

**Northeast Michigan Community Mental Health Authority (NeMCMHA) Board
Board Meeting
August 11, 2022**

I. Call to Order

Secretary Bonnie Cornelius called the meeting to order in the Board Room at 3:00 p.m.

II. Roll Call and Determination of a Quorum

Present: Geyer Balog, Les Buza, Bonnie Cornelius, Judy Jones, Terry Larson, Gary Nowak, Pat Przeslawski, Terry Small

Absent: Bob Adrian (Excused), Lynnette Grzeskowiak (Excused), Eric Lawson (Excused)

Staff & Guests: Lisa Anderson, Carolyn Bruning, Connie Cadarette, Mary Crittenden, Lynne Fredlund, Diane Hayka, Ruth Hewett, Robert Keyes, Elizabeth Kowalski, Larry Patterson, Nena Sork, Jen Whyte

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Acknowledgement of Conflict of Interest

No conflicts were identified.

V. Appointment of Evaluator

Geyer Balog was appointed as evaluator for this meeting.

VI. Information and/or Comments from the Public

There were no comments presented.

VII. Approval of Minutes

Moved by Gary Nowak, supported by Judy Jones, to approve the minutes of the July 14, 2022 meeting as presented. Motion carried.

VIII. Recipient Rights – Educational Session

Ruth Hewett provided an educational session on Recipient Rights, which staff will also review during annual staff training. Ruth introduced the two new members of the Recipient Rights Office, Elizabeth Kowalski and Robert Keyes. Robert stated he comes from a law enforcement and military background, and has been doing rural ministry for 15 years. Elizabeth lives in Presque Isle and previously worked as a case manager for home and community-based services and FEMA in Washington State.

Every year staff receive a training refresher on definitions and examples of abuse and neglect. Ruth covered mandatory reporting, which staff are trained on at the time of hire and annually thereafter. Ruth stated the Recipient Rights Office reports to CPS, APS, and AFC licensing. Ruth discussed Consumer's Rights, including confidentiality rules, dignity, and respect for individuals and their families. Lynne Fredlund stated the Agency ranks 98% on dignity and respect on the consumer survey.

The Recipient Rights Office is divided into four pieces: consultation, guided by the Mental Health Code; training, initial and annual; monitoring, visits to directly operated and contractual sites every 12 months; and investigations.

IX. Consent Agenda

1. Rite Aid Hdqtrs. Corp.

Rite Aid will be providing flu shots for eligible staff members at a cost of \$32.00 per vaccine.

Moved by Gary Nowak, supported by Geyer Balog, to approve the August Consent Agenda as presented. Roll call: Ayes: Geyer Balog, Les Buza, Bonnie Cornelius, Judy Jones, Terry Larson, Gary

Nowak, Pat Przeslawski, Terry Small; Nays: None; Absent: Bob Adrian, Lynnette Grzeskowiak, Eric Lawson. Motion carried.

X. August Monitoring Reports

1. Treatment of Individuals Served 01-002

Board members reviewed the Recipient Rights Advisory Committee minutes from their July 27, 2022 meeting, as well as the Quarterly Recipient Rights Activity Report.

2. Staff Treatment 01-003

Board members received and reviewed an updated Turnover by Department report at the meeting.

3. Budgeting 01-004

Connie Cadarette reviewed the Statement of Revenue, Expenses and Change in Net Position as of June 30, 2022, with 75% of the year elapsed. Connie stated the incentive payment will be placed on its own line item next month, as it is currently on the Interest and Other Revenue line creating a large variance. Medicaid and Healthy Michigan are both currently underspent and these funds would go back to the NMRE if not spent. The current amount of General Funds that can be carried forward to FY23 is \$41,333 with \$346,161 lapsing to MDHHS. The large amount is due to Medicaid spenddowns currently not having to be paid.

Larry Patterson reported on line items with negative variances on the Statement of Revenue, Expenses and Change in Net Position. The recently passed budget amendment saw dollars allocated for line items with negative variances. Larry will keep monitoring the line items and they should start trending down.

4. Financial Condition 01-005

Connie reviewed the Statement of Net Position as of June 30, 2022. NeMCMHA currently sits at a value of \$6,192,015. The new statement is broken down by assets and liabilities, and shows the current days of cash to be 36.

Moved by Pat Przeslawski, supported by Gary Nowak, to approve the August Monitoring Reports as presented. Motion carried.

XI. Board Policies Review and Self-Evaluation

1. Chairperson's Role 02-004

The Board reviewed the Chairperson's Role Policy. Pat Przeslawski stated the last time the Board reviewed this policy no revisions were suggested and it still looks good.

2. Board Member Per Diem 02-009

The Board reviewed the Board Member Per Diem Policy, which was recently revised at the June Board Policy Workshop. No additional revisions were recommended.

3. Board Self-Evaluation 02-012

Pat stated she feels the Board is highly successful in many areas, with some room for improvement.

XII. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. July 27, 2022 Meeting

The Board received the July NMRE Board minutes at the meeting. Gary Nowak stated they voted on allocating liquor tax money. Gary and Terry Larson discussed the limited use of liquor tax money, and that there is a large amount of money going unspent. Terry stated the money has to go to organizations that are licensed to treat or prevent substance abuse. Board members discussed whether organizations know the money is available or if they aren't sure how they can

use the funds. Terry explained that for every liquor sale, a part of the collected tax goes to fund substance abuse treatment for that county, and any unused portion goes to the NMRE.

Gary stated Northern Lakes Community Mental Health Authority is still having problems. The NMRE held a special meeting on August 9, during which they drafted a letter stating their desire to assist them.

Nena Sork stated discussion of new appointments for the NMRE Board, SUD Board, and Vice Chair will take place in September. If an Executive Committee meeting is needed, a temporary Vice Chair will be appointed.

