



Tri-County Mental Health Board

APPROVED Meeting Minutes

A meeting of the **Tri-County Mental Health Board (“Board”)** was held at 11:00 A.M. Pacific Time on **June 9th, 2020** at Mid-Columbia Center for Living, 1060 Webber Street, The Dalles, OR 97058 via virtual MS Teams.

Board Members Present:

Wasco County Commissioner Scott Hege
Hood River County Commissioner Karen Joplin
Sherman County Commissioner Tom McCoy

MCCFL Staff Present:

June Gower, Executive Director
Al Barton, Deputy Director
Mel Heuberger, Finance Director
Desirae Tarrance, Executive Assistant

Guests:

Cynthia Kountz
Sara Smutz
Ludi
Emily

Commissioner Scott Hege called the meeting to order at 11:08 A.M.

1) - COMMUNITY MEETING:

A Community Meeting ensued.

2) - APPROVAL OF MEETING MINUTES May 12th, 2020)

Wasco County Commissioner Scott Hege made the motion to approve the May 12th, 2020 Meeting Minutes and presented:

Motion: Commissioner Karen Joplin

Second: Commissioner Tom McCoy

Approve: Unanimous

3) - PUBLIC COMMENT:

Sara Smutz, services coordinator from Mid-Columbia Center for Living (MCCFL) represented fellow co-workers with the following statement: “On behalf of the workers of MCCFL, our community and our clients, it is our desire to have on the record that the strong majority of the MCCFL workers

signed authorization cards to form a Union and will file the authorization cards with the Oregon Employment Relations Board, so our Union can be recognized. It is important for us that you all hear this directly, and for you to know that we believe that this process can be a unified one. And that MCCFL can continue as a respected sanctuary in the counties we serve. In light of COVID-19, recommended social distancing and other unexpected changes to our lives routine, we feel that this was an important venue to address rumors about our decisions and to make sure that all staff are completely aware of our effort, and that we are available to them for more information, and hear their thoughts and experiences. Please contact us outside of work hours, from a personal email address at MCCFLworkersunited@gmail.com. Thank you".
Written notification will be forth coming to the Board of Commissioners.

4) - FISCAL REPORT:

-FINAL BUDGET HEARING:

Mel Heuberger presented on the 2021 Fiscal report for revenue projection, which decreased by 11.5%. Pacific Source PMP revenue is estimated around \$136,000. These numbers are based on x3 months, January through March. Per member, per month (PMP) has been increasing monthly. Commissioner Hege asked for clarification around break out on the graph. Fee for service explained during this meeting, to also include state contract for OAD. This has been increased by 25%, with the desire to increase this by 65%. ECS figures on account \$3140. Annualized revenue from 2020 has been increased by 20%. DD Case Management payout of \$65,000 for the second half of contract. State allotment contract, RFP which includes Mobile crisis, Jail Diversion explained. Fee for service (coded in brown) for children's, 1950I, and PIPBHC revenue explained to the Board Members. Pacific Source contract capitation explained. GOBHI revenue is not anticipated to increase this year. Commissioner McCoy projected a question regarding productivity increasing by 65% and this being a realistic expectation, to which Mel Heuberger affirmed is a realistic expectation that MCCFL can accomplish. Expenses, wages and benefits explored and historical recap for last year. 2019 wages and benefits were severely under budgeted by 11%. Mileage and travel decreased by 30%, office supplies by 50%, as well as other items being moved to Capital budget. MCCFL equipment replacement was moved to capital temporarily with the hope in the future desire that MCCFL would incorporate them again. The Executive Director identified that 2021 will be a lean year for MCCFL. Telehealth questions were raised by Commissioner Hege, to which Dr. Gower explained in length that MCCFL had purchased unplanned equipment for Telehealth during the COVID-19 Pandemic that were not budgeted for. The desire to incorporate those costs back into the 2021 budget. MCCFL accepted community donations and repurposed old equipment to bridge the gap transitioning into Telehealth. Commissioner Hege inquired about ending and beginning balances for fiscal year 2021 anticipation. Mel Heuberger spoke to no change being needed for 2021 as long as MCCFL can make budget, such as spending down on capital items. Cash on hand explored and explained by Mr. Heuberger, to include the spending \$1.25 million for services and total capital outlay. Commissioner Joplin posed a question regarding psychiatry lines, Dr. Gower explained MCCFL will have a vacancy in one of the MCCFL Providers that MCCFL will not refill. This gap has been identified for Children's services with the close of the contract at the end of June 2020. Desire is that MCCFL will eventually fill this gap in the Children's department. Capacity in this service line decreased with COVID-19 and school closures. MCCFL will

