

NORTHEAST  
MICHIGAN  
COMMUNITY  
MENTAL HEALTH  
AUTHORITY



# NOVEMBER BOARD MEETING

THURSDAY, NOVEMBER 14, 2024



3:00 PM

400 JOHNSON STREET  
ALPENA, MICHIGAN 49707

# NOMINATIONS COMMITTEE MEETING

THURSDAY, NOVEMBER 14, 2024



2:30 PM

**NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY BOARD**

**Meeting Agenda | Thursday, November 14, 2024 | 3:00 p.m.**

MISSION STATEMENT  
To provide comprehensive services and supports that enable people to live and work independently.

- I. **Call to Order**
- II. **Roll call & Determination of a Quorum**
- III. **Pledge of Allegiance**
- IV. **Appointment of Evaluator**
- V. **Acknowledgement of Conflict of Interest**
- VI. **Information and/or Comments from the Public**
  
- VII. **Approval of Minutes (October & Revised September)..... (Pages 1 – 7)**
  
- VIII. **Consent Agenda ..... (Handout)**
  - 1. doxy.me
  - 2. Harbor Oaks
  - 3. Bedford Transitional Living
  
- IX. **November Monitoring Reports**
  - 1. Budgeting 01-004 .....(Page 8)
  - 2. Financial Condition 01-005 ..... (Page 9)
  - 3. Treatment of Individuals Served 01-002 ..... (Pages 10 – 25)
  
- X. **Board Policies Review**
  - 1. Treatment of Individuals Served 01-002 (Review) ..... (Pages 26 – 27)
  - 2. Staff Treatment (Review) .....(Page 28)
  
- XI. **Linkage Reports**
  - 1. NMRE Board Meeting – October 23 .....(Verbal)
  - 2. CMHA Fall Conference Report .....(Verbal)
  
- XII. **Operations Report .....(Page 29)**
  
- XIII. **Nominations Committee Report .....(Verbal)**
  
- XIV. **Board Chair’s Report**
  - 1. Status of PIHP Contract with MDHHS .....(Verbal)
  
- XV. **Executive Director’s Report .....(Verbal)**
  
- XVI. **Information and/or Comments from the Public**
  
- XVII. **Information and/or Comments for the Good of the Organization**
  
- XVIII. **Next NeMCMHA Board Meeting – Thursday, December 12 at 3:00 p.m.**
  - 1. Proposed December Agenda Items .....(Page 30)
  
- XIX. **Meeting Evaluation .....(Verbal)**
  
- XX. **Adjournment**

**Northeast Michigan Community Mental Health Authority Board  
Board Meeting – October 10, 2024**

**I. Call to Order**

Chair Eric Lawson called the meeting to order in the Board Room at 3:02 p.m.

**II. Roll Call and Determination of a Quorum**

Present: Bob Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Dana Labar, Eric Lawson, Kara Bauer LeMonds, Gary Nowak, Lloyd Peltier, Terry Small

Staff & Guests: Sharon Becker, Carolyn Bruning, Connie Cadarette, Rebekah Duhaime, Ruth Hewett, Jason Lepper, Zackeria Miller, Nena Sork, Brenda Stanton, Jen Walburn

**III. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance as a group.

**IV. Appointment of Evaluator**

Bonnie Cornelius was appointed as evaluator of the meeting.

**V. Acknowledgement of Conflict of Interest**

No conflicts of interest were acknowledged.

**VI. Information and/or Comments from the Public**

There were no comments from the public.

**VII. Approval of Minutes**

A revision will be made to the Executive Director's Report and it will be brought back to the Board for review.

**VIII. Education Session: Benefits-To-Work Coach, Zackeria Miller**

Zack Miller introduced himself as the Benefits-To-Work Coach for the Agency. He works with individuals regarding their SSI, SSD, Medicaid, Medicare, and food benefits. He assists individuals with understanding how much they can work while retaining their benefits.

Kara Bauer LeMonds entered the meeting at 3:07.

Zack has helped over 65 individuals, meeting monthly with current referrals to review communications from the State and help them understand their benefits. He dispels myths regarding work and benefits, and motivates individuals to seek employment, encouraging them to work and better their lives. Zack has helped individuals who have a higher income than allowed on standard Medicaid get into Freedom to Work Medicaid, which saves the Agency General Fund dollars. He works to help set up MiABLE accounts so individuals can keep more money in savings. HE spoke of his personal experience being on SSI and how he worked to get himself in a better position

**IX. Consent Agenda**

Board members received a handout with autism provider contracts to add to the Consent Agenda.

**Moved by Gary Nowak, supported by Terry Small, to approve the October Consent Agenda.** Roll Call: Ayes: Bob Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Dana Labar, Eric Lawson, Kara Bauer LeMonds, Gary Nowak, Lloyd Peltier, Terry Small; Nays: None; Absent: None. Abstain: None. Motion carried.

X. **Consent Agenda: NEMROC**

Bob Adrian requested to abstain from voting, due to his wife being employed by NEMROC.

**Moved by Gary Nowak, supported by Terry Small, to approve Bob Adrian abstaining from voting on the NEMROC Consent Agenda.** Motion carried.

**Moved by Lloyd Peltier, supported by Charlotte Helman, to approve the NEMROC Consent Agenda.** Roll Call: Ayes: Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Dana Labar, Eric Lawson, Kara Bauer LeMonds, Gary Nowak, Lloyd Peltier, Terry Small; Nays: None; Absent: None. Abstain: Bob Adrian. Motion carried.

XI. **FY25 Budget Hearing**

Connie reviewed the proposed FY25 Budget, starting with the Revenue Budget, which included a 1% increase in revenue as projected by the NMRE. She noted that General funds will not have a carry forward amount next year. The line item for Residential Clients - Room and Board has increased due to the five beds provided at the new Greenhaven group home. She next reviewed the Expenditure Budget (by account), noting line items with changes from the previous year. Connie reiterated that the line item for Pensions is for defined contributions, and there is no unfunded liability as the pensions are self-funded. She briefly reviewed the Expenditure Budget (by program), Capital Purchases, and Staffing – Full-Time Equivalent (FTEs) budgets.

**Moved by Bob Adrian, supported by Gary Nowak, to approve the October Consent Agenda.** Roll Call: Ayes: Bob Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Dana Labar, Eric Lawson, Kara Bauer LeMonds, Gary Nowak, Lloyd Peltier, Terry Small; Nays: None; Absent: None. Abstain: None. Motion carried.

