

**Northeast Michigan Community Mental Health Authority (NeMCMHA) Board
Board Meeting
November 10, 2022**

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: Robert Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Lloyd Peltier (arrived at 3:07 p.m.), Pat Przeslawski, Terry Small

Staff & Guests: Carolyn Bruning, Connie Cadarette, Erin Fletcher, Ruth Hewett, Larry Patterson, Nena Sork, Stephanie Szatkowski, 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 for this meeting.

V. Acknowledgement of Conflict of Interest

No conflicts of interest were acknowledged.

VI. Information and/or Comments from the Public

No information or comments were presented.

VII. Approval of Minutes

Terry Larson's county was corrected to Presque Isle in the Nomination Committee section.

Moved by Terry Larson, supported by Gary Nowak, to approve the minutes of the October 13, 2022 meeting, with the aforementioned revision. Motion carried.

VIII. Educational Session – Compliance Report

Jen Walburn presented the annual Compliance Training and Report, which she has to attest to the Office of the Inspector General has been disseminated appropriately. She reviewed the seven elements of compliance and Board member responsibilities and oversight.

Lloyd Peltier joined the meeting at 3:07 p.m.

Compliance is the conduct and integrity of the organization, which pertains to fraud, waste, and abuse. Board conduct is included in compliance, among HIPAA and the Michigan Mental Health Code, etc. Staff are trained to follow the rules of compliance in an attempt to avoid any breaches. There were two internal breaches in the past year. The Deficit Reduction Act, Federal False Claims Act, whistleblower provisions, and documentation requirements per the Medicaid Provider Manual were discussed.

Jen reviewed compliance reporting requirements and which audits/reviews took place in FY22. There were five provider disenrollments/contract terminations, nine internal compliance complaints, five external/contract provider complaints, two external corrective action plans, and five internal corrective action plans. Jen covered the items that are checked during Medicaid Verification, including correct units being reported and that services are authorized in the individual's plan of service. She reported that 75% of CMHSPs use the same software, PCE, internally known as Majestic. Nena stated the Agency meets with PCE twice a month to go over enhancements.

IX. November Monitoring Reports

1. Treatment of Individuals Served 01-002

The October Recipient Rights Advisory Committee minutes were included in the Board packet. Gary Nowak questioned whether the committee had enough members present to have a quorum; however, no motions were passed at the meeting, so it wouldn't have been an issue. The schedule for the Recipient Rights Advisory Committee meetings has been changed, and Eric Lawson expressed interest in attending the next

meeting. Gary stated an alternative Board member should be assigned to the Recipient Rights Advisory Committee, and it was suggested Eric appoint himself to the role. Charlotte Helman inquired about the line item for Incident Reports – Medication Other on the Quarterly Recipient Rights Activity Report. Ruth Hewett was brought into the meeting to address the question, and stated the Medication Other Incident Reports include medication refusals or medication forgotten by the individual, and they aren't just showing staff medication errors. Eric reiterated that a quorum is 50% plus one, and would like to ensure all policies correctly reflect such.

2. Ends 04-001

The Ends Monitoring Report was provided as a handout and included updated numbers for all Sub-Ends. Nena stated the services for children Sub-End is low due to still being very short-staffed. She is pleased with the amount of services being provided in the home, as relationships with families are better when services take place in the home, which allows staff to support the whole family, not just the child. Nena reported that a full-time CLS worker was just hired for the BHH program, which will allow them to take on more referrals.

Connie Cadarette reported on the financial Sub-Ends with soft close numbers. Agency-wide revenues exceed Agency-wide expenses by \$401,732, which are local funds that can be kept. Medicaid funds are overspent by \$845,961 and Healthy Michigan funds were underspent by \$708,274. This produced a negative amount due from the NMRE of \$137,687. Last year the Agency returned over \$2 million to the NMRE. The NMRE is fully funded and will be sending revenue back to the State, so they will be able to supplement the amount due.

Gary reported on budget discussions from the NMRE Board meeting, as their reporting to the Board shows NeMCMHA as being \$1 million overspent on direct care wages. Nena explained the NMRE doesn't know exactly how much funds each CMHSP will need, so they spread the money out across the all of them. Whatever isn't used goes back to the NMRE and they pay it back to the State. Though it shows the Agency as being \$1 million over budget, it is due to how the money is spread out among the five CMHSPs and the Agency does not owe the negative funds showing.

