

**MVBCN Executive Committee Meeting
Minutes of the Meeting
Tuesday, February 27, 2018
3:00 PM
550 Hawthorne Ave. SE, Suite 140, Salem, OR 97301**

Board Members Present

Jackie Haddon, Valley Mental Health

Greg Hansen, Administrative Officer, Polk County

via teleconference

John Lattimer, Chief Administrative Officer, Marion County

Lisa Lillico, Consumer Advocate

Tim Markwell, New Perspectives Center for Counseling & Therapy, alternate
Commissioner Pope, Polk County

MVBCN Staff

Cindy Becker, Executive Director

Andrea Dabler, Executive Assistant

Darlene Krenitz, Finance & Operations Director

Rob McAdam, Quality & Network Director

County Health Department

Noelle Carroll, Director, Polk County Health Services

Guests

Kenneth Kuhns, Kenneth Kuhns & Associate

Nancy Rickenbach, Chief Operating Officer, WVCH

Camille Soleil, Valley Mental Health

1. Call meeting to order: Welcome and introductions

Commissioner Pope, Board Chair, called the meeting to order at 3:11 PM and invited those present to introduce themselves.

2. Public Comment

Commissioner Pope allowed for public comment; there was none.

3. BCN Executive Director's Report (Information/Action)

a. BCN staffing

Cindy announced that BCN will be adding a Site Review Coordinator position whose main function will be to conduct on site audits of all BCN providers. BCN has sufficient personnel funds in the budget for this position.

b. April Job Fair

BCN will be holding its second annual Job Fair on April 11th at the Comfort Suites Hotel. All contracted mental health and addictions providers are invited to have a booth.

c. Class & Compensation Study

Cindy reported that Xenium, BCN's contracted human resources firm is finishing its work on reviewing BCN's classification and compensation study of all positions.

- This piece of work was included in BCN's 190 transition plan.
- The Local Government Personnel Institute (LGPI) was originally contracted to perform this task but was unable to do the work.
- The board requested a summary of the methodology, impact to personnel budget, and recommendation to be presented at a future meeting.

d. Incentive Metrics (Information)

Cindy walked the board through a preliminary summary of an incentive metrics proposal as an information only.

- A workgroup of representatives from Marion and Polk Counties, private providers, and BCN worked on the incentive metrics proposal that focuses on four major areas; 1) access & engagement, 2) transition, 3) adverse events reduction, and 3) member well-being.
- Nancy said there are incentive metrics criteria in the Oregon Health Authority (OHA) – WCH contract and requested the workgroup will keep her informed prior to submitting a final proposal.
- A final proposal will be brought forward at a future meeting.
- Cindy said the goal is for a July 1st rollout.

e. Investment Proposals (Action)

The proposals are recommendations from BCN's Health Engagement and Promotion Committee.

1. Recruitment Incentives

- Cindy presented a recruitment proposal for providers that offered three options; 1) hiring bonuses, 2) scholarship or tuition reimbursement/partial loan repayment, and 3) supervision of interns.
- Jackie Haddon recommended increasing the supervision of interns from \$27,500 to \$55,000. The increase will adjust the total proposed recruitment incentives from \$115,000 to \$143,000.

2. Care Coordination

- A workgroup of representatives from the large providers and BCN drafted a proposal for Care Coordination for WVCH members to coordinate integrated care planning.
- The proposal recommends placing one care coordinator in each of the large agencies for one year.
- The goal is for it to evolve into a community collaborative.
- The estimated cost is \$75K for fully loaded care coordinator for an estimated proposed budget of \$525.00.
- Nancy said the Center for Medicare & Medicaid Services (CMS) requires WVCH to assure care coordination for its members.
- Nancy requested that BCN's workgroup coordinate with WVCH to avoid duplication of care coordination efforts for members.

4. Financial Update (Information/Action)

a. FY 2016-17 Financial Audit Report – Kenneth Kuhns (Action)

A copy of the BCN's FY 2016-17 financial report was distributed in advance of this meeting.

- Kenneth Kuhns presented the FY 016-17 audit report.
- Mr. Kuhns said BCN's accounting records were clean and well maintained.
- Marion County Financial Services provided financial reports and Darlene Krenitz prepared the financial statements included in the audit report.
- Mr. Kuhns proceeded to walk the committee through the financial statements. The report reflected a clean opinion of the financial statements and they "were presented fairly" with an "unmodified opinion".

