

Northeast Michigan Community Mental Health Authority Board

Board Meeting

November 8, 2018

I. Call to Order

Chair Gary Nowak called the meeting to order in the Board Room at 3:00 p.m.

II. Roll Call and Determination of a Quorum

Present: Lester Buza, Bonnie Cornelius, Steve Dean, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski

Absent: Alan Fischer (excused), Roger Frye (excused), Judy Hutchins (excused), Albert LaFleche (excused)

Staff & Guests: Lisa Anderson, Carolyn Bruning, Lynne Fredlund, Cheryl Jaworowski, Margie Hale-Manley, Cathy Meske, Nena Sork, Jen Whyte, Peggy Yachasz

Gary Nowak requested Board members keep Roger Frye in their prayers as he is recovering from recent surgery.

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Gary Nowak appointed Judy Jones as evaluator for this meeting.

V. Acknowledgement of Conflict of Interest

No conflicts were identified.

VI. Information and/or Comments from the Public

Pat Przeslawski apologized for her comments presented in the last meeting. She notes emotion fed into some of the comments and since then has learned more about the situation. She reported her grandson is now in rehab and on the way to recovery.

Judy Hutchins arrived at 3:03 p.m.

VII. Educational Session – Compliance Report

Jen Whyte provided the Board with the Agency's annual report related to Compliance. She reports this is part of the reporting requirement established in the perpetual calendar.

Jen reviewed the Medicaid Verification Audit noting the 1st and 2nd Quarter for last fiscal year the Agency achieved 100% compliance. Claims are reviewed to assure documentation aligns with the billing code associated with the service.

Jen reports the supervisors conduct monthly record reviews on the clinical records to assure staff are capturing needed elements to the record and billing properly.

Jen reported there was one investigation reported to the Office of Inspector General. She reported there was a large amount of dollars which will be returned to the Agency due to this investigation.

She reported there were 18 terminations or dis-enrollments over the past year. She noted there are many reasons for this such as retirements, transfers to a lessor restrictive environment, etc.

VIII. Approval of Minutes

Moved by Bonnie Cornelius, supported by Steve Dean, to approve the minutes of the October 11, 2018 minutes as presented. Motion carried.

IX. Consent Agenda

1. **NEMROC Contract Extension**
2. **Catholic Human Services – Wraparound Services**
3. **MDHHS FY19 Amendment #1**

Moved by Steve Dean, supported by Eric Lawson, to approve the Consent Agenda as presented. Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Judy Hutchins, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: Alan Fischer, Roger Frye, Albert LaFleche. Motion carried.

X. Bay View Center Contract

Cathy Meske reported this contract will be handled as an individual item due to a conflict of interest as one Board member must recuse herself. Cathy Meske reports the Bay View Center offers a good program and when you don't have complaints about the program from community and members you know it is running well.

Moved by Pat Przeslawski, supported by Lester Buza, to approve the Bay View Center contract as presented. Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None; Abstain: Judy Hutchins; Absent: Alan Fischer, Roger Frye, Albert LaFleche. Motion carried.

XI. November Monitoring Reports

1. Treatment of Consumers 01-002

The monitoring report was distributed which included the minutes from the most recent Right Committee meeting, the 4th Quarter Report and the preliminary Annual Report. The minutes from the Recipient Rights meeting noted at the time of the submission of the Annual Rights Report there were six remedial actions pending and with the report due by December 30, 2018, the report will be updated to reflect actions for the six pending items. Board members had no questions or concerns.

2. Budgeting 01-004

The monitoring report for month ending September 30, 2018 was distributed noting this is a very preliminary report. Cheryl Jaworowski noted a change in net position of \$39,443. She reports this is much less than the last report as the last report reflected the incentive payment received from NMRE which was spent in September. Cheryl Jaworowski reviewed the line items with the largest variances.

