



## BOARD OF DIRECTORS Minutes

**Meeting Date:** April 24, 2012 at Mount Olive Civic Center in Mount Olive, North Carolina

**Members:** (noted **PRESENT** with an "X" mark)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> - Lee Smith, Committee Chair (Wayne County) | <input checked="" type="checkbox"/> - Rita Hodges (Lenoir County)      |
| <input type="checkbox"/> - J. W. Simmons, Vice-Chair (Sampson County)           | <input type="checkbox"/> - Rebecca Judge (Duplin County)               |
| <input checked="" type="checkbox"/> - Dr. John Fisher (Wayne County)            | <input checked="" type="checkbox"/> - Floyd McCullouch, (Wayne County) |
| <input type="checkbox"/> - Zettie Williams (Duplin County)                      | <input type="checkbox"/> - Albert Kirby, Jr. (Sampson County)          |
| <input checked="" type="checkbox"/> - John Bell (Wayne County)                  | <input type="checkbox"/> - Emily Moore (Lenoir County)                 |
| <input type="checkbox"/> - Tom Fleetwood (Wayne County)                         | <input checked="" type="checkbox"/> - Anne Turner (Wayne County)       |
| <input checked="" type="checkbox"/> - David Sanderson (Duplin County)           | <input checked="" type="checkbox"/> - Wanda Boyette (Sampson County)   |
| <input checked="" type="checkbox"/> - Eric Rouse (Lenoir County)                |  |

**Staff/Others:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> - Ken Jones, Director and Chief Executive Officer | <input checked="" type="checkbox"/> - Dr. Bryan Spader, Medical Director  |
| <input type="checkbox"/> - Bob Canupp, Chief Financial Officer                        | <input type="checkbox"/> - Anna North, DMA Contract Manager               |
| <input type="checkbox"/> - Becky Cale, Provider Relations Director                    | <input checked="" type="checkbox"/> - Nancy Moore, CFAC Chair             |
| <input type="checkbox"/> - Venessia Hill, Ombudsman & CFAC Liaison                    | <input checked="" type="checkbox"/> - Jose Coker, Board Attorney          |
| <input type="checkbox"/> - Dr. Susan Corriher, Clinical Director                      | <input checked="" type="checkbox"/> - Connie W. Price, Clerk to the Board |
| <input checked="" type="checkbox"/> - Jonathan Charleston, Board Attorney             |   |

**Guests:** Carol Choate, Director of *A Caring Heart*  
Beverly Bell, Eastpointe LME Liaison  
Carolyn McCullouch, Board member spouse

▪ **Agenda Items Presented**

1. Approval of Minutes
2. Director's Report
3. Business Office Report
4. Policy Committee Report
5. Client Rights Committee Report
6. Consumer Family Advisory Committee Report

▪ **CALL TO ORDER & INVOCATION**

The Eastpointe Board of Directors met in regular session on April 24, 2012 in the James R. Best Conference Room at Mount Olive College in Mount Olive, North Carolina. Chairman Lee Smith called the meeting to order at 6:00 p.m. There were nine Board members present at the April meeting, and six were absent. Tom Fleetwood and Zettie Williams were absent due to illness. Emily Moore, J. W. Simmons, Rebecca Judge and Albert Kirby were absent due to prior commitments. John Bell delivered the invocation.

- **COMMUNITY INPUT**

There was no community input for the month of April.

- **AMENDED BOARD AGENDA**

Chairman Smith asked for a motion to amend the April 24<sup>th</sup> Board Agenda to include one new item: 1) After the *Approval of Minutes* section – add “**Proclamation to recognize May as *Mental Health Month.***”

David Sanderson made a motion to approve the April 24<sup>th</sup> Board Agenda with the one additional item mentioned above. Dr. John Fisher made a second. The motion carried.

- **APPROVAL OF MINUTES**

The Minutes of the March 27, 2012 Board meeting (Attachment 1) were presented for approval. No corrections were noted.

John Bell made a motion to approve the March Minutes. Dr. John Fisher made a second. The motion carried.

- **COUNTY PROCLAMATION**

Chairman Smith informed the Board that May has been designated as “***Mental Health Month.***” Eastpointe would like to recognize each disability during the year and take a month to focus on that particular disability. Mr. Smith asked the Board to adopt a Proclamation recognizing and supporting May as “***Mental Health Month.***” If adopted, the Proclamation would be sent to the County Managers of Duplin, Lenoir, Sampson and Wayne Counties for acceptance by their County Commissioners. A copy of said Proclamation (Attachment 7-B) was included in the April Board packets.

