

**WESTERN HIGHLANDS AREA AUTHORITY  
JUNE 15, 2007, REGULAR MEETING**

BOARD MEMBERS PRESENT: Nancy Carey; Phil Castro; John W. Condrey; William J. Cook, Jr.; Minnie Jones; Abigail Karroubi; Patricia Franklin; Susan Hendrick; Steve Smith; Arthur C. Wilson, Jr.; and Steve Wyatt.

BOARD MEMBERS ABSENT: Michele Lawhern; Mandy Stone; Vernon Ponder; Robert Ratcliffe; Ryan Whitson; and

MEMBERS OF THE PUBLIC PRESENT: Bob Carey; Judy Dunn, Families Together; Keith Parker; Jerry Rice; Jayne St. Clair; Paul Tax, ARP Phoenix; Larry Thompson, Blue Ridge Homes; and Dan Zorn, Families Together.

ALSO PRESENT: Arthur D. Carder, Jr., Chief Executive Officer; Sharon Lentz, Chief Financial Officer; Rhonda McKee, HR Director; Anne Docuette, Provider & Consumer Relations; Ann Broadhurst, Access & Services Management; Janice Mead, Access & Services Management; Marsha Ring, Access & Services Management; Kathy Rubendall, Monitoring; Lynn Trotter, Provider & Consumer Relations; Charlie Schoenheit, Chief Operations Officer; Victor W. Buchanan, Legal Counsel; and Beverly Atkins, Clerk to the Board.

SPECIAL MEETING AND PUBLIC HEARING: At 9:10 a.m. on Friday, June 15, 2007, in the second-floor Conference Room (Room 312/315), 356 Biltmore Avenue, Asheville, North Carolina the Chair called the special meeting to order. The purpose of this special meeting is to hold a public hearing concerning the proposed Budget for Fiscal Year 2008 for Western Highlands Area Authority and to hear public comments, concerns and questions, if any, with respect to the proposed budget.

Ms. Sharon Lentz was present to answer questions with respect to the proposed budget for Fiscal 2008. Included with proposed FY08 budget was a three page budget narrative.

At 9:15 a.m., as there was no public comments regarding the proposed FY 2008, the public hearing was adjourned.

CALL TO ORDER: The area board ("Board") of the Western Highlands Area Authority met on Friday, June 15, 2007, at 9:30 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.

PUBLIC COMMENTS: Ms. Jane St. Clair made comments relative to the proposed WHN Board Policies. She applauded Mr. Carder for the proposal to increase the number of consumers, family members and their freely chosen advocates on the board. Ms. St. Clair distributed email comments in response to her email regarding the composition of the board. Mr. Rice made comments relative to school issues and the cuts in CS rates which are a great concern and also effect children. He also feels that because of the difficulty parents are having getting help from providers there should be a performance audit of providers. Mr. Carey made comments relative to the Local Business Plan as it relates to the approval of the new board policies. He distributed two documents to which he made reference.

APPROVAL OF AGENDA: Mr. Wilson made a motion to approve the agenda as presented. Ms. Karroubi seconded the motion, and it carried. (A copy of the agenda is included in the minute book with these minutes.)

PRESENTATION, BOARD MEMBER APPRECIATION: Ms. Hendrick presented a plaque of appreciation to Mr. Keith Parker for all his hard work and leadership as a member of the Human Rights Committee and Strategic Planning Committee. Ms. Hendrick stated that when she first met Mr. Parker at the very first meeting of the Western Highlands Board in 2003 she knew he was a special person and board member. Mr.

Wilson thanked Mr. Parker not only for serving on the WHN Board but for being a personal friend and advocate in Transylvania County. Ms. Carey thanked Mr. Parker for being her right hand man on the Human Rights Committee. Ms. Franklin stated that the one of the good things about serving on the WHN board was meeting Mr. Parker. Ms. Jones stated that it was a pleasure working with Mr. Parker for the short time she has been on the board. Mr. Parker stated that he will be listening, engaged and following in the distance trying to provide help in whatever way he can to those who suffer more than others.

**APPROVAL OF MINUTES:** Mr. Wilson made a motion to approve the minutes for the May 18, 2007, Regular Meeting as presented. Ms. Karroubi seconded the motion, and it carried by a unanimous vote. (A copy of the May 18, 2007 minutes is included in the minute book with these minutes.)

**BOARD CHAIR REPORT:** Ms. Hendrick made a report with respect to WHN Committee Representation. She stated that the deletion of Operations Policy and Strategic Planning Committees made it necessary to add those members to one of the remaining four committees.

Ms. Hendrick stated that a poll of the board with respect to attendance at the July and August meetings it appears that there will be a quorum for the July meeting. The board will be polled again to make a determination about the August meeting.