XII. **General Fund Benefit Packages**

Nena informed the Board that the Agency will have to revert to how General Funds (GF) were managed before the pandemic. The Agency receives \$1.2 million in GF which must be used to provide, by Government mandate, inpatient hospitalization, Access services, and crisis services. What is left in GF after those three services are provided can be used to serve individuals who don't have insurance. Last year the three mandatory services cost \$629,000 of the \$1.2 million of GF. This year, Nena has set aside the \$629,000, which may increase or decrease, leaving \$570,000 for individuals who have a Medicaid Spend-down or no insurance at all. Individuals that meet medical necessity criteria will be placed on a service priority list and will be reviewed monthly. There will be a GF Committee reviewing cases to determine how many individuals can be kept in services with the amount of GF available. Individuals will be given a packet of services based on acuity. Nena reported this had to be done at a more intense scale in 2014, and they provided the same benefit guide to all affected individuals. This time individuals will be reviewed on a case-by-case basis and given individualized packets of services. The Agency serves 200 individuals who have no Medicaid or who have a Medicaid spend-down (which functions like a monthly deductible).

**Moved by Dana Labar, supported by Les Buza, to support the Agency's need to manage its limited General Funds by offering individualized packages of services to affected persons served.** Roll Call: Ayes: Bob Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Dana Labar, Eric Lawson, Kara Bauer LeMonds, Gary Nowak, Lloyd Peltier, Terry Small; Nays: None; Absent: None. Abstain: None. Motion carried.

XIII. **October Monitoring Reports**

**1. Budgeting 01-004**

Connie reviewed the Statement of Revenue and Expense and Change in Net Position for the month ending August 31, 2024, with 91.67% of the year elapsed, highlighting line items with larger variances. The Change in Net Position is at negative \$285,515. The total overspent amount for Medicaid and Healthy MI is \$569,087

and General Funds are overspent by \$644,105, which includes the carry forward amount. The Agency has received \$75,000 from another board, which will show on next month's report.

## **2. Compensation and Benefits 01-008**

Board members reviewed the monitoring report and did not have any questions.

***Moved by Lloyd Peltier, supported by Lynnette Grzeskowiak, to approve the October Monitoring Reports.***

Motion carried.

## **XIV. Board Policies Review and Self-Evaluation**

### **1. Annual Board Planning Cycle 02-007**

The Board reviewed the policy, and Terry thinks they are meeting what is required.

### **2. Executive Director Job Description 03-003**

The Board feels they are fulfilling the policy.

### **3. Monitoring Executive Director Performance**

This policy was last revised in 2019, and Terry and other Board members feel they are abiding by it.

### **4. Board Ends Statement 04-001**

The Board set their Ends at the July meeting and the proposed revisions reflect those changes.

***Moved by Lynnette Grzeskowiak, supported by Lloyd Peltier, to approve the revisions to the Board Ends Statement Policy.*** Motion carried.

## **XV. Linkage Reports**

### **1. NMRE Board Meeting – September 25**

Nena and Eric discussed the status of the PIHP signing their contract with the State. The NMRE does not approve of certain parts of the contract, and multiple PIHPs will not be signing the contract until it is revised. There are two items the PIHPs are in opposition to: one is regarding the Waskul Settlement and the other pertains to the amount allowed in internal savings funds. There is a legal provision that if the CMHSPs agree to continue providing services, they can continue to negotiate and work on the contract.

### **2. Advisory Council – October 7**

Lloyd reported they met on Monday and had a quick meeting. Two council members were reappointed, and they reviewed their bylaws and a policy. They also discussed the upcoming SUD Day of Education.

## **XVI. Operations Report**

Nena reported on operations for the month of September. There has been an increase in hospital prescreens and the crisis team was busier than average. Home-based Children's is higher as they have been able to hire more staff. The total of unduplicated individuals served in September was 1,045.

## **XVII. Board Chair's Report**

### **1. Strategic Plan**

The Board reviewed the finalized strategic plan booklet.

### **2. Schedule Nominations Committee Meeting**

Six Board members' terms will expire on March 31, 2025. Five will be seeking reappointment. The Nominations Committee, made up of Lynnette, Judy, Gary, and Terry, will meet at 2:30 p.m. prior to the Board meeting on November 14.

**3. CMHA Fall Board Conference – October 21 & 22 – Attendees and Voting Delegates**

Lloyd and Gary will be the voting delegates for Northeast at the 5:40 p.m. meeting on Sunday, October 20.

**XVIII. Executive Director’s Report**

Nena reported the Rural and Frontier Caucus has had some productive meetings recently and they have been successful in exempting themselves from Conflict-Free Access and Planning (CFAP), which may be starting in January.

**XIX. Information and/or Comments from the Public**

None were presented.

**XX. Information and/or Comments for the Good of the Organization**

Lloyd encouraged Board members to attend conferences. He commended Nena on her involvement with many committees and boards, stating the additional work she takes on and completes is phenomenal.

**XXI. Next Meeting**

The next meeting of the NeMCMHA Board is scheduled for Thursday, November at 3:00 p.m.

**1. November Agenda Items**

The proposed November agenda items were reviewed.

**XXII. Meeting Evaluation**

Bonnie reported the Board all came prepared, as she thinks they do every time, and everyone is involved in the meetings. She said Zack did a phenomenal presentation and she was very impressed with him.

**XXIII. Adjournment**

***Moved by Gary Nowak, supported by Terry Small, to adjourn the meeting.*** Motion carried. This meeting adjourned at 4:40 p.m.

\_\_\_\_\_  
Bonnie Cornelius, Secretary

Rebekah Duhaime  
Recorder

\_\_\_\_\_  
Eric Lawson, Chair

**Northeast Michigan Community Mental Health Authority Board  
Board Meeting – September 12, 2024**

- I. **Call to Order**  
Chair Eric Lawson called the meeting to order in the Board Room at 3:00 p.m.
  
- II. **Roll Call and Determination of a Quorum**  
Present: Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Judy Jones, Dana Labar, Eric Lawson, Kara Bauer LeMonds, Lloyd Peltier, Terry Small  
Absent: Bob Adrian, Charlotte Helman (Excused), Gary Nowak (Excused)  
Staff & Guests: Carolyn Bruning, Connie Cadarette, Mary Crittenden, Rebekah Duhaime, Ruth Hewett, Mikki Manion, Brooke Paczkowski, Nena Sork
  
- III. **Pledge of Allegiance**  
Attendees recited the Pledge of Allegiance as a group.
  
- IV. **Appointment of Evaluator**  
Kara Bauer LeMonds was appointed as evaluator of the meeting.
  
- V. **Acknowledgement of Conflict of Interest**  
No conflicts of interest were acknowledged.
  
- VI. **Information and/or Comments from the Public**  
There were no comments from the public.
  
