

Northeast Michigan Community Mental Health Authority Board

Board Meeting

August 9, 2018

I. Call to Order

Presiding Chair Roger Frye 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, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson

Absent: Judy Hutchins (excused), Eric Lawson (excused), Gary Nowak (excused), Pat Przeslawski (excused)

Staff & Guests: Lisa Anderson, Anastasia Banicki-Hoffman MD, Dennis Bannon, Carolyn Bruning, LeeAnn Bushey, Cheryl Jaworowski, Brian Martinus, Cathy Meske, Nena Sork, Jen Whyte, Carrie Standen, Lisa Orozco, Peggy Yachasz,

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Roger Frye appointed Alan Fischer as evaluator for this meeting.

V. Acknowledgement of Conflict of Interest

There were no conflicts identified.

VI. Information and/or Comments from the Public

Cathy Meske introduced Carrie Standen CNP, under contract with this agency since 2016. Cathy reports Carrie has continued her education to become a psychiatric nurse practitioner over the life span, which means she can provide services to adults and children. With this certification, Carrie Standen will now be able to conduct psychiatric evaluations. Carrie reports she will be continuing her education to get her doctorate degree. Board members expressed their appreciation of Carrie's service to this agency.

VII. Approval of Minutes

Moved by Albert LaFleche, supported by Steve Dean, to approve the revised minutes of the July 12, 2018 meeting as distributed. Motion carried.

VIII. Educational Session – Veteran's Navigator – Brian Martinus

Cathy Meske introduced Brian Martinus, Veteran's Navigator. She noted Brian is currently participating in the maneuvers at Camp Grayling and Alpena and arrived here from Grayling on a Blackhawk helicopter.

He reports he transitioned off of active duty last September to become the veteran's navigator working through NMRE. He reports there are 640,000 veterans in Michigan. Within the 21 counties, there are an estimated 60,000 – 70,000 veterans. Alpena County has the third highest population of veterans in the 21-county area.

He works with the Veterans' system building relationships between the VA and mental health. He reports he has connected veterans with community-based outpatient clinics. The VA has clinics located in Alpena, Clare, Grayling, Oscoda, Cadillac, Gaylord, Mackinaw City and Traverse City. The VA Medical Centers are located in Ann Arbor, Battle Creek, Detroit and Saginaw.

He reports there is a Vet Center in Traverse City and discussion is underway to establish one in Alpena. He reports those individuals having a diagnosis which may not qualify for CMH services can receive outpatient services through this program.

National Cemeteries provides a program to assist in burial of veterans if assistance is needed. He reports there are three national cemeteries in Michigan; Mackinac Island, Fort Custer in Augusta and Great Lakes National Cemetery in Holly. The Mackinac Island cemetery is closed to all veterans with the exception if the veteran had been born on the island.

The average veteran travels 320 miles to receive VA services in Saginaw MI. He reports VA Choice was established to assist veterans in receiving services and this fund is now bankrupt. He noted there is a requirement for veterans to receive counseling services for 13 months and when they receive an appointment once a month, many times the individual does not follow through because of the travel requirement. If they aren't compliant in attending all appointments, they would not qualify for disability.

Brian reviewed the Mission of the Veteran's Navigation position "...Help provide Mental Health Care and Substance Abuse Services to Veterans within the NMRE Region 2." Help foster a relationship with clients to help them access services in the local communities (such as healthcare education services, benefits and employment)."

Veterans Coalition Action Teams (VCAT) – one in Region 2 and one in Region 3 of the NMRE. Northeast is in Region 3. Brian attends these meetings and needed resources needed are planned out for the area. Our region meets monthly.

Another program includes Buddy to Buddy volunteers providing Peer Support services to other veterans.

Brian reported EMDR was provided in the area and 24 clinicians within the NMRE region were trained. He is attempting to organize another such training focusing on advanced training.

Cathy Meske introduced Dr. Anastasia Banicki-Hoffman to the Board. Cathy Meske reported initial appointment with the doctor will be face-to-face with the family traveling to Rogers City for evaluation and assessment. Future appointments can be set up through telemedicine if the family wishes to avoid travel.

IX. Open Discussion

There were no items identified for discussion.

X. August Monitoring Reports

1. Treatment of Consumers 01-002

The minutes and quarterly report were included in the mailing and Board members had no questions.

2. Staff Treatment 01-003

Steve Dean inquired about the high turnover in ACT. Lisa Anderson provided explanation noting this is a small department. Overall, the turnover rate for this agency is in line or below that of the national averages.

