

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
AND SUBSTANCE ABUSE AUTHORITY**

January 14, 2003

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Tuesday, January 14 at the Piedmont Developmental Services Building, 457 Lake Concord Road, Concord, NC. Present were:

Betty Babb, Vice-Chair	
Chris Maness	Gene Herrell
Martha Macon	Ann Brewer
John Burke	Jeff Moss
Lucy Drake	June Showfety
Doris Rogers	Bill Burgin

Absent: Roy Hinson, Gene McIntyre, Paul Standridge, Chad Mitchell and Bob Carruth .

Guests: Dr. Richard Visingardi, Ken Marsh, Marcia Garatt, and Liz Jordak.

Staff: Dan Coughlin, Pam Shipman, Ann Taylor, Renee Snipes and Jean Payne.

Board attorney: Mike Taylor.

1. **Matters of the Board:**

A. Introduction of New Board Members: Vice-Chair Betty Babb called the meeting to order and introduced new Board members Dr. Jeffrey Moss (present), and Rowan County Commissioner Chad Mitchell (absent). She then turned the meeting over to Area Director Dan Coughlin, who introduced Dr. Richard Visingardi, Director, North Carolina Division of Mental Health, Developmental Disabilities, and Substance Abuse Services.

2. **Information Items:**

A. Local Business Plan/Piedmont's Leadership Role: Dr. Visingardi began by thanking the Board for the invitation to attend the meeting, and stressed that his personal and professional background lies firmly in the community. He commended the Board for their leadership role in going forward with the State's vision for mental health reform. Dr. Visingardi called Piedmont's Local Business Plan the "essence of vision"; we have taken the best of what is known and translated it into our plan for a Local Management Entity (LME). He praised Piedmont for "taking command of your destiny". Dr. Visingardi then went on to explain that reform is intended to provide support and services to people with disabilities (and their families) by using best practices, in an era of finite resources. Private providers can provide these best practices in a cost-effective way because they are specialists, but the role of the Local Management Entity is to oversee the network of providers with no conflict of interest. Dr. Visingardi briefly outlined the history of changes in the last 40 years in community mental health systems. Now, he said, Piedmont will "set

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the course” for the State as a model LME. Piedmont will have the opportunity to help re-define the relationship between the State, the Division, and the community mental health systems. The discussion was then opened up to the Board, and Dr. Visingardi answered questions and engaged in a spirited dialog with the Board, with further discussion of management of limited resources, efforts to involve the community at large, etc. At the conclusion of this discussion, the Board gave Dr. Visingardi a round of applause and thanked him for attending.

3. **MEETING OF THE BOARD AS FINANCE COMMITTEE:** Vice-Chair Betty Babb opened the Meeting of the Board as Finance Committee.
 - A. **Revenues & Expenses:** Finance Director Renee Snipes reviewed with the Board the “Statement of Revenues & Expenses as of November, 2002”.
 - B. **Budget Revision:** The budget revision as of December 31, 2002 was presented and reviewed. A motion was made by Martha Macon and seconded by Gene Herrell that the Board approve the budget revision. Motion carried.
 - C. **Adjournment:** Jack Burke made a motion, seconded by Lucy Drake, that the Finance Committee meeting be adjourned and the regular Board meeting be convened. There was unanimous approval.
4. **Matters of the Board – cont.**
 - A. **CONSENT AGENDA: Approval of Board Minutes – November 12, 2002:** Martha Macon noted that the date in the first paragraph should be changed from “October 8” to “November 12”. Martha then made a motion to approve the minutes as corrected; Jack Burke seconded the motion; there was unanimous approval.
 - B. **CONSENT AGENDA: Approval of Closed Meeting Minutes – November 12, 2002:** This was postponed until later in the meeting when the Board would meet in Closed Session.
 - C. **Area Director’s Performance Compensation - Review:** Discussion was postponed until later in the meeting and the arrival of Board member Bill Burgin.
 - D. **Consumer Family Advisory Committee:** COO Pam Shipman asked for the Board’s approval to begin recruiting for members of the Consumer Family Advisory Committee, and that the Board establish a sub-committee to review applications and recommend appointments, to be approved by the Board at the March, 2003 meeting. Gene Herrell made a motion to approve both requests; Lucy Drake seconded the motion; there was unanimous approval.
5. **Monitoring Reports**
 - A. **Information Systems:** This was covered later in the meeting during the Area Director’s Report.
6. **POLICY ACTION ITEMS:**

The following policies were submitted to the Board for approval:

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- A. A-08: Communication and Support to the Board
- B. C-02: Chairperson's Role
- C. C-05: Governing Style
- D. C-07: Global Board-CEO Linkage
- E. D-02: Accountability of the CEO
- F. D-03: Delegation to the CEO
- G. C-09: Compensation for Board Members

Lucy Drake made a motion to approve the policies; Gene Herrell seconded the motion; there was unanimous approval.

7. **POLICY CONSIDERATION ITEMS:**

The following policies were submitted to the Board for review. These policies are specific to Local Business Plan requirements and will be submitted for approval at the March, 2003 meeting.

- A. A-03: Financial Planning & Budgeting
- B. A-04: Asset Protection
- C. A-10: Fiscal Management
- D. B-01: Best Practices
- E. B-04: Access
- F. B-05: Collaboration
- G. B-06: Consumer Involvement
- H. B-07: HIPAA Compliance
- I. B-08: HIPAA – State Security
- J. B-09: Provider Network
- K. C-01.1: Long-Range Planning
- L. C-08: Monitoring
- M. C-14: Consumer Family Advisory Committee
- N. E-01: Client Rights
- O. By-Laws

8. **INFORMATION ITEMS:**

A. **Area Director's Report:**

- i. **Information Systems:** Dan Coughlin reported that implementation of the CMHC system is going well; Piedmont is fortunate to have an employee in our IS department who has had previous experience with the system's implementation. We will go "live" with the system in approximately two weeks. Dan pointed out that this system is mainly for use by providers of services, which Piedmont will no longer be once we assume our role as an LME. However, we assume that we can use the system to support some of the smaller providers that will be part of the LME network.

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Dan then updated the Board on the IPRS (Integrated Payment and Reporting System) implementation. IPRS is a State-mandated system that brings area programs into compliance with HIPAA requirements and consolidates area program information.

Finally, Dan informed the Board that key Piedmont staff has been investigating information systems that will support our functions as an LME. They are looking at software designed along the lines of those for pre-paid health insurance plans. The key group traveled to Washington DC, Pennsylvania, and Ohio to look at a system called InfoMC. Dan will keep the Board informed as further information is gathered.

- ii. **Davidson County Update:** Dan told the Board that the Davidson County Board of Commissioners was meeting that evening to vote on the proposed merger with Piedmont. He said he is expecting a formal resolution soon from the Davidson AP Board to ours. Once Davidson presents their resolution, we will begin the due diligence process. When that is complete, we will present the merger to all four of Piedmont's county Boards of Commissioners for approval. Discussion followed.
 - iii. **LBP Transitional Challenges – Divestiture:** Dan reassured the Board that we are working very supportively with our employees as we move to divest services. We have to start forming boards for the new 501c3s; it is anticipated that each board will have 6-8 members. Dan and the Board discussed ideas for populating these non-profit boards, and they decided that one Piedmont Board member from each county will serve as a touchstone for nominations Dan receives. Dan will keep each of the four county Boards of Commissioners informed as the new non-profit boards form.
 - iv. **Board Retreat:** Dan urged all Board members to attend the upcoming Board Retreat, which will feature Dr. Sandy Forquer. Dr. Forquer will present on her experience with system reform in Colorado, and relate this to the changes Piedmont is experiencing as part of system reform in North Carolina.
9. **Closed Session:** Pursuant to N.C.G.S. §143-318.11(a)(3), Board Attorney Mike Taylor asked that the Board go into Closed Session to approve the Closed Session minutes from November 12, 2003 and to consult with an attorney to consider and give instructions concerning the handling of a petition filed by Michael Stolarik in the Office of Administrative Hearings case "Stolarik vs. Piedmont" and a charge filed by Mr. Stolarik with the EEOC. Lucy Drake made a motion to go into Closed Session; Jack Burke seconded the motion; there was unanimous approval. A motion was made by Doris Rogers and seconded by Lucy Drake to

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come out of Closed Session; there was unanimous approval. Pursuant to N.C.G.S. §143-318.11(a)(6), a motion was then made by Martha Macon and seconded by Lucy Drake to go back into Closed Session to consider the qualifications, competence, and performance of an employee. Motion carried. A motion was made by Bill Burgin and seconded by Lucy Drake to come out of the second Closed Session. Motion carried.

10. **Matters of the Board – cont.**
 - A. **Area Director's Performance Compensation - Review:** Bill Burgin made a motion that the Board approve a base salary of \$128,000/year for the position of Area Director/CEO, with further evaluation to remain on the regular evaluation schedule. Gene Herrell seconded the motion; there was unanimous approval.

11. **ADJOURNMENT:** Lucy Drake made a motion to adjourn the meeting; Chris Maness seconded it, with unanimous approval.

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February 15, 2003

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Saturday, February 15, 2003 at the Piedmont Developmental Services Building, 457 Lake Concord Road, Concord, NC. Present were:

Roy Hinson, Chairman	
Bob Carruth	Ann Brewer
Martha Macon	June Showfety
Doris Rogers	Chris Maness
Paul Standridge	Jack Burke
Betty Babb	Bill Burgin

Absent: H. Gene Herrell, Gene McIntyre, Jeff Moss, Chad Mitchell and Lucy Drake.

Staff: Dan Coughlin, Pam Shipman and Jean Payne.

Board attorney: Mike Taylor.

Guest: Dr. Sandy Forquer

BOARD MEETING

This meeting was the annual Board Retreat. Board members and staff met for a continental breakfast from 8:45-9:00 am. Area Director Dan Coughlin welcomed the Board and then introduced Dr. Sandy Forquer. Dan then asked the Board members to introduce themselves to Dr. Forquer.

Area Director's Status Report: Dan announced that Piedmont has had four meetings with the Davidson Area Program and are doing the technical background work necessary for the merger. At this point, it is proposed that Davidson services will spin off into a 501c3, which will be created as part of Piedmont's Local Business Plan. A management contract may be in place as early as July 2003. Discussion with the Board followed regarding fund balances, information systems, etc.

Dan then informed the Board that he and Board Chairman Roy Hinson have agreed to work together to appoint members to two committees: the first will review membership applications and make recommendations for appointments to the Consumer Family Review Committee; the second committee will review applications and make appointment recommendations for key staff of the 501c3 non-profit organizations that will be created as part of the LBP.

Next, Dan updated the Board on the CMHC software implementation. It continues to go smoothly. Also, Piedmont is undergoing a Requests for Proposals (RFP) process for software (such as the InfoMC system) to service the LME.

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Finally, Dan and COO Pam Shipman told the Board that they had spent two days the previous week with officials in Raleigh going over Piedmont's LBP. Discussion with the Board followed.

Dr. Forquer's PowerPoint presentation on "Principles for Managing Care and Services: Best Practices, the Colorado Experience, and Piedmont's Local Business Plan" was informative and thought provoking. Board members asked questions throughout the presentation and discussion ensued. At 12:15 pm the Board stopped briefly for lunch, but the discussion continued and concluded soon after 1:00 pm.

Dan thanked Dr. Forquer for her presentation, and the Board gave her a round of applause. The meeting was adjourned at 1:20 pm.

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March 11, 2003

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Tuesday, March 11, 2003 at the Piedmont Developmental Services Building, 457 Lake Concord Road, Concord, NC. Present were:

Roy Hinson, Chairman	
Chris Maness	Gene Herrell
Martha Macon	Ann Brewer
John Burke	Jeff Moss
Lucy Drake	Bob Carruth
Doris Rogers	Bill Burgin
Betty Babb	Gene McIntyre
Paul Standridge	Chad Mitchell

Absent: June Showfety.

Guests: Patrick Lanahan and Billy West.

Staff: Dan Coughlin, Pam Shipman, Renee Snipes and Jean Payne.

Board attorney: Mike Taylor.

Board Chairman Roy Hinson opened the meeting by welcoming Davidson County Area Program Director Billy West. Board members went around the table and introduced themselves to Mr. West. Mr. Hinson then called to order the Meeting of the Board as Finance Committee.

1. **MEETING OF THE BOARD AS FINANCE COMMITTEE:**
 - A. **Revenues & Expenses:** Finance Director Renee Snipes reviewed with the Board the "Statement of Revenues & Expenses as of January, 2003".
 - B. **Budget Revision:** The budget revision as of February 28, 2003 was presented and reviewed. A motion was made by Paul Standridge and seconded by Lucy Drake that the Board approve the budget revision. Motion carried.
 - C. **Adjournment:** Board Chairman Roy Hinson declared that the Finance Committee meeting be adjourned and the regular Board meeting be convened.
2. **Matters of the Board**
 - A. **CONSENT AGENDA - Approval of Board Minutes – January 14, 2003 and February 15, 2003**
 - B. **CONSENT AGENDA -Approval of Closed Meeting Minutes – January 14, 2003:** The Closed Meeting minutes were distributed and reviewed.

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Martha Macon made a motion that the Consent Agenda be approved as presented. Bill Burgin seconded the motion; there was unanimous approval.

- C. Local Business Plan – Memorandum of Agreement:** Patrick Lanahan, Senior Consultant from TAC, Inc., presented a PowerPoint demonstration outlining the key points of Piedmont’s MOA with the State. Discussion followed. Area Director Dan Coughlin and Mr. Lanahan answered questions from the Board. Board member Martha Macon then made the following motion:

“The Board authorizes the Area Director and Board Chair to sign the Memorandum of Agreement when it is finalized”.

Gene Herrell seconded the motion; approval was unanimous.

- D. CPA Audit Contract:** Finance Director Renee Snipes reviewed for the Board the three CPA firms that had issued proposals for Piedmont’s audit contract. She recommended to the Board that we stay with our current auditor, Larson Allen-Cherry Bekaert, L.L.P. Discussion followed and Renee answered questions from the Board. Bill Burgin made a motion to award the contract to Larson Allen-Cherry Bekaert, L.L.P.; Chris Maness seconded the motion; there was unanimous approval.

- E. Consumer Family Advisory Committee:** COO Pam Shipman presented to the Board the applicants recommended for membership on the Consumer Family Advisory Committee. Martha Macon made a motion that “the Board approve the appointment of the applicants identified”. Betty Babb seconded the motion and approval was unanimous. Piedmont will seek other members to fill the needed disability areas and will bring recommendations back to a future meeting.

- F. Davidson County Resolution:** Area Director Dan Coughlin again introduced Davidson Area Director Billy West to the Board. Mr. West told the Board that the Davidson County Area Program Board and the Davidson County Board of Commissioners were both delighted to be considered for inclusion into the Piedmont Area Program. He gave some background information on events that lead up to the decision to choose inclusion into a multi-county program, the other options that were considered, and why Davidson chose to go with Piedmont. Discussion by the Board followed. COO Pam Shipman informed the Board that the due diligence review has been completed and did not identify any significant problems. Dan then asked the Board to approve the following recommendations:

- 1. That the Piedmont Board of Directors adopt the following resolution:**

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“ The Piedmont Board of Directors recommends to the Boards of Commissioners of the constituent counties of Cabarrus, Rowan, Stanly and Union, that Davidson County be included in the Piedmont Mental Health, Developmental Disabilities and Substance Abuse multi-county area program, in accordance with G.S. 122C-115 (c).”

2. The Piedmont Board of Directors authorizes the Area Director to negotiate a management agreement with Davidson County to be effective July 1, 2003, to be in effect until Davidson County operated services are transitioned to the private sector and the Davidson County Area Authority Board is dissolved.

Bob Carruth made a motion to approve both recommendations; Lucy Drake seconded the motion; there was unanimous approval.

3. Monitoring Reports

A. Human Resources: This was moved to the April 8, 2003 agenda.

4. Information Items

A. Board Role & Responsibilities: Board Attorney Mike Taylor discussed the respective roles of the Area Board and the Area Director. He distributed a handout on “Seven Principles of Board Membership” and went over these with the Board. Each Board member was given an updated, corrected version of the proposed Bylaw amendments, which Mike reviewed for the Board. He pointed out that most of the changes made were because of changes to North Carolina General Statute 122C. Approval of the changes to the Bylaws will be deferred until the April 8, 2003 meeting.

B. Local Business Plan: Developmental Disabilities and Substance Abuse System Needs: Consultant Patrick Lanahan presented a PowerPoint demonstration on the impact of system reform on services for people with developmental disabilities and substance abuse needs. Board member Chris Maness asked that this presentation be made available to inform community groups.

C. Area Director’s Report: Area Director Dan Coughlin updated the Board on the status of the Memorandum of Agreement with the State. Because the Agreement has not yet been finalized, the formation of the 501c3 organizations has been slowed down. Once the MOA has been signed and adequate financing is assured, the timeline for formation will be resumed. On another topic, Dan informed the Board that Piedmont is in the process of doing due diligence for a software system that will be adequate to support the LME. The implementation of the current CMHC system is going well; we are in the testing and fine-tuning stage. Finally, Dan assured the Board that every effort is being made to support Piedmont staff during this transition period. A

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series of "Town Meetings" have been held in each county to keep staff informed and to provide an opportunity for questions and comments.

Board member Martha Macon then informed the Board that she was present when Dan and Pam made a presentation on system reform to the Mental Health Commission. She felt everyone there was both informed and impressed by the quality of the presentation. Dan thanked Martha for her comments.