- VII. **Approval of Minutes**  
***Moved by Terry Small, supported by Lynnette Grzeskowiak, to approve the minutes of the August 8, 2024, Board meeting, as presented.*** Motion carried.
  
- VIII. **Consent Agenda**  
Board members received a handout with three additional items to approve for the Consent Agenda.  
  
***Moved by Lloyd Peltier, supported by Terry Small, to approve the September Consent Agenda.*** Roll Call:  
Ayes: Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Judy Jones, Dana Labar, Eric Lawson, Kara Bauer LeMonds, Lloyd Peltier, Terry Small; Nays: None; Absent: Bob Adrian, Charlotte Helman, Gary Nowak.  
Abstain: None. Motion carried.
  
- IX. **FY24 Budget Amendment**  
Connie reviewed the Amended Revenue and Expenditure Budgets. She budgeted for \$174,507 more in expenses due to changes in revenue and was able to move things around to correct several line items that had large variances.
  
- X. **September Monitoring Report**  
**1. Budgeting 01-004**  
Connie reviewed the Statement of Revenue and Expense and Change in Net Position for the month ending July 31, 2024, utilizing the amended budget. Medicaid funds are overspent by \$273,475 and Healthy MI funds are overspent by \$207,107. General Funds are overspent by \$566,516. The change in net position is negative \$206,206, which is the amount of money the Agency is unable to cover for General Funds. The General Fund shortage is across the State. Of the five boards in the NMRE, the Agency has the smallest deficit of the four who are in the negative. One CMH has some extra General Funds and will be able to provide \$75,000 to the Agency. A lot of the shortage has to do with Medicaid redeterminations. The Agency has requested extra General Funds from the State.

***Moved by Terry Small, supported by Bonnie Cornelius, to approve the FY24 Budget Amendment and the September Monitoring Report.*** Motion carried.

**XI. Endowment Fund Grant Awards**

The money in the fund comes from staff paycheck donations. Eric reported the fund is there to help those with needs to get to work or for help with their businesses, including micro enterprises.

**XII. Board Policies Review and Self-Evaluation**

**1. General Executive Constraint 01-001**

Board members reviewed the policy and did not feel it required any revisions.

**2. Compensation and Benefits 01-008**

No revisions were suggested for this policy.

**3. Committee Structure 02-006**

Eric suggested a change to 1. A to make it clear the Board will be “‘reviewing’ proposed, pending, and current legislation...” The Board feels they are executing the policy appropriately.

**4. Executive Director Search Process 03-005**

Eric reported this is a relatively new policy that works well, and they are still abiding by it.

***Moved by Les Buza, supported by Lloyd Peltier, to approve the revision to the Committee Structure Policy.***

Motion carried.

**XIII. Linkage Reports**

**1. NMRE Board Meeting – August 28**

Eric reported they are still wrestling with various changes the State is trying to make, including Conflict-Free Access and Planning (CFAP). Nena said the State will not be implementing CFAP on October 1, and they have reached out to Washington D.C. experts from CMS to see if it is needed.

**2. CMHA Fall Conference – October 21-22**

Board members need to let Rebekah Duhaime know if they plan to attend. Lloyd and Gary plan to attend.

**XIV. Operations Report**

Mary Crittenden reported on operations for the month of August. There were 57 routine requests for services and 58 crisis contacts. Outpatient counseling served 111 individuals, 17 youth and 94 adults, and that number will continue to trend upwards due to increased staffing. The total of unduplicated individuals served in August was 1,063.

**XV. Board Chair’s Report**

**1. Setting Perpetual Calendar**

The Board reviewed the annual calendar for FY25.

***Moved by Kara Bauer LeMonds, supported by Terry Small, to adopt the proposed perpetual calendar.***

Motion carried.

**2. Board Self-Evaluation Report**

The Board reviewed the 2024 Self-Evaluation Summary report. There were 9 of 12 surveys returned this year. There was a trend of less Strongly Agree answers on the report. Board members discussed possible reasons for this, including members being newer to the Board or feeling marking Strongly Agree means they don’t think there’s room for improvement. Eric briefly reviewed some write-in comments. Kara reported



that she is interested in more personalized accounts of how individuals are successfully helped. She would like to be able to see how the way the Agency helps people could also be used to help those with private insurance. There was a comment requesting further continued education, and Eric discussed upcoming educational sessions, including Peer Support, Community Living Support (CLS), Assertive Community Treatment (ACT), Supported Independence Program (SIP), Behavioral Health Home (BHH), and court-ordered treatment with Dr. Spurlock.

**XVI. Executive Director’s Report**

Nena introduced Mikki Manion, the new HR Manager with Rehmann. Mikki has been in Human Resources for 24 years, with the last 12 in the private sector. She is originally from Marine City, Michigan. She said there is a great team at the Agency and the HR department is working very hard to make needed changes. She thinks everyone will be pleased with the improvements they make. Nena reported he biggest project they have tackled to start is the HR Cloud and the new onboarding process, which will be rolling out October 1.

Nena reviewed her activities over the last month, including NMORC, NMRE Operations, Rural and Frontier Caucus, NMRE Board, Cheboygan DHHS, NMRE Finance Committee, and CMHA DEI meetings. During the week of September 2, she attended the Directors’ Forum in Lansing. Both the Rogers City and Alpena Suicide Prevention Walks are coming up and Nena will be attending both.

Nena reported the PIHPs and CMHSPs are about \$93 million in the negative right now. MDHHS has \$150 million that was supposed to be released to the behavioral health system, but it is still holding onto the funds. If the funds aren’t released by September 30, ~~they can be used elsewhere.~~ MDHHS can utilize the funds elsewhere at their own discretion.

**XVII. Information and/or Comments from the Public**

None were presented.

**XVIII. Information and/or Comments for the Good of the Organization**

None were presented.

**XIX. Next Meeting**

The next meeting of the NeMCMHA Board is scheduled for Thursday, October 10 at 3:00 p.m.

**1. October Agenda Items**

The proposed October agenda items were reviewed.

**XX. Meeting Evaluation**

Kara reported Board members came prepared and were given adequate materials for review. She thinks the Agency is well-run, which can be complicated when dealing with funding from the State.

**XXI. Adjournment**

***Moved by Les Buza, supported by Kara Bauer LeMonds, to adjourn the meeting.*** Motion carried. This meeting adjourned at 4:02 p.m.

