

Northeast Michigan Community Mental Health Authority Board

Board Meeting

December 13, 2018

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: Lester Buza, Steve Dean, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Gary Nowak, Pat Przeslawski

Absent: Bonnie Cornelius, Alan Fischer, Judy Hutchins, Eric Lawson (excused),

Staff & Guests: Lisa Anderson, Dennis Bannon, Carolyn Bruning, LeeAnn Bushey, Jackie Fitzgerald, Lynne Fredlund, Cathy Meske, Larry Patterson, Nena Sork, Jen Whyte @ 4:10 p.m.

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Gary Nowak appointed Steve Dean 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 Terry Larson, supported by Albert LaFleche, to approve the minutes of the November 8, 2018 minutes as presented. Motion carried.

Judy Hutchins arrived at 3:05 p.m.

VIII. Consent Agenda

1. **NEMROC Contract**

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

Alan Fischer arrived at 3:08 p.m.

IX. Educational Session – Special Presentation

Gary Nowak reported the special presentation scheduled for this meeting will have to be postponed due to a scheduling conflict.

Alan Fischer addressed the Board notifying them of his resignation. He has accepted a trustee position in his township which meets the same night and approximate time which prohibits attending both meetings. Alan Fischer reported this Agency was instrumental in his recovery many years ago

and he will continue to serve on the Consumer Advisory Council. Gary Nowak presented Mr. Fischer with a recognition certificate and thank you note from the Director and Board.

Alan Fischer left the meeting 3:12 p.m.

X. December Monitoring Reports

1. Budgeting 01-004

The monitoring report for month ending October 31, 2018 was distributed. Larry Patterson provided an update to the financial statement. He reported the revenues and expenses noting the month ended in a deficit of \$52,816. He notes some incentives have not been received as yet so this could be a timing issue. Larry reviewed the line items with negative variances. He reported the Medicaid funds and General funds are over spent and the Healthy Michigan funds are underspent.

2. Financial Condition 01-005

The Endowment Fund financial report was not available at the November meeting and was included in the mailing to complete the Financial Condition monitoring report from November. Cathy Meske noted two other community mental health boards had reached out to her to determine how the endowment fund was established as they are interested in also setting up a fund like this.

3. Grants or Contracts 01-011

Board members reviewed the monitoring report and had no comments.

Moved by Lester Buza, supported by Roger Frye, to accept the December monitoring reports as presented. Motion carried.

XI. Board Policy Review and Self Evaluation

1. Grants or Contracts 01-011

Board members reviewed the policy. Gary Nowak questioned if the limitation on the contract total of \$25,000 was still a good criteria. Cathy Meske indicated she was comfortable with that limitation. No revisions were necessary for this policy.

2. Board Member Recognition 02-011

Board members had no suggestion revisions to this policy. One Board member did comment about providing a monetary award for the various milestones. This policy mirrors that of the staff recognition policy.

3. Board Member Orientation 02-015

Board members reviewed the policy. Cathy Meske reported Lynne Fredlund and she discussed the importance of orientation for new Board members in policy governance earlier today. This Board will have two new Board members begin in April and Lynne Fredlund will assist in the orientation process.

XII. Linkage Reports

1. CMHAM

a. World Class Public Mental Health System in Michigan

Cathy Meske noted this publication was developed by the Board Association and feels this was done very well and contains good information. She obtained additional copies and Carolyn Bruning will be taking them to the various HSCC meetings. Steve Dean noted this document does contain good information however the funding also needs to be provided to assure those programs can be maintained.

b. How we are Funded

Cathy Meske reported this document was updated from one shared previously. This document also contains some interesting facts.

2. Northern Michigan Regional Entity (NMRE)

a. Board Meeting December 12, 2018

The minutes from this meeting were not available at the time of the meeting. Cathy Meske noted NMRE reports there will be a carry forward; however, not as great as anticipated. She reports there is talk about geographic considerations when addressing funding which should resolve some of those boards finding themselves in the risk corridor. She reported Eric Kurtz's, NMRE CEO, contract was renewed. A contract was also approved for MCG (Parity Software vendor).

Cathy Meske reported the Opioid Health Home which began on October 1, 2018 has about 150 individuals enrolled.

Cathy Meske reported the Board Association has requested support of the 298 pilots and this PIHP may oppose that stance. She reports more information will follow and be shared with the Board.

Cathy Meske notes the next three years will be very important to keep abreast of changes at the state level.

b. Board Meeting October 24, 2018

The minutes of this meeting were included in the mailing.

3. Consumer Advisory Council

Cathy Meske reported she presented on the Opioid Health Home overview and discussed the Operation's Report to the Council. Council members were very interested in the Operation's Report and have requested to continue receiving that report. Cathy Meske requested solicitation for Council members as there are two vacancies.

XIII. Operation's Report

Nena Sork reviewed the Operation's Report for month ending November 30, 2018. Nena reported there were 49 individuals for routine access, 87 individuals for crisis walk-ins and 57 individuals for prescreens. She noted 1,115 individuals were seen by doctors' services.

Nena Sork reports since Dr. Hoffman began in July children on stimulants have gone from 126 to 62. She notes there is about a 50% reduction in anti-psychotic medications as well. Cathy Meske reports we also have an improvement project which reviews those children on multiple medications and the improvement statistics were obtained in just over a six-month period.

