



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 **September 8th, 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
Desirae Tarrance, Executive Assistant
Laura Correia, Billing Analyst
Keith Howes, HR Director

Guests:

Doug Parker
Dennis Zeimer (AFSCME)
Anna (AFSCME)
Commissioner Bird
Counselor Kristen Campbell

Commissioner Scott Hege called the meeting to order at 11:04AM.

1) - COMMUNITY MEETING:

Dispensed during this virtual meeting.

2) - APPROVAL OF MEETING MINUTES AUGUST 14TH, 2020)

County Commissioners made the motion to approve the August 14th, 2020 Meeting Minutes and presented: Verbiage “included” overused and should be replaced and sent to Commissioner McCoy regarding the warm line and budget committee.

Motion: Commissioner Karen Joplin

Second: Commissioner Tom McCoy

Approve: Unanimous

3) - PUBLIC COMMENT:

No public comment currently.

Inclusion to the agenda:

Dr. Gower reported that Bullard Law firm has withdrawn services from MCCFL. She has requested Counselor Campbell to address the Board regarding the new Labor Attorney contract in a special 20-minute session towards the end of the week, deadlines from the ULP violation will be discussed at that time. All Board members agreed to meet with Counselor Campbell and Dr. Gower on Thursday, Sept. 10th from 0800 – 0900. Dr. Gower also gave a Warmline update, empathizing that Wasco county residents had low utilization of the warmline.

Commissioner McCoy's last Tri-County Board meeting will be next. A thank you from the Board of Commissioners to Commissioner McCoy on years of service, and for serving so passionately to the Board of Commissioners.

4) - HUMAN RESOURCES: KEITH HOWES UPDATE:

Mr. Howes presented to the Board members the following positions open for approval:

- EMR Manager – IT/EMR Supervisor
- Finance Supervisor (To Support Director):
- (x3) Care Coordinator Position (Added for mandatory screenings/COVID related):
- HR Partner Position (added to manage internal HR issues): ON HOLD

Commissioner Joplin inquired as to the budget impact approving these positions would have on MCCFL financial state; Dr. Gower addressed each position from a financial view. She spoke regarding the screener positions being billable and reimbursable, making them self-sustaining financially. Commissioner Joplin stated that the Board would not be approving positions which negatively impact the budget and requested Dr. Gower send a budget plan on these positions. The "Screener" positions would be "temporary", non-benefitted positions until COVID dissipates. Health Screenings and IT position approved, with the HR Partner Position on a current hold:

Motion: Commissioner Karen Joplin

Second: Commissioner Tom McCoy

Approve: Unanimous

Union Bargaining Update:

Ground Rules have been proposed and are being negotiated. MCCFL is working with AFSCME to set a date for bargaining.

5) - FINANCIAL REPORT:

ENCOUNTERS:

Deputy Director addressed the CAP and HVE (high value encounters) graph. Explaining the Cap and HVE were the high value encounters, and the graph is reflecting low volume due to closing of the Cottage program. Trending line dropped the last week in August, however the weeks prior held a steady flow. The red line in encounters has downward spiraled due to vacations and decrease in staffing.

(Pg. 9) graph explained the high value encounters, which is funding generated through billing. This graph slowly shows a trend upward.

REVENUE AND EXPENSES:

Dr. Gower explained the balance sheet for July.

- The checking account balance information is being collected weekly. Accounts receivable has taken a downward spiral.
- Contracted services have decreased. Mrs. Correia has been experiencing technical glitches with the reporting systems which affected the information brought forth to this Board meeting.
- MCCFL assets increased roughly 5.2 Million. Accounts payable has decreased from prior months due to staffing changes.
- Total beginning balance is currently at \$665,000.00 No changes from the previous months.