At this point, Board Chairman Roy Hinson brought up an issue that was of concern to him: since Stanly Memorial Hospital has a behavioral health unit, (which may become a provider in the Piedmont LME network), he felt there may be a possible conflict of interest if he were to remain on the Piedmont Board. He asked the Board if they would feel comfortable if he were to stay on as a member, as long as he did not comment or vote on anything having to do with the LME? Board Attorney Mike Taylor suggested that a sub-committee be formed to discuss this issue, and their findings be presented at the April Board meeting. The Board agreed and will await the sub-committee's report.

6. POLICY ACTION ITEMS:

The following policies were submitted to the Board for approval:

- A. A-03: Financial Planning & Budgeting
- B. A-10: Fiscal Management
- C. B-01: Best Practices
- D. B-04: Access
- E. B-05: Collaboration
- F. B-06: Consumer Involvement
- G. B-07: HIPAA Compliance
- H. B-08: HIPAA – State Security
- I. B-09: Provider Network
- J. C-01.1: Long-Range Planning
- K. C-08: Monitoring
- L. C-14: Consumer Family Advisory Committee
- M. E-01: Client Rights
- N. By-Laws – postponed approval to April 8, 2003 meeting

Bill Burgin made a motion to approve the policies (with the exception of the By-Laws); Gene Herrell seconded the motion; there was unanimous approval.

- 7. Legal Issues:** Board Attorney Mike Taylor told the Board that March 2003 marks his 20th anniversary as Piedmont's attorney. Next month he will ask the Board for an increase in his hourly fee.

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8. **ADJOURNMENT:** Board Chairman Roy Hinson declared the meeting adjourned at 8:50 pm.

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April 8, 2003

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Tuesday, April 8, 2003 at the Piedmont Developmental Services Building, 457 Lake Concord Road, Concord, NC. Present were:

Roy Hinson, Chairman	
Bob Carruth	Gene Herrell
Martha Macon	Ann Brewer
John Burke	Bill Burgin
June Showfety	Chad Mitchell
Doris Rogers	Paul Standridge
Betty Babb	

Absent: Lucy Drake, Gene McIntyre, Jeff Moss and Chris Maness.

Staff: Dan Coughlin, Pam Shipman, Renee Snipes, Denise Badgett, Ann Taylor, Dennis Murphy and Jean Payne.

Board attorney: Mike Taylor.

Board Chairman Roy Hinson opened the meeting, and then called to order the Meeting of the Board as Finance Committee.

2. **MEETING OF THE BOARD AS FINANCE COMMITTEE:**

- A. **Revenues & Expenses:** Finance Director Renee Snipes handed out a revised "Statement of Revenues & Expenses as of February, 2003" to replace the one sent out in the Board packet. She also handed out an explanatory sheet on "Changes in State and Medicaid Billing". Renee explained that, due to Piedmont's first submission to the State's new IPRS billing system, Medicaid payments had been temporarily delayed, which has required Piedmont to accrue additional Medicaid for our month end reports. The revised Statement of Revenues & Expenses reflects this change. Board member Bill Burgin asked Renee to explain about the accrual process. Board Chair Roy Hinson suggested that the balance sheet be included in the Board packet from now on. Renee agreed to do this and answered additional questions from the Board.
- B. **Budget Revision:** The revised budget revision as of March 31, 2003 was handed out and reviewed. A motion was made by Paul Standridge and seconded by Ann Brewer that the Board approve the budget revision. Motion carried.
- C. **Adjournment:** Board Chairman Roy Hinson declared that the Finance Committee meeting be adjourned and the regular Board meeting be convened.

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3. **Matters of the Board**

A. CONSENT AGENDA - Approval of Board Minutes – March 11, 2003

Bill Burgin made a motion that the Consent Agenda be approved as presented. Martha Macon seconded the motion; there was unanimous approval.

4. **Matters of the Board-cont.**

A. Purchase of an IS system to support LME functions

Chief Operating Officer Pam Shipman went over the materials included in the Board packet, which outlined the steps that were taken to identify a managed care software system to support the financial and business functions of Piedmont's new role as a Local Management Entity. The InfoMC system was recommended for Board approval as the best product to meet these needs. Implementation of the new system is tentatively scheduled to begin this May. IS Director Denise Badgett distributed pricing information for both the new system, and for additional hardware that will be necessary. Finance Director Renee Snipes reviewed the financial due diligence that was conducted on InfoMC, and outlined contingency plans should the business fail. Area Director Dan Coughlin emphasized that this software is "mission-critical" and comes highly recommended. He reassured the Board that a contract with InfoMC would not be signed until the Memorandum of Agreement with the State has been finalized. A question and answer session followed. Board Chair Roy Hinson brought to the Board's attention the Resolution (distributed earlier in the meeting), which reads as follows:

RESOLVED, that the Area Board approve the amounts and schedule of payments for the InfoMC information system set forth in the Payment Schedule Proposals (two pages) which are a part of this agenda item. Further, pursuant to N.C.G.S. § 143-129 (a), the Area Board authorizes the Area Director to negotiate the final form of the contract of purchase with InfoMC for the information system and to award the contract, subject to the amount and schedule of payments herein approved, at such future time as the Area Director may deem appropriate for the implementation of the Area Authority's business plan.

Board member Jack Burke made a motion that the Board approve the Resolution; the motion was seconded by Paul Standridge; there was unanimous approval.

Board member Bill Burgin suggested adding a performance bond to our contract with InfoMC. Discussion followed. Mr. Burgin then made a motion to authorize the Area Director and staff to determine the feasibility of purchasing a performance bond to go with the InfoMC product, and to give the Area Director and his staff the authority to purchase or not purchase said performance bond as they see fit. Bob Carruth seconded the motion. There was unanimous approval.

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5. **Monitoring Reports**

A. Human Resources/Risk Management: Director of Human Resources Ann Taylor presented to the Board the "2002 Annual Monitoring Report". There were no questions. Risk Manager Dennis Murphy presented his annual monitoring report, distributed the "Schedule for Insurance FY 02/03", and answered questions from the Board.

6. **Information Items**

A. Staff Transition and 501c3 Report: HR Director Ann Taylor presented a PowerPoint demonstration on Piedmont's ongoing activities to support staff during the Local Business Plan transition period. She also reported on the status of efforts to develop private, non-profit agencies to provide services that are currently provided by the Mental Health Centers in each of the counties. Board member Bob Carruth inquired about Piedmont's ability as an LME to require adequate insurance coverage for independent private providers. COO Pam Shipman answered that, although Piedmont cannot require specific insurance coverage, as an LME we will be measuring provider performance against specific QI criteria that will be published in the form of "report cards". Ann Taylor answered additional questions from the Board about staff transition plans.

B. Area Director's Report: Area Director Dan Coughlin updated the Board on the status of the inclusion of Davidson County into the Piedmont LME. The Rowan and Union County Boards of Commissioners have passed the joint Resolution approving the inclusion, and the Resolution is on the agenda for upcoming meetings of the Cabarrus and Stanly County Boards of Commissioners. Davidson Area Program has developed an LBP matrix, and has reached an agreement with their county to maintain their fund balance within acceptable parameters and to continue maintenance funding. Piedmont has developed teams consisting of both Piedmont staff and Davidson staff to assist with transition planning.

Dan then informed the Board that he met with Assistant Secretary of Health & Human Services Jim Bernstein last week to discuss our Memorandum of Agreement with the State. Mr. Bernstein's questions were answered to his satisfaction, and Dan felt that Mr. Bernstein was very supportive and grateful for the work Piedmont has done. Dan told the Board that, with Mr. Bernstein's support, he expects the MOA will be signed soon. He added that COO Pam Shipman has been busy working with staff from the Division of MH/DD/SAS and the Division of Medical Assistance on getting the necessary waivers as part of the MOA.

Dan emphasized to the Board how important it will be to make the spin-off of the current Mental Health Centers into 501c3's a success. He will keep the Board informed as new developments occur.

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Finally, Dan referred the Board to the memo distributed in the Board packet regarding "Behavioral Health Providers as Members of the Board". This memo summarized a conference call held to discuss a concern brought up by Board Chairman Roy Hinson at the March meeting: since Stanly Memorial Hospital has a behavioral health unit, (which may become a provider in the Piedmont LME network), he felt there may be a possible conflict of interest if he were to remain on the Piedmont Board. During the conference call, Mr. Hinson determined and the other Board members taking part agreed that during the remainder of his tenure as a Piedmont Board member, Mr. Hinson would abstain from voting on or otherwise participating in any board business having to do with future Piedmont-provider relations.

7. **POLICY ACTION ITEMS:** The Board agreed to further consider additional revisions to the Bylaws at the May meeting.
8. **POLICY CONSIDERATION ITEMS:** Board Chair Roy Hinson asked that the Board review these policies and be prepared to vote on their renewal at the May Board meeting.
9. **Legal Issues:** Board Attorney Mike Taylor requested an increase in his hourly fee from \$115/hr. to \$125/hr. Betty Babb made a motion to approve the increase; Bob Carruth seconded the motion; there was unanimous approval.
10. **ADJOURNMENT:** Before adjournment, Area Director Dan Coughlin reminded the Board of the invitation to the Piedmont Legislative Breakfast to be held April 24, 2003 in Raleigh. Any Board members wishing to attend would be compensated for their expenses. Bill Burgin then made a motion to adjourn; Gene Herrell seconded the motion; and there was unanimous approval.

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May 13, 2003

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Tuesday, May 13, 2003 at the Piedmont Developmental Services Building, 457 Lake Concord Road, Concord, NC. Present were:

Betty Babb, Vice-Chair	
Jeff Moss	Gene Herrell
Martha Macon	Ann Brewer
John Burke	Bill Burgin
June Showfety	Gene McIntyre
Doris Rogers	Lucy Drake

Absent: Roy Hinson, Bob Carruth, Chad Mitchell, Paul Standridge and Chris Maness.

Staff: Dan Coughlin, Pam Shipman, Renee Snipes and Jean Payne.

Board attorney: Mike Taylor.

Guests: Sandy Forquer, Liz Jordak.

Board Vice-Chairman Betty Babb opened the meeting, and then called to order the Meeting of the Board as Finance Committee.

1. **MEETING OF THE BOARD AS FINANCE COMMITTEE:**

A. Revenues & Expenses as of 3/31/03

B. Balance Sheet as of 3/31/03

C. Medicaid Settlement for 02/03

D. Quarterly Fiscal Monitoring Report

Finance Director Renee Snipes reviewed the above statements for the Board and answered questions. At this time she also went over Agenda Item 3.B. - FY 03/04 Budget. Board member Jack Burke requested that, for comparison purposes, the Balance Sheet statement be accompanied by the same statement from the previous year. Renee said she would begin to do this at the September 2003 meeting.

E. Budget Revision: The budget revision as of April 30, 2003 was reviewed. Board member Jack Burke requested that a column be added to the statement showing the *original* budget next to the revised budget. Renee said she would add this column. A motion was made by Bill Burgin and seconded by Gene McIntyre that the Board approve the budget revision. Motion carried.

F. Adjournment: Martha Macon made a motion to close the Meeting of the Board as Finance Committee; Lucy Drake seconded the motion; there was unanimous approval.

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2. **MATTERS OF THE BOARD**

A. CONSENT AGENDA - Approval of Board Minutes – April 8, 2003

Doris Rogers made a motion that the Consent Agenda be approved as presented. Martha Macon seconded the motion; there was unanimous approval.

B. FY 03/04 Budget: Finance Director Renee Snipes covered this report earlier during the Meeting of the Board as Finance Committee.

C. Appointment of Board Nominating Committee: Board Vice-Chair Betty Babb announced that Board Chairman Roy Hinson has appointed Martha Macon, Chris Maness and Gene McIntyre to serve on the Board Nominating Committee. Mr. Hinson will serve as chair of the committee.

D. Area Director Annual Performance Review Committee: Board Vice-Chair Betty Babb announced that Board Chairman Roy Hinson will chair this committee, and she will serve as vice-chair. Mr. Hinson has also appointed Bill Burgin, Gene Herrell and Lucy Drake to serve on the committee.

3. **INFORMATION ITEMS**

A. Area Director's Report: Area Director Dan Coughlin began his report by summarizing the recent Legislative Breakfast held by Piedmont for our state legislative delegation in Raleigh on April 24, 2003. State officials, Piedmont and Davidson Board members, advocacy organizations and providers were also invited to attend. DHHS Secretary Carmen Hooker Odom attended and asked to address the group. She gave a very supportive and optimistic review of Piedmont's Local Business Plan.

Dan continued his report by discussing the status of the LBP Memorandum of Agreement currently being negotiated with the State. Dan told the Board that technical discussions with State staff have delayed the timeframe for implementing our Local Business Plan. Dan explained to the Board that Division of MH/DD/SA Director Richard Visingardi has proposed an interim financial plan that would provide some partial funding to Piedmont until the MOA can be finalized. Dan expressed reservations about the proposed interim plan and the Board agreed that he should not accept an interim plan. Dan told the Board that he would keep them informed of further developments.

Finally, Dan told the Board that all four of Piedmont's counties have signed the resolution to include Davidson County as part of Piedmont, and the resolution is on the Davidson Board of County Commissioners agenda for approval later this month. Current Davidson Board members who will become Piedmont Board members will be invited to the September 2003 Board meeting to give everyone a chance to become acquainted.

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- B. Albemarle House Renovations Report:** COO Pam Shipman reviewed for the Board the renovations that have been made on Albemarle House. She commended the Board for helping to preserve this historic home, which houses a much-needed service for the community.
- C. Development of Best Practice Plans:** Pam Shipman re-introduced consultant Sandy Forquer to the Board (Dr. Forquer had presented to the Board earlier at the February Board retreat). Dr. Forquer told the Board she had taken the recommendations outlined in the Local Business Plan and chose those interventions that had strong data to prove they have aided in the quality of life for those with disabilities. She focused on three areas: adult mental health, child mental health and crisis planning. The Best Practice Plans will be of particular importance in identifying new services to be established and provide a basis for planning Medicaid waivers. There were no questions from the Board.
4. **POLICY ACTION ITEMS:** Gene Herrell made a motion to approve the policies as submitted. Lucy Drake seconded the motion. Discussion followed. Board attorney Mike Taylor recommended that policy "A-14: Equal Opportunity" be pulled so he can review it further and bring it back for approval at the June meeting. Gene Herrell then revised his motion to approve all policies as submitted *with the exception of policy A-14*. Lucy Drake seconded the revised motion. There was unanimous approval.
5. **POLICY CONSIDERATION ITEMS:** Board Attorney Mike Taylor reviewed changes to the By-Laws. Gene McIntyre pointed out that the word "trustees" on page 3 of the By-Laws should be changed to read "board members". COO Pam Shipman then reviewed for the Board the changes to policy A-16. The revised By-Laws and policies A-14, A-16 and A-17 will be submitted for approval at the June meeting.
6. **CLOSED SESSION:** Pursuant to N.C.G.S. §143-318.11(a)(3), a motion was made by Bill Burgin and seconded by Martha Macon that the Board go into Closed Session to consult with the Board attorney to consider and give instructions concerning the handling of the case entitled Michael Stolarik vs. Piedmont Behavioral Healthcare. Motion carried. A motion to come out of Closed Session was made by Lucy Drake and seconded by Bill Burgin. Motion carried.
7. **ADJOURNMENT:** Gene Herrell made a motion to adjourn; Bill Burgin seconded the motion; and there was unanimous approval.

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
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June 10, 2003

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Tuesday, June 10, 2003 at the Piedmont Developmental Services Building, 457 Lake Concord Road, Concord, NC. Present were:

Roy Hinson, Chair

Betty Babb	Chris Maness
Bob Carruth	Gene Herrell
Martha Macon	Ann Brewer
John Burke	Bill Burgin
June Showfety	Gene McIntyre
Doris Rogers	

Absent: Jeff Moss, Chad Mitchell, Paul Standridge and Lucy Drake.

Staff: Dan Coughlin, Pam Shipman, Renee Snipes, Ann Taylor and Jean Payne.

Board attorney: Mike Taylor.

Guests: Wayne Terry, Liz Jordak.

Board Chair Roy Hinson opened the meeting, and then called to order the Meeting of the Board as Finance Committee.

1. **MEETING OF THE BOARD AS FINANCE COMMITTEE:**

A. Presentation of New Audit Requirements and Accounting Procedures:

Due to time constraints, Finance Director Renee Snipes asked that this item be moved to first on the agenda. She then introduced Wayne Terry, CPA, from our audit firm of Larson Allen – Cherry Bekaert, LLP. Mr. Terry presented a PowerPoint demonstration on GASB 34 and its effect on Piedmont's accounting practices. Mr. Terry explained that GASB 34 establishes a new reporting model for state and local governmental financial reports and is the biggest change in the history of public sector accounting. Improvements to financial reports are designed to enhance both operational and fiscal accountability. Mr. Terry also explained for the Board the modified accrual accounting procedures that are required by the state and that Piedmont will use next year. Also, Mr. Terry reviewed the financial data available through the CMHC and HTE financial software and advised that the software be modified to accommodate these accounting changes. Finally, Chief Operations Officer Pam Shipman told the Board that she had asked Mr. Terry to review the financial reports that are presented to the Board each month and make recommendations.

B. Revenues & Expenses as of April, 2003

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C. Monthly A/R Comparison FY 02/03

D. Balance Sheet as of March/April 2003

Finance Director Renee Snipes presented the above three reports (B-D) to the Board and answered questions. Area Director Dan Coughlin pointed out that as the state demonstration model for the Local Management Entity (LME), Piedmont would no longer be required to report to the state's Integrated Payment and Reporting System (IPRS).

