

Minutes of the OPC Area Board Meeting
Thursday, June 12, 2008
Administrative Office - Europa Center

BOARD MEMBERS PRESENT

Commissioner Moses Carey, Commissioner Kyle Puryear, Commissioner Tom Vanderbeck, Lori Ireland, Amanda Blanks, John Stewart, Richard Edwards, Sue Schwartz, Sandra Herring, Lynn Ikenberry

BOARD MEMBERS ABSENT:

George Greger-Holt, Henry Pleasant, Tina Williams, Virginia Hill

STAFF PRESENT:

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

GUESTS PRESENT

LeAnn Nease Brown, OPC Attorney

CALL TO ORDER

OPC Chair Sue Schwartz called the meeting to order at 7:06 p.m.

CALL FOR PUBLIC COMMENT

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

READING OF THE MINUTES

Commissioner Tom Vanderbeck motioned to approve the May 2008 minutes of the OPC Area Board meeting as written. Lori Ireland seconded the motion. The motion carried with nine board members voting in favor and none opposing.

REPORT OF THE CHAIRPERSON

There was none.

AREA DIRECTOR'S REPORT

1. Ward Update

- a. An elderly ward passed away last week. Christine Spinks, Guardianship Coordinator, worked very hard with the ward's family and the provider to ensure the ward had time to spend with her family before she passed. The ward's daughter is in the Army and is currently deployed overseas. Ms. Spinks was able to organize a visit with the ward and her daughter before the ward died. The ward was a long time OPC consumer and cared about by many.

2. Transition Update

- a. The transition of Caring Family Network has entered the completion stage. The new providers are solidly working towards increasing numbers of new consumers. Jim Martin's last day will be next Friday, June 20th, 2008.

Management Team is very thankful for all Mr. Martin has done in his time with OPC. Caring Family Network transitioned out of the system as the Comprehensive service agency in six weeks. Management team is very proud of this accomplishment, as it took nearly two years for OPC to transition out of services during mental health reform.

3. Statewide Mental Health Update

- a. The Center for Medicare and Medicaid Services (hereafter referred to as CMS) has currently placed all community support payments to North Carolina on hold. CMS is auditing two community support providers in the OPC catchment area. CMS planned to review all enhanced services but is beginning its focus on community support. The two OPC providers are Caring Family Network and Cross Disability Services. Cross Disability Services' review was today. CMS expressed to Cross Disability Services that they were impressed with their documentation. During the audit they reviewed one chart and several personnel records. Caring Family Network expects CMS' visit in the next month.
- b. Ms. Truitt emailed the second Mercer report to the Board this afternoon. Please contact Management Team with any questions.
- c. The Legislative Breakfast sponsored by the Mental Health Association went very well. Judge Buckner spoke very highly of the Community Resource Court. When asked by the audience about the possibility of mergers for existing LMEs, Representative Verla Insko indicated that mergers were not a priority of the legislature at this time.
- d. Potential service dollars will soon be reverting back to the state. The Legislative Oversight Committee (hereafter referred to as the LOC) is encouraging Area Programs to move service dollars to ensure as many consumers are helped as possible and no funds remain unused. In the past unused funds have often led to smaller allocations in the next fiscal year. The LOC wants to maximize the use of money and the Division of Mental Health/Development Disabilities/Substance Abuse Services is following suit and approving many requests to transfer funds within the individual Area Programs and among Area Programs. OPC has drawn down 95% of its service dollars, making SFY 07-08 the most successful year yet with drawing funds down.
- e. OPC is likely to hear more in the next seven months about how the Mercer report will affect Area Programs.
- f. The new contract with the Department of Health and Human Services was recently signed by all parties. Ms. Truitt brought this to the attention of the Board, because the contract defines the performance expectations for the Area Program. The Board may see additional reports in the next year relating to the contract.
- g. Management Team provided the Board with pie charts indentifying the proposed distribution of service dollars for next fiscal year. The Board inquired about the amount of funds reserved for residential services. Ms. Truitt explained that many consumers depend on residential services and OPC is thankful to have residential treatment homes as they serve some of

the most complex consumers. Ms. Truitt also pointed out the difficulty in making dramatic changes to funding allocations because of the serious implications for consumers currently receiving those services and the providers who are providing those services.

4. Cultural Competency Plan

- a. A committee of OPC staff has been working on a Cultural and Linguistic Competency Plan (hereafter referred to as the Plan) since last fall. Similar workgroups in the past have focused on equality but a more comprehensive approach to cultural competency was needed. The committee charged with creating the Plan developed a mission statement and an agency self-assessment, which included a review of existing policies and training records, interviews with several community groups, completion of an OPC staff survey and collection of baseline demographic data.
- b. The Plan has 10 sections, mimicking the format of OPC's Local Business Plan. The Plan not only addresses Area Program staff and practices, but also encompasses OPC's provider community, hopefully positively affecting consumer access to services across the counties. For more details please see page 47 of the June 2008 Board packet.
- c. Ms. Ireland motioned to adopt OPC's Cultural and Linguistic Competency Plan. Richard Edwards seconded the plan. The motion passed with all in favor and none opposing.

