

**WESTERN HIGHLANDS AREA AUTHORITY  
MARCH 7, 2008, REGULAR MEETING**

**BOARD MEMBERS PRESENT:** Nancy Carey (via conference call); John W. Condrey; William J. Cook, Jr.; Patricia Franklin (via conference call); Susan Hendrick; Minnie Jones; Abigail Karroubi; Steve Smith; Mandy Stone; Charles Vines; Arthur C. Wilson, Jr.; and Steve Wyatt.

**BOARD MEMBERS ABSENT:** Steve Garrison; Michele Lawhern; Robert Ratcliffe; and Ryan Whitson.

**MEMBERS OF THE PUBLIC PRESENT:** Jerry Rice; Bob Carey (via conference call); Dan Zorn; Larry Thompson; and Paul Tax

**ALSO PRESENT:** Arthur D. Carder, Jr., Chief Executive Officer; Sharon Lentz, Chief Financial Officer; Rhonda McKee, HR Director; Lynn Trotter, Provider & Consumer Relations; Victor W. Buchanan, Legal Counsel and Beverly Atkins, Clerk to the Board.

**CALL TO ORDER:** The area board ("Board") of the Western Highlands Area Authority met on Friday, March 7, 2008 at 9:35 a.m. in the second-floor Conference Room (Room 312/315) of 356 Biltmore Avenue, Asheville, North Carolina. The Chair called the meeting to order.

**CLOSED SESSION:** *At 9:40 a.m. Mr. Smith made a motion to go into Close Session pursuant to Sections 143-318.11(a)(3) and (6) of the General Statutes of North Carolina, to consult with Legal Counsel and consider personnel matters. Mr. Wyatt seconded the motion, and it carried by a unanimous vote.*

The open session resumed at 11:05 a.m.

**PUBLIC COMMENTS:** Mr. Jerry Rice made comments relative Fund Balance. He asked that the Board look into using these funds quickly.

**APPROVAL OF AGENDA:** *Mr. Wilson made a motion to amend the agenda to add the Item, Salary Adjustment for CEO, as Item IV and move all other items down. Ms. Hendrick seconded the motion, and it carried by a unanimous vote.* (A copy of the amended agenda is included in the minute book with these minutes.)

*Mr. Wilson made a motion to adjust the CEO's salary by a 5% increase retroactive to January 1, 2008 and to have Ms. Stone meet with Mr. Carder to discuss the evaluation and work collectively to establish goals for next year for Board review by the next meeting. Ms. Hendrick seconded the motion, and it carried by a unanimous vote.*

**APPROVAL OF MINUTES:** *Ms. Hendrick made a motion to approve the minutes for the February 1, 2008, Regular Meeting as presented. Mr. Wilson seconded the motion.* Ms. Carey stated that with respect to the motion on page 2 under the CFO report it does not correctly represent her reason for voting no. She asked that the minutes be corrected. *After discussion, Ms. Hendrick amended her motion to state that Ms. Carey voted no and strike the remainder of the sentence. Mr. Wilson seconded the motion, and the motion carried with Ms. Carey voting no. (A copy of the amended February 1, 2008, Regular Meeting minutes is included in the minute book with these minutes.*

**CFAC REPORT:** Mr. Graves presented the CFAC report in Ms. Huntley's absence. (A copy of the CFAC Report to the Western Highlands Network Board, dated March 7, 2008, is included in the minute book with these minutes.) Mr. Graves noted that at the request of the co-chairs Ms. Huntley and Ms. Tatnall, CFAC has elected new leaders who will begin their responsibilities, April 1, 2008.

Chair        Bill Cook  
Vice Chair   Bob Carey  
Treasurer   Rosemary Weaver (beginning May 1, 2008)

Ms. Stone presented the Relational Agreement between WHN Board and CFAC which is a requirement for single stream funding. Ms. Carey suggested a change to Page 1 under Single Stream Funding: the last sentence would be changed to say "disbursement of money among (instead of between) the disability groups" Mr. Wilson requested a change on page 3: #3 under dispute resolution process would be changed to read, "If CFAC is not satisfied with the outcome, CFAC has the option of appealing as provided by State Law." ***Ms. Hendrick made a motion to approve the Relational Agreement with the two changes. Mr. Wyatt seconded the motion, and it carried by a unanimous vote.***

***COMMITTEE REPORTS: Ms. Carey asked the Board to approve the revised Human Rights Policy as presented in item #4. This request comes as a recommendation from the Human Rights Committee. Mr. Smith seconded the motion, and it carried by a unanimous vote.***

Ms. Carey presented the Human Rights Committee Report. She encouraged Board members to read the entire report. Ms. Karroubi stated that the area she finds most helpful in the Human Rights Committee meetings is a report put together of the calls by county showing compliments, complaints, and concerns. This report lets the committee know if the concerns have been resolved or if still pending and is a good indication of how consumers and providers have input. Ms. Carey expressed her concern that the Human Rights Committee only meets four times a year. She would like the Committee to meet at least every other month. Another concern of Ms. Carey is that providers are not sending in their Level II and III reports on a quarterly basis and many providers are not complying.

