



BOARD OF DIRECTORS Minutes

Date: December 2, 2014 - Board Meeting held at Pinehurst during N.C. Council Conference and also via conference call

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> - Barnes, Lisa (Nash County) | <input checked="" type="checkbox"/> - McCall, Carol (Scotland County) |
| <input type="checkbox"/> - Bell, John (Wayne County) | <input checked="" type="checkbox"/> - Monroe, Stephanie (Scotland County) |
| <input checked="" type="checkbox"/> - Boyette, Rob (Wilson County) | <input checked="" type="checkbox"/> - Moore, Emily (Lenoir County) |
| <input type="checkbox"/> - Brooks, Tim (Robeson County) | <input checked="" type="checkbox"/> - Moore, Nancy (Wayne County) |
| <input checked="" type="checkbox"/> - Carmon, Addie (Edgecombe County) | <input checked="" type="checkbox"/> - Pait, Billy Ray (Bladen County) |
| <input checked="" type="checkbox"/> - Dixon, Barry (Lenoir County) | <input checked="" type="checkbox"/> - Prevatte, James (Columbus County) |
| <input type="checkbox"/> - Finch, Pearl (Nash County) | <input checked="" type="checkbox"/> - Russ, Paul (Columbus County) |
| <input checked="" type="checkbox"/> - Hinson, Kay (Duplin County) | <input checked="" type="checkbox"/> - Shackelford, James (Greene County) |
| <input type="checkbox"/> - Jones, Jerry (Greene County) | <input checked="" type="checkbox"/> - Simmons, J. W. (Sampson County) |
| <input checked="" type="checkbox"/> - Judge, Rebecca (Duplin County) | <input checked="" type="checkbox"/> - Stephens, Jerry (Robeson County) |
| <input type="checkbox"/> - Kirby, Albert (Sampson County) | <input checked="" type="checkbox"/> - Thompson, Chris (Wilson County) |
| | <input checked="" type="checkbox"/> - White, Emery (Bladen County) |

Staff/Others:

- | | |
|---|---|
| <input checked="" type="checkbox"/> - Ken Jones, Director and Chief Executive Officer | <input checked="" type="checkbox"/> - Dr. Susan Corriher, Chief of Clinical Operations |
| <input checked="" type="checkbox"/> - Karen Salacki, Chief of External Operations | <input checked="" type="checkbox"/> - Jeanette Jordan-Huffam, Chief of Quality Management |
| <input checked="" type="checkbox"/> - Jonathan Charleston, Board Attorney | <input type="checkbox"/> - Theresa Edmondson, Director of H.R. & Compliance |
| <input checked="" type="checkbox"/> - Jose Coker, Board Attorney | <input checked="" type="checkbox"/> - Sarah Stroud, Chief of Business Operations |
| <input checked="" type="checkbox"/> - Dr. V. Jonnalagadda, Medical Director | <input checked="" type="checkbox"/> - Connie W. Price, Board Clerk |

Guests:

Mark O'Donnell, DMH Liaison
Carol Boyles, CFAC member

Agenda Items:

1. Approval of Minutes
2. Committee Reports
3. Business Office Reports
4. CEO/Director's Report

▪ **CALL TO ORDER**

The Eastpointe Board of Directors met in regular session while attending the N.C. Council of Community Programs Conference held at Pinehurst, N.C. The Board meeting was also made available via conference call capability to other participants unable to attend the Pinehurst Conference. Board Chair J. W. Simmons called the meeting to order at 4:30 p.m. There were 18 Board members in attendance or participating via conference call, and 5 were absent. Jerry Jones, Albert Kirby, Tim Brooks, John Bell and Pearl Finch had prior work related or personal commitments. Paul Russ delivered the Invocation.

ORIGINAL

▪ **COMMUNITY INPUT**

The following comments were made:

- Board Chair Simmons announced that the annual Gang Conference would be held at the University of Mount Olive on January 5, 2015 beginning at 8:30 a.m. National level speakers will be present to talk about counter domestic terrorism and human trafficking, as well as law enforcement representatives addressing local and county gang involvement. Ken Jones pointed out that Eastpointe sponsors three conferences each year which are funded through Eastpointe's fund balance.

▪ **APPROVAL OF MINUTES**

The Minutes of the October 28th Board meeting (Attachment 1) were presented for approval. No corrections were noted.

Motion was made by Paul Russ to approve the October 28, 2014 Board Minutes. Emery White made a second. The motion carried.