\_\_\_\_\_  
Bonnie Cornelius, Secretary

Rebekah Duhaime  
Recorder

\_\_\_\_\_  
Eric Lawson, Chair

**Northeast Michigan Community Mental Health Authority**  
**Statement of Revenue and Expense and Change in Net Position (by line item)**  
**For the Twelfth Month Ending September 30, 2024 Soft Close**  
**100% of year elapsed**

	Actual September Year to Date	Budget September Year to Date	Variance September Year to Date	Budget FY24	% of Budget Earned or Used
<b>Revenue</b>					
1 State Grants	200,771.91	220,192.00	\$ (19,420)	220,192.00	91.2%
2 Grants from Local Units	266,638.00	266,638.00	-	266,638.00	100.0%
3 NMRE Incentive Revenue	330,756.66	330,757.00	(0)	330,757.00	100.0%
4 Interest Income	8,631.03	5,750.00	2,881	5,750.00	150.1%
5 Medicaid Revenue	32,604,508.54	31,279,609.00	1,324,900	31,279,609.00	104.2%
6 General Fund Revenue	1,337,926.00	1,202,787.00	135,139	1,202,787.00	111.2%
7 Healthy Michigan Revenue	1,949,311.61	2,508,216.00	(558,904)	2,508,216.00	77.7%
8 Contract Revenue Blue Horizons	467,143.68	469,817.00	(2,673)	469,817.00	99.4%
9 3rd Party Revenue	455,875.95	569,111.00	(113,235)	569,111.00	80.1%
10 Behavior Health Home Revenue	325,300.02	296,300.00	29,000	296,300.00	109.8%
11 Food Stamp Revenue	89,048.10	104,159.00	(15,111)	104,159.00	85.5%
12 SSI/SSA Revenue	564,031.05	579,519.00	(15,488)	579,519.00	97.3%
13 Revenue Fiduciary	284,681.83	0.00	284,682	0.00	0.0%
14 Other Revenue	50,722.20	52,453.00	(1,731)	52,453.00	96.7%
15 <b>Total Revenue</b>	<b>38,935,347</b>	<b>37,885,308</b>	<b>1,050,039</b>	<b>37,885,308</b>	<b>102.8%</b>
<b>Expense</b>					
16 Salaries	15,880,456.71	15,367,191.00	(513,266)	15,367,191.00	103.3%
17 Social Security Tax	648,841.04	680,095.00	31,254	680,095.00	95.4%
18 Self Insured Benefits	2,099,328.90	2,324,351.00	225,022	2,324,351.00	90.3%
19 Life and Disability Insurances	257,027.10	250,600.00	(6,427)	250,600.00	102.6%
20 Pension	1,383,137.15	1,389,316.00	6,179	1,389,316.00	99.6%
21 Unemployment & Workers Comp.	130,496.81	119,111.00	(11,386)	119,111.00	109.6%
22 Office Supplies & Postage	45,807.45	48,409.00	2,602	48,409.00	94.6%
23 Staff Recruiting & Development	190,251.78	207,981.00	17,729	207,981.00	91.5%
24 Community Relations/Education	61,437.30	64,119.00	2,682	64,119.00	95.8%
25 Employee Relations/Wellness	120,044.49	120,800.00	756	120,800.00	99.4%
26 Program Supplies	607,575.91	590,820.00	(16,756)	590,820.00	102.8%
27 Contract Inpatient	1,484,674.98	1,682,321.00	197,646	1,682,321.00	88.3%
28 Contract Transportation	12,903.42	24,827.00	11,924	24,827.00	52.0%
29 Contract Residential	5,390,289.78	5,099,852.00	(290,438)	5,099,852.00	105.7%
30 Local Match Drawdown NMRE	98,568.00	98,568.00	-	98,568.00	100.0%
31 Contract Employees & Services	7,652,555.77	7,151,517.00	(501,039)	7,151,517.00	107.0%
32 Telephone & Connectivity	225,180.62	242,796.00	17,615	242,796.00	92.7%
33 Staff Meals & Lodging	30,938.23	29,193.00	(1,745)	29,193.00	106.0%
34 Mileage and Gasoline	466,379.78	451,234.00	(15,146)	451,234.00	103.4%
35 Board Travel/Education	5,856.96	13,664.00	7,807	13,664.00	42.9%
36 Professional Fees	33,209.91	75,758.00	42,548	75,758.00	43.8%
37 Property & Liability Insurance	146,927.70	88,119.00	(58,809)	88,119.00	166.7%
38 Utilities	204,007.26	189,857.00	(14,150)	189,857.00	107.5%
39 Maintenance	179,441.57	211,007.00	31,565	211,007.00	85.0%
40 Interest Expense Leased Assets	27,626.93	24,580.00	(3,047)	24,580.00	112.4%
41 Rent	12,306.04	17,333.00	5,027	17,333.00	71.0%
42 Food	140,198.79	164,445.00	24,246	164,445.00	85.3%
43 Capital Equipment	48,166.04	45,644.00	(2,522)	45,644.00	105.5%
44 Client Equipment	29,023.35	24,625.00	(4,398)	24,625.00	117.9%
45 Fiduciary Expense	314,710.50	0.00	0.00	0.00	0.0%
46 Miscellaneous Expense	167,148.33	126,945.00	(40,203)	126,945.00	131.7%
47 Depreciation & Amortization Expense	964,245.34	948,230.00	(16,015)	948,230.00	101.7%
48 MI Loan Repayment Program	6,000.00	12,000.00	6,000	12,000.00	50.0%
49 <b>Total Expense</b>	<b>39,064,764</b>	<b>37,885,308</b>	<b>(864,745)</b>	<b>37,885,308</b>	<b>103.1%</b>
50 <b>Change in Net Position</b>	<b>\$ (129,417)</b>	<b>\$ -</b>	<b>\$ (129,416)</b>	<b>\$ -</b>	<b>-0.3%</b>
51 Contract settlement items included above:					
52 Medicaid Funds (Over) / Under Spent	\$ (453,059)				
53 Healthy Michigan Funds (Over) / Under Spent	(245,634)				
54 <b>Total NMRE (Over) / Under Spent</b>	<b>\$ (698,693)</b>				
55 General Funds to Carry Forward to FY24	\$ -				
56 General Funds Lapsing to MDHHS	(584,128)				
57 <b>General Funds (Over) / Under Spent</b>	<b>\$ (584,128)</b>				

Inclusive of Carryforward of \$60,139 & Late Contract Amendment of \$75,001

**Northeast Michigan Community Mental Health Authority**  
**Statement of Net Position and Change in Net Position**  
**Proprietary Funds (Soft Close)**  
**September 30, 2024**

