

# Livingston County Mental Health Board 708 Board Meeting Minutes

October 15, 2015

Revised

**708 Board Present:** Jack Vietti, Steve Tock, Laura Leslie, Ed Legner, Bob Walter and Mark Donovan

**377 Board Present:** Bob McCarty and Mary Etta Mullen

**Livingston County Board Members:** Jack Vietti

**Staff Present:** Chris Myers, Amy Zick and Janice Golliday

**Guests:** Joe Vaughan, IHR; and Karen Donovan, Futures Unlimited

President Jack Vietti called the 708 Board meeting to order.

It was moved by Bob W. and seconded by Laura to approve the Aug. 31st, 708 Board minutes. Motion carried.

It was moved by Laura and seconded by Ed to approve the 708 Board August and September check listing. Motion carried.

It was moved by Ed and seconded by Mark to approve the 708 Board August and September financial statements. Motion carried.

## **Executive Director Report:**

- Chris reported that a donation to the Livingston County Cancer Fund was given in memory of Steven Barnard, IHR IT specialist, and who also did the IT work for Mental Health when requested. A thank you note from his wife Sherry, was passed around the room for the board members to read. He will be missed by all.
- The October levy for the second payment was received for FY15. The amounts received were, \$440,000 for the 708 Board and \$198,000 for the 377 Board.
- Chris and Mary Etta attended the ACMHAI conference and Mary Etta said it was good. Discussions included the Affordable Health Care Act, electronic billing, electronic of health information and sharing of information regarding what is happening in other counties.
- Chris attended an all-day grant writing course at Heartland. She has not had the opportunity to write one yet. She did receive a lot of good information and resources.
- Alisha participated on a webinar regarding DHS billing and the use of the new ICD-10 codes.

## **Old Business:**

- The Mental Health First Aid Training is scheduled for November 14<sup>th</sup> for any first responders such as ambulance, emergency room, law enforcement and fire department staff. Mandy Roberts-Lieb is the coordinator for this training. The 708 Board is funding this training.
- Chris and Amy completed their first audit of Futures Unlimited. The worksheet that was created will need a few revisions. It was a learning experience for Futures Unlimited as well. IHR is scheduled the end of October. Chris hopes to schedule ADV/SAS for an audit in November.

**New Business:**

- Janice gave the annual report on health and safety. The quarterly inspection reports were fine except for a couple of carbon monoxide detectors needed replacement which the maintenance department corrected. A revision was made to the Code Red Policy based on Sheriff Childress suggestion at meeting held November 2014. The three agencies in the H&E building along with maintenance, the sheriff department, fire department and Seico will be held on October 29<sup>th</sup> regarding the Seico lock down system in hopes of individuals in the departments understanding how the system operates. Steven Barnard, who recently passed away, was the main person who took care of the system. The new health and safety calendar for the year was also presented for the board to review.
- In the packets a sample agency purchase of service agreement was attached for discussion on any changes that the board felt may be needed. After a brief discussion amongst the board and the agencies present a few minor wording changes were suggested.

**Agency Comments:****Institute for Human Resources:**

- Joe reported IHR discontinued their contract with the psychiatrist, Dr. Heritch. For now they will utilize Beth Robert, APN and Dr. Puga, child and adult psychiatrist, to serve their clients. Joe would like to hire an additional APN but they are in high demand.

**Futures Unlimited:**

- Karen reported that they are back to working 5 days a week. They continue to be financially cautious until the state budget is passed. They continue to attend rallies. The budget doesn't look to be passed until possibly next March, is what Karen has been hearing.
- Karen realized with the audit which was just conducted, Futures Unlimited needs to change their system. One change she is looking into is new software to improve their documentation for accuracy. The software is pretty pricey.

**ADV/SAS:**

- Not present.

**Mosaic**

- Not present.

It was moved by Laura and seconded by Bob W. to go into executive session regarding a personnel topic. Motion carried.

It was moved by Laura and seconded by Mark to come out of executive session. Motion carried.

It was moved by Steve and seconded by Bob W. to require Futures Unlimited to begin only billing for Job Coaching hours under Supported Employment instead of actual work time of the client.

It was moved by Bob W. and seconded by Laura to adjourn. Motion carried.

Respectfully submitted,

Laura Leslie, Secretary