaluating provider's client rights committees and areas of training and/or consultation that are needed. Client Rights Committee meeting are held the first Tuesday of every month and the next meeting will be held on March 6, 2007 at 5 p.m.

Child & Family Committee:

The Child and Family Committee did not meet February 8, 2007. The next Child and Family Committee meeting will be held on March 8, 2007 at 6 p.m.

Consumer & Family Advisory Committee:

CFAC is currently discussing the Local Business Plan survey and awaiting the LBP final draft. Mr. Norton will mail the LBP to all CFAC members as soon as it becomes available. CFAC members requested that Ms. Truitt come to the February 15, 2007 meeting in order to provide CFAC regarding the plan. CFAC meetings are held on the third Thursday of every month and the next meeting will be held on February 15, 2007 at 6 p.m.

Old Business:

There was no new business.

New Business:

Commissioner Carey requested that OPC hold a public forum in Orange County giving the public the opportunity to learn and ask question about the work OPC is now doing for the community. Ms. Truitt indicated that Management Team would initiate work on such a forum.

Board Meeting:

The next Board Meeting is on March 8, 2007 at the Europa Center Suite 490. The Committee meetings will begin at 6:00pm and the Board Meeting will begin at 7:00pm.

Adjournment:

Commissioner Vanderbeck made the motion to adjourn the OPC Board meeting and Ms. Swartz seconded. The motion carried with all board members voting in favor and no one opposing. The meeting adjourned at 8:42pm.

Respectfully submitted,

Kathleen Herr
Secretary