

Northeast Michigan Community Mental Health Authority Board

Board Meeting [In-Person, Zoom, Uber Conference]

August 13, 2020

- 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: In Person: Lester Buza, Roger Frye, Terry Larson, Eric Lawson, Gary Wnuk
Via Zoom: Bob Adrian @ 3:05 p.m.
Via Uber Conference: Judy Jones, Pat Przeslawski

Absent: Bonnie Cornelius, Albert LaFleche, Gary Nowak

Staff & Guests: Lisa Anderson (Uber), Dennis Bannon (Zoom), Carolyn Bruning (Uber/Zoom), Connie Cadarette (Zoom), Mary Crittenden, Carol Dumsch (Uber), Ruth Hewett (Zoom), Nancy Kearly (Uber), Kay Keller (Uber), Cheryl Kobernik (Uber), Larry Patterson (Zoom), Donna Roussin (Uber), Nena Sork, Brenda Stanton (Uber), Jen Whyte (Uber)
- III. **Pledge of Allegiance**
Attendees recited the Pledge of Allegiance as a group.
- IV. **Appointment of Evaluator**
Eric Lawson appointed Terry Larson as evaluator for this meeting.
- V. **Acknowledgement of Conflict of Interest**
No conflicts were identified.
- VI. **Information and/or Comments from the Public**
No information or comments were presented.
- VII. **Approval of Minutes**
Moved by Roger Frye, supported by Terry Larson, to approve the minutes of the July 09, 2020 meeting as presented. Roll call vote: Ayes: Robert Adrian, Les Buza, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Bonnie Cornelius, Albert LaFleche, Gary Nowak. Motion carried.
- VIII. **Consent Agenda**
 1. **M-CEITA (Meaningful Use)**
Moved by Lester Buza, supported by Gary Wnuk, to approve the Consent Agenda as presented. Roll call vote: Ayes: Robert Adrian, Les Buza, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Bonnie Cornelius, Albert LaFleche, Gary Nowak. Motion carried.
- IX. **August Monitoring Reports**
 1. **Treatment of Consumers 01-002**
The monitoring report related to Treatment of Consumers was included in the mailing. Pat Przeslawski reported she chaired the meeting and it was short and precise. The Recipient Rights Committee reviewed the 3rd Quarter Report along with the semi-annual report submitted to the state. Their next meeting will be in October.
 2. **Staff Treatment 01-003**
The staff treatment monitoring report this month is related to turnover of staff. Nena Sork reported for last calendar year the turnover rate for those employees leaving the Agency was 25%; the

turnover for this six-month period is lower by 11% (14%). Compared to the national industry standard, this Agency has a much lower turnover rate.

3. Budgeting 01-004

Connie Cadarette reviewed the revenue portion of the budgeting monitoring report. She reported the budget should be at 75% of the year and this reports reflects slightly lower; however, the dollars we would have to return as of June 30th if we cost settled, are reflected in the underspending on line #44. If those dollars were included in the line items the revenues would be right on. She reports the revenues are looking pretty strong. Connie reported the General Funds are looking good and some of this is due to the elimination of spend-downs for many of the individuals receiving services. If the individual qualified for Medicaid in March by meeting their spend-down, they were qualified for Medicaid without a spend-down for the COVID period. Spend-downs are paid for by General Funds as most of the individuals we serve have a zero ability to pay so the Agency must cover the cost. Board members suggested having an educational session on spend-downs in a future meeting.

Larry Patterson reviewed the expense portion of the budget monitoring report. He reported the Employee Wellness is a timing issue and this has decreased from the previous month. Contract residential is also a variance and this is something we will need to watch. The food line item is due to a higher purchase of food items due to COVID to assure some items are available in the home. He also touched on the variances in Capital Equipment and Miscellaneous Expenses. He reports our expenses budget is at 68.3% with 75% of the year lapsed.