Wanda Boyette made a motion to adopt a Proclamation recognizing May as “***Mental Health Month.***” David Sanderson made a second. The motion carried.

- **CHIEF EXECUTIVE OFFICER'S REPORT**

Ken Jones welcomed everyone to the April meeting, and commented on the items listed below which were contained in the April Board packets:

- ***Attachment 7-A: “HUD Announcement”*** – Copy of letter to Eastpointe Housing Director Albert Barron dated March 13, 2012 announcing Eastpointe’s HUD grant award in the amount of \$1,006,920. These funds are designated for use only within the Duplin, Lenoir, Sampson and Wayne Counties catchment area.
- ***Attachment 7-C: “Merger Plan Signatures”*** - Copy of Eastpointe’s signature page showing approval of the LME merger by the Boards of County Commissions in Duplin, Lenoir, Sampson, and Wayne Counties. Once the document has been executed by all twelve counties, it will be forwarded to the DHHS Secretary for execution, and the merger of the Beacon Center, Eastpointe and Southeastern Regional LMEs will be official.
- ***Attachment 7-D: “Eastpointe Bylaws”*** – Copy of final “suggested Bylaws” for the new LME which have been reworked and revised by the Bylaws Sub-Committee.

Mr. Jones gave the following updates on Waiver and Merger activities:

- a) **Merger Committee** - A joint meeting of the Merger Committee members for Eastpointe, Beacon Center, and Southeastern Regional was held at Mt. Olive College on April 19<sup>th</sup>. The Merger Committee reviewed the final “suggested Bylaws” document for the new Local Management Entity/Managed Care Organization (LME/MCO) submitted by the Bylaws Sub-Committee. It was noted that the Board term for the initial Board members would be for one (1) year, and that the new LME Board would decide on future Board member terms, which will line up with applicable legislative changes. Board member appointees will be determined by individual Boards of County Commissioners within the twelve county catchment.
- b) **PMPM Rates** - The State held a meeting on March 21<sup>st</sup> in Raleigh to discuss per member per month (PMPM) reimbursement rates for Eastpointe as a Managed Care Organization (MCO). Attendees included Finance Officers, Chief Executive Officers, and Financial Analysts. These funds will be what Eastpointe will use to manage the Waiver function. Eastpointe’s funding will be somewhere between \$300-\$350 million. Adjustments in Medicaid areas include: elimination of targeted case management, reduction of Medicaid rates, elimination of Community Support, and the addition of Community Guide (a new service). A final rate meeting will be held in July.
- c) **Staff Hirings** - During the last month Management has identified about 50 employees for the 275 positions that will be staffed through the three Local Management Entities (LMEs). Approximately 200 staff have applied for various positions; and over the next 2 to 3 weeks we will also be dealing with staff who may want to apply for different positions within the organization. However, once all positions have been identified, there will be a transition period for staff going to different jobs. There will be significant changes across the LMEs for some of the staff. In addition, several management positions have been consolidated, and there will be some managers who may be placed in a “line-type” position. All three LMEs have employees who are eligible for retirement and will probably consider retirement. Mr. Jones announced that Theresa Edmondson, current Director of Walter B Jones facility in Greenville, has accepted the position of Human Resources Director for Eastpointe. Ms. Edmondson is also a licensed Substance Abuse Counselor and will serve as Eastpointe’s Compliance Officer as well. She has held positions in the past at both East Carolina University and Pitt County Mental Health Center. She is very familiar with all three LMEs, and brings a wealth of knowledge to the organization. Eastpointe is very fortunate to have Ms. Edmondson join our team.
- d) **Staff Reductions** – Based on the Division of Medical Assistance’s (DMA) proposed per member per month (PMPM) rate, Eastpointe’s current organizational chart was reduced by approximately 45 positions. We are now budgeting positions, and hope to be able to bring some of them back once the PMPM changes in the upcoming months. Eastpointe is moving forward very conservatively, and the new organizational chart is based on positions that will be needed to operate the MCO. The new chart now reflects (including Departmental Directors) 43 staff for the External Operations Department; 38 staff for the Quality Management Department; 127 staff for the

Clinical Operations Department; 49 staff for the Business Operations Department; and 5.5 staff for the Human Resources Department.

