



**JBH EXECUTIVE BOARD
 MEETING MINUTES**

MEETING DATE: January 26, 2009 – 1:00 – 4:00

MEETING LOCATION: JBH Conference Room

BOARD PRESENT: John Elliott – Klamath County; Dave Toler – Josephine County; Dave Gilmour – Jackson County; Kevin Stufflebean – Coos County (by telephone)

JBH STAFF: Dave Bast, Bob Furlow, Mike Sewitsky, Patty Terhune, Karen Cady

COUNTY MENTAL HEALTH DIRECTORS: Ginger Swan, Coos County; Joe Adair, Curry County; Maureen Graham, Jackson County; Ann Lynn, Klamath County (by telephone); Kim Miller, Options

Board Chair Commissioner Elliott called the meeting to order at 1:05 p.m. and asked for introductions.

CONSENT CALENDAR

Minutes of Board Meeting 10/27/08
Commissioner Elliott asked for comments or changes to the minutes, of which there were none.
Commissioner Elliott asked for a motion to approve the minutes as presented.
Motion: Commissioner Stufflebean motioned to approve the minutes as presented and Commissioner Toler seconded. Motion approved by all.
Minutes of Board Meeting 12/08/08 – 12/10/08
Commissioner Elliott asked for comments or changes to the minutes, of which there were none.
Commissioner Elliott asked for a motion to approve the minutes as presented.
Motion: Commissioner Stufflebean motioned to approve the minutes as presented and Commissioner Toler seconded. Motion approved by all.
JBH Update Report
Dave explained that report is to provide an update to the Board over the last couple of months and asked if there were any questions.
Commissioner Elliott asked about the Encounter data in the report and asked if JBH is having any difficulties with PHTech as to the throughput JBH is getting. Bob Furlow commented that he does not believe it is a problem with PHTech but rather with the data coming into PHTech. He explained that he feels it more a matter of training on the data going in. He would like to see better utilization by using the data by JBH and its stakeholders.
Commissioner Elliott commented on the error with the removal of all JBH Members from the system. Dave Bast explained that this was not an error on the PHTech side but rather a problem with the migration of information on the Douglas County members

to the GOBHI system by AMH. He explained that all members have been resorted. He commented that the integrity of what is being put into the system is very good. The error rate of those 59000 is about 1.2% which is significantly lower than anytime in the past. The problem is if we are getting all the encounters the region is entitled to, which is where the issue continues to be. The reporting has improved but there is the question of are we capturing all of the encounters under the case rate system.

Commissioner Elliott asked if the Providers are aware that they will not be paid for their case rate services until PHTech has received and approved the billings. Dave Bast stated that they were. Bob Furlow explained that they were notified in November of this and that as of February 2009 is when it will start; this was to allow them some transition time. Dave Bast commented that Providers are acutely aware of the fact that they have to get the information in, in order to get the money out and are doing an excellent job. There is still room for improvement on the County side.

Commissioner Elliott asked about the staffing for DDRV and if it should not be six counties not five. Dave Bast explained that DDRV continues to serve the six counties.

EDUCATIONAL UPDATE

Karen Cady, Regional Children's Program Coordinator

Karen Cady provided an update to the Board, including:

- A focus group meeting facilitated by the State, including Providers, families, school juvenile departments. The purpose of the meeting was to focus on the areas the group felt needed work. She explained how a plan will be developed to work through the findings with the group. The first planning session was held in January and will be an ongoing project.
- A new requirement by the State, through JBH's contract. The ISA (Intensive Service Array) Progress Report will need to be completed by the counties and Karen has been meeting with each county as to how to complete the report.
- An update on the Utilization Management Review being conducted by JBH for all children in ICTS Care. The Utilization Management Plan continues to be worked on with Counties and Providers.

Commissioner Elliott asked about the need for a JBH Encounter Data manual similar to GOBHI's and how their manual is working. Karen indicated that it has been working well.

- A training conducted by David Barkin with the Care Coordinators and the positive feedback received. Continued trainings will begin in February.
- An update on the number of children in the various types of services.
- An explanation of the new State mandates and how she will become more involved in the "4-C's" meetings around the region.
- Training be conducted by PHTech for the Counties
- The State's requirement around wrap around in which they are communicating that this will be a new requirement for the MHO's and Counties.