3. Budgeting 01-004

Cheryl Jaworowski reviewed the Statement of Revenue and Expenses for month ending June 30, 2018. Overall, there was a positive change in net position of \$87,286. She reported Line #42 shows the overall budget underspend by \$640,477 and is confident the deficit depicted in the budget hearing last September will be resolved by the end of this fiscal year.

Cheryl Jaworowski reviewed the contract bucket balances and discussed the accounting of General Funds in more detail.

Cheryl Jaworowski reports the incentive dollars in the reinvestment plan were earned last fiscal year and should be paid to this Agency within the next couple of weeks. She noted the intent of some of these funds is to provide staff with an incentive award which is not included in the current budget and will need approval. The incentive is earned by meeting performance indicators established by the state. Cathy Meske reported this incentive reward to staff will be equal across the board meaning all full-time staff will get an equal dollar amount incentive and all part-time staff will receive an equal dollar amount incentive. It will not be a percentage of wage calculation. A budget amendment will be presented to the Board at the September meeting.

Roger Frye inquired about the negative variance in property & Liability. Cheryl Jaworowski reported an asset distribution check has been received which was around \$69,000 that will eliminate the deficit.

4. Financial Condition 01-005

Cheryl Jaworowski reviewed the Statement of Net Position Change for month ending June 30, 2018. She reports the unrestricted net position provides for 53 operating days; an increase of one day. Cheryl Jaworowski reviewed the statement of the Endowment Fund. Steve Dean inquired about the endowment fund and how it was established. Cheryl Jaworowski provided explanation.

Moved by Albert LaFleche, supported by Bonnie Cornelius, to accept the August monitoring reports as presented. Motion carried.

XI. Board Policy Review and Self Evaluation

1. Chairperson's Role 02-004

Board members reviewed this policy and had no recommendations for revision. Roger Frye reported our Chair, Gary Nowak, had open heart survey and requested he be kept in prayers. A card was circulated to be sent.

2. Board Member Per Diem 02-009

Board members reviewed this policy and had no recommendations for revision. Steve Dean inquired about the mileage reimbursement and how it equates with the allowable amount. Cheryl Jaworowski reported this agency allows for a 50¢ per mile reimbursement, which is under the allowable amount at this time.

3. Board Self-Evaluation 02-012

This policy will be addressed in the Chair's report as part of the annual self-evaluation.

4. Disclosure of Ownership 02-016

This policy required no revisions. Diane Hayka reported in May of 2019, Board members will need to complete the disclosure forms again as it will have been three years.

XII. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Regional Board Meetings

i. July 25, 2018

Cathy Meske reported one major focus was on the Opioid Home. She reported on July 30, she along with Lisa Orozco and Carrie Standen CNP attended the Open House on the Opioid Home in Traverse City. She reported Carrie has offered to be a prescriber for buprenorphine allowing us to provide medication assisted treatment. She noted staff will go on September 20 to Centra Wellness to review their clinic.

ii. **June 27, 2018**

The minutes of the June 27th meeting were included in the mailing. Cathy Meske reported the NMRE will be discontinuing the Dale Howe contract; however, Northeast will be continuing with a contractual arrangement as the information he provides to our agency is invaluable.

Cathy Meske reports the future rate setting will be calculated based on morbidity factors so it will be important to capture essential diagnoses.

Cathy Meske reports in June the reinvestment plans were submitted to the NMRE Board.

2. CMHAM

Cathy Meske reports she will address the Members Services meeting in her Director's Report.

3. Consumer Advisory Council Update

Cathy Meske reported the Council was excited about the Board's support of the NAMI. She also reported the Strategic Plan was reviewed with the Council and the sub-ends were reviewed with the note assurance will need to be made the reports will be easily accessed. This may be tweaked somewhat depending on the reporting availability.

XIII. Operational Report

Nena Sork reports the Board Meeting sometimes will fall early in the month which prohibits the Operational Report from being sent in the mailing. In those instances, the report will need to be distributed the day of the meeting. This was the case this month.

Nena Sork reports a crisis center has opened in St. Ignace and this might help in avoidance of hospitalization. In addition a children's center has opened in Rose City. Because of the additional resources, this might help in reducing hospitalization.

Nena reports of those individuals presenting in ACCESS, about 85% meet criteria and are eligible for services.

XIV. Chair's Report

1. CEO Evaluation

This evaluation is based on monitoring reports throughout the year. Diane Hayka reported Board members had no inquiries as to the monitoring reports. Based on the response, the Director received a positive evaluation.