E. Budget Revision: The budget revision as of May 31, 2003 was reviewed. Renee pointed out the column added to the statement showing the *original* budget next to the revised budget, as requested by the Board. A motion was made by Jack Burke and seconded by Ann Brewer that the Board approve the budget revision. Motion carried.

F. Adjournment: Board Chairman Roy Hinson then closed the Meeting of the Board as Finance Committee and re-opened the regular meeting.

2. **MATTERS OF THE BOARD**

**A. CONSENT AGENDA - Approval of Board Minutes – May 13, 2003;
Approval of Closed Meeting Minutes – May 13, 2003**

Gene Herrell made a motion that the Consent Agenda be approved as presented. Ann Brewer seconded the motion; there was unanimous approval.

3. **INFORMATION ITEMS**

A. Area Director's Report – Memorandum of Agreement: Area Director Dan Coughlin summarized the recently negotiated Memorandum of Agreement with the State. This Memorandum of Agreement is critical in the implementation of Piedmont's Local Business Plan. The MOA outlines a new funding model to support the development of the local community system described in Piedmont's Plan. Comments and questions and answers followed. Martha Macon made a motion authorizing the Board Chairman and Area Director to sign the Memorandum of Agreement as presented. Jack Burke seconded the motion; there was unanimous agreement.

4. **POLICY ACTION ITEMS**

A. Board By-Laws: Gene Herrell made a motion to approve the revised By-Laws. Bob Carruth seconded the motion, and there was unanimous approval.

5. **MATTERS OF THE BOARD – Cont.**

A. Public Hearing on Proposed FY03/04 Budget Ordinance: Under the Local Governance Fiscal Control Act the Board must hold a public hearing on the proposed Budget Ordinance. Chairman Roy Hinson opened the meeting as a public hearing. No one from the public was present. The Chairman then closed the meeting.

B. Approval of FY 03/04 Budget Ordinance: The Budget Ordinance for FY03/04 was presented and reviewed by the Board. A motion was made by

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Gene Herrell and seconded by Bob Carruth that the Budget Ordinance be approved as presented. Motion carried.

- C. Election of Officers for FY 03/04:** Martha Macon, member of the nominating committee (consisting also of Chairman Roy Hinson, Chris Maness and Gene McIntyre), reported that the committee wished to nominate the following names as Board officers for the coming fiscal year: Betty Babb, Chair, and Bill Burgin, Vice Chair. There being no other names presented, a motion was made by Martha Macon and seconded by Bob Carruth that the names presented be accepted. There was unanimous approval.
- D. Board Planning for FY 03/04:** At the June meeting the Board sets its plan for the coming year. Motion made by Betty Babb and seconded by Gene Herrell that the Board Plan for FY03/04 be approved. Motion carried.
- E. Area Director Annual Performance Review/Performance Compensation:** Pursuant to N.C.G.S. §143-318.11(a)(6), a motion was made by Bill Burgin and seconded by Jack Burke that the Board go into Closed Session to consider the qualifications, competence, and performance of an employee. Motion carried. After the Closed Session, Board Chair Roy Hinson declared the meeting returned to Open Session. Bill Burgin then made a motion to increase the Area Director's salary by 5%, to place on a grade 45 on the Piedmont pay scale. Gene Herrell seconded the motion and there was unanimous approval from the Board. Mr. Coughlin thanked the Board and said he was satisfied with the decision.
- F. Consumer Family Advisory Committee:** COO Pam Shipman reviewed the recommendations to the Board for appointments to the Consumer Family Advisory Committee, the change of the category of disability for one of the CFAC members, and the designation of Chris Maness as Board Representative to the CFAC. Martha Macon made a motion to approve all of the recommendations; Jack Burke seconded the motion; there was unanimous approval.
- G. Waiver Request – Rule .5601:** Pam Shipman presented a request to the Board to approve a waiver of rule .5601 for group home MHL #084-030, operated by The Group Homes for the Autistic, and explained the circumstances behind the request. Bob Carruth made a motion to approve the waiver; Chris Maness seconded; there was unanimous approval. Pam explained that the next step would be approval by the state Commission on Mental Health.

6. **INFORMATION ITEMS:**

A. Area Director's Report – Cont.

Based on the Board's approval of the signing of the Memorandum of Agreement, Area Director Dan Coughlin outlined further actions that will be taking place at Piedmont: actuarial work with contractors; working with the State on reporting requirements in lieu of IPRS; working with the State to develop Medicaid waivers; revising the timeline for implementation of LBP activities including divestment and development of new services; and conducting supportive and informational activities with Piedmont and Davidson staff regarding the transition and timeline. Negotiations for the

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purchase of the InfoMC system continue; Pam Shipman reported that she and IS Director Denise Badgett had checked into the possibility of a performance bond and had found it to be very expensive. The Board agreed with their assessment of the expense, but suggested a system of monitoring be implemented and that our expectations are made clear to the vendor. Pam reassured the Board that an independent consultant would be brought in to help monitor the system's performance. Dan told the Board that an in-depth report on the status of these activities would be presented at the September Board meeting. Dan concluded his report with an update on Davidson County's inclusion into the Piedmont Area Program. The Joint Resolution has passed all five of the county Boards of Commissioners, and the Davidson Area Board has approved the Management Agreement, which is being presented to the Davidson Board of Commissioners for approval this evening. The Management Agreement provides for Piedmont to manage state and Medicaid resources for Davidson, and for Davidson billing to come through Piedmont. Piedmont will act as the LME for Davidson County, which allows Davidson to benefit from the terms in the Memorandum of Agreement with the State. Davidson's fund balance will transfer to Piedmont in January 2004.

7. **POLICY ACTION ITEMS:** Bob Carruth made a motion to approve the updated Board policies A-14, A-16 and A-17; Jack Burke seconded the motion; there was unanimous approval.
8. **POLICY REVIEW ITEMS:** Pam Shipman reviewed for the Board the suggested changes to Board Policy C-14: Consumer Family Advisory Committee. Bob Carruth made a motion to approve the suggested changes at this meeting rather than wait for the September meeting; Martha Macon seconded the motion; there was unanimous approval.
9. **ADJOURNMENT:** Prior to adjournment, Board Chairman Roy Hinson thanked the Board for the opportunity to serve as an officer during the past year, and expressed his willingness to stay on as a Board member representing Stanly County in the future. Bill Burgin then made a motion to adjourn; Jack Burke seconded the motion, and there was unanimous approval.

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September 9, 2003

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Tuesday, September 9, 2003 at the United Way of Central Carolinas – Cabarrus County, 2339 Concord Lake Road, Concord, NC. Present were:

Betty Babb, Chair	
Jeff Moss	Paul Standridge
Bob Carruth	Gene Herrell
Chad Mitchell	Ann Brewer
John Burke	Bill Burgin
Doris Rogers	Roy Hinson

Absent: Gene McIntyre, Martha Macon, and Lucy Drake.

Staff: Dan Coughlin, Pam Shipman, Renee Snipes, Ann Taylor and Jean Payne.

Board attorney: Mike Taylor.

Guests: Liz Jordak.

Board Chair Betty Babb called to order the Meeting of the Board as Finance Committee.

1. MEETING OF THE BOARD AS FINANCE COMMITTEE:

A. Revenues & Expenses as of June, 2003

B. Quarterly Fiscal Monitoring Report for the period ending 7/1/03

Finance Director Renee Snipes presented the above reports to the Board. Our auditors will provide the final figures on the Statement of Revenues and Expenses for June 2003 at the October Board meeting. The Statement of Revenues and Expenses for July 2003 will not be ready until the November Board meeting due to CMHC implementation.

C. Budget Revision: The budget revision as of August 31, 2003 was reviewed. A motion was made by Paul Standridge and seconded by Roy Hinson that the Board approve the budget revision. Motion carried.

D. Adjournment: Board Chairman Betty Babb then closed the Meeting of the Board as Finance Committee and opened the regular meeting.

2. MATTERS OF THE BOARD

**A&B. CONSENT AGENDA - Approval of Board Minutes – June 10, 2003;
Approval of Closed Meeting Minutes – June 10, 2003**

Bob Carruth made a motion that the Consent Agenda be approved as presented. Paul Standridge seconded the motion; there was unanimous approval.

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C. Division Compliance Review:

Piedmont COO Pam Shipman explained this review to the Board and she and Area Director Dan Coughlin answered questions. Dan discussed the complexity of Medicaid and its regulations. Pam concluded by stating that the Memorandum of Agreement Piedmont has with the State will replace the Compliance Review.

D. Consumer Family Advisory Committee Appointments:

Pam Shipman noted that the Committee as it stands is very strong. Paul Standridge made a motion to approve the removal of two members and the approval of two new members; Bob Carruth seconded the motion; there was unanimous approval.

3. MONITORING ITEMS:

A. Client Satisfaction Surveys:

Pam Shipman reviewed the surveys for the Board. She explained that Piedmont pays close attention to these and uses them to improve services. Board members Roy Hinson and Gene Herrell commended Piedmont on the excellent scores. Discussion followed.

B. Piedmont MH/DD/SA Internal Review Report:

Pam Shipman reviewed the report for the Board and praised Piedmont's quality team for their hard work on this. Pam pointed out that Piedmont would be doing more and more monitoring of providers in our new role as a Local Management Entity (LME). Area Director Dan Coughlin explained that Piedmont will be developing a Provider Network, and because we will be distributing the funding, can require that providers comply with our quality standards. Senate Bill 163, which requires that Area Programs monitor group homes in their catchment area (even if they are not a contract provider) is a top priority for the Public Policy Work Group in Raleigh. Discussion by the Board followed.

C. Client Rights Annual Report:

Due to Board member Martha Macon's absence, Pam Shipman reviewed this report for the Board. She praised the Client Rights Committee as a very strong group that works hard for Piedmont.

D. Insurance Schedule FY 03/04:

This schedule was included with final figures for the Board's information. In answer to Board member Roy Hinson's question, Board attorney Mike Taylor confirmed that a Board Resolution exists that ensures that Piedmont will be responsible if any Board member, or the Board as a whole, is sued (as long as no actual criminal activity has occurred).

5. INFORMATION ITEMS:

A. Area Director's Report:

Area Director Dan Coughlin pointed out that the real implementation work of the Local Business Plan is now beginning. Medicaid waivers are still being

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developed with the State. Piedmont continues to have “a foot in both worlds” as the transition from a provider of services to a manager of services ensues. We are adding new, specialized staff to prepare for our role as an LME and working with outside consultants to utilize their expertise. Dan briefly reviewed each of the consultants and their areas of specialization. Dan then pointed out the Divestment Plan included in the Board packet and noted that these are specialty services that will probably be taken over by private providers. Dan went on to note the DAYMARK concept paper also included in the packet. He updated the Board on DAYMARK developments, including the formation of their Board of Directors and the hiring of Billy West (former Area Director for the Davidson County Area Program) as CEO. Dan informed the Board that the CMHC system (which continues to undergo implementation) would be used by DAYMARK, since it is a services-based system. Next, Dan updated the Board on activities related to the transition of the Davidson Area Program to Piedmont. Board members from the Davidson Area Program have been invited to begin attending Piedmont Board meetings in October. However, there is a scheduling conflict for the Davidson Commissioner who will also be a member of the Board: both the Piedmont Board meeting and the Davidson Commissioners’ meetings are on the same night. Discussion by the Board, with input from Board attorney Mike Taylor, followed. Dan assured the Board that he will continue working with Davidson to resolve this problem, and will keep the Board updated.

6. LEGAL ISSUES:

Area Director Dan Coughlin congratulated Board attorney Mike Taylor, who has been named Of Counsel with the law firm of Parker, Poe, Adams & Bernstein LLP. Mr. Taylor thanked Dan and the Board and discussion followed. Pursuant to N.C.G.S. §143-318.11(a)(3), Board member Bill Burgin then made a motion that the Board go into Closed Session to prevent the disclosure of information that is privileged or confidential and to consult with an attorney to preserve the attorney-client privilege. Jack Burke seconded the motion; there was unanimous approval. A motion to come out of Closed Session was made by Bill Burgin and seconded by Gene Herrell. Motion carried.

7. ADJOURNMENT: Bill Burgin then made a motion to adjourn; Paul Standridge seconded the motion, and there was unanimous approval.

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October 14, 2003

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Tuesday, October 14, 2003 at the United Way of Central Carolinas – Cabarrus County, 2339 Concord Lake Road, Concord, NC. Present were:

Bill Burgin, Vice-Chair
Martha Macon Gene Herrell
Chad Mitchell Ann Brewer
Jack Burke David Joslin
Doris Rogers Roy Hinson
Dean Vick Carol Gouge
Gayle Whitehead

Absent: Bob Carruth, Gene McIntyre, Paul Standridge, Priscilla Hege, Betty Babb, Jeff Moss and Lucy Drake.

Staff: Dan Coughlin, Pam Shipman, Renee Snipes, Ann Taylor, Sue Marchetti and Jean Payne.

Board attorney: Mike Taylor.

Board Vice-Chair Bill Burgin called the meeting to order.

1. MATTERS OF THE BOARD:

A. Welcome of New Board Members: Vice-Chair Bill Burgin welcomed the new Board members from Davidson County present at the meeting: Dean Vick, Carol Gouge and Gayle Whitehead; and the new Board member from Rowan County, David Joslin. In response to Mr. Burgin's request, Board members and staff each introduced themselves to the new members. Then the new Board members introduced themselves. Mr. Burgin thanked everyone and added that he believes the Board will only be stronger with the addition of these new members.

Mr. Burgin then called to order the Meeting of the Board as Finance Committee.

2. MEETING OF THE BOARD AS FINANCE COMMITTEE:

A. Finance Report: Finance Director Renee Snipes explained to the Board that, due to CMHC implementation and delays in keying event tickets and in billing, the Revenues & Expenses reports for July, August and September 2003 will be combined and will be presented at the November Board meeting.

B. Budget Revision: The budget revision as of September 30, 2003 was reviewed. A motion was made by Gene Herrell and seconded by Jack Burke that the Board approve the budget revision. Motion carried.

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C. Adjournment: Board Vice-Chair Bill Burgin then closed the Meeting of the Board as Finance Committee and re-opened the regular meeting.

3. MATTERS OF THE BOARD – cont.

A.&B. CONSENT AGENDA - Approval of Board Minutes – September 9, 2003; Approval of Closed Meeting Minutes – September 9, 2003

Chad Mitchell made a motion that the Consent Agenda be approved as presented. Roy Hinson seconded the motion; there was unanimous approval.

4. MONITORING ITEMS:

A. Annual Report: This was discussed in the Area Director's Report.

5. INFORMATION ITEMS:

A. 40th Anniversary of Community Mental Health Center movement: Chief Operations Officer Pam Shipman noted that this brief history of the community mental health center movement was included in the packet for the Board's interest and information. There were no questions.

B. Divestment of Services Report: Sue Marchetti, Director of Network Management and Provider Relations, reviewed for the Board Piedmont's process for the divestment of services. Ms. Marchetti distributed two handouts: a presentation summary and a divestiture schedule for FY 2003-04. Ms. Marchetti explained activities undertaken to obtain consumer and family input into the Request for Proposals process; described how the RFPs will be evaluated; reviewed the divestment schedule; and explained the direct transfer of certain services to agency partners which will bypass the RFP process. There were no questions from the Board.

C. DAYMARK Recovery Services Update: Human Relations Director Ann Taylor updated the Board on the latest activities regarding DAYMARK Recovery Services, including appointment by DAYMARK of key staff, benefits planning, and staff transition activities. It was noted that DAYMARK is a private, non-profit corporation independent of Piedmont. Discussion followed, focusing primarily on the employment opportunities available to Piedmont employees who will be affected by the transition. Ms. Taylor told the Board that in all likelihood opportunities will exist at DAYMARK for qualified employees, although Piedmont cannot require DAYMARK to hire Piedmont employees. Ms. Marchetti also informed the Board that providers who are bidding for Piedmont's spun-off services have expressed great interest in hiring qualified Piedmont employees. Area Director Dan Coughlin added that "we have done everything within our power" to help affected staff. Board member Jack Burke commended Piedmont staff for their hard work in assisting in the formation of DAYMARK and in the transition process.

D. Area Director's Report: Area Director Dan Coughlin began his report by noting the 2002-2003 Annual Report that was included in the Board package. Although a good "snapshot" of the organization, Mr. Coughlin pointed out

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that much more occurred than the annual report could show. He then briefly summarized the many activities of the past year. Mr. Coughlin feels Piedmont is fortunate to have strong local support, and it is his intention to stay in close contact with the communities in all five counties. The transition period was also discussed.

In other news: Mr. Coughlin informed the Board that Piedmont is in the midst of writing and negotiating the Medicaid waivers and Performance Agreement with the State. InfoMC software negotiations have been completed, and implementation will kick-off this November. Piedmont expects to go "live" as an LME by July 1, 2004. The Call Center and crisis/emergency services will be operational by that time. Mr. Coughlin announced the appointment of Piedmont Board member Jack Burke to the North Carolina Council of Community Program's Board of Directors. Finally, Mr. Coughlin announced that Piedmont Board members Jack Burke, Betty Babb and Martha Macon will be attending the NC Council's annual conference in Pinehurst this November, and invited any other Board members interested in attending to let him know.

A general discussion followed on the topic of service provision through DAYMARK.