Cathy Meske reports many of the behaviors in children can be caused by allergies and trauma. Dr. Banicki-Hoffman treats the whole child. The Board expressed an interest in having Dr. Banicki-Hoffman present about treatment of children for an educational session at some point.

Nena Sork reports the average case management caseload is 25. She reports this ratio is very good compared to some of our partner boards. She notes the Home-Based Children program is now fully staffed so those served in that program are increasing.

Nena Sork reports the clubhouse numbers should increase in the next few months as Touchstone is planning to increase participants.

XIV. Presentation of K of C Tootsie Roll Funds

Albert LaFleche and Roger Frye, Knights of Columbus in Montmorency County, requested suggestions on a deserving entity for funds raised in the Knights of Columbus Tootsie Roll drive. Cathy Meske had suggested Bay View Center for this purpose. Jacqueline Fitzgerald, Director of Bay View Center, was presented a check for \$660.00 from this year's drive.

XV. Chair's Report

1. Appointment of Secretary

Gary Nowak appointed Bonnie Cornelius as Secretary for the Board, replacing Alan Fischer. Diane Hayka will contact Bonnie.

2. Winter Conference

No Board member requested to attend.

3. By-Law Review

Discussion related to Section 8 and Board members agreed with striking out "avoid all personalities". Steve Dean also questioned the past by-laws and the removal of arrested but not convicted. This phrase was removed during the by-law review last year. Cathy Meske explained why this was removed. The Meeting agenda was revised. Sexual orientation was added in Section 8 "Assurances" as another non-discrimination item.

Moved by Steve Dean, supported by Judy Hutchins, to approve the proposed revisions to the By-Laws. Motion carried.

XVI. Director's Report

1. Director's Update

Cathy Meske reviewed the activities she participated since the last Board meeting. She notes one highlight of the month was attending the Monday Night Activities meeting and members receiving awards. She reported LeeAnn Bushey attended as well as she supervises the leaders of Monday Night Activities.

Cathy Meske also reviewed the MIPAD sunset recommendation with a broader inpatient access effort initiated. She notes the state will continue to focus on psychiatric bed capacity.

Cathy Meske reported the Home and Community-Based Services (HCBS) heightened scrutiny plans of correction are all in place so we are doing well in this project.

She notes the LOCUS fidelity review took place on December 3, 2018. Northeast did quite well for this being their first review for the administration of the LOCUS assessment tool.

Cathy Meske reported as a member board of the NMRE, Northeast has the largest budget deficit going in to fiscal year 2019. This may be due to budgeting practices. She notes Northeast began the fiscal year with a \$1.8M deficit. This is down from last year's deficit of \$3.2 million at the beginning of fiscal year 2018.

Cathy Meske provided a summary of the transition activities at Clubhouse getting ready to transfer management to Touchstone effective January 1, 2019.

Cathy Meske reported she met with Michigan Rural EMS Network and there are grant dollars available for specific activities and she noted much of what they had suggested are already being done with our contract with Partners in Prevention.

The November 14th Lunch for a Cause was held and \$871 was earned for this event and when added to existing total the Agency had \$1,329 for this cause. This year \$954 was spent on gifts for 79 individuals receiving services. Gifts included clothing, boots, weighted blankets, puzzles, snow gear, etc.

2. **Northland Area Credit Union – Authorized Signers**

Cathy Meske reported a needed adjustment to the account at Northland Area Credit Union. Previously, Joell Anthony was an authorized person. The Agency requests Larry Patterson, Accounting Supervisor, be added to the account as an authorized person and Joell Anthony will be removed.

Moved by Lester Buza, supported by Albert LaFleche, to approve adding Larry Patterson to replace Joell Anthony on the account at Northland Area Credit Union.

Motion carried.

XVII. **Information and/or Comments from the Public**

Pat Przeslawski requested clarification on the Executive Committee meeting scheduled for Tuesday, December 18. The meeting will address the Director's contract.

XVIII. **Next Meeting**

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, January 10, 2019 at 3:00 p.m.

1. **Set January Agenda**

The January agenda items were reviewed. Pat Przeslawski suggested a presentation be done in the future on Clubhouse.

Roger Frye addressed the legislative luncheons the agency hosted in the past. Gary Nowak suggested this task be a responsibility of the NMRE as it would have more power. Cathy Meske reported she had met with all three of the representatives individually.

XIX. **Evaluation of Meeting**

Steve Dean noted the meeting began almost on time. Steve Dean reported the Section 298 pilot initiative was good. The Operation's Report update was very good. Reports of Dr. Banicki-Hoffman's work with children was good and shows we are moving in the right direction. He looks forward to having Dr. Banicki-Hoffman present at a future Board meeting.

He noted the recommendation to have a financial reward for Board members tied to service recognition was mentioned. He reported it was a nice presentation to Bay View Center from the Montmorency Knights of Columbus by Albert LaFleche and Roger Frye.

XX. **Adjournment**

Moved by Roger Frye, supported by Albert LaFleche, to adjourn the meeting. Motion carried. This meeting adjourned at 4:13 p.m.

[signed by Bonnie Cornelius on 01/10/19]

Bonnie Cornelius, Secretary

[signed by Gary Nowak on 01/10/19]

Gary Nowak, Chair

Diane Hayka
Recorder