

**Minutes of the OPC Area Board**  
**Monday, June 14, 2010**  
**Administrative Office - Europa Center**

**BOARD MEMBERS PRESENT:**

Commissioner Bernadette Pelissier, Commissioner Jimmy Clayton, Commissioner Tom Vanderbeck, Lynn Ikenberry, Amanda Blanks, George Greger-Holt, Rachel Winstead, Sue Schwartz, Heather Nash, Mary Cay Corr

**BOARD MEMBERS ABSENT:**

Richard Edwards, John Stewart

**STAFF PRESENT:**

Judy Truitt, Lynne Hamlet, Donna Prather, Ivy Williams, Debra Farrington, Tom Velivil, Jolene Meyer, Cim Brailer, Michael Norton, Janine Reda

**GUESTS PRESENT**

LeAnn Brown, OPC's Attorney

**CALL TO ORDER**

OPC Board Vice-Chair Lynn Ikenberry, M.D. called the meeting to order at 7:17 p.m.

**CALL FOR PUBLIC COMMENT**

Dr. Ikenberry opened the floor for public comment. There were no comments.

**READING OF THE MINUTES**

Commissioner Bernadette Pelissier asked that her name be correctly spelled in the System Updates section of the May 2010 minutes. Sue Schwartz motioned to approve the May 2010 minutes of the OPC Area Board meeting with the noted correction. Commissioner Tom Vanderbeck seconded the motion. The motion carried with all Board members voting in favor and none opposing.

**REPORT OF THE CHAIRPERSON**

Dr. Ikenberry deferred the remainder of his time to Judy Truitt.

**AREA DIRECTOR'S REPORT**

**1. Needs Assessment**

- a. Cim Brailer presented the Needs Assessment Update to the Board. Needs Assessment quarterly reports have been put on hold by the Division of Mental Health/Developmental Disabilities/Substance Abuse Services (DMH). Ms. Brailer and Management Team support suspending the Board and CFAC updates until there is a more definite plan. The Board supported this recommendation.

**2. White Oak**

Judy Truitt reported to the Board that an offer had been received for the purchase of the White Oak Property in the amount of \$200,000.00. In connection with the offer, the offeror requested that work cease on the house. LeAnn reminded the Board that negotiation for the sale of property is an item that can be discussed in a Closed Session. Commissioner Vanderbeck moved to enter into Closed Session to discuss the White Oak property. Commissioner Clayton seconded the motion. The motion carried. All Board members voted in favor.

### **3. First Reading of the Revised Bylaws**

- a. Ms. Truitt reviewed the changes recommended for the OPC Bylaws. These revisions relate to the schedule, design and function of the Board committees. Ms. Truitt also updated the name of the Department of Health and Human Services as it had previously been called the Department of Health and Human Resources. Commissioner Vanderbeck motioned to approve the first reading of the OPC Board Bylaws. George Greger-Holt seconded the motion. The motion carried with all Board members voting in favor and no one opposing.

### **4. Retiree Benefits**

- a. Ms. Truitt advised the Board that she would be asking them to review the agency's policy regarding Retiree Benefits to consider if any changes are needed.

### **5. Medical Records**

- a. In preparation for the upcoming move from the Northside campus, multiple records that are eligible for destruction under the State Records Retention and Disposition Schedule were located. The records are from various OPC programs, and include 28 boxes of Driving While Intoxicated (DWI) and Alcohol Drug Education Training School (ADETS) records, dating from 1987 through 1992. The current OPC Policy and Procedure states that records may be destroyed after the retention schedule has been fulfilled and with approval of the Board. Commissioner Clayton motioned to destroy the 28 boxes of records and any other records found that are eligible for destruction. Mr. Greger-Holt seconded the motion. The motion carried with all Board members voting in favor and no one opposing.

