

Northeast Michigan Community Mental Health Authority Board

Board Meeting

February 14, 2019

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: Bonnie Cornelius, Steve Dean, Roger Frye, Judy Hutchins, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski

Absent: Lester Buza (excused), Judy Jones

Staff & Guests: Lisa Anderson, Carolyn Bruning, LeeAnn Bushey, Lynne Fredlund, Cheryl Jaworowski, Ruth Hewett, Dayna Barbeau, Mary Jameson, Dennis Bannon, Margie Hale-Manley, Peggy Yachasz, Jen Whyte, Nena Sork, Cathy Meske, Mark Hunter, Susan Root

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Gary Nowak appointed Albert LaFleche as evaluator for this meeting.

V. Acknowledgement of Conflict of Interest

No conflicts were identified.

VI. Information and/or Comments from the Public

There were no comments presented.

VII. Approval of Minutes

Moved by Steve Dean, supported by Bonnie Cornelius, to approve the minutes of the January 10, 2019 meeting as presented. Motion carried.

VIII. Educational Session – Special Presentation

Gary Nowak reported Eric Lawson has agreed to provide the Board with a musical program with a history of music. A Valentine's song was his lead off which he wrote. He reported this piece he calls the Nocturne. He reports he feels music is really about thinking.



The second piece was also one he had written. This was written for a meditation on the event of the great tsunami.

He ends with how to use music to get to those who have difficulty in communicating due to a disability or other issues. Music is soothing. Music is healing.

IX. Consent Agenda

1. Grants and/or Contract

- a. District Health Department #4**
- b. Blue Cross Blue Shield Renewal**

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

Cathy Meske noted the Blue Cross Blue Shield renewal was a time sensitive document and the document needed to be signed by DocuSign with an electronic signature.

X. February Monitoring Reports

1. Treatment of Consumers 01-002

Ruth Hewett reported the newly revised Recipient Rights Orientation Training packet was included in the monitoring report. Pat Przeslawski suggests all Board members read this training packet through. Ruth Hewett reports there is a four-hour class offered and Board members are welcome to attend. Ruth Hewett will also be doing an overview of the Rights System at the April Board meeting.

2. Staff Treatment 01-003

The turnover report was reviewed. Lisa Anderson reported internal turnover is 25% which includes all movement between departments which is not always a bad thing. The Agency overall turnover rate was at 20% compared to the most recent national turnover rate from 2017 of 33.2%.

3. Budgeting 01-004

a. Final FY18

Cheryl Jaworowski reports the financial/compliance audit was conducted last week. The financial audit is "clean" and will be presented at the March meeting. There are a couple of compliance issues being worked on.

She reviewed the final Statement of Revenue and Expense for FY18 ending September 30, 2018. She reports the dollar amounts are based on actual payments received. She notes there was actually an \$800,000+ Medicaid savings in last fiscal year.

She reports overall, the Agency ended the fiscal year in the black with \$26,404.

4. Financial Condition 01-005

a. Final FY18

Cheryl Jaworowski reviewed the final Balance Sheet for fiscal year ending September 30, 2018. Next month a full report from the auditors will be presented. She will also have the first quarter for FY19 Financial Condition report.

3. Budgeting 01-004

b. November 2018

Cheryl Jaworowski reviewed the Statement of Revenue and Expense for month ending November 30, 2018.

Gary Nowak inquired as to what amount of write-off for accounts receivable total. Cheryl Jaworowski noted it was about \$45,000.

c. **December 2018**

Due to time constraints, this report will be presented at the March Board meeting.

4. **Financial Condition 01-005**

b. **1st Quarter FY19**

Due to time constraints, this report will be presented at the March Board meeting.

5. **Asset Protection 01-007**

This monitoring report is reported as part of the Audit presentation, which will be conducted at the March Board meeting.

Moved by Eric Lawson, supported by Pat Przeslawski, to accept the February monitoring reports as presented. Motion carried.

XI. **Board Policy Review and Self Evaluation**

1. **Asset Protection 01-007**

Board members reviewed the policy. There were no recommended revisions or any further discussion on this policy.

2. **Board Committee Principles 02-005**

Board members reviewed the policy. Eric Lawson inquired as to whether there should be any reference to the Executive Committee. The By-Laws provide the role of the Executive Committee. This policy addresses the general principles of any committee.

3. **Delegation to the Executive Director 03-002**

Board members reviewed the policy and noted the policy needs no revision.

XII. **Linkage Reports**

1. **Northern Michigan Regional Entity (NMRE)**

a. **Board Meeting January 24, 2019**

Gary Nowak reported the NMRE has moved to their new location in Gaylord. Weather was an issue in getting to the January meeting.

Cathy Meske reported the PMPM was a discussion item. Several grants were received specifically related to substance abuse. She reported the enrollment of the Opioid Health Home was also discussed along with issues in receiving payment. Gary Nowak inquired as to whether Presque Isle County has ever received any of the liquor tax dollars. Terry Larson noted Catholic Human Services requests grant dollars from the county and the dollars from liquor tax are forwarded on to them. He notes the dollars must be awarded to a licensed agency providing substance use services.