Cheryl Jaworowski reviewed the contract settlement lines related to Medicaid Funds/General Funds/Healthy Michigan. She reports the lapse back to the State in the General Fund line of \$10,000 is due to those dollars strictly dedicated for Assisted Outpatient Treatment (AOTs). If the dollars are not used for that purpose, the dollars must be sent back to the State. She again noted this is a preliminary statement. She reported both the Medicaid Funds and Healthy Michigan Funds are over spent and the deficit will be covered by the NMRE's risk reserve fund.

3. Financial Condition 01-005

Cheryl Jaworowski reported the unrestricted revenues and net position has increased. She notes there are 51 days of operating cash this year where last year was 52 days. Cheryl Jaworowski reported an actuary firm had reported there should be between 8 and 25 percent on hand and this Agency is at 14.1%. Steve Dean inquired as to whether there is ready information as to comparison of other mental health agencies similar to the size of this Agency. Cheryl Jaworowski reported information is shared within our affiliate members.

Cheryl Jaworowski reported all affiliates within the PIHP will be pulling the data on the same date, which is scheduled the day before Christmas. Due to this, the audit proceedings will begin later in the year than in the past and most likely the audit will not be available until March or April.

Steve Dean inquired as to when the dollars for the cost settlement on the Medicaid deficits are received. Cheryl Jaworowski noted this can be as late as May.

4. Ends 04-001

The Ends monitoring report was included in the packet mailed to Board members. Status of all goals was summarized in the report. This monitoring report concludes review of the Ends, which were established by the Board during last year's Strategic Planning and adopted on November 9, 2017. Board member had no questions or concerns related to the monitoring report.

Moved by Pat Przeslawski, supported by Lester Buza, to accept the November monitoring reports as presented. Motion carried.

XII. Board Policy Review and Self Evaluation

1. Treatment of Individuals Served 01-002

Board members reviewed the policy and had no concerns and requested no revisions.

2. Staff Treatment 01-003

Board members had no comments regarding this policy.

3. Ends 04-001

The Ends Policy 04-001 was updated to reflect the most recent Strategic Plan sub-ends.

Moved by Eric Lawson, supported by Pat Przeslawski, to approve revision to Policy 04-001 updating the sub-End as developed during Strategic Planning as presented. Motion carried.

XIII. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meeting October 24, 2018

The minutes from this meeting were not available at the time of the meeting. Gary Nowak reported the NMRE Board approved a few liquor tax expenditures at their last meeting.

b. Board Meeting September 26, 2018

The minutes of this meeting were included in the mailing.

2. CMHAM

a. Fall Board Conference – October 22 & 23 – Traverse City Update

Gary Nowak reported the conference was very good. The Red Wings announcer Ken Daniels provided a testimony related to his son's opiate overdose. Gary also noted he attended a BoardWorks session which was very informative.

Judy Jones reported she attended a BoardWorks session related to how meetings ran and this Board is right on target.

Cathy Meske noted the Fall Conference is her favorite. She reported she attended many of the opiate workshops. She reported one presentation was by a nurse practitioner responsible for a medication assisted treatment program.

Nena Sork reported she attended a staff retention workshop and she applauds our human resource department for our low turnover rate. Nena reports we talk about exit interviews during our monitoring reports related to "Treatment of Staff;" however, in this presentation they also recommend doing stay interviews to determine what it is that keeps staff.

Jen Whyte reported she attended the Home and Community Based segments and some of the substance use disorder segments.

Eric Lawson inquired as to whether there was any speculation individuals will utilize the new marijuana legislation versus using opiates.

3. Consumer Advisory Council

Diane Hayka reported there was no quorum for this meeting so the minutes included in the mailing were just of the discussion occurring during the meeting.

XIV. Operation's Report

Nena Sork reviewed the Operation's Report for month ending October 31, 2018. She reports there has been an increase in the hospital prescreens. In addition, the numbers for home-based services has increased and this is due to having a fully staffed department. There were 1,206 individual receiving some type of service during the month of October.