Moved by Les Buza, supported by Gary Nowak, to approve the November Monitoring Reports as presented. Motion carried.

X. Board Policies Review

1. Treatment of Individuals Served 01-002

Eric stated the policy was last updated in 2019 to accurately reflect the Executive Director's title.

2. Staff Treatment 01-003

Eric reported this policy was also last updated to correct the Executive Director's title.

3. Ends 04-001

Eric stated the Ends Policy was recently finalized to show the updated Ends that were just discussed.

XI. Linkage Reports

1. NMRE – October 26 Board Meeting

Eric spoke with Deanna Yockey regarding the NMRE's administrative overhead, which he thinks is excellent at only about 2% of their budget. Terry Larson stated he is disappointed with the lack of use of the funds the SUD Board has available, which are from liquor taxes. A portion of the tax money stays in the county, but a good amount goes to the NMRE. Terry reported there is still a significant amount of money in the account. Terry would like the NMRE to be more aggressive with its advertising of what funds are available and what they can be used for. The Sunrise Center, Catholic Human Services, and Alcona Health Center all use the funds for substance abuse prevention. Terry would like the county commissioners in attendance to discuss the funds with their fellow commissioners. Robert Adrian stated most of Alpena's funds go to Catholic Human Services, but as soon as they give the funds out, more money is coming right back in. Nena reported on the funds all four counties have available: Alcona \$83,133, Alpena \$265,468, Montmorency \$61,123, and Presque Isle \$98,534.

2. CMHA – Fall Conference Report

Gary, Bonnie, and Judy Jones stated the keynote speakers at the conference were amazing. Bonnie recommended all new Board members attend a CMHA conference.

XII. Operations Report

Erin Fletcher provided the Board with a review of the October Operations Report. There was an increase in services provided, with 72 access screens completed in October. The prior monthly average was 55. There were 67 hospital prescreens, of which 27 went inpatient. Peer support services have increased over the year, with 51 individuals served in October and a monthly average of 41. In October, 1,111 unduplicated individuals were served.

XIII. Nomination Committee Report

Pat reported the Nomination Committee reviewed the letters to the County Commissioners and decided everything was copacetic. Eric has reviewed and signed the letters.

XIV. Chair's Report

1. Strategic Plan

Eric called the Board's attention to the handout of the official Strategic Plan for 2022 – 2023, which is the culmination of the work over the past year.

XV. Executive Director's Report

Nena reported on her activities for the last month. During the week of October 17, she finished contract meetings, was involved in an Administrative Hearing, and attended the NMRE Operations Committee. Nena attended the CMHA Fall Conference the following week, as well as the NMRE Board meeting, and the Medication Take Back Event. She would like to have one of the keynote speakers from the CMHA conference come and present to the community. The amount of medication turned in at the Take Back Events has steadily decreased, so the community may have worked its way out of the problem. The Agency has been approved to have a medication drop box onsite, but there are a few details to be worked out before it is installed. During the week of October 31, Management Team held two supervisor trainings, which received positive feedback. Nena attended the launch of the ACC/Western Michigan University collaborative social work programs, and the Agency hosted a well-attended training at the college on Benefits to Work, which covers those who want to work while receiving Medicaid benefits. The Agency is also working with ACC on a collaborative program for NeMCMHA staff, which will allow them to receive college credits while working and taking additional training courses. The hope is that between Thanksgiving and the New Year the Agency will be running 400 ads on WBKB. One ad will be about jobs and one will be testimonies about the organization. During the week of November 7, Nena attended the NMORC Prevention/Workforce meeting and the NMRE Finance meeting.

XVI. Information and/or Comments from the Public

There were no additional comments.

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

Eric wished Carolyn Bruning a happy birthday. Gary wished everyone a Happy Thanksgiving.

XVIII. Next Meeting

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

1. Set December Agenda

The proposed December agenda items were reviewed.

2. Meeting Evaluation

Bonnie stated the meeting started on time, the reports were great, and the majority of the Board participated. She really enjoyed the meeting and feels everyone is here because it matters.

XIX. Adjournment

Moved by Judy Jones, supported by Lynnette Grzeskowiak, to adjourn the meeting. Motion carried. This meeting adjourned at 4:26 p.m.

[Signed by Bonnie Cornelius on 12-09-22] _____
Bonnie Cornelius, Secretary

[Signed by Eric Lawson on 12-09-22] _____
Eric Lawson, Chair

Rebekah Duhaime
Recorder