***Mr. Wilson made a motion to send a letter reminding providers of their responsibility and strongly encouraging them to comply by submitting reports and receiving feedback. Mr. Wyatt seconded the motion, and it carried by a unanimous vote.***

Mr. Wilson presented a request from the Personnel Committee for an additional position in the Business Office of a Financial Accountability Coordinator, Grade 67. Maximum hiring salary + benefits would be \$54,463. This would bring total FTE's to 81.95.

***Mr. Wilson stated that this comes as a recommendation from the Personnel Committee. Mr. Wyatt seconded the motion, and it carried by a unanimous vote.***

***CHIEF FINANCIAL OFFICER REPORT: Ms. Lentz presented a request for approval for Gould Killian CPA Group to perform the annual audit for Western Highlands. Gould Killian CPA Group has presented a quote in the amount of \$36,750 which is \$850.00 more than last fiscal year and represents a 2% increase.***

***Mr. Wyatt made a motion to approve Gould Killian CPA Group to perform the FY 2008 audit. Mr. Wilson seconded the motion, and it carried by a unanimous vote.***

***Mr. Wilson made a motion to approve the use of \$402,499 from the final dissolution settlement to reimburse providers for services provided during the closure of New Vistas/Mountain Laurel and to approve the use of the remaining fund balance for projected Core Services slots and other non-IPRS billable services. Ms. Hendrick seconded the motion, and it carried by a unanimous vote.***

Ms. Lentz presented the January, 2008, financial statement. (A copy of the report is included in the minute book with these minutes.)

Ms. Stone reported that a letter to the Secretary has been drafted and signed. This letter was approved at the February Board meeting regarding the reduction in funds from the State related to the New Vistas/Mountain Laurel closure. Ms. Atkins will send a copy to Board members.

**CHIEF EXECUTIVE OFFICER REPORT:** Mr. Carder made a report with respect to the following:

- Periodically the State does a secret shopper call regarding after hours procedure. They call LMEs to determine if phone calls are being handled correctly. The first time they called, WHN staff was asked questions about things WHN is not required to do. After making substantial changes to the phone system WHN was one of seven LME's that received a score of 100%.
- Endorsement and appeals process-the NC Attorney General has determined that endorsement of providers is an LME function and therefore the AG's office will no longer represent LMEs in endorsement appeals. At a recent LME Directors meeting, Directors voted to seek legal advice related to the AG's opinion.
- Governor Easley's press conference-the Governor stated that he wants authority granted by the Legislature to the Secretary to hire/fire the CEO of LMEs, to force mergers and consolidations of LMEs by their decision alone, and appoint LME Board members. Mr. Carder asked Board members to begin discussion with Legislators now before the short session begins. Mr. Wyatt requested that Mr. Carder e-mail Board members a summary of the issues.
- State hospitals are under the States control.

**BOARD MEMBER COMMENTS:** Ms. Carey stated that she would like to have an update on having community forums as indicated in the Local Business Plan.

Mr. Smith stated that in a recent NC Hospital Association survey the question was asked about crisis services in the community. He asked about the WHN crisis plan. Mr. Carder stated that the crisis plan is located on the WHN website.

Mr. Smith asked about pursuing the 1915b Waiver. Mr. Carder reported that when he originally contacted the State, he was told no by Ms. Wainwright. In the last Legislative Session language was included stating that the Department would consider approval of three LMEs to be considered for the waiver. When he contacted Ms. Wainwright again he was told that before leaving her job, Secretary Carmen Hooker-Odom selected the three LMEs that would be granted the waiver option (Smoky, Mecklenburg and Guilford). Mr. Carder responded that since these three programs had formed an Administrative Service Organization (ASO) it would make sense for them to be included under one waiver, not three. He has documented his concerns and continues discussion with Secretary Benton about this issue. Ms. Stone asked if it would benefit WHN to formally communicate with the current Secretary around the concern that they are one Administrative entity and there should be one waiver.

*Ms. Stone made a motion to take an official position with the new Secretary relative to those three entities actually being part of one Administrative Service Organization and WHN being able to apply for one of the 1915b waivers. Mr. Wyatt seconded the motion, and carried by a unanimous vote.*

**ADJOURNMENT:** *Mr. Wilson made a motion to adjourn the meeting. Mr. Smith seconded the motion, which carried by a unanimous vote; and the meeting adjourned at 12:10 p.m.*

Respectfully submitted,

Beverly Atkins  
Clerk to the Board