continue to monitor this service line and the community need for it as children return to school. Commissioner Joplin expressed concern regarding the importance of keeping a monitor on this need. Concerns also expressed on the FTE reductions, to which Mel Heuberger explained were positions that had been previously factored into budget and that were vacant positions. Commissioner Joplin asked for clarity around the top 3 line items on the graph, and Mel Heuberger explained these items to include reductions. Commissioner Joplin expressed concerns regarding the budget as a whole and the anticipated cuts stemming down from the state of Oregon. The Executive Director additionally that some of the MCCFL service lines have a decreased in capacity. Mr.Heuberger explained increase of productivity for MCCFL, to which will include several factors such as Washington Apple, private insurance and increase of efficiency.

Motion to approve fiscal 2021 budget report:

Motion: Commissioner Karen Joplin
Second: Commissioner Tom McCoy
Approve: Unanimous

-PROGRAMMATIC REDUCTIONS:

Programmatic reductions were explored during the fiscal report stated above. Dr. Gower

-CAPACITY REPORT:

The Executive Director spoke to this matter with a historical recap on capacity pre COVID-19 pandemic. It was identified that April had a small downward spiral in encounters. Dr. Gower's hope is that with Phase 1 re-opening, MCCFL encounters will increase. MCCFL Capacity encounters increased this week due to "live encounters". A letter was sent to the community stating that MCCFL's door have re-opened to start in person appointments, in conjunction with Telehealth visits. Dr. Gower identified the uptick since March WK4. Al Barton explained high value encounters vs. capitated encounters. Mel Heuberger identified that February 2020 was not included on graph, with COVID-19 mostly effecting MCCFL March 2020. Dr. Gower explained a loss in revenue due to the closing of the Cottage Program and other program involving live visits that were temporarily placed on hold from COVID-19. The Cottage Program will remain closed for an unknown amount of time, and therefore will continually see a decreased in capacity and revenue from these programs. Al Barton and June Gower spoke to MCCFL desire to be transparent with the Board regarding finances and encounters. Dr. Gower spoke to COVID-19 uptick average of 45% in capacity. Commissioner McCoy expressed desire to see an increase in High Value encounters since HVE since they are paid at a higher rate. In March 2020 MCCFL was increased by \$61,000 and had continued to trend upward the 4th week in May. June Gower identified barriers in technology and CCO's repayment being a factor in the trends on the graphs.

5) - **FOLLOW UP FROM LAST TCB MEETING:**

- PREVENTION AND TREATMENT ADVISORY BOARD MINUTES DISCUSSION:

Dr. Gower attended a PTAB meeting on May 4th to revise this committee. Dr. Gower has asked for a member from PTAB to come and present to the July Tri-County Board meeting on MCCFL performance in the Community. Minutes from the May 4th meeting will be included in this minute packet for the public to review. Deputy Director, Al Barton explained the role of the Prevention and Treatment Advisory Board in the community and the function of the Board members.

LINCOLN BUILDING UPDATE:

Dr. Gower spoke to the sale of the Lincoln St. Building, and the slow of the real-estate market due to COVID-19. Some plumbing issues were identified at this building, to which the appropriate work team identified, and the plumbing repaired. Dr. Gower expressed concern in the market being soft at this time, and the hope to see the market increase in July 2020. The Board of Commissioners had no suggestions for increase in sale.