	Total Business- Type Activities September 30, 2024	Total Business- Type Activities Sept. 30, 2023	% Change
<b>Assets</b>			
Current Assets:			
Cash and cash equivalents	\$ 3,049,195	\$ 1,696,077	79.8%
Restricted cash and cash equivalents	1,019,007	1,103,742	-7.7%
Accounts receivable	3,314,984	5,475,794	-39.5%
Inventory	39,877	39,877	0.0%
Prepaid items	559,176	340,312	64.3%
Beneficial Interest	5,050	5,050	0.0%
Total current assets	<u>7,987,289</u>	<u>8,660,852</u>	<u>-7.8%</u>
Non-current assets:			
Capital assets not being depreciated	80,000	80,000	0.0%
Capital & Lease being depreciated, net	4,070,527	3,706,849	9.8%
Beneficial Interest	9,436	9,436	0.0%
Total non-current assets	<u>4,159,963</u>	<u>3,796,285</u>	<u>9.6%</u>
Total assets	<u>12,147,252</u>	<u>12,457,136</u>	<u>-2.5%</u>
<b>Liabilities</b>			
Current liabilities:			
Accounts payable	2,456,906	3,368,009	-27.1%
Accrued payroll and payroll taxes	1,021,944	942,856	8.4%
Deferred revenue	30,082	24,950	20.6%
Current portion of long-term debt (Accrued Leave, Lease Liability)	426,658	214,106	99.3%
Total current liabilities	<u>3,935,590</u>	<u>4,549,920</u>	<u>-13.5%</u>
Non-current liabilities:			
Long-term debt, net of current portion (Accrued Leave, Lease Liability)	1,446,786	1,116,329	29.6%
Total liabilities	<u>5,382,376</u>	<u>5,666,249</u>	<u>-5.0%</u>
<b>Net Position</b>			
Invested in capital assets, net of related debt	3,036,185	3,452,440	-12.1%
Restricted	35,966	65,995	
Unrestricted	<u>3,521,838</u>	<u>3,340,111</u>	5.4%
Total net position	<u>\$ 6,593,989</u>	<u>\$ 6,858,545</u>	<u>-3.9%</u>
<b>Net Position Beginning of Year</b>			
Restatement	6,858,545	-	
	6,858,545		
Revenue	38,935,347		
Expense	<u>(39,064,764)</u>		
Change in net position	<u>(129,417)</u>		
<b>Net Position September 30, 2024</b>	<u>\$ 6,729,128</u>		

Unrestricted Net Position as a % of projected annual expense  
Recommended Level

9.3% or 34 days  
8% - 25%



## Recipient Rights Advisory Committee Minutes October 23, 2024

The meeting was called to order at 3:01 p.m. October 23, 2024, by Lorell Whitcell in the Administrative Conference Room.

**Present:** Eric Lawson, Kara Bauer LeMonds, Tom Fredlund, Judy Jones, Lorell Whitcell  
**Absent:** Barb Murphy, Pat Przeslawski, Renee Smart-Shepler (All Excused)  
**Staff:** Ruth Hewett  
**Guests:** None

**DRAFT MINUTES**

- I. **Old Business.** None.
- II. **Approval of Minutes.** The minutes from 7-25-2024 were approved as written by consensus. Tom moved accept, Kara supported, motion carried.
- III. **New Business.**
  - QUARTERLY RIGHTS ACTIVITY REPORT: The committee reviewed the report which covered the fourth and final quarter of FY 24, 7/1/2024 – 9/30/2024. There were 25 complaints with 17 being investigated and 2 handled as interventions. Of the 19, 13 were substantiated with 2 investigations pending. There were 6 that contained no code protected right. Tom moved to review the report, Kara supported.
  - ANNUAL RIGHTS REPORT: A draft version of the annual report was presented as there are two investigations pending and will be completed prior to submission to the state by December 30, 2024. The committee had no recommendations to the board. Kara moved to review/approve the report, supported by Tom. Motion carried.
  - MEETING DATES/TIME: The committee chose to continue with the current schedule of meetings which is the 4<sup>th</sup> Wednesday on the first, fourth, seventh, and tenth month of the year at 3 p.m. (January, April, July, October)
  - MDHHS-ORR SITE ASSESSMENT RESULTS: The committee was informed the rights office received full compliance following the assessment in August, having received 248 out of 250 points. A plan of correction was submitted.
- IV. **Educational Session:** Since the RRAC also serves as the Appeals Committee, the educational session involved the citation from the assessment and was presented as part of the plan of correction. Although the policy states the decision of the Appeals Committee will be in writing and justified, the decision letter template did not include this information. It was noted that during the last appeal, the justification for the decision was in the minutes, but was not included on the letter sent to the complainant. The template letter has been revised to include this information and should prevent a recurrence.
- V. **Other Business.**  
None.
- VI. **Adjournment.**  
Eric moved to adjourn, Kara supported. Meeting adjourned at 3:38 p.m. The next meeting will be January 22, 2025 in the Administrative Conference Room at 3 p.m.

**QUARTERLY RECIPIENT RIGHTS ACTIVITY REPORT**

**Time Period: July, August & September 2024:**

I. COMPLAINT DATA SUMMARY	<u>FY 23-24</u>				<u>FY 22-23</u>			
A. Totals	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Complaints Received:	33	23	31	25	40	37	26	35
Investigated:	28	19	28	17	36	32	25	31
Interventions:	01	03	-0-	02	02	01	01	-0-
Substantiated:	18	14	21	13+2pd	25	23	21	18
Outside Jurisdiction:	-0-	-0-	-0-	-0-	-0-	02	-0-	01
No Code Protected Right:	04	01	03	06	02	02	-0-	03

B. Aggregate Summary of Complaints

CATEGORY	Received	Investigation	Intervention	Substantiated
Abuse I	0	0	0	0
Abuse II	2	2	0	1
Abuse III	3	3	0	3
Sexual Abuse	1	1	0	0
Neglect I	0	0	0	0
Neglect II	0	0	0	0
Neglect III	1	1	0	0
Rights Protection System	0	0	0	0
Admiss/Dischrg-2 <sup>ND</sup> Opinion	0	0	0	0
Civil Rights	0	0	0	0
Family Rights	0	0	0	0
Communication & Visits	0	0	0	0
Confidentiality/Disclosure	4	2	2	4
Treatment Environment	0	0	0	0
Freedom of Movement	0	0	0	0
Financial Rights	0	0	0	0
Personal Property	1	1	0	1
Suitable Services	7	7	0	4 + 2 pending
Treatment Planning	0	0	0	0
Photos/Fingerprints/Audio etc	0	0	0	0
Forensic Issues	0	0	0	0
<b>Total</b>	<b>19</b>	<b>17</b>	<b>2</b>	<b>13 + 2 pdg</b>

c. Remediation of substantiated rights violations.

