

Minutes of the OPC Area Board Meeting
Thursday, November 13, 2008
Administrative Office - Europa Center

BOARD MEMBERS PRESENT

Commissioner Tom Vanderbeck, Amanda Blanks, John Stewart, Sue Schwartz, Sandra Herring, Lynn Ikenberry, Virginia Hill, Lori Ireland, Richard Edwards, Rachel Winstead, Debbie Carson

BOARD MEMBERS ABSENT:

Commissioner Moses Carey, Commissioner Kyle Puryear, George Greger-Holt

STAFF PRESENT:

Judy Truitt, Dave Jenny, Jolene Meyer, Peggy Yonuschot, Donna Prather, Debra Farrington, Ivy Williams, Sylvia Gaffney, Tom Velivil, Cim Brailer, Michael Norton, Janine Reda

GUESTS PRESENT

LeAnn Nease Brown, OPC Attorney
H. Wayne Terry and Cline Comer, LarsonAllen (OPC's Financial Auditors)

CALL TO ORDER

OPC Chair Sue Schwartz called the meeting to order at 7:07 p.m.

CALL FOR PUBLIC COMMENT

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

READING OF THE MINUTES

John Stewart motioned to approve the October 2008 minutes of the OPC Area Board meeting as written. Commissioner Tom Vanderbeck seconded the motion. The motion carried with 12 board members voting in favor and none opposing.

REPORT OF THE CHAIRPERSON

Ms. Schwartz had no report and deferred her time to Ms. Truitt.

AREA DIRECTOR'S REPORT

1. Ms. Schwartz asked the Board to review the revised agenda for the November meeting. Dr. Rachel Winstead motioned to approve the revised agenda. Mr. Stewart seconded the motion. The motion carried with 12 board members voting in favor and none opposing.
2. **Financial Audit Presentation**
 - a. Wayne Terry and Cline Comer, of LarsonAllen, presented the results of the SFY 07-08 OPC audit. The Auditor's Report on financial statements is unqualified as to fairness of presentation in conformity with generally accepted accounting principles. This is the highest level of assurance that

may be achieved. The Balance Sheet indicates that the financial condition of the Authority is reasonably stable, and although below recommended levels of liquidity, significant progress has been made from 2007.

- b. Results of Single Audit testing:
 - i. No material instances of noncompliance with laws and regulations governing the federal and state programs, nor any material findings or questioned costs.
 - ii. One finding related to documentation in a medical record from a provider. The required payback has been requested from the provider.
 - iii. There were no material weaknesses noted in the Authority's internal control over financial reporting and budgeting. Total Net Revenues were under budget while Expenditures were also under budgeted amount, i.e. "no repeat findings from 2007".
- c. Amanda Blanks motioned to accept and approve the financial audit. Mr. Stewart seconded that motion. The motion carried with 12 board members voting in favor and none opposing.

3. Reduction of Service and LME Funds

- a. Ms. Truitt provided the Board with explanation of how the Utilization Management Committee (hereafter referred to as UM) proposes spreading the reduction of funds over the benefit plan. Local Management Entities were cut \$4.1 million dollars; OPC's share is \$159,378. Management Team managed to locate and cut \$159,378 from vacant job positions and by putting a hold on all training funds. Service dollars were cut by \$10.5 million dollars, with OPC's share being \$333,750. Ms. Truitt reminded the Board that OPC had chosen to approach the fiscal year in a very conservative manner, issuing service contracts for six months rather than the full year. Choosing to hold service funds in reserve and not encumber will allow us to make reductions without cutting actual contracts. Service contracts for the remainder of the fiscal year will be both conservative and anticipate that there might be further additional cuts. Ms. Truitt referred Board members to handout outlining percentage cuts for each age/disability category.
- b. Ms. Truitt advised Board members that in addition to the reductions identified above, there will also be reductions in reimbursement rates for services such as ACTT and targeted case management. Cross Disability Services has asked OPC for \$70K to cover the financial shortfall that they are anticipating with the reduced rates. The Arc of North Carolina has also requested that OPC cover targeted case management at the current rate for the next few months. UM is considering all requests that are received.