5. Provider Accreditation

- a. Lynne Hamlet provided an update regarding provider accreditation. According to Implementation Update #42, providers were required to inform the LME which accrediting body they had selected by May 1st and must provide evidence of a formal relationship with the accrediting body by July 31st. Currently, all the agencies have informed OPC of their accrediting body and most are already accredited or have upcoming surveys. For more information please contact Ms. Hamlet or the OPC Provider Relations Unit.

FINANCE OFFICER'S REPORT

Dave Jenny asked the Board to please see page 72 of the June 2008 Board packet for the finance information:

- The field work for the 2007-08 audit commenced on Monday, June 2, 2008.
- We are planning on upgrading our ProFiler™ business system to the latest release, V.2008.01 by July 1, 2008. Training for users started on June 3 and will encompass multiple sessions so personnel from the same area can be staggered for attendance.
- Interviews have begun for the vacant Accounting Tech position in our accounting area.
- Contracts for the 2008-09 state fiscal year are being issued. The process will continue as the Utilization Management Committee finalizes the allocations for the Benefit Plan.

- Enclosed in the board packet are the final budget revision for the current fiscal year and a continuing budget resolution for the 2008-09 fiscal year. Sandra Herring motioned to approve the continuation budget for SFY 07-08 and the proposed budget for SFY 08-09. Mr. Stewart seconded that motion. The motion passed with all present Board members voting in favor and no one voting against.

Finance committee members stated they would like to discuss the claims process at next month's Finance committee meeting.

COMMITTEE REPORTS

Finance Committee:

The committee has nothing further to report beyond Mr. Jenny's report. The next Finance committee meeting will be held on August 14, 2008 at 6 p.m.

Provider Community and Quality Management:

The Provider Community and Quality Management committee met and discussed the Frequency and Extent of Monitoring tool, commonly referred to as the *FEM*, and the third quarter progress indicators. The next committee meeting will be held on August 14, 2008 at 5:30 p.m.

Service Management Committee:

The Service Management committee did not meet. The next committee meeting will be held on August 14, 2008 at 5:30 p.m.

Public Awareness and Advocacy:

The Public Awareness and Advocacy committee did not meet. The next committee meeting will be held on August 14, 2008 at 5:30 p.m.

Human Resources Committee:

Mr. Stewart indicated that there was no report for the HR committee. The HR committee is currently meeting on an as-needed basis.

Client Rights Committee:

The Client Rights committee reviewed one behavior plan and several incident reports. The committee time is changing to 4:15 p.m., and the July meeting will be held the second Tuesday of the month. They will resume meeting on the first Tuesday of the month in August. The committee continues to attempt to recruit a substance abuse provider and a family member of a person with developmental disabilities.

Consumer & Family Advisory Committee:

The Consumer and Family Advisory committee is concerned about the possibility of Area Programs being regionalized, and the Consumer & Family Advisory committee is committed to supporting OPC. The next Consumer & Family Advisory committee meeting will be held on August 21, 2008 at 6:15 p.m.

Old Business:

The Property Workgroup continues meeting regarding the properties. Club Nova stated they are not interested in a long term lease. The next suggestion is to present Club Nova with an agreement to purchase the property for fair market value, continue the upkeep of the property, and use the property to serve OPC consumers.

The White Oak property was listed for sale on February 28, 2008. There has been little interest, and the realtor is suggesting dropping the price from \$352.9K to \$299.7K. The property is at the end of a dirt road, the road is in poor condition, and with the current real estate market the property is not seeing much interest at the higher price. Ms. Herring motioned to take the realtor's recommendation and lower the price to \$299.7K. Ms. Ireland seconded the motion. The motion carried with all Board members voting in favor and no one opposing.

New Business:

The Board discussed entering into a summer schedule. It was decided the Board would not meet in July and will next meet at 7 p.m. on August 14, 2008.

Ms Truitt proposed to the Board, Management Team's offer of a flex schedule for OPC staff as a way to manage higher gas prices, conserve energy and improve staff morale. Participation is voluntary on the part of the employee and can be revoked by the immediate supervisor, department head or Area Director based upon agency need. Ms. Ireland motioned to approve the flex schedule proposal for employees. Mr. Stewart seconded the motion. The motion carried with all Board members voting in favor and no one opposing.

Board Meeting:

The next OPC Board meeting will be on August 14, 2008 at 7 p.m. Committees will meet at 5:30 p.m. on August 14, 2008, excluding the Finance Committee which will meet at 6:00.

Adjournment:

Commissioner Vanderbeck motioned to adjourn the OPC Board meeting, and Dr. Lynn Ikenberry seconded. The motion carried with all Board members voting in favor and no one opposing. The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Amanda Blanks
Secretary