- Commissioner McCoy expressed concern around accounts receivable being low, which Mrs. Correia stated the billing department will work on closing out July funds and expenses. The increase in expenses are affected by staff changes, increase in legal fees, and consultation fees for finding a finance director. Commissioner McCoy inquired what the total estimate for our equity accounts, which is estimated at \$5.2 Million. Dr. Gower promised the Board that all numbers will be finalized by next week and the corrected information will be sent to the Board along with the agenda packet being updated to reflect the correct financial information.
- PIPBHC was not accounted for in these financials and are not reflected in the Board packet information. Until July is fiscally closed out, these numbers will be inaccurate. The financials (Pg. 10) are not accurate and are not counted as correct information.

FEE FOR SERVICE:

For The month of July, Dr. Gower explained MCCFL revenue. ECS (Enhanced Care Services) had vacancies, to which has been filled. Fee for service claims are outstanding and were not included in this month's financial report. When line items were converted due to COVID, ECS was included in the line item when it should not have been.

- OHP DPMAP is being monitored closely, MCCFL has been receiving DMAP payments slowly.
- Pacific Source has had some discrepancy on payment rates.
- Mental Health services is increased to \$158,000.00; this number has been increased due to the screenings that MCCFL is being reimbursed for.
- July slides are decreasing as MCCFL is still taking clients without insurance. This month's fee for services are averaging at %50, due to the finance department being shorted by 2 personnel.
- MCCFL has billed fee for service \$158,000.00. Commissioner Hege asked clarity around the budget not changing, which Dr. Gower addressed asking for more clarity around the accuracy of the form presented (Pg. 11). Laura Correia stated these are line items coming out of our billing source. Correction to be made to blank space on Pg. 11.
- Financial data reflected at this Board meeting will be correct and resubmitted for Board review, included in the minutes for final approval and posting.

RESERVES:

Columbia Account has gone up by \$600,000.00 and the US bank account has increased as well. Dr. Gower spoke regarding Ms. Correia not having the correct access to the banking accounts. Commissioner Hege requested to have the updated bank statements brought to their Thursday morning meeting on September 10th. Dr. Gower spoke to MCCFL reserves has increased slightly.

5) - FOLLOW UP FROM LAST TCB MEETING:

LINCOLN BUILDING UPDATE/COMMUNITY FEEDBACK:

Dr. Gower spoke to the decrease of community interests in leasing the Lincoln building. There was hope that Commissioner Hege might know someone who would be interested in renting the building, to which he replied he would inquire. The housing market is currently stagnating with COVID, and the decrease in property buying.

I/DD SERVICES & INTERESTED PARTY MEETING UPDATE:

Providers have been interested and have been working with the I/DD and ODDP team. Two brokers are potentially interested in taking the I/DD contract but MCCFL has no further information at this time. MCCFL hosted a working partner meeting on Friday, August 28th. MCCFL has offered a Q&A session for clients to help with the transition of the program. There will be a series of 3 meetings over the next couple weeks, providing opportunities for clients and families to have questions answered. Commissioner Joplin inquired about questions prepared for the Q&A and if Commissioner Joplin should plan to be present, which AL included that Maliea Yakymi will be present and invited Commissioner Joplin to attend. ODDS sent a letter confirming there will be no disruption in services for the I/DD clients during the transition. Commissioner Hege asked clarification around who can attend the Q&A sessions, which Dr. Gower stated the invitations had only been sent to clients and family members. Dr. Gower released the ODDS email to community partners, and 2 press releases to be published in The Dalles Chronicle and the Hood River news. Commissioner Hege expressed desire to "over communicate" to the public to ensure as little confusion as possible. Another update will be sent to community partners and clients this week. A big thank you to Commissioner Joplin for joining the community working partners.

6) – EXECUTIVE DIRECTOR UPDATE:

FINANCE DIRECTOR:

No qualified candidates or offers have been made at this time. The billing department has 2 staff vacancies. Commissioner Hege asked clarification around if these positions are posted, and Dr. Gower stated they are but no candidates had reimbursement or billing qualifications.

MCCFL WEBSITE UPDATE/INTERESTED PARTIES:

MCCFL has a section under the “Board Notices” where community members can sign up to receive Board packets. Included on the MCCFL website is a “Press Release” section to view communications and memos to staff and clients.

Wasco County Commissioner Scott Hege adjourned the meeting at 12:47pm.