

**Northeast Michigan Community Mental Health Authority Board
Board Meeting
March 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: Geyer Balog, Les Buza, Bonnie Cornelius, Roger Frye, Lynnette Grzeskowiak, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Terry Small

Absent: Bob Adrian (excused), Judy Jones (excused)

Staff & Guests: Carolyn Bruning, Connie Cadarette, Mary Crittenden, Rebekah Duhaime, Erin Fletcher, Chelsea McConnell, Larry Patterson, Nena Sork, Jen Whyte

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Eric Lawson appointed Les Buza as evaluator for this meeting.

V. Acknowledgement of Conflict of Interest

There was no conflict of interest declared.

VI. Information and/or Comments from the Public

Bonnie Cornelius noted the drinking fountains are being revamped to fill water bottles from the drinking fountains with filtered water.

VII. Approval of Minutes

Moved by Gary Nowak, supported by Roger Frye, to approve the minutes of the February 10, 2022 meeting as presented. Motion carried.

VIII. Consent Agenda

A. Blue Cross Blue Shield of Michigan (BCBSM) Administrative Agreement

Moved by Gary Nowak, supported by Terry Small, to approve the Consent Agenda as presented. Roll call vote: Ayes: Geyer Balog, Les Buza, Bonnie Cornelius, Roger Frye, Lynnette Grzeskowiak, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Terry Small; Nays: None; Absent: Bob Adrian, Judy Jones. Motion carried.

IX. Audit Report - Financial

Chelsea McConnell, representing Straley, Lamp and Kraenzlein PC, presented the financial audit report to Board members. She reviewed what the auditors look for when reviewing the financial statements. The Agency received an unqualified opinion on this audit. There are some new auditing standards being released this fiscal year which will have an impact on next year's audit opinion. She reported there was a change in net position of \$188,026. She reported both revenues and expenses were higher last fiscal year.

The most significant in the revenue increase is due to Medicaid revenues. Unrestricted net position decreased but the net investments in capital assets increased. Current ratio remained the same as last fiscal year. The unrestricted net position would finance day-to-

day operations for 35 days this year and previously was for 45 days [decrease of 2.7%]. This is due to the net capital asset increase [increase of 6.6%]. This is still a favorable target.

Ms. McConnell reviewed the Audit Communications letter. There were no issues identified during the completion of the audit. The Audit Communication is a required letter (loose letter). The next audit period will require a focus on leases and she noted she has already begun working with the Accounting Team to assure compliance.

Moved by Pat Przeslawski, supported by Lynnette Grzeskowiak, to accept and file the FY21 Audit Report as presented. Roll call vote: Ayes: Geyer Balog, Les Buza, Bonnie Cornelius, Roger Frye, Lynnette Grzeskowiak, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Terry Small; Nays: None; Absent: Bob Adrian, Judy Jones. Motion carried.

X. Board Member Recognition

Board members were recognized for service on the Board of this Agency. In total, Board members served this Agency for 114 years.

Roger Frye	28 years	Eric Lawson	7 years
Gary Nowak	23 years	Bonnie Cornelius	7 years
Pat Przeslawski	22 years	Robert Adrian	2 years
Terry Larson	21 years	Lynnette Grzeskowiak	1 year
Les Buza	12 years	Geyer Balog	1 year
Judy Jones	9 years	Terry Small	1 year

Board recessed at 3:12 p.m.

Board resumed at 3:32 p.m.

XI. March Monitoring Report

1. Treatment of Individuals Served 01-002

The monitoring report from Customer Satisfaction Committee focuses on the I/DD population group. Carolyn Bruning reported the response rate increased by 4% this year. The survey contained several positive responses.

Mental Health Services survey is conducted through the regional entity using survey monkey for the MI population group. Pat Przeslawski noted it is reassuring to know the majority of respondents indicated the staff treat them with dignity and respect.

