



550 Hawthorne Ave SE, Suite 140 Salem, Oregon 97301  
T: 503.361.2647 F: 503.585.4989 W: mvbcn.org

**MVBCN Executive Committee  
Minutes of the Meeting  
Tuesday, November 28, 2017  
3:00 PM**

**550 Hawthorne Ave. SE, Suite 140, Salem, OR 97301**

**Board Members Present**

Jamie Brasington, Consumer Advocate, alternate  
Commissioner Carlson, Marion County  
Jackie Haddon, Valley Mental Health  
Greg Hansen, Administrative Officer, Polk County  
John Lattimer, Chief Administrative Officer, Marion County  
Lisa Lillico, Consumer Advocate  
Tim Markwell, New Perspectives Center for Counseling & Therapy, alternate *via teleconference*  
Commissioner Pope, Polk County

**County Health Departments**

Noelle Carroll, Director, Polk County Health Services  
Cary Moller, Administrator, Marion County Health Department

**BCN Staff**

Cindy Becker, Executive Director  
Andrea Dabler, Executive Assistant  
Darlene Krenitz, Finance & Operations Director  
Rob McAdam, Quality & Network Director

**Guests**

Brent DeMoe, Polk County  
Doug Gouge, Polk County

**1. Call meeting to order: Welcome and Introductions**

Commissioner Pope, Board Chair, called the meeting to order at 3:04 PM and invited everyone present and via teleconference to introduce themselves.

**2. Public Comment**

Commissioner Pope allowed for public comment; there was none.

**3. Approval of previous meeting minutes for October 24, 2017 (Action)**

Draft minutes from the October 24, 2017 meeting were distributed in advance of this meeting; edits and corrections were made.

**MOTION:** *John Lattimer made a motion to approve the minutes from the October 24, 2017 meeting; Jackie Haddon seconded the motion. The motion passed unanimously.*

**4. BCN Executive Director's Report (Information)**

**a. Staffing Update**

- Jennie Kendeigh has been appointed to BCN's Mental Health Specialist 3, Behavioral Health Care Coordinator for children & youth. Jennie will be transferring (promoting) from Marion County Health Department, Children's Behavioral Health where she has worked as a Mental Health Specialist 2.
- Jody Rowland has been appointed to BCN's Department Specialist 2. Jody will be the receptionist and point person for BCN's website maintenance and social media.
- There are 3 remaining vacant Mental Health Specialist 3, Behavioral Health Care Coordinator positions.
- BCN's contract with Marion County for business services will end on December 31, 2017. BCN will not be opening any new recruitments with Marion County Human Resources and will conduct all remaining recruitments and hiring independent from Marion County.
- Cindy expressed her appreciation to Jason Bos, Sr. Human Resources Analyst for Marion County and his team for their work and support.

**b. Focus Groups**

- Clay Peterson, BCN's Peer Network Program Coordinator provided a summary of BCN and WVCH's joint focus groups held in October. Clay and Patricia Godsey, WVCH, worked with Riley Research Consulting to conduct the focus groups.
- BCN will be engaging with providers and community partners in the coming months to share the report and strategize next steps.

**c. Consumer Satisfaction Survey**

- Rob McAdam, BCN's Quality & Network Director provided an update on BCN's consumer satisfaction survey that will take place during the month of December.
- The SullivanLuallin Group has been hired to work with BCN on the survey design, process, and final report.
- The final report will be presented to the board and providers when available.

**d. 190 Transition Update**

- All BCN employees will receive a termination letter from Marion County as part of BCN's separation from Marion County for business services.
- BCN will be conducting an open enrollment in December for 2018 for employee medical, dental, vision, and other benefits.
- BCN has prepared an employee manual to address personnel rules and related topics effective January 1, 2018.

**e. Data / Information Sharing**

- Cindy has been working with Logan Dela, BCN's Decision Support Data Analyst, on prioritizing data reports. Logan comes to BCN from PH Tech.
- Cindy shared the following four handouts:
  - ✓ suggested data reports
  - ✓ patients served by city and zip code 7/2016 – 6/2017
  - ✓ BCN in-panel, outpatient services for unique member by provider, during calendar years 2016 & 2017
  - ✓ WVCH and BCN % of population by age, ethnicity, and gender
- Cindy asked the board for feedback on data reports it would like to receive.
- Cindy talked about eventually posting a dashboard for reports on BCN's website.

## 5. Financial Update (Information / Action)

Darlene reported that BCN's fiscal year 2016-17 financial audit has begun.

- It was discovered that the calendar year 2015 metric in the amount of \$99,000 from WVCH to BCN July 2016 had not been disbursed to the counties. This metric was for DHS assessments.
- BCN will amend both county's contract and disburse the funds.
- The fiscal year 2016-17 financial audit report will be presented to the board at a future meeting.