Commissioner Elliott asked if the PHTech training was around encounter data and commented that it seems the Encounter Data manual and the training should coincide. Karen explained that the creation of the manual will be much more involved than the trainings taking place.

Bob Furlow explained that there are some slight differences between how GOBHI and JBH work with the encounter data. Commissioner Gilmour commented that it would be helpful for PHTech to be involved in the creation of the Encounter Data manual.

Commissioner Toler asked about the question from Providers on the need for the case rates in the Utilization Management plan. Karen explained that were created with the idea of simplifying things but now that it is in place JBH and Providers are finding that it is in fact harder to track certain levels of service. It makes encountering more difficult. Dave Bast added that during the creation of the plan the suggestion of the case rate was implemented. Other MHOs are using other models after trying the case rate system. JBH wants to sit down with the Providers again to look at other options.

ACTION ITEMS

Approval of Policies and Procedures: Grievance and Appeal

Dave Bast explained that this is the third time the Board has seen this which is a result of continued changes by State and Federal regulations. Bob Furlow added that the changes are more cosmetic than structural and added the reason for the changes is the emphasis on this by the State and Federal agencies.

Motion: Commissioner Toler motioned to adopt the updated Grievance and Appeal Policy and Procedure and Commissioner Gilmour seconded. Motion approved by all.

Approval of Policies and Procedures: Fraud and Abuse

Dave Bast explained this is a similar situation as the Grievance and Appeal Policy and Procedure and stated that the language is straight from State and Federal regulations.

Motion: Commissioner Gilmour motioned to adopt the Fraud and Abuse Policy and Procedure and Commissioner Toler seconded.

Motion approved by all.

Consultation: Wraparound Consultant and Strategic Planning

Dave Bast explained that there are three big initiatives coming down from the state; wrap around, integration of physical and mental health and what adjustments MHO and counties need to be made due to budget short falls. He would like to consider having a consultant to begin strategic planning in order to get everyone's voice heard as to what the top 3-5 priorities for JBH and its stakeholders over the next year. Adding to that the need for understanding the State's initiative for wrap around services. He asked the Board if he was correct in understanding he has the authority to the hiring of a consultant and therefore was bringing it to the Board for discussion. Dave also explained that he presented this to the CMHP Directors and there was not a complete consensus on this being the right time for it being that we don't yet know what the State's budget shortfall will be.

Commissioner Gilmour stated he understands the need but he too is hesitant to proceed until we do have a better idea of what the budget cuts will be. Commissioner Toler and Elliott agreed.

Bob Furlow asked if the Board would like JBH to wait until the summer before it proceeds. The Board agreed JBH should wait. Dave Bast commented that understands the Board wanting to wait and added that he does think it would be good for JBH to get ahead of the curve on both integration and wrap around in order to know enough about the process so we can state our regional position to the State as to why we can not do what they may want us to do with the resources available.

Commissioner Elliott asked that there be a discussion or a white paper on wraparound and what it actually is. Commissioner Gilmour added to include where it's implemented and if it is working.

The Board discussed the outcome of the SWOT analysis conducted at a JBH Staff meeting. Dave Bast explained that this was just the beginning of the strategic planning by looking at what JBH staff felt the priorities should be both internally and in partnership with its stakeholders. He explained how some of this process ties into the site reviews with the State and Acumentra and allowing JBH staff to focus on ways to continue the improvements being made at JBH.

REPORTS

Acumentra Review

Bob Furlow explained that the review went very well. The Acumentra team looked through several documents and records provided by JBH staff. He provided a detailed explanation of the review process with Acumentra and JBH staff. He explained the feedback from Acumentra at the end of the review showed JBH had greatly improved and are within the standards. He explained that one area Acumentra did challenge JBH on was activities were actually delegated and that this discussion drastically changed that list of delegated activities. JBH is now working with its counties on that list. He stated that he is confident that the list Acumentra will provide from that review will be very doable. He complimented JBH staff on their participation in the review.

