

**Northeast Michigan Community Mental Health Authority Board
Board Meeting – December 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: Bob Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Dana Labar, Eric Lawson, Kara Bauer LeMonds, Lloyd Peltier
Absent: Judy Jones (Excused), Gary Nowak (Excused), Terry Small (Excused)
Staff & Guests: Dennis Bannon, Connie Cadarette, Mary Crittenden, Rebekah Duhaime, Cheryl Kuch (via Teams), Nena Sork, Jen Walburn

- III. **Pledge of Allegiance**
Attendees recited the Pledge of Allegiance as a group.

- IV. **Appointment of Evaluator**
Dana Labar 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 Lester Buza, supported by Charlotte Helman, to approve the minutes of the November 14, 2024, Board meeting, as presented. Motion carried.

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

- IX. **Rehmann: Staff Survey 2024 Results with Cheryl Kuch**
Cheryl Kuch joined the meeting via Microsoft Teams. She has been the survey administrator for both Rehmann staff surveys the Agency has completed. The overall response rate on the survey fell from 66% in 2023 to 47% in 2024. The survey measures employee engagement, which Cheryl defined as employees feeling passionate about their jobs and being committed to their organization. There are three levels of employee engagement: engaged, not engaged, and actively disengaged. The Agency did see positive trends in that the engaged rate increased and the actively disengaged rate decreased. Cheryl shared the Staff Needs Pyramid, which starts at basic needs, then to management support, to teamwork, and finally to growth. The Agency ranks in the percentiles of 38th, 26th, 23rd, and 25th respectively. Staff answered the Gallup Q12 survey questions and seven Agency-specific questions, as well as four optional open-ended questions. Cheryl briefly reviewed the Agency's mean scores for each of the 12 questions. Cheryl ended the presentation with a review of some of the themes from staff comments.

Kara Bauer LeMonds entered the meeting at 3:21 p.m.

- X. **Educational Session: Annual Compliance Report & Training with Jen Walburn**
Jen Walburn presented Compliance and Ethics Training for 2024. She reviewed Medicaid program

administration for behavioral health; compliance; fraud, waste, and abuse; laws (including the Federal False Claims Act); privacy and confidentiality of behavioral health records; HIPAA; and retaliation. Jen also reviewed the 2024 Annual Compliance Report with Board members. The Agency had 11 audits/reviews, 1 provider disenrollment, 3 contract terminations, 20 complaints (12 internal, 4 external, 2 Office of Inspector General, and 2 HIPAA), and 20 investigations (resulting in 3 terminations, 5 trainings/provided education, 2 documented counseling, and 2 failed background checks resulting in termination).

XI. December Monitoring Reports

1. Ends 04-001

The Board received this monitoring report as a handout and reviewed it in the meeting.

2. Grants or Contracts 01-001

Nena reported all CMHSPs in the NMRE utilize the same contract template for consistency across the region.

Moved by Lloyd Peltier, supported by Charlotte Helman, to approve the December Monitoring Reports.

Motion carried.

XII. Board Policies Review

1. Grants or Contracts 01-011

The Board reviewed the policy and Eric ensured Board members were still comfortable with him approving contracts that have time constraints requiring a decision before the next full Board meeting. The Board was still in agreement with this procedure.

2. Board Member Recognition 02-011

No revisions were found necessary, and the Board felt they were still following the policy appropriately.

3. Board Member Orientation 02-015

Nena noted that a couple of the trainings are only available at in-person conferences, which can be exclusionary for those who may not be able to attend.

4. Staff Treatment 01-003

The suggested revision of adding “Fail to provide equal employment opportunities to all employees and applicants for employment and may not...” was approved by the Board.

Moved by Bonnie Cornelius, supported by Lynnette Grzeskowiak, to approve the revision to the Staff Treatment Policy. Motion carried.

XIII. Operations Report

Mary Crittenden reported on operations for the month of November. There were 56 routine requests for services and 1 urgent request. There are 51 individuals living in Agency-operated residential homes. Of the individuals living in other contracted residential services, 39 are from the I/DD population and 32 are from the MI population. Overall, the Agency served 1,006 unduplicated individuals in November.

XIV. Board Chair’s Report

1. Review Board Bylaws

The Board reviewed their bylaws section by section. A revision will be brought to the Board at the January meeting to update Section 6 – Materials to be Furnished to Board Members. Since half of the current Board members receive an electronic packet, and not a physical one in the mail, the section requires updating.

2. BoardWorks

Rebekah Duhaime prepared folders with available BoardWorks 2.0 handouts and evaluations for Board

members. Six folders were ready for today's meeting and the other six will be distributed at the January meeting. The CMHA will be transferring the responsibility of tracking BoardWorks to the individuals CMHSPs.

XV. Executive Director's Report

Nena reported on her activities for the last month, including her usual committees and boards. She attended the Presque Isle County Commissioners' meeting to present the Agency's annual report. She informed the Board there will be some big things happening at next week's NMRE Board meeting, which she will keep them apprised of. Dr. Hoffman is stepping down as medical director but will be staying with the organization as the child psychiatrist. CARF will be coming in early summer to do their three-year review. The general funds committee continues to meet multiple times a week to review those cases utilizing general funds for services. Dennis Bannon, IS Director, will be retiring on January 2. A new Board member was appointed to fill Judy Jones' seat when her time expires on March 31, 2025.

Dennis reviewed some specifics of the servers/server backup systems the Agency has in place, as well as some of its email security measures. He informed the Board the most information that would be lost if the main servers went down would be one hour's worth. Board members expressed confidence in the security measures in place.

Les Buza left the meeting at 4:59 p.m.

XVI. Information and/or Comments from the Public

None were presented.

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

None were presented.

XVIII. Next Meeting

The next meeting of the NeMCMHA Board is scheduled for Thursday, January 9 at 3:00 p.m.

1. January Agenda Items

The proposed January agenda items were reviewed.

Lloyd stated it has been a great year, and he has learned a lot. He thanked the Board for making him a better Board member, Charlotte for being a loyal representative of Montmorency County, and the staff for supporting the Board and making their job easier.

XIX. Meeting Evaluation

Dana reported everyone was prepared and on task. He appreciated the respect everyone showed in listening to others. He feels acronyms continue to be heavily used and often without explanation.

XX. Adjournment

Moved by Charlotte Helman, supported by Lloyd Peltier, to adjourn the meeting. Motion carried. This meeting adjourned at 5:07 p.m.

[signed by Bonnie Cornelius January 9, 2025]
Bonnie Cornelius, Secretary

Rebekah Duhaime
Recorder

[signed by Eric Lawson January 9, 2025]
Eric Lawson, Chair