

**WESTERN HIGHLANDS AREA AUTHORITY
DECEMBER 7, 2007, REGULAR MEETING**

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

BOARD MEMBERS ABSENT: Minnie Jones; and Michele Lawhern.

MEMBERS OF THE PUBLIC PRESENT: Leslie Boyd, Asheville Citizen-Times; Bob Carey; Dan Zorn, Families Together; and Jerry Rice.

ALSO PRESENT: Arthur D. Carder, Jr., Chief Executive Officer; Sharon Lentz, Chief Financial Officer; Rhonda McKee, HR Director; Lynn Trotter, Provider & Consumer Relations; Charlie Schoenheit, Chief Operations Officer; Michael Beveridge, Business Office; Kris Booker, Quality Management; Bill Bullington, State Liaison; 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, December 7, 2007, 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.

PUBLIC COMMENTS: Mr. Zorn announced that Families Together will be vacating its office space at 356 Biltmore. They are moving back to Grove Street. He thanked Western Highlands Board and Buncombe County Manager for assisting through the transition. Mr. Rice made comment regarding his concern about primary care specifically item #5, Special Project, which is part of the board material.

APPROVAL OF AGENDA: Mr. Whitson made a motion to change the agenda order-moving item XII (a) to item V. (c) made a motion to approve the agenda as presented. Mr. Wilson seconded the motion, and it carried. Mr. Wyatt made a motion to add a Closed Session as the next item on the agenda. Mr. Wilson seconded the motion, and it carried. Mr. Whitson made a motion to approve the revised agenda. Mr. Wyatt seconded the motion and, it carried. (A copy of the revised agenda is included in the minute book with these minutes.)

At 9:50 a.m. Mr. Wyatt made a motion to go into Closed Session pursuant to Section 143-318.11(a)(6) of the General Statutes of North Carolina, in order to consider personnel matters. Mr. Garrison seconded the motion, and carried by a unanimous vote.

Open session resumed at 10:25a.m.

APPROVAL OF MINUTES: Ms. Hendrick made a motion to approve the minutes for the November, 2007, Special Meeting. Mr. Garrison seconded the motion, and it carried by a unanimous vote. Dr. Ratcliffe made a motion to approve the minutes of the November 19, 2007 Special Meeting. Mr. Wilson seconded the motion, and it carried by a unanimous vote. (A copy of the November 15, 2007 and November 19, 2007 minutes is included in the minute book with these minutes.)

NEW BUSINESS: Mr. Garrison presented a request from Madison County for the allocation of its dissolution funds of \$45,735.29. Madison County proposes to purchase two vehicles for the Sheriff's Department to modify and outfit for use as mental health patient transport. Ms. Garrison reported that Madison County Commissioners approved this request at their November meeting. Ms. Hendrick asked Mr. Carder to comment about how much budgetary oversight has been afforded to CFAC. Mr. Carder stated that he attended Madison County Commissioner meeting which this was discussed and confirmed with the Commissioners that WHN Board had resolutions in place that stated that WHN Board would approve recommendations of the counties when submitted regarding the utilization of dissolution funds. With respect to CFAC they have statutory authority to

review budgetary changes and input with respect to that process. Mr. Carey presented CFAC's request to table this issue until careful prioritization with community input, accountability, and guidelines are established by Western Highlands. After much discussion, Ms. Carey made a motion to table the discussion until a later date. Mr. Cook seconded the motion, and the motion did not pass with Ms. Carey and Mr. Cook voting yes. Mr. Wilson made a motion to approve the request. Mr. Whitson seconded the motion, and it carried with Ms. Carey voting no.

BOARD CHAIR REPORT: Ms. Stone stated that Ms. Hendrick would give the Board Chair report. Ms. Hendrick stated that she and Mr. Buchanan had been asked to review the Closed Session minutes in order to see if there were any that could be opened. Mr. Buchanan distributed three Closed Session minutes. They decided that parts of the minutes should be opened. Mr. Buchanan went over the three closed session minutes and their recommendation. Ms. Hendrick made the following motion; To open the first and second paragraphs, portions of the third paragraph, and the last paragraph of the minutes for the June 18, 2004, closed session; to open the first, fourth, fifth, sixth, and last three paragraphs of the minutes for the June 25, 2004, closed session. Mr. Whitson seconded the motion, and it carried.