2. **Consumer Advisory Council**

The minutes from the Advisory Council's December meeting were included in the mailing and the draft minutes from the February meeting were distributed today. Cathy Meske reported the Council reviewed the Operations Report and questioned the case management data. She reported the Agency is looking at individuals who leave case management services and then return at a later date trying to determine the various reasons for this.

Gary Nowak reported Ruth Hewett provided the Advisory Council members with an overview of the Recipient Rights program.

XIII. Operation's Report

Nena Sork reviewed the Operation's Report for month ending January 31, 2019. The average length of face-to-face time is running from 31 min. to 54 min. per encounter. Nena Sork reviewed the hospital pre-screens. She reported January 1 a new after-hours crisis provider was engaged and the crisis calls are being received by a master's level clinician. Due to this, there were a few less admissions resulting in a cost savings of inpatient charges.

Nena also reported myStrength training for staff began in January 15th. She reports 190 have already registered. In April, we will be able to get a report to determine how many enrollees have signed up for this application by county.

XIV. Chair's Report

1. Board Member Recognition in March

Gary Nowak reported Board Member recognition will be held at the March Board meeting.

2. Selection Committee

The Selection Committee was scheduled for Wednesday but due to weather has been postponed to Monday, February 18th at 1:00 p.m.

3. Public Hearing

Gary Nowak stressed the importance of Board members making an effort to attend the Public Hearing scheduled for Monday, February 25th at 4:00 p.m. – 6:00 p.m.

XV. Director's Report

1. Director Report Summary

Cathy Meske reported she attended the strategic planning session at the Northern Michigan Opioid Response Coalition. She reported it is very important to continue some type of community mental health presence at the tables in this group.

Cathy Meske also met with Sue Allor in mid-January and she indicated the state may be looking at developing a long-term care hospital in Traverse City. They are considering the Traverse City area due to resources available including staffing.

Cathy Meske reports staff luncheons were held – one to bid Dr. Arora farewell along with Maggie McGee RN and one to welcome our new doctor, Dr. Spurlock.

She reported she met with the Monday Night Activity program to address the GF shortage and reduction of some programming. She had suggested reducing the number of programs per month.

In follow up to the January Board meeting, Cathy Meske reported she and Lynne Fredlund worked together to draft a minor revision to Policy 02-008 – Board Members Code of Conduct. This policy was revised to include the word "Ethical" which will satisfy CARF's requirements about having Board members sign a document attesting to the Code of Ethics. This policy is on the perpetual calendar for next month for review, at which time signatures from Board members will be gathered.

Moved by Pat Przeslawski, supported by Judy Hutchins to approve the revision to Policy 02-008 – Board Members Ethical Code of Conduct. Motion carried.

2. Endowment Fund Grant Awards

Cathy Meske reports the Community Foundation group awarded grants for items to allow for a person to live independently and a bike to get a individual receiving services to work. Steve Dean

inquired as to how much is awarded overall for grants and whether there are a lot of requests. Cathy Meske noted the focus has changed slightly and initially there were many requests for security deposits on apartments and now we focus more on items that can enhance their lives.

3. QI Council Update

Lynne Fredlund reported the committees are working toward CARF conformance... Each of the Committees receive the CARF standards associated with their area in which they assure evidence will be easily identified when the CARF reviewers are on site looking for the evidence.

XVI. Information and/or Comments from the Public

Mark Hunter requested more information about the Public Hearing scheduled for Monday, February 25th. Cathy Meske reported this hearing seeks input from stakeholders to determine what the community perceives as needs related to mental health services. Surveys are sent out to community stakeholders such as the legal system, educational system, advocacy groups and others. In addition, the meeting is publicized in the area newspapers and the Agency's website as well as the Human Services Coordinating Council posting and sending out to their listserv members. This hearing is conducted every two years and was well attended two years ago.

XVII. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, March 14, 2019 at 3:00 p.m.

1. Set March Agenda

The March agenda items were reviewed. Diane Hayka reported the Nomination's Committee consisting of Bonnie Cornelius, Terry Larson, Steve Dean, and Albert LaFleche will need to meet just prior to the March meeting at 2:30 p.m. to discuss the Slate of Officers for presentation.

XVIII. Evaluation of Meeting

Albert LaFleche noted the meeting began on time. The educational program and listening to the music was very good. He believes everyone learned something from this meeting.

Pat Przeslawski inquired more on the format of the public hearing meeting. Cathy Meske requested all Board members attend.

XIX. Adjournment

Moved by Albert LaFleche, supported by Pat Przeslawski, to adjourn the meeting. Motion carried. This meeting adjourned at 4:15 p.m.

[signed by Bonnie Cornelius on 3/14/19]

Bonnie Cornelius, Secretary

[signed by Gary Nowak on 3/14/19]

Gary Nowak, Chair

Diane Hayka
Recorder