6. **POLICY CONSIDERATION ITEMS:** Vice-Chair Bill Burgin noted the wording changes in the Board policies that were presented for consideration. These will be voted upon at the November meeting.
7. **LEGAL ISSUES:** Board Attorney Mike Taylor reported that the meeting he attended in Raleigh with the Union County Clerk of Court, attorneys for the Administrative Office of the Court and the Institute of Government, and Piedmont staff regarding the issuance of "pick-up orders" went well and the issue appears to be resolved. The Clerk has agreed to issue these orders for clients under outpatient commitment, in the situations where such orders are required by the law, to the appropriate law enforcement agency in the county.
8. **ADJOURNMENT:** Martha Macon then made a motion to adjourn; Roy Hinson seconded the motion, and there was unanimous approval.

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November 11, 2003

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Tuesday, November 11, 2003 at the United Way of Central Carolinas – Cabarrus County, 2339 Concord Lake Road, Concord, NC. Present were:

Betty Babb, Chair

Martha Macon	Gene Herrell
Chad Mitchell	David Joslin
Jack Burke	Priscilla Hege
Doris Rogers	Carol Gouge
Dean Vick	Gene McIntyre

Bill Burgin, Vice-Chair

Absent: Bob Carruth, Paul Standridge, Roy Hinson, Jeff Moss, Ann Brewer, Gayle Whitehead and Lucy Drake.

Staff: Dan Coughlin, Pam Shipman, Renee Snipes, Ann Taylor and Jean Payne.

Board attorney: Mike Taylor.

Guests: Cline Comer and Wayne Terry, Auditors

Board Chair Betty Babb called the meeting to order and welcomed Davidson County Commissioner Priscilla Hege to the Piedmont Board. The Board agenda was adjusted to allow the auditors to present their report first.

4. MONITORING ITEMS:

- A. Annual Audit -Larson, Allen, Weishair, & Co.:** Piedmont auditors Cline Comer and Wayne Terry presented a PowerPoint demonstration to the Board outlining the audit of the June 30, 2003 financial statements. They also distributed the draft “Financial Statements and Supplementary Information – June 30, 2003”. Mr. Comer noted that although the statements distributed indicate that they are a draft copy, he does not anticipate any major changes to the final version. Discussion followed, with Board questions answered satisfactorily by the auditors and Finance Director Renee Snipes. Board member Jack Burke commended the auditors and Finance staff for an excellent job. He then made a motion to accept the audit as presented; Martha Macon seconded the motion, and there was unanimous approval.

Board Chair Betty Babb then called to order the Meeting of the Board as Finance Committee.

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2. MEETING OF THE BOARD AS FINANCE COMMITTEE:

- A. Statement of Revenues & Expenses as of 9/30/03**
- B. Balance Sheet as of 9/30/03**
- C. Quarterly Fiscal Monitoring Report as of 9/30/03**

Finance Director Renee Snipes presented and reviewed the above reports for the Board.

- D. Budget Revision:** The budget revision as of October 31, 2003 was reviewed. A motion was made by Jack Burke and seconded by Bill Burgin that the Board approve the budget revision. Motion carried.
- E. Adjournment:** Board Chair Betty Babb then closed the Meeting of the Board as Finance Committee and re-opened the regular meeting.

3. MATTERS OF THE BOARD

- A. CONSENT AGENDA - Approval of Board Minutes –October 14, 2003:** Bill Burgin made a motion that the Consent Agenda be approved as presented. Doris Rogers seconded the motion; there was unanimous approval.
- B. Board Meeting Schedule:** Area Director Dan Coughlin explained to the Board that Davidson County Commissioner Priscilla Hege was facing a meeting conflict, since the Piedmont Board meetings and the Davidson County Commissioners meetings both fall on the same evening of each month. A survey of possible alternative meeting days had been conducted previous to the meeting and was discussed further at the meeting. The Board came to the following agreement: Board member Gene McIntyre made a motion that the Piedmont Board meetings be moved to the third Thursday of each month starting in January 2004, contingent upon approval by the County Commissioners absent at the current meeting (Bob Carruth and Paul Standridge). Gene Herrell seconded the motion, and there was unanimous approval.
- C. Consumer Family Advisory Committee:** Piedmont COO Pam Shipman updated the Board on the progress of the Consumer Family Advisory Committee. Due to the resignation of Board member Chris Maness, Ms. Shipman asked for a volunteer to act as the Board's representative on the Committee. Board member Carol Gouge volunteered to replace Ms. Maness on the Committee, beginning January 2004.

4. INFORMATION ITEMS:

Area Director's Report: Area Director Dan Coughlin updated the Board on Piedmont's transition to a Local Management Entity. Mr. Coughlin commended Piedmont staff for the excellent job they are doing of handling the magnitude and complexity of the transition to an LME, the ongoing divestiture of services, and the implementation of the new eCura software system. He noted that the target date to have the eCura system online is

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March of 2004. The DAYMARK transition is progressing: key management staff have been hired, telephone and data lines have been installed, and the CMHC software system is being set up to transition to DAYMARK. Mr. Coughlin informed the Board that Dr. Esther Winters, who had accepted the position of Area Clinical Site Director with DAYMARK, has resigned. Plans are underway to move medical records from Davidson County to Piedmont, and Piedmont is hiring Davidson case management staff to joining the Piedmont Consumer Planning & Support Services office in Davidson County. Mr. Coughlin then updated the Board on the divestiture of certain Piedmont services to private providers. Mr. Coughlin announced that the draft Medicaid waivers will be submitted this week to the Center for Medicaid Services. We are planning to submit the waivers in their final form in January 2004, and (if approved by CMS) they will be implemented in July of 2004. Our performance agreement/contract with the State of North Carolina is being developed and should be finished by the end of the year. Finally, Mr. Coughlin referred to his earlier communication to Board members concerning a high-risk client, and updated the Board on the client's condition and what is being done regarding the situation. Board discussion followed.

5. **POLICY ACTION ITEMS:** The following policies were submitted for consideration at the October Board meeting, and were submitted for re-approval at this meeting:

A-07 Limitations for Financial Conditions and Activity
A-12 Fund Management

Martha Macon made a motion to re-approve the policies as submitted; Gene McIntyre seconded the motion; there was unanimous approval.

6. **LEGAL ISSUES:** Board Attorney Mike Taylor had no issues to discuss with the Board.
7. **ADJOURNMENT:** Bill Burgin then made a motion to adjourn; Priscilla Hege seconded the motion, and there was unanimous approval.

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
AND SUBSTANCE ABUSE AUTHORITY**

February 19, 2004

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Thursday, February 19, 2004, Consumer Planning Services and Support, 457 Lake Concord Road, Concord, NC. Welcome to Barbara Whitley, New Board Member from Stanly County and Jessica Hardister, Executive Assistant to Dan Coughlin. Present were:

Betty Babb, Chair	
Martha Macon	Gene Herrell
Paul Standridge	David Joslin
Jack Burke	Barbara Whitley
Doris Rogers	Carol Gouge
Dr. Ann Brewer	Gene McIntyre

Absent: Roy Hinson, Priscilla Hege, Bob Carruth, Lucy Drake, Dean Vick, Gayle Whitehead, Bill Burgin, Chad Mitchell

Staff: Dan Coughlin, Pam Shipman, Renee Snipes, Ann Taylor, Brian Ingraham

Board attorney: Mike Taylor.

Guests: Cynthia Wiford

Board Chair Betty Babb called the meeting to order and welcomed Barbara Whitley and Jessica Hardister.

Board Chair Betty Babb opened the meeting of the Board as Finance Committee.

2. MEETING OF THE BOARD AS FINANCE COMMITTEE:

A. Statement of Revenues & Expenses as of 12/31/03: Finance Director Renee Snipes presented and reviewed this report for the Board.

B. Budget Revision: The budget revision as of 01/31/04 was reviewed. A motion was made by Paul Standridge and seconded by Martha Macon that the Board approve the budget revision. Motion carried.

C. Adjournment: Board Chair Betty Babb asked for a motion for the Board to go out of the Meeting as a Finance Committee. The motion was made by Gene McIntyre and seconded by Paul Standridge. Chair, Betty Babb, then closed the Meeting of the Board as Finance Committee and re-opened the regular meeting.

3. MATTERS OF THE BOARD

A. CONSENT AGENDA

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
AND SUBSTANCE ABUSE AUTHORITY**

Doris Rogers made a motion that the Consent Agenda be approved as presented. Gene McIntyre seconded the motion; there was unanimous approval.

4. INFORMATION ITEMS:

A. Presentation of Substance Abuse Study:

Betty Babb recognized Cynthia Wiford and Brian Ingraham.

The presentation was followed by a question and answer session.

B. Area Director's Report: Area Director Dan Coughlin reminded the Board that next month we would not have a regular Thursday board meeting. The Board Retreat is scheduled for Saturday, March 27, 2004, 8:30 – 2:00 at this location. An expert consultant in the Carver Model of Board Governance will train new Board members and provide additional information to current Board members.

Divestment:

The updated Divestment Schedule is attached for the Board's information. This process has overall gone very well. However it is an extremely complex and detailed process that involves a number of issues including data conversions; setting up computer systems in the five counties for DAYMARK; staff transition to new providers; and facility and equipment related transfers and transfer of service agreements.

Waiver:

We are beginning negotiations with the Centers for Medicare and Medicaid (CMS). They must approve Waiver applications within 90 days of submission, so they have suggested that we have planning meetings to address questions in advance; this way the Waivers should be easier to review.

We have preliminary data from the Actuarial Study conducted by Mercer.

Our own data analysis is well under way; we will use this data to negotiate with DMA/Mercer on capitation rates. We do not expect the waivers to be implemented until October 2004.

Performance Contract with the State:

The final draft of the contract is substantially complete. We have had a great deal of cooperation from both DMA and DMH around details such as data reporting requirements. Pam has been working with them on the Contract and has consistently reported that these negotiations have gone very well. Conditions of the contract to this point are very fair and reasonable

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
AND SUBSTANCE ABUSE AUTHORITY**

Implementation:

- By April 1 we will be largely divested and this will allow our staff to more fully focus on the implementation; to this point many staff have had dual roles in keeping up current operations while transitioning to their new roles. Managing our current system, its transition to the private sector while developing a new business model is a very intricate and complex process.
- We are working with InfoMC, our Information Systems Vendor on the design/configuration of our managed care software. This should be ready for review by the end of the month.
- We are working on the design of our 1-800 call center and hope to have this ready early in 04-05.

5. **LEGAL ISSUES:** Board Attorney Mike Taylor informed the Board that they needed to appoint Jessica Hardister as the Board Clerk. Betty Babb asked for a motion to appoint Jessica Hardister as Board Clerk. The motion was made by Gene Herrell seconded by Jack Burke and received unanimous approval.

Closed Session: Board Attorney Mike Taylor asked for a motion to go into Closed Session to consult with the Board Attorney to preserve the attorney-client privilege. Motion made by Gene McIntyre and seconded by Gene Herrell. Motion carried.

Board Attorney Mike Taylor asked for a motion to adjourn Closed Session. Motion made by Jack Burke seconded by Paul Standridge. Motion carried.

6. **ADJOURNMENT:** Martha Macon then made a motion to adjourn; Gene McIntyre seconded the motion, and there was unanimous approval.

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
AND SUBSTANCE ABUSE AUTHORITY**

March 18, 2004

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Thursday, March 18, 2004, Consumer Planning Services and Support, 457 Lake Concord Road, Concord, NC. Welcome to Dr. Nancy Randall, New Board Member from Union County. Present were:

Betty Babb, Chair
Martha Macon Gene Herrell
Bob Carruth David Joslin
Roy Hinson Dr. Nancy Randall
Priscilla Hege Barbara Whitley
Doris Rogers Carol Gouge
Dr. Ann Brewer Gayle Whitehead
Dean Vick
Bill Burgin, Vice-Chair

Absent: Chad Mitchell, Jack Burke, Gene McIntyre, Paul Standridge, and Lucy Drake

Staff: Dan Coughlin, Pam Shipman, Renee Snipes, Ann Taylor, and Jessica Hardister

Board attorney: Mike Taylor.

Board Chair Betty Babb called the meeting to order as the Finance Committee.

1. **MEETING OF THE BOARD AS FINANCE COMMITTEE:**
 - A. **Statement of Revenues & Expenses as of 02/04:** Finance Director Renee Snipes presented and reviewed this report for the Board.
 - B. **Budget Revision:** The budget revision as of 02/04 was reviewed. A motion was made by Roy Hinson and seconded by Martha Macon that the Board approve the budget revision. Motion carried.
 - C. **Adjournment:** Board Chair Betty Babb asked for a motion for the Board to go out of the Meeting as a Finance Committee. The motion was made by Bob Carruth and seconded by Priscilla Hege. Chair, Betty Babb, then closed the Meeting of the Board as Finance Committee and re-opened the regular meeting.
2. **MATTERS OF THE BOARD**
 - A. **CONSENT AGENDA - Approval of Board Minutes –February 18, 2004:** Gene McIntyre made a motion that the Consent Agenda be approved as presented. Roy Hinson seconded the motion; there was unanimous approval.

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
AND SUBSTANCE ABUSE AUTHORITY**

B. Purchase of General Ledger Software

Finance Director Renee Snipes reviewed the Issue Summary, which was included in the Board Packet, as well as an "Executive Summary of Request for Proposal Review" handout. The proposed Great Plains financial package has been successfully interfaced with eCura, thus allowing Piedmont to further our goal of consolidating our information systems onto one platform. Other benefits include ease of use, managed data input and security, and simplified reporting. Area Director Dan Coughlin informed the Board that due to our current accounting package (H T E) expiring in October 2004, Piedmont would need to implement the new software July 1, 2004.

RESOLVED, that the Area Board approve the amount of purchase for the Great Plains information system.

**Software cost: \$109,846
Implementation: \$117,160**

**Start-up Total: \$227,006
Annual Fee: \$15,660**

Further, pursuant to N.C.G.S. §143-129 (a), the Area Board authorizes the Area Director to negotiate and execute the final form of the contract of purchase with Interdyn – Artis and Associates, subject to the purchase amount herein approved, at such future time as the Area Director may deem appropriate.

Board member Bill Burgin made a motion that the Board approve the Resolution. The motion was seconded by Martha Macon and received unanimous approval.

3. Monitoring Reports:

A. Human Resources and Risk Management:

Director of Human Resources Ann Taylor presented to the Board the "2003 Annual Monitoring Report" and answered questions. Board members were impressed by the amount of activity that had taken place during the 2003 divestiture.

4. Information Items

A. Area Director's Report:

1. New Division Director Update:

Area Director Dan Coughlin discussed the appointment of new Division Director Michael Moseley, expressing his hope that this change represents a commitment of stability during this period of transition.

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
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2. Status of Divestment of Services:

The "Piedmont Divestment Schedule" in the Board packet was reviewed and the following highlights were mentioned:

- All of our major services will be divested by April 1, 2004
- We will have three school programs that we will operate until the end of the school year
- We have two substance abuse halfway houses that we will continue to operate until we issue the RFP for a comprehensive Substance Abuse Provider. (Albemarle House (men's) and Rowan House (women's))

This process has gone extremely well overall. Divestment will allow Piedmont to focus on LME implementation activities.

3. LME Implementation Milestones:

All Board members are encouraged to review the "LME Implementation Milestones" chart in the Board Packet. These Milestones are basically divided into what we must have in place by October 1, 2004 (or when the waivers are implemented). Other major milestones, which are not included on this chart, are:

- Submission of draft waivers to CMS--DONE
- Receipt of historical cost analysis from Mercer, the State's actuary---DONE

We have made great strides to date (this is confirmed by our outside consultants) but we still have a lot to do.

4. Board Retreat:

Although we await responses from several Board members, it appears that the preferred Board Retreat date is Thursday April 15, 2004 from 3-9 pm. We will update the Board as to the final date when all Board members have responded.

5. New Board Member Orientation:

The Board now has seven new members who will need to attend a New Board Member Orientation. This orientation is a vital and informative part of Board duties, and we will work toward obtaining a date that will be convenient for all.

6. Director of Consumer Affairs:

Piedmont's objective to hire an accomplished consumer leader with national standing has been achieved in hiring Bonnie Schell. Her resume (included in the Board Packet) exhibits a strong background in Mental Health and it is widely believed that she will be an asset to Piedmont.

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
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LEGAL ISSUES: Board Attorney Mike Taylor informed the Board that they needed to approve the Closed Board Minutes from 02/19/04. A motion was made by Gene Herrell and seconded by Dean Vick that the Board approve the Closed Minutes. Motion carried.

Next, Mike informed the Board that he would not be able to attend the Board Retreat if the projected date becomes final. He stated that he would make arrangements for a colleague from the Parker Poe law firm, with which Mike is affiliated, to be available by telephone during the meeting should the Board have any questions or concerns concerning the Open Meetings law.

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
AND SUBSTANCE ABUSE AUTHORITY**

April 15, 2004

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Thursday, April 15, 2004, Consumer Planning Services and Support, 457 Lake Concord Road, Concord, NC. Present were:

Betty Babb, Chair

Martha Macon	Gene Herrell
Bob Carruth	David Joslin
Roy Hinson	Dr. Nancy Randall
Priscilla Hege	Barbara Whitley
Jack Burke	Carol Gouge
Dr. Ann Brewer	Gayle Whitehead
Dean Vick	

Bill Burgin, Vice-Chair

Absent: Chad Mitchell, Doris Rogers, Gene McIntyre, Paul Standridge, and Lucy Drake

Staff: Dan Coughlin, Pam Shipman, and Jessica Hardister

BOARD MEETING

This meeting was the annual Board Retreat. Area Director, Dan Coughlin, welcomed the Board and introduced Susan Mogensen from Brown Dog Consulting. Susan began the Retreat with a broad review of "The Governance Coach System™ - Policy Governance Mastery", Dr. John Carver's approach to Board Governance. After a brief break for supper, Susan continued with Dr. Carver's approach in relation to how it affects Piedmont Behavioral Healthcare. Discussion ensued.

