

**Minutes of the OPC Area Board/LME Board Retreat
Saturday, January 26, 2008
Administrative Office - Europa Center**

BOARD MEMBERS PRESENT

Commissioner Kyle Puryear, George Greger-Holt, Lori Ireland, Amanda Blanks, John Stewart, Sandra Herring, Richard Edwards, Lynn Ikenberry

BOARD MEMBERS ABSENT:

Sue Schwartz, Commissioner Moses Carey, Commissioner Tom Vanderbeck, Henry Pleasant, Tina Williams, Virginia Hill

STAFF PRESENT:

Judy Truitt, Dave Jenny, Lynne Hamlet, Donna Prather, Debra Farrington, Janine Reda

GUESTS PRESENT

Jim Martin, OPC Transition Project Manager

SWEARING IN OF NEW BOARD MEMBER

Kyle Puryear, Person County Commissioner was sworn onto the OPC Board by Chair George Greger-Holt. Commissioner Puryear swore he would support and maintain the Constitution and laws of the United States, the Constitution and laws of the State of North Carolina, and faithfully discharge the duties of the office as a member of the Orange Person Chatham Area Program Board.

CALL TO ORDER

OPC Chair George Greger-Holt called the meeting to order at 9:17 a.m.

CALL FOR PUBLIC COMMENT

Mr. Greger-Holt opened the floor for public comment. There was none.

READING OF THE MINUTES

John Stewart motioned to approve the December 6, 2007 Minutes of the OPC Area Board meeting as written. Lori Ireland seconded the motion. The motion carried with eight Board members voting in favor and none opposing.

REPORT OF THE CHAIRPERSON

Mr. Greger-Holt deferred his report to Judy Truitt.

AREA DIRECTOR'S REPORT

1. Caring Family Network

Ms. Truitt explained to the Board that CFN has provided official notification of their intent to pull out of outpatient services in Orange, Person & Chatham counties. Ms. Truitt introduced Jim Martin to the Board. Mr. Martin was hired as the Project Manager for the transition. CFN will still exist as a provider of therapeutic foster care in the OPC catchment area. Mr. Martin and Cim Brailer

will work together to hire OPC temporary staff that will complete the transition team. The transition team would include: three care coordinators, an additional customer service representative, and a Medical records support staff; the goal is to interview and hire someone in the next three weeks and the positions would end June 30, 2008.

Ms. Truitt and Management Team are in contact with staff from the Division of Mental Health regarding the community support moratorium and the possibility of making exceptions for providers who plan to take over the services CFN currently provides. DMH staff has been supportive of this request and are assisting in the coordination with DMA.

Space in all three counties continues to be a problem for providers. Two of the providers involved in the transition plan currently operate out of Orange County but in order to have a site in the other counties they will need to be endorsed. Board members were interested in learning more about providers aiding in the transition. Ms. Truitt assured the Board that she would keep them informed as the transition continues.

2. Mercer Review

OPC was informed in mid-November that Mercer, a national consulting firm, would conduct a system performance evaluation of the Local Management Entities (hereafter known as LMEs). The contract between the Division of Mental Health and Mercer was a result of the legislative requirement that DMH provide the LOC an external evaluation of LMEs.

A Mercer team reviewed OPC on January 11, 2008. The site visit lasted from 8:30 a.m. - 4 p.m. and OPC's strengths and weaknesses were discussed. The weaknesses the Mercer team identified were not surprises; the business system was acknowledged as a major concern regarding the success of the LME and this appears to be a recurring theme across the state.

The Mercer team did not conduct an exit interview and while the team had been scoring OPC, the specific score will not be shared with any of the LMEs. Mercer will rate LMEs as high performing, adequately performing, or performing at an unsatisfactory level; Ms. Truitt believes these ratings will be released in late spring and will form the foundation for any recommendations that DMH makes regarding consolidation of functions and/or mergers. This will be an issue for the Board's consideration as we move to the end of the fiscal year.