4. Continuum of Care/90 Day clock

- a. Ms. Truitt reminded Board members that OPC and four other area programs were under a 90-day clock for failing to meet performance expectations related to coordination of care following discharge from the state psychiatric hospitals. OPC continues to be involved in negotiations with DMH and is compiling additional information to submit as evidence of compliance.

5. New Monitoring Tool

- a. The Department of Health and Human Services (hereafter referred to as DHHS) and DMH released a new monitoring instrument to be used in oversight of LMEs. Management Team will release any additional information as it is received.

6. Psychiatry Association

- a. The Community & Public Psychiatry Committee of the NC Psychiatric Association has issued a proposal related to the service system. The proposal speaks to the issue of a "safety net" for the public sector.

7. Mayor Foy's Taskforce

- a. Mayor Kevin Foy of Chapel Hill has convened a taskforce to look at mental health issues in the local community. Dr. Natalie Ammarell will be organizing and chairing the taskforce. Cim Brailer and Ms. Truitt will be participating in the task force and if, as a group, we are able to identify ways that the Chapel Hill community can partner with OPC to improve services for our consumers then it will have been a successful effort and well-worth our time and energy. An unexpected, but very welcome secondary gain for participation will be the value it will bring to our 2009 needs assessment process.

8. Service Project

- a. OPC is planning to hold a food drive for food pantries in our three counties. Several local papers have run stories regarding the shortage of food for families over the holidays; community members are also reporting increased need. OPC staff have agreed to participate in a community service project that will collect food, personal care items and money for distribution to five sites across the three counties by mid-December. Board members are encouraged to participate.

9. Corporate Compliance Resolution

- a. The Board reviewed the Corporate Compliance Resolution needed for CARF accreditation (page 13 of the November 2008 Board packet). Lori Ireland motioned to accept the Corporate Compliance Resolution. Dr. Rachel Winstead seconded. The motion carried with all Board members voting in favor and no one opposing.

10. Quarterly Needs Assessment Report

- a. Peggy Yonuschot, Customer Service & Community Planner, provided the first quarter report on OPC's annual needs assessment.
 - i. Vanessa Neustrom, the Housing Coordinator was a key player in organizing and running the Second Annual Project Homeless Connect. Two hundred consumers attended this year, 70 more than last year!
 - ii. In child services, Lisa Lackmann, System of Care Coordinator, continues to work with the collaboratives in Orange, Person and

Chatham counties to develop plans to increase the number youth being served.

- iii. Ms. Yonuschot is also working with several other staff members and community stakeholders on disaster planning and preparation. A mandatory training was held for 38 individuals in 23 agencies. Ms. Yonuschot is currently working with the American Red Cross to develop a primary responder training that will take place in early 2009.
- iv. OPC is also encouraging providers to add Medicare consumers to their caseload. The goal is to have more services available to senior members of our communities.
- v. Quarterly, Ms. Yonuschot will continue reporting to the Board how OPC is managing and addressing the issues identified during the needs assessment.

11. AQIC First Quarter Report

- a. Ms. Truitt directed the Board's attention to the AQIC First Quarter Report found on page 14 of the November 2008 Packet, and directed the Board to contact Lynne Hamlet with questions.

FINANCE OFFICER'S REPORT

Dave Jenny presented the Financial Activity Report, asking that the Board turn to page 29 of the original November 2008 Board packet.

- We are working closely with UniCare to correct problems with billing issues and ProFiler reporting problems with CDW information. We are testing the new requirements for CDW. We, along with Five County, participate in weekly conference calls with UniCare to address issues found in testing.
- The revised allocations to meet Governor Easley's request for budget cuts. OPC was cut \$333,750 for community services and \$159,378 in LME systems management funds. In addition, the Division will be reducing Cross Area Service Programs by 2%. The allocation letters for the CASP reductions will be sent separately.
- Mr. Jenny reviewed the monthly financial report for the Board. Mr. Stewart motioned to approve the October Financial report. Ms. Ireland seconded the motion. The motion carried with all Board members voting in favor and no one opposing.

