



**JBH EXECUTIVE BOARD  
MEETING MINUTES**

**MEETING DATE:** January 25, 2010

**MEETING TIME:** 1:00 – 4:00

**MEETING LOCATION:** JBH Conference Room

**BOARD PRESENT:** John Elliott – Klamath County; Dave Gilmour – Jackson County;  
George Rhodes – Curry County

**JBH STAFF:** Dave Bast, Bob Furlow, Mike Sewitsky, Patty Terhune, Ann Ford, Frank Kennedy,  
Karen Cady

**CMHP DIRECTORS:** Ann Lynn – Klamath County; Ginger Swan – Coos County; Jan Kaplan – Curry  
County; Kim Miller – Options; Maureen Graham – Jackson County

Board Member Commissioner Elliott called the meeting to order at 1:00 p.m. and asked for introductions.

**CONSENT CALENDAR**

**Board Meeting Minutes of 11/02/09  
Board Meeting Minutes of 12/14/09 – 12/21/09**

Commissioner Elliott asked if there were any questions or corrections to the meeting minutes for, of which there were none.

**Motion: Commissioner Rhodes motioned to approve the minutes 11/02/09 and 12/14/09 – 12/21/09 and Commissioner Gilmour seconded. Motion approved by all.**

**Commissioner Elliott stated that there was a quorum present for the meeting.**

**REPORTS**

**JBH Board Update Report**

Dave Bast stated that if anyone had any questions regarding the update that he would be glad to answer those. He added that the tone in the update will show that there is a lot more pressure being put on the State by the Federal government which is of course flowing down to the county level.

He explained that the lease signed for JBH’s new building will result in an annual savings of \$36,000

along with the landlord agreeing to pay for up to 50% of the improvement costs.

Dave Bast provided a detailed report on some current activities taking place at the State level. The first being the Wraparound Project, which Jackson and Josephine counties will be participating in. The most recent is the Adult Mental Health Initiative which Dave Bast explained is in the very early stages and that he will be participating on the planning committee with the hopes of gathering details on how this initiative will affect JBH and the Counties. The Board discussed the funding streams for these types of projects and how they might be impacted on the current tax measures on the ballot this week.

John Elliott expressed concern over the issues with the State's MMIS system and the effect it is having on being able to submit encounter data from December 2008 to December 2009. Dave Bast explained some of the issues that have been going on from an actuarial perspective and how current processes may not be the best. Bob Furlow explained the ongoing issues since the rollout of the State's new MMIS system and that the most recent resolution date is October 2010. The Board discussed options of getting some traction from the State to get this fixed. Commissioner Elliott asked if the Mental Health Directors had any input. Maureen Graham suggested that since PHTech is our claims processor that we stand behind them and support them as they have the manpower and knowledge to act on behalf of the region with the State.

### **Financial Report**

Mike Sewitsky provided a detailed explanation of the Financial Report for the first six months of the fiscal year. During the report the Mental Health Directors suggested that the capitation figures shown in the reports they receive each month be broken out between gross capitation and administrative capitation.

### **JBH Oversight Responsibilities**

Dave Bast explained that there is a lot more emphasis from the Federal level on not just fraud and abuse but fraud, waste and abuse. He commented that with this emphasis, it requires JBH in its oversight responsibilities to look more closely at its contractors that receive capitation to make sure their meeting all of the rules that are being put on by the State. Dave Bast explained that this changes JBH's emphasis on needing to begin looking more closely at the county operations in a cooperative way to see if there are ways to improve operations.

#### **1. Delegated Reviews**

Ann Ford explained that the information provided was an internal summary of the reviews conducted by JBH. She explained that what this does is give the region a baseline and to begin identifying where the deficiencies are, what improvements can be made and how to work with the counties and the QA committees during the process over the next year.

John Elliott commented on the internal summary and the "golden thread" concept. Ann Ford explained that when the State and OPAR audits, the thing they talk most about is the "golden thread" and that is what you do on the assessment, what's the diagnosis, what's in the treatment plan and what's in the progress note and how they all relate to each other. She commented that regardless of the ISSR's this is going to be the push on clinical documentation is to get that golden thread concept in there. She added that there is talk with the QA Committee on how to establish uniform outcome measures across the board.

The group discussed some of this issues with being able to measure progress, implement the changes that are being suggested in both the Federal/State reviews and JBH reviews and getting it to work in the varying processes of the counties.