Category/Specific Allegation	Specific Provider	Specific Remedial Action
Pending Actions from last qtr:		
Neglect, Class III	NEMCMH	Suspension
Confidentiality	NEMCMH	Other; Training
Confidentiality	NEMCMH	Verbal Reprimand
Suitable Services	NEMCMH	Policy Revision; Training
Suitable Services/Dign & Resp	NEMCMH	Verbal Reprimand
Actions this qtr:		
Abuse, Class II	ABA Pathways	Employee left before action taken
Abuse, Class III	NEMROC	Suspension
Abuse, Class III	NEMCMH	Employee left before action taken
Abuse, Class III	NEMCMH	Pending
Confidentiality	NEMCMH	Documented Counseling
Confidentiality	NEMCMH	Documented Counseling
Confidentiality	NEMCMH	Documented Counseling
Confidentiality	NEMCMH	Documented Counseling
Personal Property	NEMCMH	Written Reprimand
Suitable Services/Dign & Resp	NEMCMH	Verbal Reprimand
Suitable Services/Dign & Resp	NEMCMH	Documented Counseling
Suitable Services/Dign & Resp	NEMCMH	Employee left the agency, but substantiated
Suitable Services/Dign & Resp	NEMCMH	Pending

d. Summary of Incident Reports. (4th Qtr '24)

Category Type	1 <sup>st</sup> Qtr		2 <sup>nd</sup> Qtr		3 <sup>rd</sup> Qtr		4 <sup>th</sup> Qtr	
	'24	'23	'24	'23	'24	'23	'24	'23
01.0 Absent without leave (AWOL)	06	01	01	-0-	02	01	05	04
02.0 Accident – No injury	04	07	08	09	11	08	12	04
02.1 Accident – With injury	28	14	30	19	38	31	72	26
03.0 Aggressive Acts – No injury	34	41	29	35	21	24	29	32
03.1 Aggressive Acts – w/ injury	11	13	14	05	14	08	16	14
03.3 Aggressive Acts – Property Destruction	01	-0-	03	02	-0-	02	01	06
04.0 Death	04	07	11	04	05	08	01	07
05.0 Fall – No injury	09	11	11	14	18	08	12	09
06.0 Medical Problem	116	95	117	81	84	101	129	116
07.0 Medication Delay	03	18	05	09	02	08	04	03
07.1 Medication Error	17	24	19	33	12	27	22	23
07.2 Medication Other	81	99	93	103	91	98	135	102
07.3 Medication Refusal	30	37	17	64	09	58	10	14
08.0 Non-Serious Injury – Unknown cause	24	14	25	06	12	12	15	16
09.0 Other	66	69	77	73	78	86	87	85
10.0 Self Injurious Acts – No injury	04	04	07	04	03	01	07	06
10.1 Self Injurious Acts – w/injury	09	07	21	07	14	21	19	17
Challenging Behavior	41	27	28	13	09	19	08	52
Fall – with injury	12	16	27	16	25	16	12	21
Arrests	03	05	02	09	02	07	05	08
Total	503	509	545	506	450	544	601	565

E.	Prevention Activity	Quarter	YTD
	Hours Used in Training Provided	17.75	89.00
	Hours Used in Training Received	49.25	83.25
	Hours Used in Site Visits	25.00	133.00

F.	Monitoring Activity	Quarter	YTD
	Incident Report Received	601	2,099

G.	Source of All Complaints:	Quarter	YTD
	Recipient:	05	14
	Staff:	04	40
	ORR:	06	31
	Gdn/Family:	05	12
	Anonymous:	01	08
	Comm/Gen Pub:	<u>04</u>	<u>07</u>
	Total	25	112

Ruth M. Hewett, Recipient Rights Officer

10/23/2024  
Date





## Summary of Complaint Data by Category

Code	Category	Total Received	Investigation	Intervention	Substantiated
7221	Abuse Class I	0	0		0
72221	Abuse Class II - Nonaccidental Act	0	0		0
72222	Abuse Class II - Unreasonable Force	4	4		1
72223	Abuse Class II - Emotional Harm	0	0		0
72224	Abuse Class II - Treating as Incompetent	0	0		0
72225	Abuse Class II - Exploitation	0	0		0
7223	Abuse Class III	10	10		8
7224	Abuse Class I - Sexual Abuse	3	3		1
72251	Neglect Class I	0	0		0
72252	Neglect Class I - Failure to Report	0	0		0
72261	Neglect Class II	2	2		2
72262	Neglect Class II - Failure to Report	1	1		1
72271	Neglect Class III	17	17		12
72272	Neglect Class III - Failure to Report	0	0		0
7550	Rights Protection System	0	0	0	0
7555	Retaliation/Harassment	0	0		0
7040	Civil Rights	0	0	0	0
7044	Religious Practice	0	0	0	0
7045	Voting	0	0	0	0
7081	Mental Health Services Suited to Condition	8	8	0	2
7082	Safe, Sanitary, and Humane Treatment Environment	1	1	0	1
7083	Least Restrictive Setting	0	0	0	0
7084	Dignity and Respect	20	20	0	14
7100	Physical and Mental Exams	0	0	0	0
7110	Family Rights	0	0	0	0
7120	Individual Written Plan of Service	0	0	0	0

Code	Category	Total Received	Investigation	Intervention	Substantiated
7130	Choice of Physician/Mental Health Professional	0	0	0	0
7140	Notice of Clinical Status/Progress	0	0	0	0
7150	Services of a Mental Health Professional	0	0	0	0
7160	Surgery	0	0	0	0
7170	Electroconvulsive Therapy	0	0	0	0
7180	Psychotropic Drugs	0	0	0	0
7190	Medication Side Effects	0	0	0	0
7240	Fingerprints, Photographs, Audio Recordings, and Use of One-Way Glass	0	0	0	0
7249	Video Surveillance	0	0	0	0
7261	Communications - Visits	0	0	0	0
7262	Communications - Telephone	0	0	0	0
7263	Communications - Mail	0	0	0	0
7281	Personal Property - Possession and Use	4	4	0	4
7286	Personal Property - Limitations	0	0	0	0
7300	Safeguarding Money (State Hospitals Only)	0	0	0	0
7360	Labor and Compensation	0	0	0	0
7440	Freedom of Movement	0	0	0	0
7400	Restraint	0	0	0	0
7420	Seclusion	0	0	0	0
7460	Complete Record	0	0	0	0
7480	Disclosure of Confidential Information	28	22	6	20
7481	Withholding Confidential Information/Access Denial to Records	0	0	0	0
7490	Correction of Record	0	0	0	0
7500	Privileged Communication	0	0	0	0
0000	No Right Involved	14			
0001	Outside ORR Jurisdiction	0			