XV. Nomination's Committee Report

Terry Larson reported the Nomination's Committee met just prior to this meeting. Terms were reviewed and letters will be sent to the County Commission's with recommendations for those seeking to be reappointed. Judy Hutchins has elected not to seek re-appointment.

XVI. Chair's Report

There was no new business to discuss.

XVII. Director's Report

1. Director's Update

Cathy Meske reviewed the activities she participated since the last Board meeting. She reported one area she was disappointed in was the MCG Health (part of the Hearst Health Network) parity software demonstration. She reports this system is not able to be integrated into the PCE system. At this point, it would require double entry. Nena Sork reported PCE has 38 CMHs in the state and PCE will be looking to see if this can be resolved.

Cathy Meske noted only one bid had been received in the recent RFP for Clubhouse Management and that bid came from Touchstone. She and Mary Jamieson traveled to a

Clubhouse in Bay City to survey the participants in their clubhouse which is run by Touchstone. She notes she participated in two roundtables with individuals. She recommends this Board enter into a contract with Touchstone to begin management of the Light of Hope Clubhouse beginning January 1, 2019. Initially, the cost per unit will be higher than our current costs to cover some initial costs for start-up. Based on attendance this rate could be decreased. The contract will be cost-settled at the end of the year. Cathy Meske reported this will be a new type of contract having performance indicators and monitoring. She reported the current staff will be encouraged to apply for positions and the provider has been encouraged to consider hiring current staffing.

One of the performance indicators would be increased daily participants. She would like to see more than a 20% increase of daily attendance, a performance indicators suggested by Touchstone. 20% is only an increase of two individuals. Cathy and Lynne will be working with Touchstone staff in the development of agreed upon performance indicators.

Cathy Meske reported she will be notifying Eric Kurtz, NMRE Director, of the change of Management of the Clubhouse once all the details have been finalized.

Moved by Pat Przeslawski, supported by Judy Hutchins, to approve the contract with Touchstone when all details are finalized. Roll Call Vote: Ayes: Lester Buza, Bonnie Cornelius, Judy Hutchins, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: Alan Fischer, Roger Frye, Albert LaFleche. Motion carried.

2. QI Council Update

The minutes of the most recent Council meeting of October 15, 2018 were distributed. Cathy Meske provided a story about Bette and the woodcock hunting experience.

XVIII. Information and/or Comments from the Public

Cathy Meske invited Board members to a "Lunch for a Cause" luncheon scheduled for November 14 beginning at 11:30 a.m. in the Board Room. She noted sandwiches are provided by Nena Sork and herself and other staff bring dishes as well. A free-will donation is made by those attending and these dollars are used to acquire some items for the individuals served by this Agency who might not otherwise get anything during the holidays. Some of the items include simple items such as toiletries, paper products, etc. In the past, this event raised between \$800 and \$1,200 for this purpose.

Diane Hayka also informed Board members of the generosity of staff for the United Way and Endowment Fund campaigns. This year staff pledged just over \$10,000 to these campaigns.

XIX. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, December 13, 2018 at 3:00 p.m.

1. Set December Agenda

The December agenda items were reviewed. Diane Hayka reported Lynne Fredlund requested to provide a CARF training prior to April 1. Cathy Meske reported Eric Lawson had requested a presentation from the Freedom Clinic related to opiates.

Judy Jones inquired as to whether there have been any rules established for Proposal 1. The proposal was passed prior to any type of rules being developed. Cathy Meske reported Karl Kovacs had a lot of information related to the marijuana proposal.

Gary Nowak reported the December Board meeting will include a special presentation.

XX. Evaluation of Meeting

Judy Jones reported the meeting started on time and moved along. She reported the reports were all good – clubhouse, conference, compliance.

XXI. Adjournment

Moved by Steve Dean, supported by Judy Jones, to adjourn the meeting. Motion carried. This meeting adjourned at 4:05 p.m.

[signed by Alan Fischer on 12/13/18]

Alan Fischer, Secretary

[signed by Gary Nowak on 12/13/18]

Gary Nowak, Chair

Diane Hayka
Recorder