▪ **CHIEF EXECUTIVE OFFICER'S REPORT**

Ken Jones welcomed everyone to the meeting, and shared the following updates:

- **Mercer Review** – The Mercer review held November 18th through 20th went very well. Paul Russ and Barry Dixon also participated on behalf of CFAC and the Provider Council. Mr. Jones reported that Eastpointe has come a long way since last year's visit, and Mercer had many good things to say about Eastpointe. Staff worked very hard to prepare for the review, and it showed with our favorable results. However, we will have a few findings with our IT system due to moving from one system to another.
- **Performance Report** – Attachment 7-A addresses the 4th Quarter State Fiscal Year Performance LME/MCO Contract Report. Out of the 10 LMEs/MCOs listed on the report, Eastpointe was the only one who scored 100% across the board by meeting all categories related to report submission and data measure submission.
- **NC Council Board Training Session** – Mr. Jones thanked everyone for attending the Board Training Session today sponsored by the NC Council of Community Programs. Differences between LMEs and MCOs were pointed out during the training. Mr. Jones encouraged Board members to move freely among the variety of sessions being offered during the conference this week, and specifically recommended those related to *"Integrated Care"* and *"Using Technology to Facilitate Primary Care Integration"*. Sarah Stroud also recommended that Board members serving on the Finance Committee might want to attend the *"Alternate Payment Methods"* session which would be beneficial to them in understanding their role on the Board Finance Committee.
- **Eastpointe Awards** – Mr. Jones reminded Board members to attend the NC Council Awards Reception on December 4th. Eastpointe won an award in the category of *Prevention, Outreach and Wellness* for our "Anti-Bulling Initiative"; along with an award in the category of *Crisis Response* for our "Crisis Intervention Team Continuum".

▪ **BUSINESS OFFICE REPORTS**

- **Human Resources**: Mr. Jones referenced the Human Resources Reports dated November 2014 (Attachments 3-A-1 and 3-A-2) which depict positions currently filled at each site, and positions currently being advertised by the Managed Care Organization (MCO). There were no new hires added in November, and two resignations.

Approximately nine open positions are being advertised (both internally and externally), or have interviews scheduled or offers pending.

Paul Russ made a motion to approve the Human Resources Report. Nancy Moore made a second. The motion carried.

- **Finance:** Emery White, Chair of the Finance Committee, stated that the Finance Committee did not meet in November. The Minutes from the October 26th meeting were included in the Board packets for informational purposes (Attachment 3-B-1). Mr. White asked Sarah Stroud, Chief of Business Operations, to give a financial report to the Board. Ms. Stroud shared the following updates:

- ❖ **Financial Report** - Schedule D dated October 31, 2014 shows Total Revenues including Medicaid at \$258,774,389. Total Expenses and Risk Reserves Set Aside are shown at \$225,263,261. Total Earnings for this time period are \$6,151,128 (Attachment 3-B-3).
- ❖ **Finance Committee Charter** – A draft copy of the “*Charter of the Finance Committee of the Area Board of Eastpointe Human Services*” was shared with the Board members. Ms. Stroud reported that she and Board Attorney Jonathan Charleston have been jointly working together on the draft, and will present a revised version at a future Board meeting for approval once the document has been further developed by the Finance Committee. Mr. Charleston pointed out that the Charter as proposed reflects a new model and is similar in content to those used by other large companies dealing with similar funding.

Emery White made a motion to accept the Financial Report as presented. Jerry Stephens made a second. The motion carried.

James Prevatte mentioned that he had been charged a long distance telephone fee on his personal phone account for a conference call number he had dialed while trying to participate in the pre-arranged conference call for the October 26th Finance Committee meeting. Both Mr. Jones and Ms. Stroud responded that Mr. Prevatte should add the charge to his next reimbursement report. If any other Board members who had participated in the Finance Committee conference call had been charged a similar fee on their phone accounts, they should also submit documentation to the Business Department for reimbursement.

▪ **POLICY COMMITTEE**

Addie Carmon, Chair of the Policy Committee, reported that the Policy Committee met on November 18th and reviewed several policies.

New Policies: The following new policies (Attachments 4-A-1 through 4-A-3) were presented for approval:

B-2.7.27	Provider Advances
C-3.7.1	Transition to Community Living for Individuals Residing in Adult Care Home for the DOJ Settlement
E-4.4.27	Silent Monitoring

Paul Russ made a motion that the above listed policies be approved. Emily Moore made a second. The motion carried.