- e) ***H. R. Merger Goals*** – Management plans to have all LME staff identified for positions by May 15<sup>th</sup>. Individual offer letters will go out to staff by mid-May. On-site benefit enrollments for all staff will take place towards the end of May. The Employee Handbook and personnel procedures will be updated no later than mid-May. H.R. will also recruit for additional licensed clinicians for the Call Center and Utilization Management Departments. Eastpointe locations expect to house the following approximate number of staff: 90 at the Lumberton site, 60 at the Rocky Mount site, 75 at the Beulaville site, and 45 at the Goldsboro site.
- f) ***N.C. Council Nominations*** – Lee Smith has been nominated for the “2012 Area Board Member Leadership Award” which is sponsored by the N.C. Council of Community Programs. Recipients will be honored at the Leadership Awards Luncheon on June 18<sup>th</sup> at the N.C. Spring Policy Forum which will be held at the North Raleigh Hilton on Wake Forest Road.

▪ **BUSINESS OFFICE REPORTS**

- ***Human Resources*** - Ken Jones gave an update on the "Waiver Recruitment Report and the Personnel Actions Report" for April 2012, which were distributed to Board members for review. Mr. Jones stated that Ann Taylor, BHM Human Resources Consultant, continues to assist Eastpointe management with correctly classifying job duties and identifying educational requirements. Positions are being advertised internally, and then externally when necessary. Mr. Jones pointed out that the “Waiver Personnel Actions Report” identifies employee selections to be effective July 1, 2012 for implementation of the Medicaid Waiver function.

Wanda Boyette made a motion to accept the Human Resources Report as presented. John Bell made a second. The motion carried.

- ***Finance Committee*** - In the absence of both Tom Fleetwood, Chair of the Finance Committee, and Bob Canupp, Eastpointe’s CFO, Ken Jones stated that the Finance Committee did not meet during the month of April. However, Mr. Jones gave a brief update on financial issues. Requests pertaining to county allocations (due to population changes) have been made to Duplin, Lenoir, and Sampson Counties. No requests were made to Wayne County. The Finance Department is currently working on the new budget and will present same at the May Board meeting. Mr. Jones pointed out there will be many amendments to the new budget as things continue to change from month-to-month. The next Finance meeting will be held on May 8, 2012 at Lane Tree Country Club in Goldsboro beginning at 10:30 a.m. Board members were reminded they are always welcomed and encouraged to attend the Finance Committee meetings.

▪ **POLICY COMMITTEE REPORT**

Anne Turner, Chair of the Policy Committee, reported that the Policy Committee did not meet during the month of April.

▪ **CLIENT RIGHT COMMITTEE:**

In the absence of both Zettie Williams, Chair of the Client Rights Committee (CRC), and J. W. Simmons, Vice-Chair of CRC, Chairman Lee Smith referenced the April 12, 2012 CRC Minutes as shown in Attachment 5. The Minutes reflect the review of the usual monthly Incident and Provider Monitoring Reports, and address the presentation conducted for CRC members by Ken Jones on Merger updates, URAC accreditation, and Waiver activities. The next CRC meeting will be held on May 10, 2012 at Mount Olive College in the Hunt Presidential Dining Room at 10:30 a.m.

Wanda Boyette made a motion to accept the CRC report for informational purposes. Dr. John Fisher made a second. The motion carried.

▪ **CONSUMER FAMILY ADVISORY COMMITTEE:**

Nancy Moore, Chair of the Consumer Family Advisory Committee (CFAC), reported on CFAC activities and referenced the March 20th CFAC Minutes (Attachment 6). Committee members are working on a draft Bylaws document which will be used by the new CFAC after the merger of Beacon Center, Eastpointe and Southeastern Regional. There will be two major changes dealing with members and sub-committees. Concerns expressed at prior meetings involve CFAC Board composition so as to include representation from all three LMEs, whether to have sub-CFACs or one main CFAC Board, stipend issues, mileage, trainings, and attendance at conferences. It was decided there would be only one CFAC Board representing the three LMEs and would consist of 18 members. Each disability will have equal representation by consumers and family members. Once the new CFAC Board has been determined, they will work on a new Relational Agreement which will be presented to the new LME Board.