- The audit found that BCN's internal controls were in good order with accurate financial information.
- No audit adjustments were proposed.
- BCN was in compliance according to State of Oregon's statutes.

MOTION: *John Lattimer made a motion to approve the FY 2016-17 financial audit report as presented; Jackie Haddon seconded the motion. The motion passed unanimously.*

5. Executive Director Candidates (Information/Action)

Karen Wheeler and Justin Hopkins submitted letters of interest along with their resumes for consideration for the Executive Director position.

- Karen Wheeler, candidate for the Executive Director position arrived at 4:21 PM. Commissioner Pope allowed for introductions and Karen provided background of her career and experience. The committee asked Karen questions pertaining to the position.
- Justin Hopkins, candidate for the Executive Director position arrived at 4:53 PM. Commissioner Pope allowed for introductions and Justin provided background of his career and experience. The committee asked Justin questions pertaining to the position.

6. Investment Proposals – *continued*

The committee resumed their discussion of the three investment proposals. Commissioner Pope called for a motion on the three proposals presented.

a. Recruitment Incentives

Jackie Haddon proposed to increase supervision of interns from \$27,500 to \$55,000. The increase would revise the total recruitment proposal from \$115,000 to \$143,000.

MOTION: *Jackie Haddon made a motion to approve the recruitment incentives; John Lattimer seconded the motion. The motion was passed unanimously.*

b. Care Coordination

John Lattimer requested to wait on making a decision on the care coordination proposal until the new Executive Director is on board. This item was deferred to a future meeting.

c. Outreach Grants

MOTION: *Jackie Haddon made a motion to approve the outreach grants; Commissioner Pope seconded the motion with discussion.*

John and Greg said they want to wait to approve the outreach grants until BCN's new Executive Director has an opportunity to review and weigh in.

John Lattimer and Greg Hansen voted nay.

The proposal was deferred until BCN's new Executive Director starts and will be revisited at a future meeting.

7. Financial Update (Information/Action) – *continued*

a. January 2018 YTD Financial Update (Information)

The January YTD financial report was distributed in advance of this meeting. There were no questions.

8. Trillium contract 2018 (Action)

Cindy presented a request to amend Trillium Family Services' contract to return to a fee for service payment.

MOTION: *John Lattimer made a motion to approve the contract for Trillium Family Services as presented; Jackie Haddon seconded the motion. The motion passed unanimously.*

9. Board Update (Information/Action)

- **Addition of Nancy Rickenbach, Chief Operating Officer, WVCH to BCN Board of Directors**
This item was deferred to future meeting.
- **Intergovernmental Agreement (IGA) Amendment**
This item was deferred to a future meeting.

10. Other (Information/Action)

a. List of Executed Contracts

A list of contracts and amendments signed since the January meeting was distributed in advance of this meeting; there were no questions.

11. Approval of previous meeting minutes for November 28th, December 28th, and January 23rd.

Draft minutes from the November, December, and January were distributed in advance of this meeting.

MOTION: *John Lattimer made a motion to approve minutes from the November 28, 2017, December 28, 2017, and January 23, 2018 meetings, Jackie Haddon seconded the motion. The motion passed unanimously.*

12. Discussion about hiring standards, criteria and policy directives for Executive Director

a. Public Comment

Commissioner Pope allowed for public comment; there was none.

b. Executive Session pursuant to ORS 192.660 Sec. 2 (a)

Commissioner Pope called for recess of the Executive Committee at 5:50 PM and immediately called an Executive Session to order.

The Executive Committee will now meet in Executive Session for the purpose of considering the employment of a public officer, employee, staff member, or individual agent pursuant to 192.660 (2) (a). Representatives of the news media and designated staff shall be allowed to attend the Executive Session. All members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state general subject of the session as previously announced. No decision may be made in executive session.

Commissioner Pope adjourned the Executive Session at 6:00 PM and immediately reconvened the Executive Committee. The Executive Committee was adjourned at 6:02 PM.

Minutes were prepared by Andrea Dabler and approved by the Executive Committee on April 24, 2018.

Next meeting: Tuesday, March 27, 2018 at 3:00 PM