EXECUTIVE DIRECTOR UPDATE

OHA BUDGET CUTS:

Dr. Gower explained concern regarding budget cuts coming from the state but explained that this has been anticipated and has worked with MCCFL in anticipation of this event occurring. Dr. Gower attended the budget meeting from the state last week. Commissioner Hege posed the question of what provisions have been included in the fiscal budget 2021 that will assist with this. Deputy Director, Al Barton on OHA methodology on growing and cutting services, and some of the programs that will directly impact MCCFL. OHA did offer flexibility on how MCCFL would use state allotted funds. MCCFL Deputy Director has been having crucial conversations with MCCFL staff in anticipation with these budget cuts from OHA. Anticipation for IDD and housing programs potentially will be mostly affected by this. Specific program and budget reduction figures have not been identified for each service as of yet. Dr. Gower spoke to not including this in the 2021 budget as figures have not been identified at this time. Commissioner McCoy asked what percentage of MCCFL revenue comes from OHA, to which Mel Heuberger replied approximately 25-30% OHA funding is received for MCCFL. MCCFL is waiting for further information on programs and percentages that are anticipated being cut. Al Barton offered to provide the Board a more detailed list of services and percentages MCCFL that potentially could be affected by these cuts, pending release of OHA cuts percentages.

GRANTS: FEMA, HHS & FCC:

Dr. Gower and the Deputy Director reviewed in-depth the grants and evaluating if this would be beneficial for MCCFL. Currently, the grants that MCCFL has been working on applying or have applied for include FEMA, to which the status is not clear at this time if MCCFL has been approved. MCCFL has also applied for an HSS grant along with an FCC grant. MCCFL received a \$19,000 grant for equipment replacement from COVID impact. HHA grant has been identified as being one of the smaller grant for equipment replacement. MCCFL has also applied for a partnership grant with GOBHI, and have no new details at this time.

WASHINGTON APPLE:

Dr. Gower spoke to MCCFL being approved for Washington Medicaid/Medicare and was approved to see patients effective 6/1/2020. MCCFL is still waiting on approval for prior authorization. MCCFL has asked for a detailed list of services that Washington state will not reimburse. Exploration on how other services, such as Gambling Services could pose as a challenge of payment rates and are awaiting clarification around this. MCCFL application is in the que and are awaiting approval for prior-authorization.

14.8% FTE REDUCTION:

Dr. Gower explained the 14.8% FTE reduction to the Board of Commissioners. The message Dr. Gower has informed all staff at MCCFL of was not replacing front-line positions that are vacant. Dr. Gower spoke to growing MCCFL capacity and increasing encounters to which will allow to future fill of these positions. Deputy Director, Al Barton has met with all MCCFL clinicians individually and spoke to what MCCFL expectations are and reviewed capacity reports, while developing action goals for both supervisors and clinicians to accomplish. This should set clear expectation for MCCFL staff. It was also identified in these meetings that Cerner, MCCFI's Electronic Health Records programs has brought complications for clinicians, which most clinicians have adapted to but still present challenges. June Gower spoke to the wonderful interaction with staff during these feedback visits and the increase of information she and the Deputy Director have learned.

REVISED MCCFL EMPLOYEE POLICY MANUAL:

David Pickering, retired Human Resources Manager updated the MCCFL employee policy manual prior to his retirement, as it was identified as not serving the agency nor employees well. Mr. Pickering included standards gleaned from CIS insurers. The policy manual was then taken to the attorneys to have it vetted again. This was Mr. Pickering's "parting gift" before retiring from the agency. This also includes a HIPAA and Blood Born Pathogen policy, as it was identified that the old policies were not clearly written and were not contributing to MCCFL's employees. This was included in the packet for the Board's review. Leadership and staff at MCCFL have not yet had the chance to review this. Dr. Gower asked for the Board of Commissioners to review the policy manual and will move to approve at July Tri-County Board Meeting. This will be brought back to the Board meeting in July for approval.

Wasco County Commissioner Scott Hege adjourned the meeting at 1:20 P.M.