Annual Policies: The following “**Annual Policy and Procedure Review Report for November 2014**” (Attachment 4-A-4) was presented for approval:

ADMINISTRATION	
Governance:	
A-1.1.5	Leadership Team

ADMINISTRATION	
Corporate Compliance:	
A-1.2.23	Legal Processes (Subpoenas, Search Warrants, Legal Documents)
A-1.2.20	Marketing and Sales

HUMAN RESOURCES DIVISION	
Recruitment, Selection and Employment	
H-5.2.13	Student Interns

HUMAN RESOURCES DIVISION	
Conditions of Employment	
H-5.3.5	Smoking

HUMAN RESOURCES DIVISION	
Recruitment, Selection and Employment	
H-5.4.14	Holiday

BUSINESS OPERATIONS DIVISION	
Finance and Risk Management	
B-2.2.32	Company Credit Cards

CLINICAL OPERATIONS DIVISION	
Developmental Disabilities (DD) Care Coordination	
C-3.3.3	Process for Level of Care Evaluation / Re-Evaluation
C-3.3.5	Screening for Potential Waiver Eligibility
C-3.3.6	Individual and Family Directed Supports
C-3.3.7	Innovations Waiver Services
C-3.3.9	Permission to Travel Out of State
C-3.3.10	Individual Supports Plan (ISP) Development
C-3.3.11	Termination from the N.C. Innovations Waiver
C-3.3.12	Innovations Waiver Members/Enrollees’ Absences and Breaks in Services
C-3.3.13	Innovations Waiver Monitoring by Care Coordination
C-3.3.16	Provision of Services by Legal Guardian/ Relative
Mental Health/Substance Abuse (MH/SA) Care Coordination	
C-3.4.7	Collaboration with Community Care of North Carolina (CCNC)
C-3.4.13	Care Review
-3.4.15	Accessing Level II and III Crisis Beds

QUALITY MANAGEMENT DIVISION	
Quality Improvement	
Q-6.1.5	Client Satisfaction
Q-6.1.8	Quality Management Plan

Addie Carmon made a motion to approve the “Annual Policies and Procedures Review Report dated October 2014”. Paul Russ made a second. The motion carried.

▪ **HUMAN RIGHTS COMMITTEE**

Rebecca Judge, Chair of the Human Rights Committee, announced that the Human Rights Committee (HRC) did not meet in the month of November as the committee meets on a quarterly basis. The Minutes from the October 23rd HRC meeting will be ready for review at the next Board meeting. Ms. Judge reminded the Board that the Human Rights Committee still needs representation from Bladen and Scotland Counties, and is currently recruiting for same. She reported that James Shackelford had agreed to serve on the committee to represent Greene County.

▪ **CONSUMER and FAMILY ADVISORY COMMITTEE**

Paul Russ, Chair of the Consumer and Family Advisory Committee (CFAC), referenced the October 21st CFAC Minutes (Attachment 6) contained in the Board packets.

Paul Russ made a motion to accept the CFAC Report for informational purposes. Addie Carmon made a second. The motion carried.

▪ **CLOSED SESSION**

Paul Russ made motion to go into Closed Session in accordance with N.C. General Statute 143-318.11(a)(1) for the purpose of discussing on-going personnel issues. Emery White made a second. The motion carried.

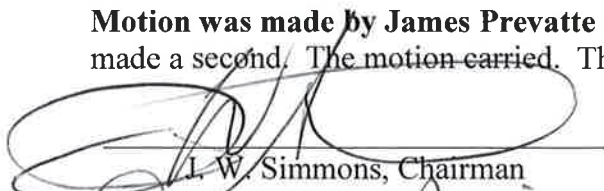
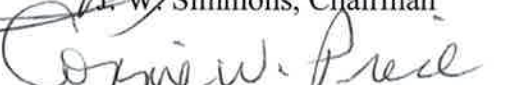
Eastpointe staff and guests left the room at 5:10 p.m. (with the exception of Ken Jones, CEO; Jose Coker, Board Attorney; Jonathan Charleston, Board Attorney; and Connie W. Price, Board Clerk).

Emily Moore made a motion to come out of Closed Session. Paul Russ made a second. The motion carried. The Closed Session ended at 5:50 p.m.

▪ **NEXT MEETING and ADJOURNMENT:**

Eastpointe’s next Board of Directors meeting is currently scheduled for Tuesday, January 27, 2015, and will be held in the Hennessee Conference Room at the University of Mount Olive beginning at 4:00 p.m. Chairman Simmons asked for any further business to be brought before the Board. There being no other business presented, he requested a motion to adjourn.

Motion was made by James Prevatte to adjourn the December Board meeting. Emery White made a second. The motion carried. The meeting adjourned at 5:55 p.m.


 L. W. Simmons, Chairman

 Connie W. Price, Board Clerk

1-27-15
 Date Approved
1-28-15
 Date Approved