Calendar Year 2009 Employee Benefit Plan:

Ivy Williams, HR Director, presented the 2009 Employee Benefit Plan. Management Team recommends continuing with the same health care benefit and dental benefit. Continuing with the current plan of an HRA (Health Reimbursement Account) OPC will incur a 6.5% increase in cost. Mr. Jenny allotted a 13% increase for health insurance; the remaining 7.5% could be used for a bonus for staff members and to offset the reduction in LME funds from DMH. OPC staff will not receive a cost of living or merit increase during this fiscal year.

The Board discussed a one time bonus of \$500. They determined that was an appropriate expression of appreciation in current financial times.

Dr. Winstead motioned to approve 2009 Employee Benefit Plan and a one time bonus per fulltime employee of \$500. Mr. Stewart seconded. The motion carried with all Board members voting in favor and no one opposing.

COMMITTEE REPORTS

Finance Committee:

The committee is pleased with the on time auditing for the second year in a row. All other financial information noted during earlier reports. The next Finance committee meeting is currently tentatively scheduled for December 11th, 2008 at 5:30 p.m.

Provider Community/ Quality Management:

Amanda Blanks reported that the Provider Community committee met jointly with the Public Awareness and Advocacy and Service Management committees. The committees discussed the continuum of care issues. Specifically they discussed what occurs once a consumer leaves the hospital. The next committee meeting will be held on February 12, 2008 at 5:30 p.m.

Service Management Capacity:

The Service Management committee met jointly with the Provider Community and Public Awareness and Advocacy committees. The next committee meeting will be held on February 12, 2008 at 5:30 p.m.

Public Awareness and Advocacy:

The Public Awareness and Advocacy Committee met jointly with the Provider Community and Service Management committees. The next committee meeting will be held on February 12, 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:

Ms. Blanks reported to the Board for the Client Rights committee. The Client Rights committee reviewed five behavioral plans. Beginning February 1, 2008 the Client Rights committee will discontinue reviewing behavioral plans as DMH altered the functions of the committee. The committee discussed incident reports and how each provider is now required to create their own Client Rights committee. Alberta Professional requested that the OPC Client Rights Committee continue to act as their Client Rights committee until they are able to develop their own committee, this request is still on the table. Their next meeting will take place Tuesday, December 2, 2008.

Consumer & Family Advisory Committee:

Virginia Hill reported that CFAC reviewed the NAMI report and discussed the Continuum of Care letter. Many of the CFAC members understood why it would be difficult to get to

appointments as adjusting after hospitalization can be difficult. Ms. Truitt reported OPC is considering a pilot project using county funds to supplement the care coordination already in place. The next CFAC meeting is scheduled for Thursday December 18, 2008.

Old Business: Board Meeting Schedule

While the OPC Board typically does not meet in December, Board members agreed to hold the usual meeting date of December 11th on their calendars pending notification regarding further reductions in funding. Should no further information be distributed the Board will cancel this meeting.

New Business:

The OPC Board Retreat will take place during the regularly scheduled January 8, 2009 Board meeting. There will be no subcommittees meeting on January 8th and the retreat will begin at 6 p.m.

Mr. Stewart motioned to the Board to enter closed session to discuss the current situation with an OPC ward. Richard Edwards seconded the motion. The motion carried with all Board members voting in favor and no one opposing. Judy Truitt and LeAnn Brown were asked to participate in the closed session.

After exiting the closed session, Mr. Stewart reported that the Board met in closed session pursuant to an issue with an OPC ward. The Board heard the report and agreed no action needed to be taken at this time.

Board Meeting:

The next OPC Board meeting is currently tentatively scheduled for December 11th, 2008. The Finance committee will meet at 5:30 p.m. and the Board will convene at 6 p.m.

Adjournment:

Commissioner Vanderbeck motioned to adjourn the OPC Board meeting and Mr. Stewart seconded. The motion carried with all Board members voting in favor and no one opposing. The meeting adjourned at 9:44 p.m.

Respectfully submitted,

Amanda Blanks
Secretary