2. Begin Board Self-Evaluation

A memo compiling the comments made during the self-evaluation process of each policy during the past year was included in the materials for this meeting. In addition, a Board member survey on self-assessment was sent. Board members were requested to turn their surveys in to Diane Hayka so the responses can be included for the September meeting.

XV. Director's Report

1. Directors Update

Cathy Meske provided the Board with information related to the rate restructuring. She noted the Agency is working with the DD Council for assistance in getting contracts drafted for the next fiscal year. She reported the Employee Recognition luncheons were held in July with seven staff recognized and one not attending the Montmorency/Presque Isle County luncheon on July 24th and the Alpena/Alcona County luncheon had 37 staff recognized with 25 attending and 12 not able to attend.

Cathy reported she attended a meeting with the Association of Children's Mental Health related to Youth Peer & Parent Support Partners. She reports this Agency would like to look at hiring a part-time Parent Support Partner in the budget next fiscal year.

Cathy Meske reports the MRS cash match agreement last year did not meet our goal of reaching 50 individuals; they reached 42. She stressed the need to continue this as it is good "bang for the buck."

She discussed Adverse Childhood Experiences (ACES) and working on grant for training of this program and providing community presentations making the communities trauma sensitive.

Cathy Meske reported the Spring Conference Location was discussed at the Member Services Committee meeting. She believes they will continue to go to the Hyatt. In addition, an Audio Visual system for the Board Association's Office was discussed at this meeting. Minor changes made to the election of officers process.

Cathy noted ProtoCall contract negotiations begin tomorrow. This provider will assume the services Third Level is currently providing. There should be a smooth transition to this process.

She notes an implementation call with the myStrength staff was held which included key agency supervisors. Work will continue on this project with launching soon.

Meetings have been scheduled with County Commissioners; August 22, Montmorency; August 31, Presque Isle and Alcona, September 5.

2. Endowment Fund Grant Awards

Cathy Meske provided an update on the grant awards from the spendable portion of the Endowment Fund. The total awards are \$749.92.

3. Medication Cabinet ACT/Roger City Office

Cathy Meske reported she contacted Gary Nowak prior to this date as there was a need to expedite the installation of the cabinets for the Rogers City Office and ACT office. Cheryl Jaworowski notes bids were not obtained as Nowak's provided the cabinets in the Alpena Office and Fletcher Office and due to nursing staff needing access at any one of the offices, consistency in locking mechanisms, etc. was needed.

Moved by Steve Dean, supported by Bonnie Cornelius, to authorize the approval of cabinets from Nowak's Windows, Doors and Cabinets as presented. Motion carried.

4. Presidio Security Agreement

Dennis Bannon reports currently an internal appliance is utilized to secure the system with Barracuda and Cyberroam. The Presidio will provide this security regardless of where an employee may connect to the network. He also reported the routing of the network will be changed for the outer offices so they will not have to be routed back through Alpena for connections. He reported the Barracuda and Cyberroam subscriptions are expiring in September. Dennis provided some details on costs.

Moved by Albert LaFleche, supported by Steve Dean, to approve entering into an agreement with Presidio, as presented. Motion carried.

XVI. Information and/or Comments from the Public

Cheryl Jaworowski reported traditionally at the September meeting a request is made to accelerate FY 19 purchases into FY 18. She would like to get pre-approval to allow the Director to purchase possible items if identified for this purpose.

Moved by Terry Larson , supported by Albert LaFleche, to allow discretion of the Finance Director and Director up to \$30,000 in a pre-purchase if identified. Roll call vote: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson; Nays: None; Absent: Judy Hutchins, Eric Lawson, Gary Nowak, Pat Przeslawski. Motion carried.

Steve Dean inquired as to whether the Board will be informed on what purchases were approved. These items will be included in the budget amendment if necessary.

XVII. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, September 13, 2018 at 3:00 p.m.

1. Set September Agenda

The schedule of September Agenda was reviewed noting there will be a public hearing on the FY19 budget.

XVIII. Evaluation of Meeting

Alan Fischer stated the Veteran's information was very informative and was happy to see the NMRE is working to assure services are being provided to area veterans. He noted the presiding chairman did a good job with four members missing.

XIX. Adjournment

Moved by Albert LaFleche, supported by Steve Dean, to adjourn the meeting. Motion carried. This meeting adjourned at 4:30 p.m.

[signed by Alan Fischer on 9/13/18]

Alan Fischer, Secretary

[signed by Gary Nowak on 9/14/18]

Gary Nowak, Chair

Diane Hayka
Recorder