ADJOURNMENT: Board Chair Betty Babb called for the meeting to be adjourned.

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
AND SUBSTANCE ABUSE AUTHORITY**

May 20, 2004

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Thursday, May 20, 2004, Consumer Planning Services and Support, 457 Lake Concord Road, Concord, NC. Present were:

Betty Babb, Chair
Martha Macon Gene Herrell
Paul Standridge Lucy Drake
Roy Hinson Dr. Ann Brewer
Carol Gouge Barbara Whitley
Doris Rogers
Bill Burgin, Vice-Chair

Absent: Chad Mitchell, Jack Burke, Gene McIntyre, Bob Carruth, Priscilla Hege, Dean Vick, Nancy Randall, David Joslin and Gayle Whitehead.

Staff: Dan Coughlin, Pam Shipman, Renee Snipes, David Jones, Andrea Misenheimer and Jessica Pape (previously Hardister).

Board attorney: Mike Taylor.

Board Chair, Betty Babb, convened the Board. Due to lack of quorum at the meeting's beginning, the Board agenda was adjusted to allow information items to be heard first.

1. MATTERS OF THE BOARD

A. FY 04-05 Budget

Area Director, Dan Coughlin, explained to the Board that the handout booklet (Finance Reports) was an amendment to several reports in the Board Packet, which was previously mailed. Due to a formatting error, several pages were replaced. Finance Director, Renee Snipes, then reviewed the FY 04-05 Budget and the corresponding pages in the handout booklet. Information contained in the booklet delineated changes in the budget organization (revenue and expense categories) to reflect the new LME operational functions. This was reviewed during the meeting by Renee Snipes. The new revenue and expense categories will be reflected in budget reports beginning next fiscal year. This new format will allow Piedmont and the Board to have a financial picture that reflects our new service model. Renee also reviewed significant differences in the 03-04 budget and the 04-05 budget. The 04-05 budget contains a 4% increase for staff. Dan Coughlin noted that it has been some time since there had been a cost of living raise for staff. Questions were received and discussion ensued. The Budget Ordinance will be on the Agenda for approval at the June meeting

B. Appointment of Board Nominating Committee

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
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Board Chair, Betty Babb, announced the members who were appointed to the Board Nominating Committee. One person was chosen from each county as follows: Gene Herrell (Committee Chair), Betty Babb, Bill Burgin, Ann Brewer and Gayle Whitehead.

C. Area Director Annual Performance Review – Appointment of Committee

Board Chair, Betty Babb, announced the members who were appointed to the Area Director Annual Performance Review Committee. The committee members are as follows: Bill Burgin (Committee Chair), Betty Babb, Roy Hinson, Gene Herrell and Gene McIntyre. Board Members were then reminded to return the Director's Review to Betty Babb within the next week if they have not already done so.

D. Request for Attorney Fee Increase

Board Attorney, Mike Taylor, reviewed his request for fee increase with the Board. Questions were received and discussion ensued.

AT THIS POINT A QUORUM WAS REACHED

A motion was made by Gene Herrell to approve the Attorney Fee Increase as requested. Lucy Drake seconds this motion and all were in favor. Motion passed.

2. INFORMATION ITEMS

A. Piedmont Medicaid Waiver Presentation

Chief Operations Officer, Pam Shipman, introduced the following Piedmont staff to present the Waiver: David Jones, Director of Utilization Management / Access, and Andrea Misenheimer, CAP Administrator. The Board received a printed PowerPoint presentation in the mail, describing key aspects of the waiver for mental health and substance abuse services and the waiver for developmental disabilities services. David and Andrea provided an overview, and Board members presented questions that were answered. The Board appeared very optimistic as to the benefits of the Waivers. Board Chair, Betty Babb, thanked Pam, David and Andrea for their presentation.

B. LME Milestone Update

Pam Shipman, COO, reviewed the updates to the LME Milestone chart included in the Board Agenda. She informed the Board that this will be a regular installment of the Agenda in order to keep the Board well aware of the progress that LME is making.

C. Area Director's Report

Area Director, Dan Coughlin, referred the Board to the forms in the handout booklet in regards to his presentation.

1. Acceptance of Medicaid Capitation Rates and the impact on Piedmont's Budget:

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
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- This covers both the Mental Health / Substance Abuse and DD waivers
 - Base year 2002:
 - Extensive review of claims data for this year to obtain baseline for rate development
 - Projection forward of rates based on inflationary factors and utilization changes. This increased the base rates by about 20%.
 - Piedmont successfully negotiated for some minor adjustments.
 - An adjustment for the new services will be delayed until the new services are put in the state plan. This is called a rehabilitation adjustment, and will be done in the future when the state implements its new Medicaid service package.
 - The final rate proposal is in line with the analysis and projections provided by our consultant.
 - We have accepted these proposed rates
2. Department support for the Piedmont Demonstration Project:
- Meeting with Secretary Carmen Hooker Odom went very well, as she continues to fully support our project
 - Support from both Mike Moseley, the new Division Director for MH/DD/SA and from Gary Fuquay, Director of DMA and their key staff was expressed during the meeting.
 - Piedmont had a chance to express our appreciation to the Secretary for all the collaboration, support and dedication to our project that have come from the Division of MH/DD/SA, the Division of Medical Assistance and the Controller's office.
 - We have some final loose ends that we are negotiating. We expect to submit the waivers to CMS in June.
3. Status of statewide reform: Many LME's are struggling with this transition and in developing the infra-structure requirements. Piedmont plans to demonstrate an LME model that can be replicated in other areas of the state.

3. LEGAL ISSUES

Board Attorney Mike Taylor informed the Board that there were no legal issues to be discussed.

Board Chair Betty Babb called the meeting to order as the Finance Committee.

4. MEETING OF THE BOARD AS FINANCE COMMITTEE

A. Statement of Revenues & Expenses as of 03/04: Finance Director Renee Snipes presented and reviewed this report for the Board.

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
AND SUBSTANCE ABUSE AUTHORITY**

- B. Quarterly Fiscal Monitoring Report:** Finance Director Renee Snipes presented and reviewed this report for the Board.
- C. Budget Revision:** The budget revision as of 04/04 was reviewed. A motion was made by Lucy Drake and seconded by Doris Rogers that the Board approve the budget revision as presented. Motion carried.
- D. Adjournment:** Board Chair Betty Babb then closed the Meeting of the Board as Finance Committee and re-opened the regular meeting.

5. MATTERS OF THE BOARD (cont.)

- A. CONSENT AGENDA - Approval of Board Minutes –April 15, 2004:** Martha Macon made a motion that the Consent Agenda be approved as presented. Roy Hinson seconded the motion; there was unanimous approval. Motion carried.

- 6. ADJOURNMENT:** Board Chair Betty Babb called for the meeting to be Adjourned.

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
AND SUBSTANCE ABUSE AUTHORITY**

June 17, 2004

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Thursday June 17, 2004 at the Consumer Planning Services and Support Building, 457 Lake Concord Road, Concord, NC. Present were:

Betty Babb, Chair
Bob Carruth Chad Mitchell
Doris Rogers Lucy Drake
Priscilla Hege Jack Burke
Dean Vick David Joslin
Carol Gouge Gene McIntyre
Gayle Whitehead Roy Hinson
Gene Herrell Nancy Randall
Bill Burgin, Vice-Chair

Absent: Martha Macon, Barbara Whitley, Ann Brewer, Paul Standridge.

Staff: Dan Coughlin, Pam Shipman, Renee Snipes, Ann Taylor and Jessica Pape.

Board attorney: Mike Taylor.

Board Chair Betty Babb called the meeting to order as the Finance committee.

2. **MEETING OF THE BOARD AS FINANCE COMMITTEE:**

- A. **Statement of Revenues & Expenses as of 04/04:** Finance Director Renee Snipes presented and reviewed this report for the Board. She pointed out that the "LME Management Equity" will now appear as a new item on this statement.
- B. **Budget Revision:** The budget revision as of May 31, 2004 was reviewed. A motion was made by Bob Carruth and seconded by Lucy Drake that the Board approve the budget revision as presented. Motion carried.
- C. **Balance Sheet as of April 2004:** Finance Director Renee Snipes presented the Balance Sheet to the Board and answered questions.
- D. **Sliding Fee Schedule:** Finance Director Renee Snipes presented and reviewed this schedule for the Board.
- E. **Adjournment:** Board Chairman Betty Babb then closed the Meeting of the Board as Finance Committee and opened the regular meeting.

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
AND SUBSTANCE ABUSE AUTHORITY**

3. **MATTERS OF THE BOARD**

A. CONSENT AGENDA - Approval of Board Minutes – March 18, 2004

B. Approval of Board Minutes – May 20, 2004

Doris Rogers made a motion that the Consent Agenda be approved as presented. Dean Vick seconded the motion and there was unanimous approval. Motion carried.

C. Public Hearing of Budget Ordinance: Under the Local Governance Fiscal Control Act the Board must hold a public hearing on the proposed Budget Ordinance. Chairman Betty Babb opened the meeting as a public hearing. There were no members of the public present, therefore the Chairman closed the public hearing and returned to the regular Board Meeting.

D. Approval of FY 04/05 Budget Ordinance: The Budget Ordinance for FY 04/05 was presented and reviewed by the Board. A motion was made by Gayle Whitehead and seconded by Gene Harrell that the Budget Ordinance be approved as presented. Motion carried.

E. Election of Officers for FY 04/05: Chairman Betty Babb recognized Gene Herrell as the Chair of the Nominating Committee. Gene reported that the committee wished to nominate the following names as Board officers for the coming fiscal year: Bill Burgin as Chair, and Dean Vick as Vice-Chair. At this time, Chairman Betty Babb opened the floor to other nominations. There being no other names presented, Roy Hinson made a motion to close nominations and was seconded by Bob Carruth. Lucy Drake then made a motion to accept the nominations as presented by Gene Harrell. Gayle Whitehead seconded this motion and there was unanimous approval. Motion carried.

F. Board Work Plan for FY 04/05: The Board must annually approve the Work Plan for the coming fiscal year. Bob Carruth made a motion to accept the plan as presented with the possibility of rescheduling the Board Retreat date in the future. Priscilla Hege seconded this motion and all were in favor. Motion carried.

G. Area Director Annual Performance Review / Performance

Compensation: Motion was made by Bill Burgin and seconded by Chad Mitchell that the Board go into Executive Closed Session to consider the qualifications, competence, and performance of Area Director Dan Coughlin. Motion carried. At this point, all staff (with the exception of Ann Taylor, Director of Human Resources) and Board Attorney Mike Taylor left the room. After the Closed Session, staff returned to the Boardroom and the regular Board Session resumed. Bill Burgin, Chair of the Area Director Annual Performance Review Committee, made a motion to increase the Area Director's salary by 3 ½ % in addition to the 4% COLA, and to increase the company's pay into his 401k by 4-6%. Gene McIntyre seconded this

**PIEDMONT AREA MENTAL HEALTH, MENTAL RETARDATION
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motion and there was unanimous approval. Dan Coughlin thanked the Board for their decision.

4. **MONITORING ITEMS**

A. Client Satisfaction Surveys: Piedmont COO Pam Shipman reviewed the surveys for the Board. She explained that Piedmont pays close attention to these and uses them to improve services. She also noted that responses were lower this year than in the past. Piedmont's assessment of this is that the decrease is due to the changes that have taken place over the past year.

5. **INFORMATION ITEMS**

A. Piedmont Performance Contract w/ State: Two separate contracts are under development, one with the Division of Medical Assistance for the operation of the Medicaid Waivers and one with the Division of MH/DD/SA for state funds and federal block grants. These are very complex documents and have been under development all year.

B. LME Implementation Update: Pam Shipman, COO, asked the Board to review this monthly update. Area Director Dan Coughlin pointed out to the Board that the majority of divestments have been completed, with only three programs still pending.

C. Area Director's Report: The Area Director reported on the status of statewide reform, legislative update. He also reviewed the report of his performance goals for this past year and his goals for fiscal year 04-05.

6. **LEGAL ISSUES:** Board Attorney Mike Taylor informed the Board that there were no legal matters to discuss at this time. He then requested that future Chairman, Bill Burgin, let him have a closed session at the next Board meeting in order to discuss several legal matters that are not pressing.

7. **ADJOURNMENT:** Prior to adjournment, Bob Carruth thanked Chairman Betty Babb for serving as an officer during the past year. The Board echoed his appreciation.

PIEDMONT BEHAVIORAL HEALTHCARE
Serving Cabarrus, Davidson, Rowan, Stanly and Union Counties

September 16, 2004
MINUTES

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Thursday, September, 16, 2004 at the Consumer Planning Services and Support Building, 457 Lake Concord Road, Concord, NC. Present were:

Bill Burgin, Chair	
Bob Carruth	Barbara Whitley
Doris Rogers	Dr. Ann Brewer
Betty Babb	H. Gene Herrell
Carol Gouge	Dr. Nancy Randall
John Burke	Lucy Drake
David Joslin	Gene McIntyre
Dean Vick, Vice-Chair	

Absent: Gayle Whitehead, Chad Mitchell, Roy Hinson, Paul Standridge, Priscilla Hege

Staff: Dan Coughlin, Pam Shipman, Renee Snipes, Ann Taylor, Bonnie Schell, Kevin Ennis, Brian Ingraham, Steve Tomlinson, Jessica Pape and Mary Jo Williamson.

Board Attorney: Mike Taylor.

Board Chair Bill Burgin called to order the Meeting of the Board as the Finance committee.

1. MEETING OF THE BOARD AS FINANCE COMMITTEE:

A. Budget Revision: The budget revision as of August 31, 2004 was reviewed. A motion was made by Gene McIntyre and seconded by Barbara Whitley that the Board approve the budget revision as presented. Motion carried.

B. Adjournment: Board Chairman Bill Burgin then closed the Meeting of the Board as Finance Committee and opened the regular meeting.

2. MATTERS OF THE BOARD

A. CONSENT AGENDA - Approval of Board Minutes – June 17, 2004

Bob Carruth made a motion that the Consent Agenda be approved as presented. Barbara Whitley seconded the motion and there was unanimous approval. Motion carried.

3. MONITORING ITEMS

A. Client Rights Annual Report:

The Client Rights Annual Report was presented by Bonnie Schell, Director of Consumer Affairs, and reviewed by the Board.

PIEDMONT BEHAVIORAL HEALTHCARE
Serving Cabarrus, Davidson, Rowan, Stanly and Union Counties

2. MATTERS OF THE BOARD

B. Appt. To Consumer Family Advisory Committee:

Bonnie Schell gave an update on the committee membership and recommended Jeff Euto, a consumer from Stanly County. Motion was made by Barbara Whitley to have Jeff appointed to the Consumer Family Advisory Committee. David Joslin seconded the motion. The motion was unanimously approved.

4. INFORMATION ITEMS

a. Community Relations Department Update: Pam Shipman, COO, introduced Steve Tomlinson, as the Director of the newly created Community Relations department. Mr. Tomlinson talked about what he would like to accomplish in the community through his department. Mr. Tomlinson gave an overview of each member of his department and their specialty as it relates to the community in our catchment area.

b. Appointment of Medical Director: Pam Shipman, COO, discussed the appointment of Craig Hummel, M.D. as the Medical Director at Piedmont and his outstanding qualifications. Dr. Hummel specializes in adult and geriatric psychiatry. Piedmont Behavioral Healthcare also has contracts with Kristin Baker M.D., a local child psychiatrist and Valerie Sakach, M.D. a developmental pediatrician, in order to provide a full array of medical support for our activities as a Local Management Entity.

c. Housing Resources for people w/disabilities: Area Director Dan Coughlin presented a recommendation from Advocates for People with Mental Illness, including the Rowan NAMI, regarding the selling of the Carter House in Salisbury. The request is that the house be sold and the proceeds used to develop housing alternatives in Rowan County. Discussion ensued on Carter house with Board members Jack Burke, Bill Burgin and David Joslin discussing the pros and cons of fixing the existing house or building a new one. Due to current housing code, the cost to upgrade the property to group residential code is likely to be prohibitive. There are no immediate plans to sell the property. Piedmont expects to receive the results of our housing assessment in the near future and subsequent housing plan.

d. New LME Implementation Plan: Pam Shipman, COO discussed the Waivers that were submitted and will keep the board updated monthly.

e. Area Director's Report:

1. Legislative Update:

Area Director, Dan Coughlin discussed the Assignment of Guardianship that is under study right now:

Dan Coughlin also discussed the 1999 Ticket to Work Act.

A legislative work group has been established that will be developing a proposal for the 2005 Legislative Session.

Also discussed actions of the legislature with regard to state wide funding as follows:

- \$2 million cut to funds that have reverted
- \$10 million added to the MH Trust Fund
- A special provision was added that allows for one-half of unexpended funds to be transferred to the MH Trust Fund at the close of each state fiscal year.