CFAC REPORT: Mr. Carey presented the CFAC report for Ms. Huntley. Mr. Carey stated that CFAC wanted to thank the Western Highlands Board for recognizing their efforts at the November 15th Annual Meeting. Mr. Carey stated that both Co-Chairs were so caught by surprise that they felt that they did not properly thank the Board and Staff. Mr. Carey discussed several items on the written CFAC report, which was distributed. (A copy of the CFAC report is included in the minute book with these minutes.)

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

- ⇒ WHN staff has been involved collecting large amounts of data in response to a new effort on the part of the Division. They have hired a Consulting Firm, the Mercer Group, who will be meeting with all LME's. WHN is scheduled for sometime in January to do an evaluation of core functions. Mr. Carder read the letter from Mr. Moseley so the Board would know the intent of this evaluation process of LME's. The letter states "The purpose of the evaluation is to assess the degree to which your organization (LME) has fulfilled the statutory requirements for LME functions." He stated that this is fairly critical because one of the rights that the Secretary has under statute is to be able to take away individual functions of the LME and assign them to another LME. The second function is for Mercer to determine specific business and non-business function of the LME that may benefit from further consolidation among the twenty-five LME's. The primary focus of this is to prepare for the next Legislative Session.
- ⇒ He happily shared the good news with respect to the allocation from the State. He shared at the annual meeting that the allocation from the State included a \$3.5 million dollar reduction. He was expecting a \$1.5 million dollar reduction and WHN budget was build under that assumption. Letters were written to the State to request that they review this again. In the mean time staff was working on the issue trying to figure out how they came up with the numbers. Mr. Carder recognized Michael Beveridge, Budget Specialist, who did most of the work putting together a spreadsheet to help find what had happened. He presented his information to Sharon. The State was contacted and informed that they had made a mistake. The good news is that WHN has already received an allocation letter stating that \$1,573,719 on a recurring basis is back in our budget.
- ⇒ Mr. Carder reported that the Monthly Management Report contains some errors. A corrected version will be emailed in the next few days.
- ⇒ Eariler, Mr. Zorn reported that they will be moving out of the building. WHN has added a number of staff over the last several months so therefore he has been in discussion with Buncombe County to take back the old area office space. The conference room space will remain with the County which folks can sign-up to use.
- ⇒ Approval of the Board Policies which include amendments from the October 5, 2007 Board Retreat. Ms. Hendrick made a motion to approve and adopt the Board Policies, effective as of December 8, 2007; and to rescind the existing policies as set forth in the Board Policy Manual dated August 18, 2004, and the amendments and additions to such policies, effective as of December 8, 2007. Mr. Wyatt seconded the

motion, and it carried.

- ⇒ Presented an update with respect to Pardee Hospital contractual agreement in negotiations with them. They sent suggested language changes which have been reviewed. Pretty much in agreement on everything except two items with respect to indigent care.
- ⇒ He presented the Western Highlands special project proposal regarding the mental health trust funds which WHN has received \$638,214. One issue identified last year during Legislative Session was that LME's often given funds with so many strings so late that it is hard to come up with one-time projects for which to use the funds. They agreed this year to provide the funds up-front and LME's would be accountable for reporting to the State how the funds were used. He stated that one project that has been worked on is primary care intergration. There are some quality projects in Henderson and Buncombe Counties that really need to intergrated. The plan is to have the three Northern Counties as the initial pilot around tele-psychiatry. WHN has the funds for the equipment which was approved last year. This proposal begins trying to identify some ways to maximise services. The Division requested detailed information regarding how WHN anticipates using some of the funds up-front. Mr. Carder requested approval for action steps #1 and 2 under initial budget of the proposal. All other actions will be based upon an accurate assessment by the Project Manager.
 1. \$60,000 MAHEC contract—Psychiatry, tele-psychiatry
 2. \$75,000 Contract for Project ManagerAfter discussion, Mr. Wilson made a motion to approve item #1 and 2 as part of the initial budget of the proposal. Mr. Wyatt seconded the motion, and it carried.
- ⇒ There was a request from one of the Counties for more information on a regular basis regarding Broughton admissions. This is being provided on the Monthly Management Report. In the new year the hope is to build some trend lines to include the hospital admissions by County.