## Substantiated Rights Violations and Remedial Action Taken

Complaint Category	Provider Type	Remedial Action	Remedial Action 2	SEDW	CWP	HSW
Abuse Class II - Unreasonable Force	Contracted	Employee left the agency, but substantiated		0	0	0
Abuse Class III	Agency	Written Reprimand		0	0	0
Abuse Class III	Contracted	Suspension	Training	0	0	0
Abuse Class III	Agency	Employment Termination		0	0	1
Abuse Class III	Agency	Employment Termination		0	0	1
Abuse Class III	Agency	Written Counseling		0	0	1
Abuse Class III	Contracted	Suspension	Training	0	0	1
Abuse Class III	Agency	Employee left the agency, but substantiated		0	0	1
Abuse Class III	Agency	Pending		0	0	1
Abuse Class I - Sexual Abuse	Contracted	Employment Termination		0	0	0
Neglect Class II	Agency	Suspension		0	0	1
Neglect Class II	Agency	Suspension		0	0	1
Neglect Class II - Failure to Report	Agency	Suspension		0	0	1
Neglect Class III	Contracted	Written Reprimand		0	0	0
Neglect Class III	Contracted	Written Reprimand		0	0	0
Neglect Class III	Agency	Employment Termination		0	0	5
Neglect Class III	Agency	Verbal Counseling		0	0	1
Neglect Class III	Contracted	Written Reprimand		0	0	0
Neglect Class III	Agency	Written Reprimand		0	0	5
Neglect Class III	Agency	Employment Termination		0	0	0
Neglect Class III	Contracted	Written Reprimand		0	0	0

Complaint Category	Provider Type	Remedial Action	Remedial Action 2	SEDW	CWP	HSW
Neglect Class III	Agency	Written Counseling		0	0	0
Neglect Class III	Agency	Written Counseling		0	0	1
Neglect Class III	Agency	Written Counseling		0	0	1
Neglect Class III	Agency	Written Counseling		0	0	6
Safe, Sanitary, and Humane Treatment Environment	Agency	Verbal Counseling		0	0	0
Dignity and Respect	Agency	Employee left the agency, but substantiated		0	0	1
Dignity and Respect	Agency	Written Counseling		0	0	3
Dignity and Respect	Agency	Verbal Counseling		0	0	3
Dignity and Respect	Contracted	Written Counseling		0	0	0
Dignity and Respect	Agency	Employment Termination		0	0	3
Dignity and Respect	Agency	Verbal Counseling		0	0	0
Dignity and Respect	Agency	Written Reprimand		0	0	6
Dignity and Respect	Agency	Written Reprimand		0	0	2
Dignity and Respect	Contracted	Written Reprimand		0	0	0
Dignity and Respect	Agency	Written Counseling		0	0	3
Dignity and Respect	Agency	Written Counseling		0	0	1
Dignity and Respect	Agency	Verbal Counseling		0	0	0
Dignity and Respect	Agency	Employee left the agency, but substantiated		0	0	5
Dignity and Respect	Agency	Pending		0	0	0
Personal Property - Possession and Use	Agency	Training		0	0	1
Personal Property - Possession and Use	Agency	Verbal Counseling		0	0	0
Personal Property - Possession and Use	Agency	Verbal Counseling		0	0	0

Complaint Category	Provider Type	Remedial Action	Remedial Action 2	SEDW	CWP	HSW
Personal Property - Possession and Use	Agency	Written Reprimand		0	0	0
Disclosure of Confidential Information	Agency	Verbal Counseling		0	0	0
Disclosure of Confidential Information	Agency	Verbal Counseling		0	0	0
Disclosure of Confidential Information	Agency	Verbal Counseling		0	0	1
Disclosure of Confidential Information	Agency	Verbal Counseling		0	0	0
Disclosure of Confidential Information	Agency	Written Counseling		0	0	0
Disclosure of Confidential Information	Contracted	Other		0	0	0
Disclosure of Confidential Information	Agency	Verbal Counseling		0	0	3
Disclosure of Confidential Information	Agency	Verbal Counseling		0	0	1
Disclosure of Confidential Information	Agency	Verbal Counseling		0	0	0
Disclosure of Confidential Information	Agency	Verbal Counseling		0	0	0
Disclosure of Confidential Information	Agency	Verbal Counseling		0	0	1
Disclosure of Confidential Information	Agency	Verbal Counseling		0	0	0
Disclosure of Confidential Information	Agency	Written Counseling		0	0	0
Disclosure of Confidential Information	Agency	Employee left the agency, but substantiated		0	0	1
Disclosure of Confidential Information	Agency	Training		0	0	0
Disclosure of Confidential Information	Agency	Written Counseling		0	0	0
Disclosure of Confidential Information	Agency	Verbal Counseling		0	0	0
Disclosure of Confidential Information	Agency	Verbal Counseling		0	0	0
Disclosure of Confidential Information	Agency	Verbal Counseling		0	0	1
Disclosure of Confidential Information	Contracted	Verbal Counseling		0	0	1









## Data Summary

### Demographic Information

Reporting CMH/LPH	Northeast Michigan CMHA
Recipient Rights Office Director Name	Ruth Hewett
Reporting Period	October 1, 2023 through September 30, 2024
Number of Rights Office Staff	3
Full Time Equivalents (FTEs)	3
Staff with an Investigative Role	3
FTEs for Investigation	3.00
Complaints per FTE	37.33333333

### Complaint Data Summary

<i>Type</i>	<i>Received</i>	
All Allegations Received	112	
Allegations Received Subject to Investigation/Intervention	98	
Allegations Received with No Right Involved or Outside Jurisdiction	14	
Investigations Completed	92	
Interventions Completed	6	
Allegations Substantiated	66	
Percent of All Allegations Substantiated	67%	
<b><i>Highlighted Complaint Categories</i></b>	<b><i>Received</i></b>	<b><i>Substantiated</i></b>
Abuse I, II, III	17	10
Neglect I, II, III	20	15
Dignity and Respect	20	14
MH Services Suited to Condition	8	2
Individual Written Plan of Service	0	0
Disclosure of Confidential Information	28	20

### Complaint Remediation

<b><i>Remediation Type</i></b>	<b><i>Total</i></b>	<b><i>Waiver Type</i></b>	<b><i>Total</i></b>
Verbal Counseling	21	SEDW	0
Written Counseling	12	CWP	0
Verbal Reprimand	0	HSW	65
Written Reprimand	10		
Suspension	5		
Demotion	0		
Staff Transfer	0		
Training	4		
Employment Termination	6		
Employee Left the Agency but Substantiated	5		
Contract Action	0		
Policy Revision/Development	0		
Environmental Repair/Enhancement	0		
Plan of Service Revision	0		
Recipient Transfer to Another Provider/Site	0		
Other	1		
None	0		

