



**The Guilford Center  
Board Meeting Minutes  
232 N. Edgeworth Street  
Greensboro, NC  
January 8, 2008**

**BOARD MEMBERS PRESENT:** Margaret Arbuckle, George Coates, W. A. Goodson, John Hemphill, Mildred Hoffler-Foushee, Linda Myers, Jane Perrin, Ray Pysher, Sheron Sumner and David Talbot

**BOARD MEMBERS ABSENT:** Marshall Abee, Paula Cox-Fishman, Bert Davis, Jr., Paul Gibson, Bill Tankersley and Dianne Walton-Munden

**STAFF PRESENT:** Dena Bailey, Glenna Harford, Steve Hess, Billie Pierce, Anthony Ward and Tana Wirtz

**I. CALL TO ORDER AND MOMENT OF SILENCE** **Ray Pysher**

The meeting was called to order at 6:36 p.m. and a moment of silence was observed.

**II. ANNOUNCEMENTS** **Ray Pysher**

Board members were reminded about the Breakfast Reception to welcome Bridgeway's Chief Executive Officer, Janet Woodburn and Chief Operations Officer, Mike Morrison, to our community. The breakfast will begin at 8:30 on January 15<sup>th</sup> at the Guilford County Substance Abuse Treatment Center on Wendover Avenue. Board members were encouraged to attend this event.

Tana Wirtz introduced Steve Hess. Steve replaces Heather Krauss as the new Substance Abuse Contracts Coordinator.

**III. SPEAKERS FROM THE FLOOR**

There were no speakers from the floor.

**IV. APPROVAL OF MINUTES – November 13, 2007 Meeting** **Ray Pysher**

Upon a motion by Margaret Arbuckle and a second from Sheron Sumner, the November 13, 2007 Board minutes were unanimously approved as distributed in the Board packet.

**V. DIRECTOR'S REPORT**

**A. COMPLETE COMMUNITY NEEDS ASSESSMENT** **Anthony Ward**

The Needs Assessment was distributed and Board members were given the opportunity to complete the survey at that time. Mr. Ward explained the survey – what is included and why. The survey asks respondents to check the one group with which they are most closely associated – i.e. Consumer/Family Member, LME Board Member, Community Organization, Advocate for MH/DD/SA, etc. This is important because it allows us to collect data both aggregately for the community

as a whole and also to be able to break it down separately for each group. From the list of services, respondents are to select the five services they believe are most important that are missing or are not being fully met in the community. After collecting and analyzing the results from the survey, we will look at those services that got the most votes among the entire population as well as for each individual group. This Needs Assessment is done in the third quarter so that we may use the results in planning and in our budget cycle so that we may reserve funds for needed RFPs for the upcoming year. The survey is posted on the Guilford Center's website at [www.guilfordcenter.com](http://www.guilfordcenter.com). The deadline for responding is January 31, 2008.

**B. BRIDGEWAY TREATMENT CENTER UPDATE**

**Tana Wirtz**

Bridgeway staff are very excited about coming to Greensboro and translating their mission and vision of a comprehensive, long-term service array to Guilford County. Bridgeway's Executive Management is fully committed to this project and their Board members are entirely behind them. At least one member of their Executive Management Team will be here during the implementation phase which is critical because they want to build/shift their agency culture which has been successful in Missouri, and create that culture here. Following the breakfast reception on January 15<sup>th</sup>, Bridgeway's Chief Executive Officer, Janet Woodburn and Chief Operations Officer, Mike Morrison will meet with Judge Turner and others from the drug courts who are very interested in building a partnership with Bridgeway and making referrals. That evening they will be meeting with Wally Harrelson and the Board from Fellowship Hall. An on-site IT staff person has been hired and they are in the process of interviewing for Project Coordinators. Bridgeway has been very pleased with the volume and caliber of resumes they have received. They expect the facility to have a partial opening in early February with a full opening in April.

**C. MERCER AUDIT**

**Glenna Harford**

At the direction of the Governor, The Department of MH/DD/SAS has contracted with Mercer Government Human Services Consulting (Mercer) to conduct an independent evaluation of all North Carolina LMEs. The specific purpose for these evaluations (audits) is to reduce the number of LMEs in the State. In December we submitted all requested material via CD for an off-site desk review. Two Mercer auditors were here today for our on-site review. Following their review today, we have three days to submit additional materials they have requested. The reviewers closely followed the schedule that was included in the Board packets (see lavender sheet). They reviewed LME functions (i.e. administrative, accounting structure, money management, Information Systems) and clinical functions (i.e. Provider Relations, Utilization Management, Screening, Triage and Referral, Care Coordination and Quality Improvement and outcomes). The auditors gave us no feedback today. They will send us their report in March or April. As an additional piece of the audit, later this month, Alice Lin (Duke University) will conduct focus groups with area providers and consumers.

**D. NORTH CAROLINA BEHAVIORAL HEALTH PARTNERSHIP** **Billie Pierce**

In mid-December, the partnership began conducting intensive two-day reviews which are attended by approximately 25 key staff from the three counties. Currently each LME has its own processes. The purpose of these meetings is to go through the work flow process of every business practice that will be performed by the Partnership and then work out a common process for the Partnership. After January 31<sup>st</sup>, the work flow process should be complete. All work flow processes will be properly tested before the Partnership is up and running.

**VI. CHAIR'S REPORT**

**A. REPORT ON LME BOARD TRAINING SEMINAR**

**Linda Myers  
and George Coates**

On November 1 and 2, 2007, Linda Myers and George Coates attended an LME Board Training Seminar sponsored by the NC Council of Community Programs. Linda and George reported that while it was a worthwhile seminar, they were disappointed that Guilford was the only single county LME represented and therefore did not have an opportunity to network with other single county Board Members. Only six other (multi-county) area programs were represented. A handout was distributed and George highlighted some of the key topics from the seminar.

**B. CONTRACTS APPROVAL**

**Glenna Harford**

The January contract lists were presented for Board approval. (See pink sheet in Board packet with additional handout.) Board members were reminded to abstain from voting if they had a conflict of interest. There were no abstentions. Linda Myers made a motion to approve the contracts. David Talbot seconded the motion. The contracts were approved.

**C. BUDGET REVISION**

**Glenna Harford**

A budget revision was presented to the Board for approval of an increase in the Guilford Center budget by the amount of \$3,557 in order to align the county budget with the state budget allocation. The following revision was requested:

- Increase the state allocation for the LME Systems Management budget by \$3,557.

Upon a motion by David Talbot and a second by Mildred Hoffler-Foushee, the budget revision was approved.

**VII. BOARD COMMITTEE SCHEDULE**

**Ray Pysher**

Chair Pysher reviewed the Board Committee schedule that was included in the January 8<sup>th</sup> agenda. It was noted that the date of the next CFAC meeting is January 22, 2008 – not February 26, 2008 as stated in the board packet.

**VIII . ADJOURNMENT – 8:10 P.M.**

**Ray Pysher**

There being no further business, Chair Pysher adjourned the meeting.

**Approved by:**

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**Ray Pysher**

**Date**

**On-site minutes by:**

**Dena Bailey**

**Date:**

**January 8, 2008**