

MENTAL HEALTH CENTER
Minutes of the Board of Directors' Meeting
Friday, October 7, 2016

The regular meeting of the Governing Board of Directors of the Mental Health Center was called to order at 11:00 a.m. at the Billings Mental Health Center Administration Building, 2501 4th Ave. N., by Carl Seilstad (Fergus County). Other Board members present were: Jim Reno (Yellowstone County), George Real Bird (Big Horn County), John Grewell (Carbon County), Jim Moore (Judith Basin County), Gerald Dell (Stillwater County), Susan Mosness (Sweet Grass County), Tom Bennett (Wheatland County), Bill Kennedy (Member at Large), and Dee Holley (Member at Large). Board members absent: Jo Shipman (Member at Large), Bob Lehfeldt (Golden Valley County), Bryan Adolph (Musselshell County), Chris King (Petroleum County), Dr. Carla Cobb (Member at Large), and Jani McCall (Member at Large). Staff members present were: Barb Mettler Executive Director, Carl Eby, Associate Director; Jennifer Donovan, Human Resource Director; Alisha Belmontez Finance Director; and Kitti Hicks-Strong, Support Team Coordinator.

The meeting was called to order at 11:00 a.m. by Carl Seilstad.

The agenda for the October 7, 2016 meeting was approved unanimously, Tom Bennett moved; Bill Kennedy seconded.

The Minutes for the August 26, 2016 meeting were approved unanimously. John Grewell moved; Bill Kennedy seconded.

Executive Director's Report: Barb reported that the Medical department has begun using the voice recognition equipment. The staff in the medical department are very optimistic about the voice recognition equipment. It has been going very well. With this in place we will be able to bill a lot quicker and more regular. We may look at expanding the voice recognition to other departments in the future. *We had a reduction in force in the Targeted Case Manager department and the Chemical Dependency department. In the Targeted Case Management department we laid off three employees; two part-time employees resigned and one full-time employee had already resigned. In the Chemical Dependency department we laid off three part-time employees. They were each given a 30 day notice. We should not see a reduction in billable hours as their caseloads have been absorbed by the other staff. The Mental Health Center's annual savings will be \$81,750.00 in the Targeted Case Management department and \$91,067.00 in the Chemical Dependency department. *The Targeted Case Management department will be sending an employee to a daily meeting at the Billings Clinic to determine if a discharged patient from Billings Clinic Psychiatric Center is appropriate for our programs. This Case Manager will be instrumental in getting that person enrolled with the Mental Health Center. When the new emergency room is complete they will be able to keep a patient for twenty-three hours and if appropriate, they will call and refer to us. Dr. Whitworth, Carl Eby, Susan MacIntyre, and Lisa Wetzler will determine if the patient is appropriate for our programs. Barb hopes to collaborate with Billings Clinic and our Chemical Dependency department as well as our satellite locations in the future. *Increasing the PACT Team was discussed. We are able to increase the PACT Team as long as we keep to the fidelity of the program. The plan is to increase the clients to 100 without any staff increase. Once we have 100 clients we would begin increasing staff. We would like to increase PACT clients to 120 and then split the PACT staff into two separate teams. Barb stated that PACT is our niche, there are only two other PACT teams in the state. *Assessing individuals when they are arrested or taken to the emergency room could bring in more referrals to the Mental Health Center. The jail contract was also discussed briefly. *Barb reported meeting with Riverstone. They want to work with us and are interested in consultation time with our doctor. *We have contacted a recruiter for a Psychiatrist. He charges a 9,500.00 recruiting fee which will be reimbursed if we are unable to hire a psychiatrist. Carl Eby spoke with Bill Snell from the Rocky Mountain Tribal Leader Council who is going to Denver for fundraising. Carl wrote a letter requesting the \$9,500.00 recruiter fee. Bill Snell agreed to request that money for us. Carl has not heard back on this but will continue to meet and collaborate with RMTLC as we need to continue to get referrals from them. *Tom Bennett wondered if anyone had contacted the Huteritte colonies as they are Medicaid. Tom felt if we send someone to the colony to make contact they may approach us for services. *Currently in Lewistown we have no Outpatient therapist, we have a Case Manager, Licensed Addiction Counselor, and a secretary. Using Tele med equipment to do Outpatient assessments in Lewistown was discussed. *Dee Holley asked about the VA contract. Barb reported that she has sent additional paperwork and hopes to have a contract the end of November. Yellowstone County voted and approved our payment of \$124,000. We did not get the ESAA grant that we had applied for to pay for a new scale in the Medical department. We will try again. *Carl Seilstad asked about becoming an Accredited Qualified Community Mental Health Center. Barb said

we need state approval and she didn't feel they would approve due to the increase in rates they would have to pay us. If we did get approved by the state we would move forward and we would then need to look at increasing our staff.