Commissioner Stufflebean had to step away from the meeting at this point.

Commissioner Gilmour commented that his thought is that the practices won't really change much but that the documentation is now more accurate.

Bob Furlow commented that when JBH does future site reviews it will be doing a delegated review which be more attuned with how the other organization are functioning.

Bob Furlow explained that all of JBH counties will have a state audit in 2009 and that, along with JBH's report, will give JBH a great benchmark to work with.

Credentialed Status of JBH Counties and Contracted Providers

Bob Furlow explained that all programs in the Region have been reviewed and come with a recommendation to be credentialed.

This was changed to an Action Item.

Commissioner Elliott asked what the timeline. Raetta explained that this would be a recommendation that the programs be recredentialed and they would be recredentialed as of the date of the review; that recredentialed status would be for two years.

The agenda item was not Noticed as an action item and will therefore be placed on the Consent Agenda at the March 2009 Board Meeting. Commissioner Elliott asked for motion to place this on the Consent Agenda for February.

Commissioner Toler motioned that the Board would approve the Recredentialed Status, subject to it being added to the February Consent agenda and Commissioner Gilmour seconded. Motion approved by all.

Financial Report

Mike Sewitsky explained that the 2007/08 audit is complete and awaiting the draft report. He explained that Paul Nielsen will be here in February to ask for approval of their audit report. He also explained that a draft report was done by the GOBHI auditors and that it was more extensive in that they went back to the origins of the Reserve Funds. He stated this report would also be available in February.

Mike Sewitsky explained that rates went up by 10% and provided details of the breakdown for the services. He explained that it is unknown as to how long those rate increases will last. He stated that with the increase JBH will be able to replenish the reserves used to deal with the past deficits. Dave Bast added that JBH has made it known to its providers that this does not give JBH a surplus and until budget cuts are known it will not be increasing its rates for Providers.

Maureen Graham asked if the amount earmarked for ITS was a JBH or AMH decision. Mike explained that it was an AMH decision.

Mike explained in detail the use of funds in ITS and ICTS Services and pointed out some of the improving trends. He explained the detail in the Acute Care budget and the Administrative budget surplus.

Mike explained that there will need to be a supplemental budget based on the additional funds JBH has received. This will be presented at the April Board meeting.

Commissioner Elliott asked if there were any other questions on the financial report, of which there were none. The Board complimented JBH staff on their work.

DISCUSSION TOPICS

Bylaws and IGA Revisions

Dave Bast explained that with the leaving of Douglas County it is necessary to amend the Bylaws and the IGA. He explained some of the areas that need to be addressed in the bylaws. He stated the documents need to be updated and asked if the board would like a Board sub-committee or have the Board directly address the changes and have Paul Nolte draft a redline of the two documents.

Commissioner Gilmour commented that in the IGA, Section 2.10, is confusing and has probably even changed since it was written. He suggested it be removed from the IGA until all of us have a better understanding of what it really is.

Commissioner Toler suggested a more clear definition of what the Executive Committee is under Section 1.1.9 of the IGA as the definition in the IGA and the Bylaws do not match up. He also suggested in the Bylaws that there be a longer timeline on Article II, Section 3; e.g. 180 days instead of 90.

Commissioner Elliott suggested that in the IGA, under Section 1.1.15, that "Office" is stricken from the definition.

Dave Bast suggested rather than a redline version of the IGA that this time there be a clean version to adopt.

Instructions to the Board – review IGA and Bylaws and email concerns to JBH. JBH will have counsel draft new documents for presentation to the Board. The timeline will be contingent upon Counsel's schedule.

2009 Board Meeting Schedule

Dave Bast explained that one Board member suggested moving meetings to a Friday. Board members present at this meeting agreed that Monday's worked better. Commission Elliott asked if there were any objections to leaving on the 4th Monday of each month, of which there were none.

PUBLIC COMMENT

Commissioner Elliott thanked the CMHP Directors and the Providers for their hard work over the last year. Commissioner Gilmour complimented the improvements of the last year.

ADJOURNMENT

Meeting adjourned at 2:25 p.m.