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

- announced that there will be an Open House and walking tour in Hendersonville today at the 6<sup>th</sup> Avenue West Clubhouse Psychiatric Rehabilitation Partners from 5:00 p.m. to 8:00 p.m.
- presented the monthly management report. Service Management reports the number of routine requests are down. The number of urgent requests are up and admissions to Broughton and ADATC are up.
- reported that he had a meeting on Thursday with the CEO of Foothills LME. Foothills has just lost one of its largest counties and the three counties (Alexander, Caldwell and McDowell) that are left do not have the population to maintain a LME. They contacted Western Highlands and other LMEs to gauge interest about working with the three remaining counties of Foothills. Their LME Board has approved a funding package to keep all of their employees together for the next year. They will be forming a committee of Board members, County members, and CFAC to discuss issues.
- reported that he recently reviewed a new report out on NC Jails and mental health and developmental disabilities system. He has contacted the state and volunteered to be on the Task Force to look at jail issues.
- announced that Western Highlands has been chosen by the State to participate in an upcoming site visit by Dr. Alice Lin. Dr. Lin, a consultant who has been hired to look at the LME Implementation process, will attend the July board meeting. Site visit information including a schedule was distributed. Dr. Lin will meet with Ms. Hendrick and Ms. Stone, (Chair and Vice Chair), and will attend QIAC meeting following the board meeting.
- shared information about "core provider" issues. He has selected five providers who represent a cross-section of the eight counties to attend a planning meeting to discuss the problem of getting services for folks.
- NVML Medical Records. He has received a letter from an attorney in Asheville regarding what WHN charges to retrieve NVML medical records. WHN charges only enough to cover our cost for retrieving the records from Iron Mountain. Mr. Buchanan will be researching the rules and the agreements.
- The audit results for NVML are out and being reviewed.
- Distributed a listing of providers by county/disability. A copy will be emailed to board members who were absent.

Mr. Carder then led a discussion regarding the proposed Board Policies which were distributed for consideration at the May Board meeting. The policies were reviewed at a meeting of the Operations Policy

Committee and a revised copy of the policies were included in the board mailing. After much discussion, and many comments, Mr. Wyatt made a motion to have up to one hour or more, if necessary, at the beginning of the July Board meeting for public comments regarding the proposed Board Policies, with the goal of having approval of the policies on the agenda at the September meeting. The proposed Board Policies and email comments will be posted on the WHN website. Mr. Condrey seconded the motion, and it carried.

Mr. Wilson reported that the Personnel Committee met and reviewed the personnel issues presented in item #4. The Personnel Committee recommends approval of the FY 2007-2008 Pay Plan which is mandated by the State Personnel Act. Each year Local Government agencies must submit a Salary Plan. Mr. Wyatt moved to approve the FY 2007-2008 Salary Plan. Ms. Karroubi seconded the motion, and it carried.

Mr. Wilson requested approval for a 3% employer contribution to the State 401(k) Plan, for eligible staff, effective July 1, 2007. This comes as a recommendation by the Personnel Committee. Mr. Wyatt made a motion to approve the 3% employer contribution to the State 401(k) Plan. Mr. Condrey seconded the motion, and it carried.

Mr. Wilson then requested approval for a 3% market adjustment for all staff, excluding the CEO, and a 2% performance increase for eligible staff. This comes as a recommendation from the Personnel Committee. Mr. Smith made a motion to approve the recommendation as presented. Mr. Wyatt seconded the motion, and it carried.

CHIEF FINANCIAL OFFICER'S REPORT: Ms. Lentz presented the FY 2007-2008 budget for approval. She reported that she has received notification from the Budget/Finance Office that preliminary FY 08 systems management for LME operations will continue to be the same as FY 07. Mr. Condrey made a motion to approve the FY 2007-2008 as presented. Mr. Wyatt seconded the motion, and it carried.

Ms. Lentz presented FY 07 budget amendment #5 for approval. The budget amendment represents the final allocation letters (#29-#35) received since the last budget amendment. Mr. Wilson made a motion to approve budget amendment #5 as presented. Ms. Karroubi seconded the motion, and it carried.

Ms. Lentz then presented the April 2007 financial report. Ms. Lentz stated the financial statements continue the same trend as the previous several months. (A copy of the April, 2007 financial report is included in the minute book with these minutes.)

Mr. Carder announced that Dr. Anne Doucette will be leaving Western Highlands at the end of June. She will be going to work for Alpha-Omega. **He thanked her for many years of leadership and dedicated and effective service to WHN.** Dr. Doucette stated that she has appreciated working with the board members.

CFAC: Ms. Huntley presented the CFAC report. She reported that when CFAC met on June 11, 2007 several issues including the review of the board policies and the staff time being spent on post payment clinical review of some 600+ cases were discussed, Plans were also made for a CFAC retreat. Ms. Huntley extended an invitation to WHN board members to attend the CFAC overnight retreat scheduled for July 20<sup>th</sup> and 21<sup>st</sup>. Ms. Atkins will e mail details about the retreat to board members.

LOC REPORT: Mr. Thompson presented an update of the 2007 General Assembly Legislative proposals. He reported that there has been no action on legislation in the last three to four weeks because the two bodies are trying to reach an agreement on the budget. He included information on the budget on page three of the packet he distributed. (A copy of the most recent update of G.S. Legislative Proposals is included in the minute book with these minutes.)

BOARD COMMENTS: Mr. Smith requested a record of Mr. Bullington's attendance at WHN board meetings. Ms. Carey suggested it would be helpful to include phone numbers on the listing of WHN provider agencies. She also requested that CFAC recommendations be included earlier on the agenda each meeting. Ms. Hendrick reported that a planning committee will be working on the annual board meeting.

At 11:45 p.m. Mr. Wilson made a motion to go into Closed Session to consult with Legal Counsel pursuant to Section 143-318.11(a)(3) of the General Statutes of North Carolina.

The open session resumed at 12:00 p.m.

ADJOURNMENT: Mr. Wilson made a motion to adjourn the meeting. Mr. Wyatt seconded the motion, which carried by a unanimous vote; and the meeting adjourned at 12:03 p.m.

Respectfully submitted,

Beverly Atkins  
Clerk to the Board