**Tri-County Mental Health Board**  
**Meeting Minutes: August 19, 2019**

**IN ATTENDANCE:**
- Wasco County Commissioner Scott Hege, Chair
- Sherman County Commissioner Tom McCoy
- Hood River County Commissioner Karen Joplin
- Al Barton, MCCFL Interim Executive Director
- Ramona Ropek, MCCFL Interim Operations Manager
- Mel Heuberger, MCCFL Accounting Manager
- Amy Johnson, MCCFL Human Resource Assistant

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**TOPIC** | **KEY DISCUSSION POINTS** | **ACTION/TASK/DECISION LOG** | **RESPONSIBLE PARTY** | **DUE DATE**
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**COMMUNITY MEETING** |  |  |  |  
**APPROVAL OF MEETING MINUTES** | With one minor change noted to the June 6, 2019 Meeting Minutes, the June 6, 2019 and June 26, 2019 Tri-County Mental Health Board Meeting Minutes were approved as written and presented. | Motion: Commissioner Joplin  
Second: Commissioner McCoy  
Approve: Unanimous |  |  
**PUBLIC COMMENT** | There was no public comment. |  |  |  
**FINANCIAL REPORT:** | Mel Heuberger presented the June 2019 Financial Report noting we are within two percent of budget. Mel provided a verbal overview to include, but not limited to, CCBHC, capitation WRAP, contract income, housing, wages and earnings, and prevention dollars. Mel will look into where the new building will be reflected in the budget.  
Billing issues relating to fee-for-service were addressed. Cindy Buege works with PacificSource on denials. Delayed credentialing was also discussed. MCCFL will begin to use PacificSource’s grievance process in an effort to document the issues; Mel will discuss with Cindy for follow-up. |  |  |  

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*Approved by the Tri-County Mental Health Board: 09/10/2019*
The encounter summary was reviewed and discussed.

Documentation/Fee-for-Service discussed. MCCFL did conduct an all staff Documentation Training on August 5th. There is still work to be done but we are letting staff know that importance of documentation.

Budget issues relating to the CCBHC and the PacificSource Contract were discussed. MCCFL’s financial safety net briefly discussed (18 month window). Budget reserves are also a consideration if needed. Reallocation of funding streams discussed.

*Budget Side Note – Sale of Lincoln Building.* A brief discussion ensued. The Board will discuss this at the September Board Meeting to include we should we keep it? Should be sell it? What is a fair process of selecting a realtor, guidance from legal counsel, etc.?

**GUEST: DEBORAH PHILLIPS, ATTY AT LAW**

Deborah Phillips was introduced to the Tri-County Mental Health Board. Ms. Phillips spoke to the Board around an ethics issue noting the Department of Justice also offers training sessions. She went through ORS 192 (Public Meetings).

Additionally, Ms. Phillips addressed the contract language specifically relating to the hold harmless clause was discussed. She will send revised contract template to Al Barton.

**MCCFL UPDATES:**

**Open Positions:** Ramona and Al discussed open positions with the Board. The Intellectual and Developmental Disabilities positions and the Clinical Services Manager positions were approved. The Mental Health Specialist 1 (Child & Family) and Psychiatric Nurse positions will be reevaluated at the September Meeting.

**Trauma-Informed (TIC) Contract:** Mid-Columbia Center for Living will not be able to continue funding the TIC Contract. Al Barton will be discussing this with Claire Ranit and will be working with her to secure alternative funding sources. MCCFL will be giving her a 30-day written notice per the contract (November 30, 2019).

**CCBHC Letter:** Ramona provided a brief update around a recent conference call. OHA is looking for funding to cover September – December. Reallocation of funding briefly addressed. There will be no CCBHC billing after July 1st. Management Team will be discussing future budget planning. We did not add positions with the CCBHC funding. PIPBHC Funding (Promoting Integration of Primary and Behavioral Health Care) briefly discussed.

Mel reports we are still waiting to hear if Supported Housing funding could change.
**Capacity Review:** Discussion ensued around where we are and where we need to be.

**Clinical Services Manager:** Brief discussion around the pros-and-cons of this position ensued. Human Resource will start recruitment immediately.

**Oregon Health Authority (OHA) Update:** Ramona updated the Board briefly on the recent audit. We should receive an OHA report this week. They did not have too many findings but did recommend we strengthen our MOUs as there is still confusion around holds, etc. MCCFL does meet weekly with NORCOR. We will do a MOU with NORCOR as well as the hospitals. Ramona hopes she will have OHA’s audit report to share with the Board at the September meeting.

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<th>BOARD REVIEW</th>
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<td><strong>Executive Director Recruitment:</strong> Al updated the Board on the recruitment status. The Transitional Team is working with the Talence Agency. The Talence Agency will update Commissioner Joplin and David Pickering on their progress. The Board will have the opportunity to meet with potential candidates.</td>
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<td><strong>Ribbon Cutting:</strong> Al provided a brief update on the Ribbon Cutting; invitations will be sent out in the next week or two. The Board was also invited to attend the agency’s picnic afterward at Sorosis Park.</td>
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<td><strong>Interim Executive Director:</strong> Al asked the Board for any feedback they might have in terms of his interim position. The Board thanked both Al and Ramona for their commitments.</td>
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<td><strong>Parking:</strong> We have received multiple complaints from neighbors and neighboring businesses in terms of where staff are parking. One wonders if this an underlying issue around a mental health clinic in the area. Elda Orr is looking at options. We are also looking at staff incentives (i.e.: bike/walk to work). One Community Health is not interested any type of parking partnership. Ramona approached the Fire Department to no avail. We have moved some of the agency cars to the Lincoln Building to free up some of the spaces. In terms of the new building, there are some construction issues still being worked out.</td>
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**Big thanks to Valerie Bellus and Patrick Wolfe for all of their work and dedication to the new building move!**