## **FINANCE OFFICER'S REPORT**

Jolene Meyer presented the Finance Update and the Financial Activity Report:

- Our funding from the State is still running behind and from a total dollar aspect is getting higher. Time of year plays into the total as we push providers to complete their non-UCR billings for the fiscal year. As of June 1, 2010 four May IPRS checkwrites are outstanding (\$703,113) as are the April & May Local Management Entity (LME) funds (\$752,466) and two Non-UCR drawdowns (\$938,378).
- Financial statements for May and YTD are in your Board packet. Also included in your packet is Budget Revision three for SFY 2010 and a "continuing" budget resolution to begin SFY 2011.
- LarsonAllen visited the week of May 24<sup>th</sup> to do their initial field work for the 2010 audit. They reviewed medical records, payroll, contracts, accounts payable and personnel documents. There were no findings.
- We have completed two weeks of provider training on use of the new system. Provider Direct is the web-based interface for providers to request services and submit billings.
- State auditors arrived today to audit SFY's 2008 & 2009. They will be examining non-UCR payments, use of Mental Health Trust Funds and LME settlement reports.
- Ms. Meyer then presented the Financial Activity Report. Rachel Winstead, Ph.D. motioned to approve the Financial Activity report. Ms. Schwartz seconded the motion. The motion carried with all Board members voting in favor and no one opposing.
- The Board then discussed the final Budget Resolution for SFY09-10. Commissioner Pelissier

motioned to approve the Budget Revision Three. Commissioner Jimmy Clayton seconded the motion. The motion carried with all Board members voting in favor and no one opposing.

- Lastly, the Board contemplated a Continuation Budget for SFY10-11. Commissioner Vanderbeck motioned to approve the proposed Continuation Budget. Ms. Schwartz seconded the motion. The motion carried with all Board members voting in favor and no one opposing.

## **COMMITTEE REPORTS**

### **Finance Committee:**

The Finance committee had no further information beyond Ms. Meyer's report. The next Finance meeting will be held on July 12, 2010 at 6 p.m.

### **Human Resources Committee:**

The HR Committee is currently meeting on an as-needed basis.

### **Client Rights Committee (CRC):**

Ms. Blanks reported that the Client Rights Committee hopes to fill some seats on their committee. The areas in particular need are substance abuse professionals and family members of people with a developmental disability. Their next meeting will take place Tuesday, July 6, 2010.

### **Consumer & Family Advisory Committee (CFAC):**

Heather Nash indicated that at the May CFAC meeting Peggy Yonuschot presented information on the upcoming Crisis Intervention Team Training, Disaster Preparedness and Crisis Response and the Needs Assessment. CFAC also discussed the IPRS budget package and CFAC's budget proposal. CFAC meets on the third Thursday of the month at 6 p.m.

## **OLD BUSINESS:**

The Board briefly discussed a follow-up from Chair, Richard Edwards' question from May regarding Community Support Team providers and the number of consumers who would need to be transitioned if services should cease. A detailed explanation can be found on the secure Board section of the OPC website.

## **CLOSED SESSION:**

Commissioner Vanderbeck then motioned to enter closed session to discuss the White Oak property. Commissioner Clayton seconded the motion. The motion carried with all Board members voting in favor and no one opposing.

The Board returned from the Closed Session and authorized Judy Truitt to negotiate with regard to the White Oak offer received and, if the negotiations produced a satisfactory offer based upon the price parameters discussed in Closed Session, Ms. Truitt was authorized to receive the offer and proceed with the upset bid process required for the sale of the property.

## **NEW BUSINESS:**

There was no new business at this time.

## **Board Meeting:**

The next OPC Board meeting is scheduled for July 12, 2010. The Finance committee will begin at 6 p.m. The Finance committee will disband at 6:30 p.m., the System Updates conversation will be from 6:30 p.m. to 7:15 p.m., and the Board will officially convene at 7:15 p.m.

## **Adjournment:**

Ms. Schwartz motioned to adjourn the OPC Board meeting and Commissioner Pelissier seconded. The motion carried with all Board members voting in favor and no one opposing. The meeting adjourned at 8:28 p.m.

Respectfully submitted,

Amanda Blanks  
Secretary