PIEDMONT BEHAVIORAL HEALTHCARE
Serving Cabarrus, Davidson, Rowan, Stanly and Union Counties

2. SAMHSA Grant:

Area Director, Dan Coughlin explained that Piedmont has received a SAMHSA Grant that allows us to perform a needs assessment, outreach and intervention with residents of Cabarrus and Rowan Counties that were affected by the Pillowtex closing. A summary of the grant was distributed. Robin Hayes was instrumental in getting the grant approved.

3. Thank you recognition for Martha Macon:

Area Director, Dan Coughlin recognized the outstanding job Martha Macon has done while serving on the Board. Discussed having a party in her honor at the next Board meeting. Board members agreed and left the details up to Area Director. Bob Carruth also spoke on her behalf.

5. LEGAL ISSUES:

Board Attorney Mike Taylor informed the Board that they needed to appoint Mary Jo Williamson as the Board Clerk. Bill Burgin asked for a Motion to appoint Mary Jo Williamson as Board Clerk. The Motion was made by Gene Herrell and seconded by Jack Burke and received unanimous approval.

Closed Session: Pursuant to N.C.G.S §143-318.11(a)(3), Board Attorney Mike Taylor asked for a Motion to go into Closed Session to consult with the Board Attorney in order to preserve the attorney-client privilege. Motion made by Bob Carruth and seconded by Gene McIntyre. Motion carried

Board Attorney Mike Taylor asked for a motion to adjourn Closed Session. Motion made by Bob Betty Babb and seconded by John Burke. Motion carried.

6. ADJOURNMENT:

Bob Carruth then made a motion to adjourn. Dean Vick seconded the motion, and there was unanimous approval.

PIEDMONT BEHAVIORAL HEALTHCARE
Serving Cabarrus, Davidson, Rowan, Stanly and Union Counties

October 21, 2004
MINUTES

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Thursday, October 21, 2004 at the Consumer Planning Services and Support Building, 457 Lake Concord Road, Concord, NC. Present were:

Dean Vick, Vice Chair	
Bob Carruth	John Burke
Betty Babb	Roy Hinson
Doris Rogers	Dr. Ann Brewer
Priscilla Hege	H. Gene Herrell
Gayle Whitehead	Dr. Nancy Randall

Absent: Carol Gouge, Chad Mitchell, William Burgin, David Joslin, Gene McIntyre, Barbara Whitley, Paul Standridge, Lucy Drake

Staff: Dan Coughlin, Pam Shipman, Ann Taylor, Bonnie Schell, Kevin Ennis, Steve Tomlinson, James Curtin, Jessica Pape and Mary Jo Williamson.

Guests: Ted Thomas

Board Attorney: Mike Taylor.

Board Vice-Chair Dean Vick called to order the Meeting of the Board as the Finance committee.

1. MEETING OF THE BOARD AS FINANCE COMMITTEE:

A. Budget Revision: The budget revision as of September 30, 2004 was reviewed. A motion was made by John Burke to approve the budget revision as presented and seconded by Gayle Whitehead. Motion carried.

B. Adjournment: Board Vice-Chairman Dean Vick then closed the Meeting of the Board as Finance Committee and opened the regular meeting.

2. MATTERS OF THE BOARD

A. CONSENT AGENDA – Approval of Board Minutes (As Amended) – September 16, 2004

B. Approval of Closed Meeting Minutes – September 16, 2004

Doris Rogers made a motion that the Consent Agenda be approved as presented. Priscilla Hege seconded the motion and there was unanimous approval. Motion carried.

3. MONITORING ITEMS

A. CFAC Annual Report:

Ted Thomas, CFAC Chairperson for 2003-2004, presented the CFAC Annual Report. Ted explained to the Board the purpose and the history of CFAC, their mission and vision statement as “The voice of Consumers and Family must stand strong and be heard”. Ted thanked Pam Shipman, COO, for monthly updates and for keeping them educated. Also informed the Board that there is an exhaustive list of activities and accomplishments of the CFAC available on Piedmont website. Stated that the CFAC is not fully staffed yet. Thanked the Board for the appointments that have been made and encouraged them to appoint more staff.

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B.

Annual

Report:

Included with the Area Director's Report.

4. INFORMATION ITEMS

- a. **Housing Assessment and Plan:** Steve Tomlinson, Director of Community Relations, explained that he has been meeting with James Yates with Technical Assistance Collaborative, Inc. over the last six months to develop an in-depth housing needs assessment of housing for people with disabilities. Steve introduced James Curtin, Housing Specialist, who hit on the high points of the Housing Plan he has developed and which was included in the Board Packet. Steve told the Board they were "partners at the table" and he would be reporting on a regular basis to the Board.
- b. **Waivers Approved:** Area Director, Dan Coughlin discussed the approval of Piedmont's (b), (c), & DD Waivers. He stated a big debt is owed to Pam Shipman and commended her and her staff for the work involved in putting this together.
- c. **Implementation Status Update:** Area director Dan Coughlin reported that the Division of Medical Assistance and their Consultants have expressed they have respect for Piedmont for fairness as overseers and monitors and that Piedmont would be a test of provider leadership.
- d. **Area Director's Report:**
 1. The 2003-2004 Annual Report was distributed to the board members and reviewed.
 2. Information Systems Update (This item was presented during the closed session)
 3. Tri-County Mental Health Center Payment: Piedmont Behavioral Healthcare received a check in the amount of \$76,345 as part of the Tri County Mental Health restructuring, which occurred when Rowan County joined Piedmont.

Area Director, Dan Coughlin invited all board members to attend the NC Council of Community Programs Conference and Exhibition December 1-3, being held at Pinehurst Resort and Country Club.

5. LEGAL ISSUES:

Closed Session: Pursuant to N.C.G.S. §143-318.11(a)(3), Board Attorney Mike Taylor asked for a Motion to go into Closed Session to consult with the Board Attorney in order to preserve the attorney-client privilege. Motion made by Jack Burke and seconded by Doris Rogers. Motion carried

Board Attorney Mike Taylor asked for a motion to adjourn Closed Session. Motion made by Bob Carruth and seconded by Priscilla Hege. Motion carried.

6. ADJOURNMENT:

Priscilla Hege then made a motion to adjourn. Roy Hinson seconded the motion, and there was unanimous approval.

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November 18, 2004
MINUTES

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Thursday, November 18, 2004 at the Consumer Planning Services and Support Building, 457 Lake Concord Road, Concord, NC. Present were:

Bill Burgin, Chair	
Betty Babb	Barbara Whitley
Doris Rogers	Paul Standridge
Priscilla Hege	H. Gene Herrell
David Joslin	Dr. Nancy Randall
Gene McIntyre	Lucy Drake
Roy Hinson	Carol Gouge
Dean Vick, Vice-Chair	

Absent: Bob Carruth, Gayle Whitehead, Chad Mitchell, John Burke, Dr. Ann Brewer

Staff: Dan Coughlin, Pam Shipman, Ann Taylor, Kevin Ennis, Renee Snipes, Mary Jo Williamson.

Guests: Wayne Terry, CPA and Cline Comer, CPA

Board Attorney: Mike Taylor.

Board Chair Bill Burgin called to order the Meeting of the Board as the Finance committee.

1. MEETING OF THE BOARD AS FINANCE COMMITTEE:

- A. Statement of Revenues & Expenses as of September 30, 2004**
- B. Balance Sheet as of September 30, 2004**
- C. Quarterly Fiscal Monitoring Report as of September 30, 2004**

Finance Director Renee Snipes presented and reviewed the above reports for the Board. She stated that "Great Plains" was installed successfully and was interfacing with ECura®.

D. Budget Revision: The budget revision as of October 31, 2004 was reviewed. A motion was made by Dean Vick to approve the budget revision as presented and seconded by David Joslin. Motion carried.

E. Adjournment: Board Vice-Chairman Dean Vick then closed the Meeting of the Board as Finance Committee and opened the regular meeting.

2. MATTERS OF THE BOARD

- A. CONSENT AGENDA – Approval of Board Minutes – October 21, 2004**
- B. Approval of Closed Meeting Minutes – October 21, 2004**

Bill Burgin made a motion that the Consent Agenda be approved as presented. David Joslin seconded the motion and there was unanimous approval. Motion carried.

3. MONITORING ITEMS

- A. Annual Audit – Larson, Allen, Weishair, & Co.:** Piedmont auditors Cline Comer and Wayne Terry presented a PowerPoint demonstration to the Board outlining the audit of the June 30, 2004 financial statements. They also distributed the "Financial Statements" draft. Mr. Comer noted that the audit is pending cost finding review but he does not anticipate any

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major changes to the final version. Discussion followed with Board questions answered satisfactorily by the auditors and Finance Director Renee Snipes. Cline Comer expressed appreciation to Finance Director Renee Snipes and her staff and commended them that all of their receivables were collected this week. Motion made by Paul Standridge and seconded by Roy Hinson that the audit report, including the "Financial Statements" draft, be accepted pending cost finding review. Motion carried.

4. INFORMATION ITEMS

- a. **Revision to Conflict of Interest Policy:** Board Attorney, Mike Taylor, informed the Board that the policy on Conflict of Interest is due for review/revision. Mr. Taylor presented a copy of the following for discussion and review:

Conflict of Interest Policy #C-11, effective 11/9/99; Discussion Points for Drafting a Revision; North Carolina Law for Conflicts of Interest in Contracting; Anti-Kickback Law; Code of Ethics for Triangle Transit Authority Board of Trustees; and Conflict of Interest Information Form.

Discussion followed and it was decided that a committee would be formed of five (5) board members to discuss the above and present findings and suggestions at the January meeting. The committee members will be Betty Babb, Gene Herrell, Dean Vick, David Joslin and Bill Burgin.

- b. **Implementation Status Update:** Pam Shipman, COO presented the monthly update for the Board. When asked how providers are doing Pam stated that Piedmont is trying very hard to minimize the impact of these changes on providers. She said biggest new thing is Piedmont has asked providers to do is to convert to electronic billing and to be HIPPA compliant. In order to assist with this Piedmont is offering support at our monthly Provider Meetings, producing a Provider Newsletter and offering weekly training to learn the billing procedures. We have established a computer training room where Providers can come and receive hands on assistance in doing their billing. We also have a web based billing system that any provider with a high-speed internet connection and a PC can access for their billing. Both the Finance Department and the Information Systems departments have Customer Assistance staff and phone numbers for providers. The Board inquired about DAYMARK, and Area Director Dan Coughlin informed the Board that Daymark has been working very hard to address start up issues and has contracted with a nationally recognized consulting company that specializes in support for community mental health centers to provide some assistance.

- c. **Area Director's Report:**

1. Since the change from an area program to LME there has been discussion as to changing Piedmont's name, logo and tagline. It was agreed to keep the name but to change the logo and tagline. Piedmont is working with "Clear Blue" advertising firm. The proposed tagline is "Creating solutions, one person at a time". There is a need to finalize these items in January if possible due to the need to print extensive materials for the waiver implementation. A great deal of background research and work has been done by Clear Blue. Dan asked how the Board would like to proceed. Because of the deadline, Board Chair Bill Burgin asked for 3 volunteers from the Board to sit with the President of the marketing group for the finalizing and development of the logo and tagline and present the plans to the Board at the next meeting.

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2. Area Director, Dan Coughlin, informed the Board that he is the new Chairperson for the Advocacy Action Workgroup for the North Carolina Council of Community Programs. He talked about the Annual Legislative Agenda. There is a need for additional funding for the system. It is important to be very specific as to what the funding is for when making a legislative request. He said another topic is the Medicaid Buy-in to help people who are recovering go back to work; at this time when this happens they lose their Medicaid benefits. Most of these consumers do not attain the type of employment that provides health care insurance. Mike Taylor and Pam Shipman also commented about the changes to the Outpatient Law, as there is so much confusion with it. House Bill 163 requires us to monitor providers that are not in our network, and which in fact may have been denied admission to our network. Possible revisions will be discussed.

3. The Area Director advised that the Board Retreat needed to be set. After discussion it was decided that the retreat should be scheduled for February 17th from 3:00pm through 8:00pm. A discussion about having a presentation about the "new business" that Piedmont is in, and how this affects the role and responsibilities of Board members. Some of the Board members said they would like to hear from the providers to see what they have to say and also to know what the parameters of their job as board members. The Area Director suggested the Agenda would also begin the work to develop a new Mission and Vision statement for Piedmont to go with our new identity and role.

5. LEGAL ISSUES:

Closed Session: Pursuant to N.C.G.S. §143-318.11(a)(3), Board Attorney Mike Taylor asked for a Motion to go into Closed Session to consult with the Board Attorney in order to preserve the attorney-client privilege. Motion made by Gene McIntyre and seconded by Betty Babb. Motion carried

Board Attorney Mike Taylor asked for a motion to adjourn Closed Session. Motion made by Lucy Drake and seconded by Priscilla Hege. Motion carried.

6. ADJOURNMENT:

Before Adjourning Board Chair Bill Burgin recognized and thanked Paul Standridge and Priscilla Hege for serving on the Board. Paul Standridge then made a motion to adjourn. Priscilla Hege seconded the motion, and there was unanimous approval.

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January 20, 2005
MINUTES

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Thursday, January 20, 2005, at the Consumer Planning Services and Support Building, 457 Lake Concord Road, Concord, NC. Present were:

Bill Burgin, Chair	
Betty Babb	David Joslin
Ann Brewer	Dr. Nalin Mehta
John Burke	Kevin Pressley
Bob Carruth	Nancy Randall
Arnold Chamberlain	Doris Rogers
Lucy Drake	Gayle Whitehead
Carol Gouge	Barbara Whitley
H. Gene Herrell	
Dean Vick, Vice-Chair	

Absent: Roy Hinson, Fred McClure

Staff: Dan Coughlin, Pam Shipman, Ann Taylor, Kevin Ennis, Steve Tomlinson, Mary Jo Williamson.

Guests: Liz Jordak

Board Attorney: Mike Taylor.

Board Chair Bill Burgin called to order the Meeting of the Board and introduced new board members: Dr. Nalin Mehta, Kevin Pressley and Arnold Chamberlain.

1. MEETING OF THE BOARD AS FINANCE COMMITTEE:

A. Budget Revision as of Dec 31, 2004: The budget revision as of December 31, 2004 was reviewed. A motion was made by Lucy Drake and seconded by Dr. Ann Brewer that the Board approve the budget revision as presented. Motion carried.

B. Statement of Revenues & Expenses Nov 2004

C. Balance Sheet, November 2004

COO Pam Shipman presented and reviewed the above reports for the Board.

Adjournment: Board Chairman Bill Burgin then closed the Meeting of the Board as Finance Committee and opened the regular meeting.

2. MATTERS OF THE BOARD

A. CONSENT AGENDA – Approval of Board Minutes – November 18, 2004

Dean Vick made a motion that the Consent Agenda be approved as presented. Lucy Drake seconded the motion and there was unanimous approval. Motion carried.

C. Appointments to CFAC:

Pam Shipman gave an update on the committee membership and recommended Vicke Hooper Kepling, a consumer from Lexington and Melanie Frick, a consumer from Albemarle. Motion was made by Betty Babb to have Vicke and Melanie appointed to the Consumer Family Advisory Committee. Lucy Drake seconded the motion. The motion was unanimously approved.

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D. Logo/Tagline:

Board Member Betty Babb provided handouts of the two choices for the logo/tagline that the subcommittee chose after meetings with the advertising consultant. There was not a unanimous agreement on either of the logos presented. Another suggestion was made and majority agreed that was the better of the three. It will be presented again at the next meeting on the consent agenda.

3. MONITORING ITEMS

- A. Community Relations Report:** The annual report was presented by Steve Tomlinson, Director of Community Affairs and reviewed by the Board.

4. INFORMATION ITEMS

- a. Revision to Conflict of Interest Policy:** Attorney for the Board, Mike Taylor, informed the Board that the sub-committee discussed the Revisions to the Conflict of Interest Policy at length. Mr. Taylor talked to the Division of Medical Assistance for clarification on the issue of state employees being barred from serving on the Board and he informed the Board of the discussion. The sub-committee will meet again and make a recommendation at the next Board meeting.
- b. Implementation Status Update:** Pam Shipman, COO presented the monthly update for the Board. She said that the foundational procedures and manuals are in final draft or have been finalized and sent to Mercer, the Contractor for the State. After they are forwarded to the State they must be posted for 45 days before the State gives final approval. The manuals will also be available in Spanish.
- c. Area Director's Report:**
- 1. Information Systems Report:**
Area Director Dan Coughlin gave background information to the new members on the problems that were occurring with the software purchase from InfoNC. He informed the Board that we have reached a settlement with InfoNC. We entered agreement that we would pay InfoNC balance of contract and be free to continue use of products while we are using a parallel product.
 - 2. NC General Assembly Update:**
Area Director, Dan Coughlin said that we will be watching the way Medicaid is funded carefully over the next few years.
 - 3. Child Residential Problems:**
The Area Director talked about the series of news articles that have been written and said they have been accurate for the most part. We are responsible for monitoring all children's group homes in our catchment area even if they are not contracted with the LME.
 - 4. Board Retreat:**
It was unanimously decided that the Board Retreat should be held from 4-8pm. The topic will be "Where we've been, where we are now, where we are headed". This will also be a 1st blush at Orientation for the new board members.
- d. Client Rights Policy Revision**
Pam Shipman, COO asked the Board to study the Policy on Clients Rights for the next

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meeting. Board member, Carol Gouge advised the Board that she is a member of the CFAC committee and the committee members nominated her to advise the Board that they would back this policy as they have very strong feeling on “prone” restraints not being used unless properly trained. This will be on the next agenda.