LMEs have also been notified that Dr. Alice Lin will be doing a supplemental review, which will be reported to the legislative oversight committee. Dr. Lin will be making site visits in February, meeting with providers and consumers across the state.

3. CARF Accreditation

Ms. Truitt presented information regarding the governance section of the CARF accreditation standards and advised Board members that this section was optional for initial accreditation of the organization. Board members agreed to move forward with implementing several of the expectations such as annual Board self-evaluation, but not include the governance section of the standards in the initial accreditation effort.

Ms. Hamlet presented the following policies for Board approval:

- Aftercare
- Alcohol/Other Drug Use
- Authorization to Videotape & Photograph Participation in Public Activities
- Commitment Procedures
- Consent for Treatment
- Consumer Access to Record
- Continuity of Service Providers
- Discharge From Services
- Disclosure of Protected Health Information
- Endorsement Review Appeal Process
- Fees for Copying Consumer Protected Health Information
- Financial Records
- Incident Report & Review
- Laboratory Testing
- Medical Records
- Minors, Treatment Without Parental Consent, Confidentiality
- No-Shows – Protocol
- Non-Traditional/Unconventional Treatments
- NOTICE OF PRIVACY PRACTICES
- Payment Policy
- Procedures for Consumer Contesting Documents in the Medical Records
- Services to Families with Children – Protocol
- Services to Victims of Abuse & Neglect – protocol
- Treatment of Family Members of OPC Employees
- Treatment/Habilitation Services

Amanda Blanks motioned to affirm the revisions as presented by Ms. Hamlet. Mr. Stewart seconded the motion. The motion carried with eight Board members voting in favor and none opposing.

4. Annual Update

As part of the accreditation effort several documents need an annual review to include: OPC Mission Statement, Code of Ethics, Conflict of Interest, OPC Board Membership Status, the Consumer Handbook and a Board Evaluation.

After reviewing the documents the Board wanted to revise the Code of Ethics to specifically include the OPC Board; therefore, changing the wording to read

“OPC, its Board members and its employees.” The Board also added a section where the Board Chair would annually sign the Code of Ethics on behalf of all Board members.

Mr. Stewart motioned to approve the OPC Mission Statement, Conflict of Interest, OPC Board Membership Status, the Consumer Handbook and a Board Evaluation as written, and the Code of Ethics as revised. Ms. Ireland seconded the motion. The motion carried with eight Board members voting in favor and none opposing.

5. Sub-committee Appointments

The Board reviewed the new sub-committees and reassigned people to committees based on interest and availability (please see the following list).

Finance Committee

Lori Ireland
Sue Schwartz
Commissioner Carey
Commissioner Vanderbeck
Commissioner Puryear
John Stewart

Client Rights

Amanda Blanks

HR/Personnel Committee

John Stewart
Richard Edwards

Nominating Committee

As needed

Provider Community/ Quality Management Committee

Amanda Blanks
Lynn Ikenberry

Service Management Capacity

George Greger-Holt
Tina Williams

Public Awareness and Advocacy

Sandra Herring
Virginia Hill
Henry Pleasant

Committee Minutes:

The sub-committees did not meet. The new committees will begin meeting in February 2008.

Old Business:

There was no old business.

New Business:

Mr. Stewart, Chair of the Nominating Committee, presented the slate of officers for the OPC Board for 2008. Sue Schwartz is nominated for Chair, Lori Ireland is nominated for Vice Chair, and Amanda Blanks is nominated for Secretary. Richard Edwards motioned to approve the Nominating Committee's suggestions. Lynn Ikenberry seconded. The motion carried with eight Board members voting in favor and none opposing.

Board Meeting:

The next Board Meeting is on February 14, 2008 at the Europa Center Suite 490. The committee meetings will begin at 5:30pm and the Board Meeting will begin at 7:00pm.

Adjournment:

Ms. Ireland made the motion to adjourn the OPC Board retreat and Ms. Blanks seconded. The motion carried with all Board members voting in favor and no one opposing. The meeting adjourned at 11:49 a.m.

Respectfully submitted,

Amanda Blanks
Secretary