**Training Received by the Office of Recipient Rights**

<b>Training Categories</b>	<b>Hours</b>
I - Operations	49.75
II - Legal Foundations	9
III - Leadership	0
IV - Augmented Training	27.25
<b>Total</b>	<b>86</b>

**Training Provided by the Office of Recipient Rights**

	<b>Agency</b>	<b>Contracted</b>	<b>Recipient</b>	<b>Other</b>
Instructor-Led (In Person)	97	42	0	74
Instructor-Led (Virtual)	0	0	0	0
eLearning	0	0	0	0
Video	0	0	0	0
Paper	0	0	0	0
<b>Total</b>	<b>97</b>	<b>42</b>	<b>0</b>	<b>74</b>

**Appeals**

<b>Grounds</b>	<b>Total</b>
Findings	0
Action Taken	2
Timeliness	0
<b>Decision</b>	<b>Total</b>
Denied Appeal	1
Upheld Investigative Findings	1
Returned for Reinvestigation	0
Requested External Investigation	0
Take Additional Action	0
Address Timeliness Issues	0

**Desired Outcomes and Progress Toward These Outcomes**

**Outcomes**

Continue with scanning projects of documents, resource materials, committee minutes and information.

Work with IT in developing information for the recipient rights link on the Agency's website.

RRO to provide extensive/advanced rights training with the two rights advisors.

Continue to improve digital data collection.

**Outcomes established for the Office of Recipient Rights for 2025**

Continue with scanning projects of documents, resource materials, committee minutes and informati

RRO to provide extensive/advanced rights training with the two rights advisors.

**NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY  
POLICY & PROCEDURE MANUAL**

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[..Index.doc](#)

EXECUTIVE LIMITATIONS  
(Manual Section)

**TREATMENT OF INDIVIDUALS SERVED**  
(Subject)

Board Approval of Policy

August 8, 2002

Last Revision of Policy Approved by Board:

November 14, 2019

**•1 POLICY:**

With respect to interactions with individuals served, or those individuals applying for services, the Executive Director shall not cause or allow conditions, procedures, or decisions which are unsafe, disrespectful, unduly undignified, unnecessarily intrusive, or which fail to provide appropriate confidentiality and privacy.

Accordingly, she or he may not:

1. Use application forms or procedures that elicit information for which there is no clear necessity.
2. Use methods of collecting, reviewing, or storing client information that fail to protect against improper access to the information elicited.
3. Maintain facilities that fail to provide a reasonable level of privacy, both aural and visual.
4. Fail to provide procedural safeguards for the transmission of information.
5. Fail to establish with the individual receiving services a clear contract of what may be expected and what may not be expected from the service offered.
6. Fail to inform individuals served by this Agency of this policy or to provide a grievance process to those individuals served who believe that they have not been accorded a reasonable interpretation of their rights under this policy.
7. Fail to have staffing or contractual arrangements to provide services that reflect the diversity found in the community.
  - A. ethnic
  - B. gender
  - C. geographic

**NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY  
POLICY & PROCEDURE MANUAL**

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8. Fail to provide services and benefits to clients or the public and contract agencies without prejudice as to religion, race, color, national origin, age, sex, height, weight, marital status, political affiliation, sexual orientation, record of arrest without conviction, physical or mental handicap or ability to pay.

**●2 APPLICATION:**

The Northeast Michigan Community Mental Health Authority Board

**●3 DEFINITIONS:**

**●4 REFERENCES:**

**●5 FORMS AND EXHIBITS:**

**NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY  
POLICY & PROCEDURE MANUAL**

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[..\Index.doc](#)

**EXECUTIVE LIMITATIONS**

(Manual Section)

**STAFF TREATMENT**

(Subject)

Board Approval of Policy

August 8, 2002

Last Revision of Policy Approved by Board:

November 14, 2019

**●1 POLICY:**

With respect to treatment of paid and volunteer staff, the Executive Director may not cause or allow conditions which are unfair, undignified, unsafe or unclear.

Accordingly, she or he may not:

1. Operate without written personnel procedures which: clarify personnel rules for staff, provide for effective handling of grievances and protect against wrongful conditions.
2. Discriminate against any staff member for non-disruptive expression of dissent.
3. Fail to acquaint staff with their rights under this policy.
4. Fail to be sensitive to and consider human diversity in all dealings with staff once known or perceived.
5. Discriminate in the recruitment, hiring, training, upgrading, promotion, retention or any other personnel action based on religion, race, color, national origin, age, sex, height, weight, marital status, political affiliation, sexual orientation, record of arrest without conviction, or physical or mental handicap, except where age, sex or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

**●2 APPLICATION:**

The Northeast Michigan Community Mental Health Authority Board

**●3 DEFINITIONS:**

**●4 REFERENCES:**

**●5 FORMS AND EXHIBITS:**

	Program	Consumers served October 2024 (10/1/24 - 10/31/24)	Consumers served in the Past Year (11/1/23 - 10/31/24)	Running Monthly Average(year) (11/1/23 - 10/31/24)
1	Access Routine	51	626	52
	Emergent	0	1	0
	Urgent	0	1	0
	Crisis	54	489	41
	Prescreens	57	609	50
2	Doctors' Services	427	1334	449
3	Case Management			
	Older Adult (OAS)	90	144	88
	MI Adult	62	167	63
	MI ACT	21	30	22
	Home Based Children	40	89	35
	MI Children's Services	88	239	89
	IDD	145	296	151
4	Outpatient Counseling	96(15/81)	221	76
5	Hospital Prescreens	57	609	50
6	Private Hospital Admissions	19	199	17
7	State Hospital Admissions	0	5	0
8	Employment Services			
	IDD	45	63	47
	MI	35	86	37
	Touchstone Clubhouse	70	105	84
9	Peer Support	42(4/45)	59	38
10	Community Living Support Services			
	IDD	83	97	80
	MI	70	121	74
11	CMH Operated Residential Services			
	IDD Only	50	59	50
12	Other Contracted Resid. Services			
	IDD	39	43	35
	MI	32	36	30
13	Total Unduplicated Served	1045	2323	1052

County	Unduplicated Consumers Served Since November 2023
Alcona	240
Alpena	1379
Montmorency	288
Presque Isle	329
Other	69
No County Listed	18

## DECEMBER AGENDA ITEMS

### **Policy Review**

Grants or Contracts 01-011

### **Policy Review & Self-Evaluation**

Board Member Recognition 02-011

Board Member Orientation 02-015

### **Monitoring Reports**

01-004 Budgeting

01-011 Grants or Contracts

04-001 Ends

### **Review**

Bylaws

### **Educational Session**

Compliance Report – Jennifer Walburn