5. LEGAL ISSUES:

Closed Session: Pursuant to N.C.G.S. §143-318.11(a)(3), Board Attorney Mike Taylor asked for a Motion to go into Closed Session to consult with the Board Attorney in order to preserve the attorney-client privilege. Motion made by Barbara Whitley and seconded by Dean Vick. Motion carried

Board Attorney Mike Taylor asked for a motion to adjourn Closed Session. Motion made by Dean Vick and seconded by Jack Burke. Motion carried.

6. ADJOURNMENT:

Betty Babb then made a motion to adjourn. Lucy Drake seconded the motion, and there was unanimous approval.

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Serving Cabarrus, Davidson, Rowan, Stanly and Union Counties

February 17, 2005
Minutes

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Thursday, February 17, 2005, Consumer Planning Services and Support, 457 Lake Concord Road, Concord, NC.

Board Members Present:

William Burgin, Chair	
Betty Babb	Doris Rogers
Sabrina Hafer	Carol Gouge
Fred McClure	John Burke
David Joslin	Arnold Chamberlain
Ann Brewer	Barbara Whitley
Nalin Mehta	Gene Herrell
Nancy Randall	

Absent: Lucy Drake, Dean Vick, Bob Carruth, Gayle Whitehead, Roy Hinson and Kevin Pressley

Staff Present: Dan Coughlin, Pam Shipman, Ann Taylor, Lisa Harkey and Melinda Caraballo

Board Attorney Present: Mike Taylor.

This meeting was the annual Board Retreat. William Burgin, Chair, welcomed everyone and all present were given an opportunity to introduce themselves in a round table format.

BOARD MEETING

Board Chair William Burgin called the meeting to order.

1. MATTERS OF THE BOARD

- A. **Appointment of Board Clerk.** Board Attorney Mike Taylor informed the Board that they needed to appoint Lisa Harkey as the Board Clerk. William Burgin asked for a Motion to appoint Lisa Harkey as Board Clerk. The Motion was made by John Burke and seconded by Nalin Mehta and received unanimous approval.
- B. **Restriction on the use of prone restraints in Piedmont Programs.** William Burgin, Chair asked for a Motion to approve the restrictions on the use of prone restraints in Piedmont Programs. The Motion was made by Barbara Whitley and seconded by Nalin Mehta and received unanimous approval.
- C. **Final approval of new logo and tag line.**
This item not discussed during this meeting. Postponed until next meeting of board.

2. Closed Session.

Pursuant to N.C.G.S. § 143-318.11(a)(3), Board Attorney Mike Taylor asked for a Motion to go into Closed Session to consult with the Board Attorney in order to preserve the attorney-client privilege. Motion made by John Burke and seconded by Betty Babb. Motion carried.

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Board Attorney Mike Taylor asked for a motion to adjourn Closed Session. Motion made by Fred McClure and seconded by Barbara Whitley. Motion carried.

3. INFORMATION ITEMS

A. Draft Corporate Compliance Policy

Ann Taylor explained reason for policy.

B. Board Governance Presentation.

Chair, William Burgin presented the PowerPoint presentation.

C. Piedmont Reinvented Presentation.

Area Director, Dan Coughlin presented the PowerPoint presentation.

- Local, state and national context for reform
- Re-tooling of Piedmont to operate this new business
- Financial changes and the re-engineered system
- The changing role and responsibility of the Board

ADJOURNMENT: Board Chair William Burgin called for the meeting to be adjourned.

PIEDMONT BEHAVIORAL HEALTHCARE
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March 17, 2005
MINUTES

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Thursday, March 17, 2005, at the Consumer Planning Services and Support Building, 457 Lake Concord Road, Concord, NC. Present were:

Bill Burgin, Chair	
Betty Babb	David Joslin
Ann Brewer	Dr. Nalin Mehta
John Burke	Kevin Pressley
Bob Carruth	Nancy Randall
Arnold Chamberlain	Doris Rogers
Lucy Drake	Gayle Whitehead
Carol Gouge	Barbara Whitley
H. Gene Herrell	
Dean Vick, Vice-Chair	

Absent: Dean Vick, Carol Gouge, Gayle Whitehead, Kevin Pressley

Staff: Dan Coughlin, Pam Shipman, Ann Taylor, Kevin Ennis, Renee Snipes, Melinda Caraballo, Lisa Harkey

Guests: Ken Marsh, NC Division of MH/DD/SAS, Martin Boggess and Melissa Galie of Eastridge Technology, Inc.

Board Attorney: Mike Taylor.

Board Chair Bill Burgin called to order the Meeting of the Board.

1. MEETING OF THE BOARD AS FINANCE COMMITTEE:

Renee Snipes, Finance Director, presented and reviewed the following reports for the Board.

- A. **Budget Revision as of February 28, 2005:** The budget revision as of February 28, 2005 was reviewed. A motion was made by Roy Hinson and seconded by Lucy Drake that the Board approve the budget revision as presented. Motion carried.
- B. **Statement of Revenues & Expenses, January 2005**
- C. **Balance Sheet, January 2005**
- D. **Fiscal Monitoring Report, December 2004**

Adjournment: Board Chairman Bill Burgin then closed the Meeting of the Board as Finance Committee and opened the regular meeting.

2. MATTERS OF THE BOARD

- A. A motion was made by Fred McClure and seconded by Betty Babb that the Board approve the February 17, 2005 Board Retreat Minutes as presented. Motion carried.
- B. A motion was made by Lucy Drake and seconded by Bob Carruth to amend and approve the January 20, 2005 Board Meeting Minutes.
- C. **Final Approval of Logo/Tagline.** Final ballots with the top three choices were distributed to board members to make a final selection. Melinda Caraballo counted the votes and a final selection of the PBH logo and tagline was made.

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D. **Corporate Compliance Policy.** Ann Taylor presented the Compliance Review Policy for approval of the Board. A motion was made by Fred McClure and seconded by Bob Carruth that the Board approve the policy as presented. Motion carried.

3. MONITORING ITEMS

A. PowerPoint presentation on Information Technology / Systems Audit Report presented by Martin Boggess and Melissa Galie of Eastridge Technology, Inc.

4. INFORMATION ITEMS

A. **CFAC Report.** Carol Gouge was scheduled to present this report. She was unable to attend meeting but did send a report to be distributed to board members. Report was distributed and Pam Shipman reviewed the report with Board.

B. **Implementation Status Report.** Pam Shipman reviewed and responded to questions regarding the Implementation Status Report.

C. **Report of Services Provided.** Pam Shipman reviewed the reports of services provided during the first and second quarters of 2004-2005.

D. Area Director's Report

1. Dan Coughlin discussed with Board the plans to hold a celebration with staff to show our appreciation for their hard work and dedication. Dan would like Board members to attend. Celebration may be held May 19, 2005, prior to Board meeting.

2. Dan Coughlin discussed whether or not we will go live April 1

E. **Pam Shipman announced appointment of Darlene Steele.** Pam made the announcement that Darlene Steele has been chosen to fill the Quality Management Director position at PBH. An official announcement will be going out soon.

F. **Pam Shipman introduced Ken Marsh to Board.** Ken is our liaison person with the NC Division of MH/DD/SAS. Ken has been extremely helpful to PBH.

5. LEGAL ISSUES:

Closed Session: Pursuant to N.C.G.S. §143-318.11(a)(3), Board Attorney Mike Taylor asked for a Motion to go into Closed Session to consult with the Board Attorney in order to preserve the attorney-client privilege. Motion made by Nalin Mehta and seconded by Lucy Drake. Motion carried

Board Attorney Mike Taylor asked for a motion to adjourn Closed Session. Motion made by Bob Carruth and seconded by Lucy Drake. Motion carried.

6. ADJOURNMENT:

Lucy Drake made a motion to adjourn. Bob Carruth seconded the motion, and there was unanimous approval. Meeting was adjourned.



**March 30, 2005
MINUTES**

The Piedmont Area Mental Health, Mental Retardation and Substance Abuse Authority met on Wednesday, March 30, 2005, via telephone conference.

Members Present: Bob Carruth, Betty Babb, Sabrina Hafer, Doris Rogers, Fred McClure, Dean Vick, Arnold Chamberlain, William Burgin, David Joslin, John Burke, Dr Mehta, Roy Hinson, Barbara Whitley, Dr. Brewer, Kevin Pressley, Gene Herrell, Lucy Drake, Nancy Randall

Members Absent: Carol Gouge, Gayle Whitehead

Staff Present: Dan Coughlin, Pam Shipman, Renee Snipes, Brian Ingraham

Board Attorney: Michael Taylor

Bill Burgin called the meeting to order and introduced the agenda item requiring Board action. The question is whether to "go live" on April 1, 2005, without the federally approved contract and state capitation payment for April, given the assurances made by the state and expressed by the Secretary in her letter of March 30, 2005. The situation was discussed.

Mike Taylor advised that the letter from the Secretary is legally binding.

A motion was made by Lucy Drake that: Piedmont Behavioral Healthcare appropriate funds from our cash reserves so that we can "go live" on April first with the Medicaid waivers. This motion was seconded by Jack Burke. The motion was unanimously approved.

Jack Burke made a motion for adjournment. This motion was seconded by Arnold Chamberlain. Motion was approved and the Board adjourned.



**April 21, 2005
MINUTES**

The PBH Board met on Thursday, April 21, 2005 at the Consumer Planning Services and Support Building, 457 Lake Concord Road, Concord, NC.

Present : Bill Burgin, Chair, Dean Vick, Vice-Chair, Betty Babb, Ann Brewer, John Burke, Arnold Chamberlain, Lucy Drake, Carol Gouge, Sabrina Hafer, H. Gene Herrell, David Joslin, Dr. Nalin Mehta, Doris Rogers, Barbara Whitley,

Absent: Gayle Whitehead, Kevin Pressley, Nancy Randall, Bob Carruth, Roy Hinson

Staff Present: Dan Coughlin, Pam Shipman, Ann Taylor, Renee Snipes, Melinda Caraballo, Lisa Harkey

Board Attorney: Mike Taylor.

Board Vice-Chair Dean Vick called to order the Meeting of the Board as a Finance Committee.

1. MEETING OF THE BOARD AS FINANCE COMMITTEE:

Renee Snipes, Finance Director, presented and reviewed the following reports for the Board.

A. Budget Revision as of March 31, 2005: The budget revision as of March 31, 2005 was reviewed. A motion was made by Arnold Chamberlain and seconded by David Joslin that the Board approve the budget revision as presented. Motion carried.

B. Statement of Revenues & Expenses, February 2005

C. Balance Sheet, February 2005

Adjournment: Board Chairman Bill Burgin then closed the Meeting of the Board as Finance Committee and opened the regular meeting.

2. MATTERS OF THE BOARD

A. A motion was made by Betty Babb and seconded by Lucy Drake that the Board approve the March 17, 2005 Board Meeting Minutes as amended to include Sabrina Hafer in the list of staff present at the meeting. Motion carried.

B. Draft Conflict of Interest Policy. Bill Burgin began discussion that a conference call was held but because the complete sub-committee could not be present, it was decided that they would bring the policy back to the board for discussion. Policy was discussed. Motion was made by John Burke to change 2. to read: No Piedmont Area Board member, employee or paid consultant of Piedmont shall serve as an employee, or officer with a contract with Piedmont or any other provider with respect to which Piedmont has monitoring responsibilities mandated by law or regulation. David Joslin seconded the motion. A show of hand of board members only showed 2 in favor. All other board members voted against motion. Motion failed. A motion was made by Lucy Drake to approve draft policy as written upon establishing procedures for implementing policy. Sabrina Hafer seconded the motion. Motion carried.

C. Request for Attorney Fee Increase. Mike Taylor presented to the board his request for increase of attorney fee in the amount of \$10.00 per hour. Motion was made by Lucy Drake to approve request. Motion was seconded by Arnold Chamberlain. Motion carried.

3. MONITORING ITEMS

- A. Human Resources Monitoring Report. Ann Taylor distributed the Human Resources Annual Monitoring Report and discussed contents of report with board members.

4. INFORMATION ITEMS

- A. **LME - Implementation Milestones – Go Live Report.** Pam Shipman reviewed and responded to questions regarding the LME - Implementation Milestones. She stated there have been no major issues so far in the go live implementation.

B. Area Director's Report

1. Dan Coughlin reported to board that we are getting a lot of calls from people interested in learning about the process we have been implementing.
2. Dan Coughlin discussed with Board the plans to hold a celebration with staff to show our appreciation for their hard work and dedication. Dan would like Board members to attend. Celebration is scheduled to be held Tuesday, June 14, 2005, from 4:00 to 6:00 pm at the Cabarrus Family Medicine Conference Center in Concord.
3. Dan Coughlin informed board that a Delegation Breakfast will be held on May 6 at 7:30 am. Board members are welcome to attend.
4. Dan Coughlin informed board that we have presented to Daymark a study of their practices and ideas on how to re-engineer the way they provide services.

5. LEGAL ISSUES:

Closed Session: Pursuant to N.C.G.S. §143-318.11(a)(3), Board Attorney Mike Taylor asked for a Motion to go into Closed Session to consult with the Board Attorney in order to preserve the attorney-client privilege. Motion made by Dean Vick and seconded by Arnold Chamberlain. Motion carried

Board Attorney Mike Taylor asked for a motion to adjourn Closed Session. Motion made by Gene Herrell and seconded by Lucy Drake. Motion carried.

6. ADJOURNMENT:

Fred McClure made a motion to adjourn. John Burke seconded the motion, and there was unanimous approval. Meeting was adjourned.



**May 19, 2005
MINUTES**

The PBH Board met on Thursday, May 19, 2005 at the Consumer Planning Services and Support Building, 457 Lake Concord Road, Concord, NC.

Present : Bill Burgin, Chair, Dean Vick, Vice-Chair, Betty Babb, Dr. Ann Brewer, John Burke, Arnold Chamberlain, Sabrina Hafer, H. Gene Herrell, Dr. Nalin Mehta, Doris Rogers, Barbara Whitley, Gayle Whitehead, Dr. Nancy Randall

Absent: Kevin Pressley, Bob Carruth, Roy Hinson, Lucy Drake, David Joslin

PBH Staff: Dan Coughlin, Pam Shipman, Ann Taylor, Renee Snipes, Chuck Hill, Melinda Caraballo, Lisa Harkey

Guest: Dr. Peggy Terhune, Arc Stanly

Board Attorney: Mike Taylor

Board Vice-Chair Dean Vick called to order the Meeting of the Board as a Finance Committee.

1. MEETING OF THE BOARD AS FINANCE COMMITTEE:

Renee Snipes, Finance Director, presented and reviewed the following reports for the Board.

- A. Budget Revision as of April 30, 2005: The budget revision as of April 30, 2005 was reviewed. A motion was made by Dean Vick and seconded by Gene Herrell that the Board approve the budget revision as presented. Motion carried.
- B. Statement of Revenues & Expenses, March 2005
- C. Quarterly Fiscal Monitoring Report – March 31, 2005
- D. Balance Sheet, March 31, 2005

Adjournment: Board Chairman Bill Burgin then closed the Meeting of the Board as Finance Committee and opened the regular meeting.

2. MATTERS OF THE BOARD

- A. A motion was made by Barbara Whitley and seconded by John Burke that the Board approve the April 21, 2005 Board Meeting Minutes. Motion carried.
- B. Bill Burgin announced members of the CEO Evaluation Committee and Nominating Committee. Members are Bob Carruth, Betty Babb, Gayle Whitehead, Barbara Whitley and Gene Herrell. Bill will set a date for the committee to meet prior to the next Board meeting and will provide members with recommendations and slate of officers selected at June 16 Board meeting. CEO Evaluations were distributed to Board members to be completed and returned to Bill Burgin by June 2, 2005.

3. MONITORING ITEMS

A. Network Status Report. Chuck Hill and Dr. Peggy Terhune of Arc Stanly gave a presentation on Network Management and Provider Relations to board members. Questions from several board members were answered by Chuck and Peggy regarding information provided in the presentation.

4. INFORMATION ITEMS

A. **LME - Implementation Milestones – Go Live Report.** Pam Shipman reviewed and responded to questions regarding the LME - Implementation Milestones.

B. Area Director's Report –

- Dan Coughlin gave a brief overview of a book he received titled *On Our Own Together*. This book was written by a person who had a mental illness and had been through the mental health system. Bonnie Schell, PBH Consumer Affairs Director also provided input into this book. Dan will provide copies of book to board members in the near future.
- Dan also discussed possible Medicaid budget cuts.
- Dan informed Board that as the state develops Medicaid plan they are changing service definitions which will significantly change services.
- Use of Level III group homes was discussed.

5. LEGAL ISSUES:

Closed Session: Pursuant to N.C.G.S. §143-318.11(a)(3), Board Attorney Mike Taylor asked for a Motion to go into Closed Session to consult with the Board Attorney in order to preserve the attorney-client privilege. Motion made by John Burke and seconded by Gayle Whitehead. Motion carried

Board Attorney Mike Taylor asked for a motion to adjourn Closed Session. Motion made by Betty Babb and seconded by Barbara Whitley. Motion carried.

6. ADJOURNMENT:

John Burke made a motion to adjourn. Gene Herrell seconded the motion. Meeting was adjourned.



**June 16, 2005
MINUTES**

The PBH Board met on Thursday, June 16, 2005 at the Consumer Planning Services and Support Building, 457 Lake Concord Road, Concord, NC.