Ms. Moore announced that Eastpointe will sponsor a joint CFAC meeting for Eastpointe, Southeastern Regional, and the Beacon Center committee members at Cherry Hospital on April 27<sup>th</sup> from 10:30 a.m. to 2:30 p.m. Ken Jones expressed his appreciation to Ms. Moore for her tireless efforts and hard work while serving on the CFAC committee, both as a member and as CFAC Chair. Ms. Moore has been instrumental in helping to bring the three CFAC groups together to work through merger issues. Eastpointe's next CFAC meeting is scheduled for May 15<sup>th</sup> at 1:30 p.m. in the Condron Conference Room at the Eastpointe Goldsboro office.

Wanda Boyette made a motion to accept the CFAC report for informational purposes. Rita Hodges made a second. The Motion carried.

▪ **MERGER COMMITTEE and WAIVER ADVISORY COMMITTEE:**

Chairman Smith mentioned the Merger Committee meeting that was held on April 19<sup>th</sup>. He pointed out how well all committee members from the Beacon Center, Eastpointe, and Southeastern Regional LMEs had rallied together, and worked well while displaying great attitudes to address issues surrounding the upcoming merger of the twelve counties. Everyone focused on how best to serve the consumers in their respective counties. Chairman Smith also referenced the DHHS Waiver Advisory Committee (DWAC) which meets monthly in Raleigh to provide input and consultation on the Medicaid Waiver Implementation process and progress. At the April 18<sup>th</sup> DWAC meeting, discussion was held addressing some of the "dos and don'ts" for consumers and the new changes involving Medicaid. Chairman Smith encouraged Board members to look at the DWAC website which posts State changes and other updates on a regular basis.

▪ **ANNOUNCEMENTS:**

Ken Jones made the following announcements pertaining to upcoming Eastpointe Board of Directors meetings:

- a) **May 22, 2012** – The May Board of Directors meeting will be held at Mt. Olive Civic Center located at 100 West Main Street in Mt. Olive, North Carolina. Dinner will be served at 6:00 p.m., and the meeting will begin at 6:30 p.m.
- b) **June 26, 2012** – The current members of the Eastpointe Board of Directors will hold their final Board meeting (prior to the merger with Beacon Center and Southeastern Regional) at Lane Tree Country Club located at 2317 Salem Church Road in Goldsboro, North Carolina. Dinner will be served at 6:00 p.m. and the meeting will begin at 6:30 p.m.
- c) **July 9, 2012** – An initial “meet and greet” meeting for the new LME Board of Directors will be held at Mt. Olive College in the James Best Conference Room at the Lois Murphy Regional Center which is located at 634 Henderson Street in Mt. Olive, North Carolina. Attendees will include new Board appointees from each of the twelve Boards of County Commissioners, along with LME management staff. Election of new officers for the Eastpointe LME Board will take place at this time. Dinner will be served at 6:00 p.m., and the meeting will begin at 6:30 p.m.
- d) **July 24, 2012** – The regular July Board of Directors meeting will be held at Mt. Olive College in the James Best Conference Room located in the Lois Murphy Regional Center at 634 Henderson Street in Mt. Olive, North Carolina. Dinner will be served at 6:00 p.m., and the meeting will begin at 6:30 p.m.

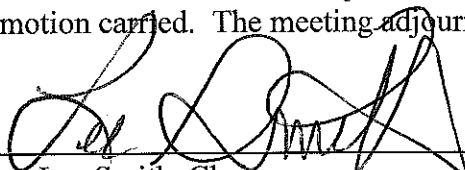
▪ **CEO EMPLOYMENT CONTRACT:**

Rita Hodges asked Board attorney Jose Coker about the status of the employment contract for Eastpointe’s CEO Ken Jones which was discussed in Closed Session at the April Board meeting. Mr. Coker indicated The Charleston Law Firm was in the process of putting the employment contract in final form, and would be submitting same to Chairman Lee Smith for approval and execution within the next few days.

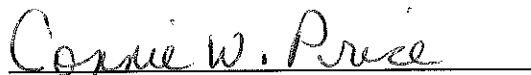
▪ **ADJOURNMENT:**

Chairman Smith asked for any further business to be brought before the Board. There being no other business presented, Chairman Smith requested a motion to adjourn the Board meeting.

John Bell made a motion to adjourn the April 24<sup>th</sup> meeting. David Sanderson made a second. The motion carried. The meeting adjourned at 7:35 p.m.

  
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Lee Smith, Chairman

5-22-2012  
Date Approved

  
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Connie W. Price, Clerk to the Board

5-22-2012  
Date Approved