Finance Director's Report: Alisha handed out the financial information for the Mental Health Center. The Roundup office is doing very well. The therapist is keeping very busy there. The numbers for Outpatient in Red Lodge are down. Targeted Case Managers and the Chemical Dependency departments are working at adjusting to the staff changes that were made. The Medical department is looking better with the transcription getting caught up. The Mental Health Center's bad debt and charity care were discussed. Carl Seilstad reported that Yellowstone County Commissioners approved to give us \$127,500. Currently we do not have a full-time employee to facilitate fundraising activities. Previously, when we had that position filled, the money that was made was used to pay for the salary. Bill Kennedy felt it important to get \$20,000 to be used for a full-time development position. Alisha reported that the Auditors will be at our next meeting to report their findings.

Human Resources Director's Report: Jennifer Donovan reported that the lay-offs in the Chemical Dependency department were difficult. The employees had been here for twenty years. One employee wants to come back and volunteer for us. With the increases in the PACT department we will need to recruit for another Case Manager and Licensed Addiction Counselor in the future. The National Health Service Loan Repayment is requiring more documentation. They also need documentation as to where we make referrals for dental and medical needs. Jennifer is working on getting a memo of understanding signed with the facilities we refer to. The Fair Labor Standards Act – if it is passed will really impact us, especially in the PACT department. Insurance premiums are increasing again. Discussion was held on the insurance offered to Mental Health Center employees.

Continuing and New Business:

Development Committee: Dee Holley reported that the Newsletter was sent to the printers today. She interviewed Shalom Waltenbaugh from the Group Home for the newsletter. She feels it is very important to have interviews from employees included in the newsletter. She met with Pam Sanderson at United Way regarding our strategic plan. Pam is willing to help us facilitate that. Pam felt we should focus on a one year short-term plan first then get a 3 – 5 year strategic plan in place. Pam is willing to help us for no charge and could meet with us on Friday, 10/28 from 10:00 a.m. – 3:00 p.m. Discussion was held on the strategic planning process. It was decided to look at fundraising, satellite offices, and the programs we offer. We will focus on a short-term plan now and look at a long-term plan at a later date.

Personnel Committee: This committee will meet after the strategic plan meeting.

Strategic Planning: We will meet on Friday, 10/28 from 10:00 a.m. – 3:00 p.m.

Finance Committee: The finance committee discussed the reduction in force that was implemented in the Chemical Dependency department and Targeted Case Managers department. We are putting plans in place for the overtime regulations changes that could be put into law. The use of Time Clocks was discussed. Alisha will look into this and report back at our next meeting.

Advisory Board: Nothing new to report.

ESAA: Currently, some very active board members have left and it has been difficult to recruit for more board members. Bill Kennedy wondered if the money that is currently going to ESAA could go back to the communities.

Other: Bill Kennedy reported an individual who lived by the group home has a complaint about our trees. Barb will look into it.

Jani McCall has submitted her resignation. Gerald Dell moved to accept Jani McCall's resignation and John Grewell seconded. The Motion passed unanimously. Discussion was held on what to do with the open spot on the Board. It was decided to wait before filling that spot at this time.

Discussion was held as to when we should have our annual meeting. It was discussed moving the annual meeting to January after the elections. Tom Bennett moved to move our annual meeting to January. John Grewell seconded. The Motion passes unanimously.

Set next meeting date: The next meeting will be Friday, November 18, 2016 at 10:00 a.m.

Adjournment: There being no further business, Carl Seilstad, Board Chair, adjourned the Governing Board meeting at 1:05 p.m.

Submitted by:
Kitti Hicks-Strong, Clinical Support Coordinator

Jo Shipman, Governing Board Secretary