

**Minutes of the OPC Area Board Retreat  
Thursday, January 8, 2009  
Administrative Office - Europa Center**

**BOARD MEMBERS PRESENT**

Commissioner Tom Vanderbeck, Commissioner Jimmy Clayton, Amanda Blanks, John Stewart, Sue Schwartz, Virginia Hill, Richard Edwards, George Greger-Holt

**BOARD MEMBERS ABSENT:**

Lynn Ikenberry, Sandra Herring, Debbie Carson, Rachel Winstead

**STAFF PRESENT:**

Judy Truitt, Dave Jenny, Donna Prather, Debra Farrington, Ivy Williams, Michael Norton, Janine Reda

**GUESTS PRESENT**

Gwen Harvey, Orange County Assistant Manager

**CALL TO ORDER**

OPC Chair Sue Schwartz called the meeting to order at 6:17 p.m.

**CALL FOR PUBLIC COMMENT**

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

**REPORT OF THE CHAIRPERSON**

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

**AREA DIRECTOR'S REPORT**

**1. Annual Review of OPC's Mission Statement and Code of Ethics**

- a. Ms. Truitt asked Board members to review the Mission Statement and the Code of Ethics. Commissioner Vanderbeck suggested modifying the Code of Ethics in part to read '...we strive to protect the privacy and confidentiality of persons served, while preventing harm and complying with legal requirements', instead of '...we strive to protect the privacy and confidentiality of persons served not inconsistent with the prevention of harm or compliance with legal requirements'. George Greger-Holt motioned to approve the OPC Mission Statement and Code of Ethics as revised. John Stewart seconded. The motion carried with all Board members voting in favor and no one opposing.

**2. Annual review of OPC's Local Business Plan 2007 - 2010**

- a. OPC's current Local Business Plan (LBP) was submitted to the Division of Mental Health on March 28, 2007. This plan is in place until 2010. Since the submission of the plan several additional requirements have been added to the contract between DHHS and LMEs. OPC has reviewed the LBP, the annual agency work plan and the contract to ensure that there is consistency across all documents. Revisions will be posted on the OPC webpage. Ms.

Truitt solicited additional revisions from the Board. The Board did not have any to include at this time.

### **3. Utilization Management Plan and Planning of Service Dollars**

- a. OPC's Utilization Management Committee is a cross-departmental committee, which Donna Prather, M.D. chairs. UM reviews the service dollars and creates plans that spread the funds across the disability groups.
- b. Ms. Truitt and Dr. Prather presented OPC's UM plan that outlines both the principles and procedures that guide the committee's work. Ms. Truitt requested that Board members review and approve the UM plan. Board members identified several places where acronyms were used before the term was spelled out in another section of the document. The Board requested this be corrected in the future.
- c. Ms. Truitt provided the Board with graphs that identify how service dollars are distributed across the age and disability areas (Board packet pages 20-25). Ms. Truitt used the adult mental health category as an example of the distribution of funds to services such as ACTT and residential services. Each year the UM committee takes the original allocation letter and designs benefit plans based on historical usage, as well as current and projected needs during the fiscal year. Because of concerns regarding overall funding stability OPC issued six month contracts this fiscal year for the majority of our service dollars. Upon receipt of the identified reductions in November, OPC issued contracts for an additional three month period. In early March we will review all data and determine how much funding remains for distribution. While there has been no definitive information provided, Management Team and UM will operate as if the funding cuts this fiscal year will not be restored in SFY09-10.
- d. Ms. Truitt requested guidance from the Board on funding residential services. It is clear in the distribution of service dollars that residential services utilizes a significant percentage of our funding, for a relatively few individuals. In the past OPC staff and the Board agreed to support residential services at this level because many high-need consumers become unstable when they aren't receiving the 24/7 care available in residential group homes. Board members agreed to continue with the present distribution of funding, with the expectation that UM will monitor closely.
- e. Richard Edwards motioned to approve the UM Plan with all revisions. Mr. Greger-Holt seconded. The motion carried with all Board members voting in favor and no one opposing.

#### **Old Business:**

##### **Board Meeting Date**

The OPC Board decided to amend their regularly scheduled Board meeting each month from the second Thursday of the month to the fourth Wednesday. If any ongoing conflicts exist for Board members not in attendance at the Board Retreat, the Board will reevaluate the new date at the February Board meeting.

### **Administrative Office Space**

The Board discussed the renewal of Europa office lease. The current lease ends June 30, 2009, and six months notice is required to consider modifying the lease. OPC will need to inform Grubb and Ellis (the property management company) by January 30, 2009 of any changes. OPC still hopes to be included and considered in the new administrative office space in Hillsborough, but even if approved that would not be available until 2012. Management Team recommends that OPC's Administrative Office continue to occupy the 490 Suite in the Europa Center, expecting a 3% increase in rent for each year. Amanda Blanks recommends renewing the lease and negotiating better terms. Commissioner Vanderbeck seconded. The motion carried with all Board members voting in favor and no one opposing.

### **Business System Update**

Ms. Truitt advised the Board that OPC is currently reviewing options for purchase of a new business system. The planning has included on-going discussions with representatives from Five County Area Authority, who have expressed support in the past for a joint purchase of a new system. Ms. Truitt advised that she met with the Five County Area Board Chair, who agreed that it would be in the best interest of both agencies to consider maintaining a common system. The two business systems that OPC is considering are DeFran and NetSmart-Avatar. The prices for the two programs are very different. OPC understands that Netsmart would cost approximately \$1M in startup and DeFran would cost \$349,000 for startup. Debra Farrington and several other staff members will be visiting neighboring LMEs to see the two systems in actual operation. Management Team hopes to make a recommendation to the Board at the February meeting regarding purchase of a new system.

### **Board Officers Nomination & Election**

Mr. Stewart will convene the Nominating Committee before the February meeting. He plans to receive input from Commissioner Vanderbeck and Sue Schwartz. They will make recommendations at the February 2009 meeting.

### **New Business:**

#### **Area Board Member Training**

Ms. Truitt distributed information regarding training for members of area authority mental health boards entitled "The Essential Governing Responsibilities of LME Boards". The training, developed by the Institute of Government, is available at no cost on the Institute's website.

#### **Orange County Commissioner Appointment**

Ms. Schwartz inquired about the Orange County Commissioner Board member vacancy. Ms. Truitt shared that Orange County plans to discuss commissioner appointment at one of their next two meetings, and OPC should have a new Commissioner by the February 2009 meeting.

**Board Meeting:**

The next OPC Board meeting is currently tentatively scheduled for February 25th, 2009. The sub-committees will meet at 5:30 p.m., the Finance committee will meet at 6:00 p.m. and the Board will convene at 7:00 p.m.

**Adjournment:**

Mr. Stewart motioned to adjourn the OPC Board retreat and Mr. Greger-Holt seconded. The motion carried with all Board members voting in favor and no one opposing. The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Amanda Blanks  
Secretary