4. Financial Condition 01-005

The Board noted the financial monitoring report indicates there is 53 days operating expense in unrestricted funds. The endowment fund balance sheet was reviewed with notation a report in the Director's report indicates how some of the spendable funds were used.

Moved by Roger Frye, supported by Gary Wnuk, to accept the August monitoring reports as presented. Roll call vote: Ayes: Robert Adrian, Les Buza, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Bonnie Cornelius, Albert LaFleche, Gary Nowak. Motion carried.

X. Board Policy Review and Self Evaluation

1. Chairperson's Role 02-004

Eric Lawson reported he believes the Board reviews the policies pretty good; however, the self-evaluation of the policy is sometimes vague. Eric Lawson noted he reviewed the policy and believes he as Chair the policy is followed. Roger Frye, Lester Buza and Terry Larson also believe the Board is following this policy as written. Bob Adrian reported there is a sentence in the #3., in which the Chair has the right to limit the number of persons wishing to address the Board on the same subject. He notes in reviewing a similar element for the County, under open meetings act this cannot be limited to a restricted number of individuals. He also notes responses are not generally provided during these question sessions. It might say the Chair may or may not answer questions to the Board. This policy will be reviewed and brought back to the Board with future recommendations.

2. Board Member Per Diem 02-009

Board members reviewed this policy and the various elements of per diems were discussed along with mileage and meal reimbursement. Diane Hayka provided explanation of the hotel rate noting as long as the Agency makes the reservation, it is able to get government rates and tax exemption. No changes were recommended.

3. Board Self-Evaluation 02-012

Pat Przeslawski reports this policy seems to cover all aspects of what the Board is to do for self-evaluation. She believes the policy is written clearly. Eric Lawson concurs it is well written. The Board will begin the self-evaluation process later in this meeting as well.

XI. MDHHS FY21 Contract and FY20 Contract Amendment

Eric Lawson noted there is good news related to the FY21 General Fund Contract. Nena Sork reported it was anticipated there would be a cut in funding and the Agency then received the renewal indicating the funding would be the same as last fiscal year. After the Board mailing went out, the State pulled back the contract due to an error in funding. When the final contract came back out it is \$101,000 more than the current fiscal year. She notes the Medicaid budget is not yet been released. There could be level funding, reduction or increase in Medicaid. She notes under federal guidelines, the State has to fund based on actuarial data. The State hired Milliman to develop actuarial rates and a report was published prior to COVID and so they may need to at least fund at the current year level if not more.

Nena Sork noted the accounting error discovered in our transition has been corrected and all previous years will have funding paid back to cover the error. She reports this was discussed at the NMRE Board meeting and Eric Kurtz will have to report the data to the OIG. The glitch has been corrected and this is being monitored with the other community mental health boards to assure they are not interpreting it in the same manner as our previous Finance Director.

Nena Sork noted during COVID our Agency continued to provide face-to-face services where some Agencies closed the door to face-to-face services.

She reports she will be executing the agreements before the State can make more changes.

XII. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meeting July 22, 2020

Eric Lawson noted this meeting was conducted in part in person. The minutes were not available. Nena Sork noted the July minutes will include discussion related to the corrections Northeast made in the financial reporting for fiscal years 2017-2019.

b. Board Meeting June 24, 2020

The minutes of this meeting were included in the mailing.

2. Community Mental Health Association of Michigan (CMHAM)

a. Virtual Summer Conference

Eric Lawson reported this conference was postponed from June and rescheduled to August; however, it has now been cancelled. The registrations were down significantly and hosting the virtual conference had costs that would not be covered by registration fees.

Earlier today, Eric Lawson, Gary Wnuk and Nena Sork attended the Member Assembly meeting of the CMHAM and are in the process of voting on some by-law changes.

3. Advisory Council

Lester Buza reported the Council met on Monday at 5:00 p.m. and held their election of officers. He noted there was discussion about the confinement in the group homes and how the individuals are getting through this crisis time.