2. Staff Treatment 01-003

The first set of graphs are developed from staff leaving the agency conducted during an exit process. The written portion of this monitoring report is the staff survey of current staff. We went from a -10 detractor score to a 7 detractor score; the range is -100 to 100. Nena Sork reported she would like to see the detractor score rise another 30 points. The good thing with this survey is it gives management items to focus on. Nena Sork reported moving forward we will be asking two questions: "Would you recommend someone to work here?" and "What would you do to improve the organization?" The recommendation of asking only the two questions came from a consultant.

Nena Sork reported staff have a tendency to provide good suggestions for the organization. One measure staff suggested is the need to recognize strong work

performance. Nena noted we are working to revamp our employee evaluation process to address this concern.

Gary Nowak questioned if there was consideration for bonuses for staff. Nena Sork noted they would be retention or reinvestment payments as bonuses are not allowed. In the past, the retention/reinvestment payments have been awarded based on number of hours worked, not necessarily the performance of work.

Eric Lawson believes the Agency is trying to get the compensation to average and then work on other options. Nena Sork reported this has been an effort over the last couple of years and three of the five categories of staff are now close to average. The other two will be worked on this fiscal year.

3. Financial Condition 01-005

Connie Cadarette requested this monitoring report be addressed prior to the Budgeting report. She noted the auditor touched on this report. The days of unrestricted net position has decreased slightly due to the capital asset expenditures; however, this is still a good level.

Connie Cadarette reported the Community Foundation quarterly balance sheet was also part of this monitoring report. This report provides the balances of the endowment fund and the spendable portion of this fund. The current spendable amount is \$21,898.02.

4. Budgeting 01-004

Connie Cadarette noted due to the change in accounting process, this is the first report to present this fiscal year. She reported Medicaid Revenue and Healthy Michigan revenue has increased. The Incentive Payment of \$264,500.13 is not included as revenue in this report. Currently, Medicaid funds are underspend by \$715,332 and General Funds are underspent by \$46,728.

Larry Patterson reviewed the expenses noting the expense in Staff Development is attributed to some FY21 costs and costs associated with the heavy recruiting underway. Larry noted some of the variances are still due to some prior year charges. The telephone line item has some duplicate services as we are transitioning from Verizon to AT&T. Other items are mainly due to timing. The Maintenance is due to some repairs made at a home to waterproof the crawl area. Rental expenses are due to Princeton temporary relocation due to renovation and tax adjustments conducted annually for group homes under rental arrangements. He reported expenses are on target and those areas with variances will be monitored.

5. Asset Protection 01-007

The monitoring report for Asset Protection is based upon the Financial Audit, which was presented previously in this meeting.

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

XII. Board Policies Review & Self-Evaluation

1. Budgeting 01-004

Board members reviewed the Budgeting policy 01-004. Pat Przeslawski reported this policy is still stating the necessary objectives.

2. Board Members Code of Conduct 02-008

This policy was reviewed by Board members. This requires Board members to attest to their adherence to this policy. Diane Hayka requested Board members to sign the form and return the forms to her.

XIII. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meeting February 23, 2022

Gary Nowak requested to table this discussion until the draft minutes are available.

Moved by Gary Nowak, supported by Terry Larson to table discussion on this topic until the minutes are available for review. Motion carried.

2. Community Mental Health Association of Michigan (CMHAM)

a. CMHA Northern Regional Meeting February 23, 2022

Eric Lawson reported he attended the regional meeting on February 23. He reported the nominations for the officer positions were reviewed and basically current position were bumped up to the next level. Joe Stone, representing the northern region, will continue as past president. Gary Nowak would like to get a bio on those running for the various positions prior to voting. This most likely will be included with the information for the voting delegates closer to the June conference.

The regional meeting also requested input for the Jim Neubacher Media Award and the Partners in Excellence Award.

b. Spring Conference [June 7 & 8 – Grand Traverse Resort – Acme]

The Spring Board conference is scheduled for Grand Traverse Resort in Acme for June 7 and 8. Board members interested in attending include Roger Frye, Bonnie Cornelius, Judy Jones, Eric Lawson and Lynnette Grzeskowiak (if she can get cleared from her employer).