2. Advisory Council

- a. The August 8, 2022 Advisory Council meeting was cancelled.

XIII. Operations Report

Mary Crittenden reviewed the services provided by staff for the month ending July 31, 2022. Older Adult Services served 127 individuals and I/DD served 197 individuals. Mary shared two individuals have successfully been discharged from state hospitals and they are actively working on discharging a third. Peer Support served 45 individuals and a total of 974 individuals were served by NeMCMHA in July.

XIV. Chair's Report

1. Begin Board Self-Evaluation

Board members returned their completed self-evaluation forms. The data will be compiled and presented at the September Board meeting.

2. Executive Director's Evaluation

Board members had no questions or concerns on the monitoring reports provided by NeMCMHA for their review of the Executive Director's performance. Board members were in agreement that Nena is performing her duties effectively.

Moved by Pat Przeslawski, supported by Gary Nowak, to approve the Executive Director's Evaluation. Motion Carried.

XV. Director's Report

1. Director's Update

During the week of July 18, Nena Sork attended the NMRE OPS meeting, met with a leadership consultant, and attended an advocacy meeting with the NMRE. She attended the CMHA Directors' Forum in Lansing and the Presque Isle County Commissioners meeting the week of July 25, and she attended the NMORC prevention/workforce meeting on August 1. During the week of August 8, she attended the NMRE Finance Committee meeting and the NMORC Board meeting.

Nena stated CARF is scheduled to complete their virtual survey August 24 – 26. They will be interviewing Board members at 10:00 a.m. on Wednesday, August 24.

The agency is currently lapsing \$700,000. Nena would like to complete a few projects to update and renovate landscaping and the parking lot at the main office. The agency received a quote of \$28,000 from PRATTscape to remove the Jack Pine trees and plant new trees and shrubs. The project could be completed by the end of the fiscal year. Resurfacing the parking lot will cost approximately \$150,000. Nena suggested this project move forward while the extra funds are available. The server room at the main office lost an a/c unit in the spring. The cost to replace the unit is \$30,000 and it would take 27 weeks for the equipment to come in.

Last year, the Board approved a deferred compensation plan contribution for staff. Nena would like to do the same for the August 25 paycheck. The contribution would be \$1,000 for full-time staff and \$500 for part-time. The total would be \$459,000, and there would still be \$300,000 lapsing.

Gary proposed full-time and part-time staff receive the same contribution of \$1,000. Board members discussed the option, but most were in favor of keeping the separate amounts.

Moved by Terry Small, supported by Judy Jones, to approve deferred compensation plan payments for staff at a rate of \$1,000 for full-time and \$500 for part-time. Roll call: Ayes: Geyer Balog, Les Buza, Bonnie Cornelius, Judy Jones, Terry Larson, Pat Przeslawski, Terry Small; Nays: Gary Nowak; Absent: Bob Adrian, Lynnette Grzeskowiak, Eric Lawson. Motion carried.

Nena stated sometime in the next three weeks she will have to sign the contract with MDHHS via EGrAMS. General Funds will be seeing an increase of \$100,508. The staff picnic and annual staff training will be happening on Wednesday, August 17 at the Fletcher Street office from 11 a.m. – 5:00 p.m. Offices will be closing at noon. Nena stated Board members are welcome to attend. Employee Recognition will be on Tuesday, August 16. Staff who have achieved milestone years of service will receive recognition. Board members are also welcome to attend employee recognition. The last two years, the agency has sponsored the Feed the Need – Alpena August food truck. NeMCMHA was told they wouldn't need to sponsor in 2022, as many other organizations wanted a chance to do so. However, they called last week and asked NeMCMHA to once again sponsor the August food truck and the agency readily agreed to sponsor and provide volunteers.

Nena led a moment of silence in honor of Roger Frye, who passed away on July 27.

2. Endowment Fund Grant Awards

Nena stated items covered by the Community Foundation of Northeast Michigan Endowment Fund are not covered by other resources. A grant was awarded to purchase display and cash boxes to update and expand an individual's micro-enterprise.

XVI. Information and/or Comments from the Public

None at this time.

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

Pat stated she was recently in attendance at an assessment with staff member, Christie Bruski. Pat stated she had a great personality and a good sense of humor, and handled a difficult assessment environment very well. Pat feels those who work for NeMCMHA are willing to go the extra mile for the individuals they serve.

Diane Hayka stated this was her last Board meeting with the agency. Diane has been the only supporting secretary for all current Board members. She said the agency has come a long way over the years, and it has been very rewarding work. Nena stated she couldn't have done everything she's accomplished without Diane. Diane stuck with Nena in the office when all other staff members were sent home during COVID-19. Nena appreciates Diane's loyalty and commitment to the agency. Pat stated Diane was the most efficient and best secretary she's ever seen. Board members thanked Diane for her many years of service.

XVIII. Next Meeting

The next regularly scheduled meeting of the Northeast Michigan Community Mental Health Authority Board will be held Thursday, September 8, 2022 at 3:00 p.m.

1. Set September Agenda

The proposed September agenda items were reviewed.

2. Meeting Evaluation

Geyer Balog stated the meeting started on time and he enjoyed the Recipient Rights educational session as the information was new to him. Geyer stated the majority of the Board participated and it was a good meeting.

XIX. Adjournment

Moved by Les Buza, supported by Terry Small, to adjourn the meeting. Motion carried. This meeting adjourned at 4:11 p.m.

[Signed by Bonnie Cornelius on 10-10-2022] _____
Bonnie Cornelius, Secretary

[Signed by Eric Lawson on 09-08-2022] _____
Eric Lawson, Chair

Rebekah Duhaime
Recorder