XIII. Operation's Report

Mary Crittenden reviewed the services provided during June and July. She reported there is an increase in the older adult service provision. She notes there are slight increases in prescreens and inpatient. In July some services are revving up more and there are more services provided in employment services and peer delivered services.

XIV. Chair's Report

1. Begin Board Self-Evaluation

Eric Lawson requested Board members send in their evaluations to Diane Hayka if they have not already done so. The responses will be reviewed at the next meeting. The discussion of the self-

evaluation of the policies were included for Board members review so comments made in the self-evaluation portion of each meeting could be looked at for content.

2. Director's Evaluation

The Director's evaluation is based on monitoring reports provided to the Board throughout the year. Diane Hayka reported Board members had no inquiries as to the monitoring reports. Based on the response, the Director received a positive evaluation.

Gary Wnuk noted Nena Sork is operating above average as a Director. Other Board members concurred.

Moved by Gary Wnuk, supported by Lester Buza, the Director has performed satisfactorily during the past year. Nena Sork noted she has a very good staff to help her with the running of this organization. The Board has been very supportive. Roll call vote: Ayes: Robert Adrian, Les Buza, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Bonnie Cornelius, Albert LaFleche, Gary Nowak. Motion carried, enthusiastically.

XV. Director's Report

1. Endowment Fund Grant Awards

Nena Sork noted there has not been a big request for grant funds due to COVID-19 limitations during this period. There was one request for bicycle repair during this time.

2. Director Report

Nena Sork reports this continues to be a busy time. She has attended the HSCC meetings in Alcona and Presque Isle counties. Nena Sork reported on recruiting efforts for a new psychiatrist who will be graduating in 2022 looking to return to the area. She noted she attended a webinar on the new National Suicide Prevention Hotline. She notes September focuses on suicide and we are working with Partners in Prevention on various items.

Management Team met on Monday and approved several items to purchase in this year. She noted the Board had authorized the purchase of many items before the end of the fiscal year. She reports we plan to spend about \$205,000 for new servers, which will allow for a back up of our data in the Hillman office to ensure if we had a crash or disaster in Alpena we would have good back up within our organization. She reported a new HR Software package was identified and hopefully the contract will be available for the Board at the September meeting. Nena Sork reported vehicles were purchased in advance and a couple of the vehicles have all-wheel drive to allow for easier access in the winter weather.

Nena Sork reported we are requesting \$40,000 General Fund dollars through a Section 236 transfer from one of our partner Boards to assure we are in the positive at fiscal yearend. This would possible allow for a carryforward for next year if we squeeze by with our allocation. This request must be submitted by Monday, August 17th.

Nena Sork reported the door locking system will be upgraded to new software. New fax and copiers were also requisitioned. Nena Sork reported the reinvestment committee is looking to provide staff with a percentage lump sum award as there may not be dollars in the budget next year for raises, etc.

XVI. Information and/or Comments from the Public

There was no information or comments presented.

XVII. Information and/or Comments for the Good of the Board

Eric Lawson informed Board members the CMHA Board has requested their email address as a means to communicate with them directly. If you wish to allow them access to your email, please let Diane Hayka know and she will forward that information on to CMHA. Pat Przeslawski noted this meeting went relatively well considering we are split in attendance.

XVIII. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, September 10, 2020 at 3:00 p.m.

1. Set September Agenda

The September agenda items were reviewed.

XIX. Evaluation of Meeting

Terry Larson reported this meeting started on time. This is a great Board and has good staff. Board members are lucky in this respect.

XX. Adjournment

Moved by Pat Przeslawski, supported by Gary Wnuk, to adjourn the meeting. Motion carried.
This meeting adjourned at 4:05 p.m.

*[Electronically signed by Bonnie Cornelius on 9/10/20
Bonnie Cornelius, Secretary*

[Signed by Eric Lawson on 9/10/2020]
Eric Lawson, Chair

Diane Hayka
Recorder