XIV. Operations Report

Mary Crittenden reviewed the service data from the February report. She reviewed the Access/Crisis/Prescreen data with Board members indicating there were 49 routine, 1 urgent, 48 crisis and 82 prescreens during this timeframe. She noted there were no new state facility admissions. During the month of February, 950 individuals received a service.

XV. Nomination/Board Member Composition Report

Gary Nowak indicated the committee members met in November and suggest the officers remain as is for the next Board year. All officers agreed to serve. The April meeting includes the election of officers. The current officers include Eric Lawson (Chair), Roger Frye (Vice Chair) and Bonnie Cornelius (Secretary). Gary Nowak would retain his status as Past Chair.

XVI. Chair's Report

Eric Lawson reported he is in receipt of a letter from the Alpena Board of Education thanking the Board for the earbuds and thumb drives provided to students at Besser School.

1. CMH PAC Campaign

Eric Lawson reported the CMH PAC is still requesting contributions to their campaign. He reported the detail of support the CMHA has provided using these funds does not include any political bias. He reported since transitioning to the online campaign, the

contributions have not been as robust. Board members who would like to contribute via check can give them to Diane Hayka to submit.

XVII. Director's Report

1. Director Update

Nena Sork reported management staff have focused on the recent staff survey responses. She reported she met with MMRMA and will continue with the same level of insurance as the Agency currently subscribes. She reported a review of the Program Plan was conducted and updated with focus on the Long-Range Plans for the Agency. Board members received a copy of the Program Plan.

The Child Death Review Team in Presque Isle met this week, of which she is a member, and reviewed some cases to determine if there are things that can be implemented to prevent occurrences of such deaths in the future.

Nena Sork reported the Department has released the Annual Submission, formerly referred to as Program Planning Guidelines (PPGs). One requirement of this submission is for the Agency to hold a Public Hearing for stakeholders every other year. The state requires us to ask three specific questions. The Public Hearing is scheduled for March 28 at 4:00 p.m. in the Board Room.

Nena Sork informed the Board of the award of the Executive Secretary position to Rebekah Duhaime who will succeed Diane Hayka.

Nena Sork noted the Agency's Annual Report is traditionally published in May as May is Mental Health Month. She questioned if the Board had any suggestions of what to include in the Annual Report. Board members are to contact Diane Hayka with any input they may have. The Board Chair will work on the Letter to Community included in this publication, either in joint with the Director or independently.

Financially, our policy requires the Director get Board approval for any purchase over \$5,000. Last year the Board allowed for spending without prior approval as long as the budget was still in the black and items were reported to the Board. Nena reported one renovation project identified for this fiscal year is to convert the open floor space in the accounting and reimbursement area to individual offices. Gary Nowak suggested the Chair be included in decisions.

Moved by Gary Nowak, supported by Roger Frye, to authorize the Director to purchase items when identified with concurrence of the Board Chair in the current fiscal year with report to the Board. Roll Call Vote: Ayes: Geyer Balog Les Buza, Bonnie Cornelius, Roger Frye, Lynnette Grzeskowiak, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Terry Small; Nays: None; Absent: Robert Adrian, Judy Jones. Motion carried.

Pat Przeslawski suggested the office renovation be done as soon as possible.

XVIII. Information and/or Comments from the Public

There were no comments presented.

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

Roger Frye reported this was a good meeting.

XX. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, April 14, 2022 at 3:00 p.m.

1. Set April Agenda

The April agenda items were reviewed.

XXI. Evaluation of Meeting

Les Buza reported the meeting started at 3:01 p.m. Les Buza reported the audit report was very good and the Director's report was also informative. He would like the Board to compliment the Director and staff on their efforts.

XXII. Adjournment

Moved by Terry Small, supported by Lynnette Grzeskowiak, to adjourn the meeting. Motion carried. This meeting adjourned at 4:30 p.m.

[signed by Bonnie Cornelius on 04/14/2022]

Bonnie Cornelius, Secretary

[signed by Eric Lawson on 04/14/2022]

Eric Lawson, Chair

Diane Hayka
Recorder