#### **2. Claims Processing and Approval Policy Update**

Dave Bast provided a brief history of why this policy was developed. Bob Furlow explained some of the structural issues with the policy and that when those issues are identified the

timeline will be waived. He explained that since the policy has been in effect, all encounter has been submitted within the required timeline. Bob Furlow explained some of the other issues around the timelines in the policy. The group discussed the need from some problem solving discussions with the policy to see if there is a way to resolve some of these issues.

### 3. Level of Need Update

Dave Bast explained that this is requirement that has been a frustration for everyone. Karen Cady explained the new requirements that were put out by the State in 2009 and provided details on the process. She explained that the outcome of what was submitted between Level Of Need data and ISA data did not match and that she has been working closely with the Care Coordinators on how to make the two data sets match. Karen Cady provided a summary of how the State views how the Level of Need and ISA should work together and provided some case examples. She explained that this has been ongoing issue and has involved a lot of staff time for everyone. Some of it a result of internal system and perhaps just needing a better understanding of how the data goes into the system.

The group discussed some of the potential problems causing the inconsistency as well as some potential solutions to gaining a better understanding of the processes and getting the data match.

### 2010 Meeting Calendar

The Board reviewed the 2010 calendar with consensus being to remove the August 23<sup>rd</sup> meeting and the December 22<sup>nd</sup> meeting.

## ACTION ITEMS

### Changes in the Children's Utilization Management Plan and B1 Fee Schedule

Dave Bast explained that a lot of work with the Providers has been put into the Children's Utilization Management plan and this plan is not one written in stone. Karen Cady provided a detailed explanation of the changes made to the Plan and the B1 Fee Schedule.

Maureen Graham asked for more discussions around the new BRS rates due to the impact it has on their capitation. Dave Bast provided some history as to why JBH made the decision to increase the rate. Dave Bast asked if there was a preference to approve the plan with the current changes or for the board to not take action. Maureen Graham stated her preference would be to approve the plan changes, excluding item number 4 and 5 on the summary. Following discussion it was decided that the new BRS case rate would be monitored for three months to see the impact it has on the counties. JBH would also work with Jackson County on some of the impacts this has on their contracts with certain providers.

Commissioner Elliott pointed out a discrepancy between the plan and the fee schedule; one of the day treatment services is missing in the plan.

**Motion: Commissioner Gilmour motioned to adopt the changes in the Children's Utilization Management plan with noted corrections and B1 Fee Schedule with changes made to code T1016 and Commissioner Rhodes seconded. Motion approved by all.**

### Update of JBH Personnel Rules

Patty Terhune provided a high level summary of the changes made to the Personnel Rules and explained the majority of the changes made are a result of recommendation by JBH Counsel and recommendations made by Acumentra following its review of JBH. Dave Bast explained that the reason this is being presented to the Board as a package is in part of comparing JBH to other MHOs and also brining the policy up to date with the more modern policies. Dave Bast presented four issues and proposals for improvement:

1. He explained that with the recruiting issues JBH has experienced and with several of its

employees near the top of their scale he would like to propose increasing the current scale from 5-steps to 7-steps; with steps 6 and 7 going into the retirement plan.

2. Another proposal was regarding the current retirement plan with AIG Valic and the fact that employee contributions have decreased dramatically due to the stigma of the AIG. Dave Bast proposed moving the retirement plan another firm.
3. Changing the Per Diem Rate to align with State approved rates due to the number of employees that travel to metro areas.
4. Change the accruals and payout of vacation and sick leave. With the current amount of sick leave that can be accrued could potentially be detrimental to the operations of the organization given its size. The proposal is to reduce the accrual amounts of vacation and sick leave with anything over the new accrual caps being paid into a special pay plan.

The Board discussed the reasons behind JBH maintaining a low level of administrative costs. There was a mechanical question on how the vacation would be budgeted under the new policy. Mike Sewitsky explained that it would be budgeted according to the worst case scenario of what an employee could be paid out for both salary and vacation.

Dave Bast explained that with the moving of the retirement plan one of the unknowns is if AIG Valic would charge a transfer fee, which is not part of any contract or prospectus. Danny Sawyer explained in detail what is being seen in plan transfers and that Valic has been attempting to charge that fee. The Board agreed that it would be better to have the employees move their money sooner rather than later so that they are not left hanging onto to the old plan without any support.

**Motion: Commissioner Gilmour motioned to accept the proposed changes to the JBH Personnel Rules and the four proposals and Commissioner Rhodes seconded. Motion approved by all.**

#### **PUBLIC COMMENT**

None.

#### **ADJOURNMENT**

Meeting adjourned at 4:08 p.m.