CHIEF FINANCIAL OFFICER'S REPORT: Ms. Lentz presented the last FY 08 budget amendment #1 for approval. The proposed amendment for FY2008 is necessary to account for Division Allocation Letters 1 through 8 received since the budget was approved. This budget amendment represents an increase to WHN budget of \$7,148,127 and will increase the budget to \$49,626,253. Mr. Vines made a motion to approve budget amendment #1 as presented. Mr. Wilson seconded the motion, and it carried.

Ms. Lentz then presented the October 1, 2007 financial statements. Ms. Lentz stated the financial statements continue the same trend as the previous several months. (A copy of the October, 2007 financial report is included in the minute book with these minutes.)

COMMITTEE REPORTS: Ms. Stone reported that the Executive Committee will be moving forward under the board rules with the CEO evaluation.

Mr. Wilson reported that the Personnel Committee met Thursday, December 6, 2008 via conference call. The committee discussed Health and Dental renewal and addition of three positions. The proposal from the Personnel Committee is to move forward with Dental Insurance with Guardian and to move forward with the Health Insurance with one change and that is to increase the co-pay's Mr. Wyatt suggested that with respect to developing a plan for the Health and Dental cost containment that there be a date set for a report back to the Board. Mr. Wyatt made a motion to approve the recommendation of the Personnel Committee with a July 1, 2008 deadline for reporting back on the plan to address the benefits cost issue. Mr. Smith seconded the motion, and it carried.

Mr. Wilson reported that the other item discussed was the three additional positions. Two care coordinator positions are a part of the grant received from the Division aimed at reducing state psychaitric hospital admissions. Two licensed clinicians in Access due to the Division changes in the qualifications of staff performing screening, triage, and referral. Mr. Smith made a motion to approve the recommendation of the Personnel Committee for the three additional possitions as presented. Ms. Karroubi seconded the motion, and it carried.

Ms. Carey reported that the Human Rights Committee met on November 7, 2007. Item #9 distributed includes important information. If there are questions, call her or Western Highlands. Ms. Carey stated that she is still concerned about the number of deaths. She is happy that the Division has a new process for deaths that are reported as cause unknown. The Human Rights Committee only meets four times a year. Ms. Hendrick reported that QIAC will not meet today but will meet in January following the board meeting.

STATE LIAISON REPORT: Mr. Bullington presented an update. He reported that the Secretary went across the state meeting with LME Directors. Western Highlands hosted the meeting of the Western Region. As a result of this meeting, the LME Team was called to the Secretary's Office to look at what the priorities would be across the state for the next six months. The Secretary identified the implementation of crisis service programs across the state and the development of a more effective substance abuse treatment strategy. The Mercer Group evaluating LME functions is the big issue and improvement in community support services. His primary responsibility is the implementation of crisis services across the state.

BOARD COMMENTS: Mr. Garrison thanked the staff for the dinner and location of the annual meeting. Ms. Hendrick reported that she, Ms. Carey, Mr. Cook, Ms. Jones, and Ms. Karroubi will be attending the NC Council Conference in Pinehurst which starts Sunday. They will be participating in a two day training that is being funded by the state specifically for LME Board members.

ADJOURNMENT: Mr. Garrison made a motion to adjourn the meeting. Mr. Smith seconded the motion, which carried by a unanimous vote; and the meeting adjourned at 11:50 a.m.

Respectfully submitted,

Beverly Atkins
Clerk to the Board