### a. October 2017 YTD Financial Update (Information)

Darlene walked the committee through the October YTD financial report.

- Greg Hansen suggested eliminating the use of "contingency" and replacing it with "favorable or non-favorable variance" as a more accurate reflection of operating vs real revenue.

### b. 2018 Forecast

Cindy provided a handout "2018 Financial Information Projections" as a starting point to discuss 2018 rates and BCN's contracts with WVCH.

- The committee discussed the preliminary rates for 2018 and variables that may have an impact.
- Cindy said the 2018 Administrative Services Agreement (ASA) and Service Level Agreement (SLA) with WVCH need to be reviewed before 2018 renewal.

## 6. Appoint New Board Member – Advocate Alternate (Action)

Lisa Lillico introduced Jamie Brasington, BCN Consumer Advocate Team (CAT) to fill the consumer advocate alternate board position vacated by Tina Smith in October.

- Jamie submitted a letter of interest to the board which included a brief background about herself.
- Commissioner Pope welcomed Jamie.

**MOTION:** *Commissioner Carlson made a motion to appoint Jamie Brasington as consumer advocate alternate on the board; Greg Hansen seconded the motion. The motion passed unanimously.*

## 7. CIS Resolution #2017-009 – Group Self-Insurance (Action)

Darlene said CIS is self-insured and requires a signed board resolution in order for BCN to be a member of CIS.

- BCN intends to use CIS for employee benefits effective January 1, 2018.

**MOTION:** *Commissioner Carlson made a motion to authorize the board chair to sign Resolution #2017-009 for CIS group self-insurance; Greg Hansen seconded the motion. The motion passed unanimously.*

## 8. Contracts (Information/Action)

### a. New BCN Legal Counsel - Garrett Hemann Robertson P.C.

Cindy interviewed two prospective law firms for BCN's new legal counsel.

- Cindy recommended Rebekah Johnson from the firm Garrett Hemann Robertson as BCN's new legal counsel. This firm has expertise in labor and employment law.
  - Wally Lien is aware that BCN plans to seek legal counsel from another firm.
  - This prospective firm recommended Xenium to BCN for human resources, personnel, and payroll services effective January 1, 2018.

- Commissioner Pope would like to meet with Rebekah Jacobson to conduct Cindy Becker's annual performance review which is past due.

**MOTION:** *John Lattimer made a motion to approve Rebekah Johnson with Garrett Hemann Robertson P.C. as BCN's new legal counsel; Greg Hansen seconded the motion. The motion passed unanimously.*

**b. New Outpatient Practitioner – Johnnie Burt dba Capstone Counseling, LLC**

Cindy recommended approval to enter into contract with Johnnie Burt dba Capstone Counseling, LLC as an in-panel practitioner.

- Rob McAdam met with Johnnie and vouched that she is culturally competent with the Russian and Hispanic population.
- Capstone Counseling is located in Woodburn and specializes in working with deaf and hard of hearing and is American Sign Language (ASL) certified.
- Capstone Counseling is located in Woodburn which has been identified as an area in need of service expansion.

**MOTION:** *John Lattimer made a motion to approve a new outpatient provider contract with Capstone Counseling, LLC; Jackie Haddon seconded the motion. The motion passed unanimously.*

**9. Other (Information/Action)**

**a. Subcommittee Update/Report**

At the direction of Commissioner Pope, a subcommittee comprised of John Lattimer, Noelle Carroll, Cary Moller, Cindy Becker, chaired by Greg Hansen has been meeting.

- The sub-committee was charged to work on BCN and CCO system issues including Marion – Polk counties' financial issues.
- Greg Hansen walked the committee through the subcommittee's proposal/report.

**MOTION:** *Commissioner Carlson made a motion to approve and accept the subcommittee report; John Lattimer seconded the motion with the understanding that this is a living document that may change.*

Commissioner Pope said the subcommittee will stay engaged and adjust as needed.

*The motion passed unanimously.*

- Cindy asked Commissioner Pope how to proceed with appointing members to the board and new Advisory Council.

**b. Polk County Suicide Prevention**

Doug Gouge and Brent DeMoe from Polk County presented a video on suicide prevention that was filmed in partnership with Central High School.

- These gentlemen are seeking for funding for another video project in both Polk and Marion County before the end of the 2018 school year.
- Commissioner Pope articulated his support for BCN to fund another video project.

**c. List of Executed Contracts**

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

**d. Executive Session (if needed) - pursuant to ORS 192.660 Sec. 2 (a) (b) (f) (h) or (i)**

An executive session was not convened.

**e. December Executive Committee meeting**

The December Executive Committee meeting will be held on Thursday, December 28<sup>th</sup> by phone.

Commissioner Pope adjourned the meeting at 4:35 PM.

Minutes were prepared by Andrea Dabler.

*Next meeting: Thursday, December 28, 2017 at 3:00 PM by phone*