Present : Bill Burgin, Chair, Dean Vick, Vice-Chair, Dr. Ann Brewer, John Burke, Arnold Chamberlain, H. Gene Herrell, Dr. Nalin Mehta, Doris Rogers, Barbara Whitley, Gayle Whitehead, Dr. Nancy Randall, Bob Carruth, Lucy Drake, David Joslin

Absent: Kevin Pressley, Roy Hinson, Betty Babb, Sabrina Hafer

PBH Staff: Dan Coughlin, Pam Shipman, Ann Taylor, Renee Snipes, Melinda Caraballo, Lisa Harkey, Steve Tomlinson, Revella Nesbit

Guests: Wilma Townsend, Ken Marsh

Board Attorney: Mike Taylor

Board Chair, Bill Burgin called to order the Meeting of the Board as a Finance Committee.

1. MEETING OF THE BOARD AS FINANCE COMMITTEE:

Renee Snipes, Finance Director, presented and reviewed the following reports for the Board.

- A. Statement of Revenues & Expenses, April 2005
- B. Balance Sheet, April 30, 2005

Adjournment: Board Chairman Bill Burgin then closed the Meeting of the Board as Finance Committee and opened the regular meeting.

2. MATTERS OF THE BOARD

- A. A motion was made by Doris Rogers and seconded by Gene Herrell that the Board approve the May 19, 2005 Board Meeting Minutes. Motion carried.

3. MATTERS OF THE BOARD CONTINUED

- A. Bill Burgin opened the Public Hearing on the 05/06 Budget Ordinance. Renee Snipes handed out an updated version of the Budget Ordinance which included an item that was inadvertently omitted from the Budget Ordinance distributed earlier to board members. The revised copy was changed on Item 3-C to include a 2% cost of living increase for staff. A member of the public had several questions for board regarding building mental health money into the budget based on results of an assessment that was done by the United Way. Dan Coughlin addressed these questions and the Public Hearing was closed.
- B. Bill Burgin asked for a motion for the Board to approve the 05/06 Budget Ordinance. Motion was made by John Burke and seconded by Barbara Whitley to approve the 05/06 Budget Ordinance. Motion carried.

- C. Renee Snipes presented the Budget Revision as of May 31st, 2005. A motion was made by Gene Herrell and seconded by Barbara Whitley to approve the Budget Revision as presented. Motion carried.
- D. Bill Burgin informed board members that the sub committee had made the following recommendations for nominations for board officers for 05/06. Dean Vick, Chair, Dr. Nancy Randall, Vice Chair. Bill opened the floor to other nominations. No other nominations were made. Motion was made by Bob Carruth and seconded by John Burke to close nominations. Motion was made by David Joslin and seconded by John Burke to appoint Dean Vick as chair and Dr. Nancy Randall as vice chair for 2005/06. Motion carried.
- E. Bill Burgin reviewed 2005/06 Board Work Plan with board members.

4. INFORMATION ITEMS

- A. Steve Tomlinson introduced Wilma Townsend, MSW to board. Steve stated that Wilma has been working with PBH for over a year with the goal of helping PBH with ways for making better services available to people in our community. Wilma presented PBH "A Cultural Competency Study Report."
- B. **LME - Implementation Milestones – Go Live Report.** Pam Shipman reviewed and responded to questions regarding the LME - Implementation Milestones.
- C. **Area Director's Report –**
 - Dan presented Bill Burgin with plaque as a thank you for his years of service on the PBH Board.
 - Dan informed Board that our contract has been approved and that capitation should be released soon.
 - Dan reviewed the performance goals for 05/06, which included 04/05 goals and how each of these were achieved.

5. MATTERS OF THE BOARD – Continued

Pursuant to N.C.G.S. §143-318.11(a)(3) and (6), Motion was made by Lucy Drake and seconded by Barbara Whitley for Board to go into Executive Closed Session to consider the qualifications, competence, and performance of Area Director, Dan Coughlin, and to discuss legal issues with counsel. Motion carried. All staff (with the exception of Ann Taylor, Director of Human Resources and Lisa Harkey, Board Clerk) left the room. After the Closed Session, staff returned to the Board meeting room and the regular Board Session resumed. Bill Burgin, Chair of the Area Director Annual Performance Review Committee informed Dan of the decision of the Board to present him with a 2% cost of living increase, a one-time bonus of \$8,000.00 and a 1% increase to the employer portion of 401k contribution. Dan thanked everyone.

6. LEGAL ISSUES:

Legal issues were presented to board members by Mike Taylor at the beginning of the Closed Executive Session.

7. ADJOURNMENT:

Dr. Mehta made a motion to adjourn. David Joslin seconded the motion. Meeting was adjourned.



**September 15, 2005
MINUTES**

The PBH Board met on Thursday, September 15, 2005 at the Consumer Planning Services and Support Building, 457 Lake Concord Road, Concord, NC.

Present : Dean Vick, Chair, Dr. Nancy Randall, Vice-Chair, Dr. Ann Brewer, Jack Burke, Arnold Chamberlain, H. Gene Herrell, Dr. Nalin Mehta, Doris Rogers, Barbara Whitley, David Joslin, Betty Babb, Sabrina Hafer, Willi Beilfuss, Vernon Worrell, Judy Smith, Fred McClure

Absent: Bob Carruth, Lucy Drake , Kevin Pressley

PBH Staff: Dan Coughlin, Pam Shipman, Ann Taylor, Renee Snipes, Melinda Caraballo, Lisa Harkey,

Guests: Martha Macon, Client Rights Committee Chair

Board Attorney: Mike Taylor

Board Chair, Dean Vick called to order the Board Meeting. Introductions were made around the room for the new board members present. Dean also asked for members to take a moment of silence to think about the people who have been affected by Hurricane Katrina and also the members of the armed services serving in Iraq.

Dean Vick asked that the motion to go into session as Finance Committee to be moved further into the agenda.

1. MATTERS OF THE BOARD

- A. Dean Vick asked board members to review the minutes of the June 16, 2005 minutes presented in board agenda packet and asked for a motion to approve minutes as presented. A motion was made by David Joslin and seconded by Barbara Whitley that the Board approve the June 16, 2005 Board Meeting Minutes. Motion carried.
- B. Melinda Caraballo presented the Dashboard Report to board members.
- C. Pam Shipman gave PowerPoint presentation on the PBH Clinical Management Plan for 2005-2006. Updated charts were distributed to board members to replace charts that were mailed with packet which were not the most recent versions.

2. MONITORING ITEMS

Martha Macon, PBH Client Rights Committee Chairperson presented the Client Rights Committee Annual Report to board members.

3. INFORMATION ITEMS

- A. Pam Shipman reviewed the Annual Plan of Work with board members. This will continue to be part of agenda each month.



B. Area Directors Report:

- i. Dan discussed Legislative Update information with board.
- ii. Dan discussed the shifting of grounds and how this will feel to providers and families.
- iii. Dan updated board on Medicaid Capitation. There are some problems with Medicaid Capitation. This is a statewide problem that has been identified.

Dean Vick, Board Chair asked for motion for Board to go into Meeting of Finance Committee. Jack Burke made motion and Gene Herrell seconded motion. Board met as Finance Committee.

4. Budget Revision as of August 31, 2005

Renee Snipes reviewed the Budget Revision as of August 31, 2005 as presented in board packet. Dean Vick asked for a motion to approve Budget Revision as presented. Arnold Chamberlin made motion to approve and Jack Burke seconded motion. Motion carried.

5. LEGAL ISSUES:

Pursuant to N.C.G.S. §143-318.11(a)(3) and (6), Dean Vick, Board chair asked for motion for Board to close meeting as Finance Committee and go into Closed Session Meeting for Board to consult with the Board Attorney and to discuss a personnel matter and to discuss PBH v. Kincaid. Motion was made by Gene Herrell and seconded by David Joslin that Board go into Closed Session. Board met in Closed Session.

6. ADJOURNMENT:

Gene Herrell made a motion to adjourn. Fred McClure seconded the motion. Meeting was adjourned.



**PBH Board Meeting Minutes
October 27, 2005**

The PBH Board met on Thursday, October 27, 2005 at the Consumer Planning Services and Support Building, 457 Lake Concord Road, Concord, NC.

Present: Betty Babb, Bob Carruth, Doris Rogers, Fred McClure, Jack Burke, Arnold Chamberlain, Judy Smith, Barbara Whitley, Dr. Nalin Mehta, Lucy Drake, Dean Vick
Absent: Sabrina Hafer, Vernon Worrell, Willi Beilfuss, Gene Herrell, Nancy Randall, Kevin Pressley, Dr. Ann Brewer, Gayle Whitehead, David Joslin
PBH Staff: Dan Coughlin, Pam Shipman, Ann Taylor, Renee Snipes, Lisa Harkey, Brian Ingraham
Guests: Ken Marsh, NC Division MH/DD/SAS
Board Attorney: Mike Taylor

Meeting called to order by Dean Vick, Board Chair.

Finance committee called to order by Dean Vick, Board Chair.

1. MATTERS OF THE BOARD

Renee Snipes gave financial update regarding eligibility issues at State level that are causing fluctuations in our Medicaid Waiver payments. The problem appears to be technical issues in the Eligibility System.

Dan Coughlin, Pam Shipman and Renee Snipes met with State officials on October 8, 2005.

A. Budget Revision as of September 30, 2005:

Renee Snipes reviewed with board the Budget Revision as of September 30, 2005 as presented in board packet. Dean Vick asked for motion to approve Budget Revision as presented. Motion made by Lucy Drake and seconded by Barbara Whitley. Motion carried.

B. Statement of Revenues and Expenses, August 2005:

Renee Snipes reviewed with board the Statement of Revenue and Expenses, August 2005.

Board closed meeting as Finance Committee

2. Matters of the Board Continued:

Dean Vick asked for motion to approve September 15, 2005 Board Meeting Minutes.

Fred McClure made request that minutes be amended to include Fred McClure as present at meeting.

Motion made by Barbara Whitley and seconded by Doris Rogers to approve minutes of September 15, 2005 meeting as amended. Motion carried.

3. Monitoring Items:

A. 2004-2005 PBH Annual Report.

Dan asked that discussion regarding Annual Report be moved to Area Director's Report.

B. CFAC Report.

CFAC Report was deferred to November meeting.

4. Information Items:

A. 05-06 PBH Annual Plan of Work

Pam Shipman reviewed PBH accomplishments including the Consumer Conference and the opening of the Crisis Recovery Center. Pam introduced Brian Ingraham as PBH Director of Community Operations. Brian gave board members an update on the opening of the Crisis Recovery Center at Kannapolis. The Crisis Recovery Center is part of a system of services that are under development to address the crisis needs of our community.

B. Dashboard Report

Pam Shipman reviewed Dashboard Report with board members. Dean Vick requested that on the number of Medicaid Eligibles Report, future reports give some past penetration data that we can compare to current data for better understanding of information presented.

C. Area Directors Report

i. PBH Annual Report

Dan presented handout of annual report to board members. Information provided in report is highlights from this past year. Dan reviewed PBH accomplishments for last year beginning with the celebration of our 30th Anniversary day and ending with the "Go Live" of our Medicaid Waivers.

ii. LME's and NC DHHS Actions.

Dan addressed the Board regarding the DHHS identified \$28 million shortfall. The Secretary has now proposed that LME's would consolidate down to 10 LME's.

The Board asked for Dan to put together possible scenarios for alliances and / or expansion of our LME. The Board also gave Dan authority to talk to other area programs to see how they feel about consolidation and/or affiliations as well as state officials, including Secretary Carmen Hooker-Odom with possible ideas of how PBH can help.

iii. Provide Management Issues and Discussions

Provider Management Issues chart was distributed to board members. Dan asked board members to read for a better understanding of our relationship to providers. Discussion was deferred to next meeting.

4. Public Address to the Board:

Consumer Gloria Delgadillo asked for permission to address the board. Gloria stated that she attended the Consumer Conference. She stated that she suffers from depression and was hospitalized. Gloria wanted to put a face to mental illness and ask for board to speak to legislature on behalf of all mental health consumers.

5. Legal Issues:



Pursuant to N.C.G.S. §143-318.11(a)(1), a motion was made by Lucy Drake and seconded by Barbara Whitley to close open session and meet in Closed Session to approve Closed Session Minutes of September 15, 2005 meeting. Motion carried and board met in Closed Session.

A motion was made by Bob Carruth and seconded by Lucy Drake to come out of Closed Session back into Open Session. Motion carried.

A motion was made by Fred McClure and seconded by Bob Carruth to adjourn meeting. Motion carried. Meeting adjourned.



PBH Board Meeting Minutes November 17, 2005

The PBH Board met on Thursday, November 17, 2005 at the Consumer Planning Services and Support Building, 457 Lake Concord Road, Concord, NC.

- Present:** Betty Babb, Bob Carruth, Doris Rogers, Jack Burke, Arnold Chamberlain, Judy Smith, Barbara Whitley, Dr. Nalin Mehta, Lucy Drake, Dean Vick, Sabrina Hafer, Willi Beilfuss, Gene Herrell, Nancy Randall
- Absent:** Vernon Worrell, Kevin Pressley, Dr. Ann Brewer, Fred McClure, Gayle Whitehead, David Joslin
- PBH Staff:** Dan Coughlin, Pam Shipman, Ann Taylor, Renee Snipes, Lisa Harkey, Brian Ingraham
- Guests:** Ken Marsh, NC Division MH/DD/SAS
Larson, Allen, Weishair & Co., LLP Representatives
- Board Attorney:** Mike Taylor

Meeting called to order by Dean Vick, Board Chair.

Finance committee called to order by Dean Vick, Board Chair.

1. MATTERS OF THE BOARD

A. Budget Revision as of October 31, 2005:

Renee Snipes reviewed with board the Budget Revision as of October 31, 2005 as presented. Dean Vick asked for motion to approve Budget Revision as presented. Motion made by Lucy Drake and seconded by Barbara Whitley. Motion carried.

B. Statement of Revenues and Expenses, September 2005:

Renee Snipes reviewed with board the Statement of Revenue and Expenses, August 2005.

C. Balance Sheet for Month Ending September 30, 2005:

This item was added to the agenda as an information item. Renee Snipes reviewed with Board the Balance Sheet for Month Ending September 30, 2005.

D. Fiscal Monitoring Report for 4th Quarter 2004-2005:

This item was added to the agenda as an information item. Renee Snipes reviewed with Board the Fiscal Monitoring Report for 4th Quarter of 2004-2005

Board closed meeting as Finance Committee.

2. Matters of the Board Continued:

- A. Dean Vick asked for motion to approve October 27, 2005 Board Meeting Minutes. Motion made by Bob Carruth and seconded by Jack Burke to approve minutes of October 27, 2005 meeting. Motion carried. Minutes of October 27, 2005 Board Meeting were approved.

B. Planning of Board Retreat

Dean Vick asked for feedback regarding location and date of PBH Board Retreat. Board Retreat was scheduled for February 16th from 3:00 – 8:00 pm.

3. Monitoring Items:

A. CPA Audit Report.

Larson, Allen, Weishair & Co., LLP presented the PBH Annual Audit report to the board. Request was made to have this information available ahead of time to the board members prior to presentation. Motion was made by Jack Burke and seconded by Gene Herrell to accept the Audit Report as presented. Motion carried.

B. CFAC Report.

Vernon Worrell was not available to present the CFAC Report to the board. Motion was made by Lucy Drake and seconded by Jack Burke to postpone to the January 19, 2006 board meeting. Motion carried.

C. Information Status Report.

Kevin Ennis was not available to present the Information Status Report to the board. Motion was made by Lucy Drake and seconded by Jack Burke to postpone to the January 19, 2006 board meeting. Motion carried.

D. D-02 Accountability of the CEO.

Draft changes to Policy D-02 Accountability of the CEO was presented to board for review. The following addition was made to this Policy:

4. The Area Board of directors reserves the right to investigate any material allegations of misconduct of the CEO. Any allegations of material misconduct shall be immediately reported to the Area Board and the Area Board Attorney.

Dean Vick explained to board members the reason for this change is to direct CEO to report to the board any allegations of misconduct immediately.

Draft Policy will be brought back to January 19, 2006 board meeting for approval.

4. Information Items:

A. 05-06 PBH Annual Plan of Work

Brian Ingraham reviewed the 05-06 PBH Annual Plan of Work as presented in board packet.

B. Dashboard Report

Pam Shipman reviewed Dashboard Report with board members. Sabrina Hafer requested to know if we can find out length of time clients are on DD waiting list and also average wait time. Pam Shipman will check to see if we have the capability to add this information to report.

C. Area Directors Report

c. New Information System

Dan discussed with board the new IS System. This system is basic and will run the core functions at this time. It is still a work in progress.

b. LME Affiliations.

Dan met with another LME regarding possible affiliation earlier this month. At this point, there are very few options but Dan will continue to pursue possibilities.

c. PBH and Providers Respective Roles, Points of Contact and Potential Conflicts (Attachment I of Board Agenda).

Dan reviewed document with board members. This is a mapping for what we do with 180+ providers. The nature of what we do is different from past due to system reform.

5. Legal Issues:

Pursuant to N.C.G.S. §143-318.11(a)(3), Dean Vick asked that there be a motion to go into closed session to consult with Board Attorney, Mike Taylor regarding a legal matter and to discuss ODAAT and others vs. PBH. Motion was made by Lucy Drake to go into closed session. Motion carried and board met in Closed Session.

A motion was made by Gene Herrell and seconded by Lucy Drake to come out of Closed Session back into Open Session. Motion carried.

A motion was made by Lucy Drake and seconded by Bob Carruth to adjourn meeting. Motion carried. Meeting adjourned.