

**Northeast Michigan Community Mental Health Authority (NeMCMHA)  
Board Meeting – April 11, 2024**

**I. Call to Order**

Chair Eric Lawson called the meeting to order in the Board Room at 3:00 p.m.

**II. Seating of Board Members**

Eric officially seated new Board member Kara Bauer LeMonds from Alpena County, and reseated Terry Small from Alcona County and himself from Alpena County. He thanked Kara for joining the Board.

**III. Roll Call and Determination of a Quorum**

Present: Les Buza, Bob Adrian, Bonnie Cornelius, Lynnette Grzeskowiak (3:08 p.m.), Charlotte Helman, Judy Jones, Dana Labar, Eric Lawson, Kara Bauer LeMonds, Gary Nowak, Lloyd Peltier, Terry Small

Staff & Guests: Lisa Anderson, Carolyn Bruning, Connie Cadarette, Mary Crittenden, Erin Fletcher, Brooke Paczkowski, Abbey Podbielski, Nena Sork, Brenda Stanton, Jen Walburn

**IV. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance as a group.

**V. Appointment of Evaluator**

Judy Jones was appointed as evaluator of the meeting.

**VI. Acknowledgement of Conflict of Interest**

No conflicts of interest were acknowledged.

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

There were no comments from the public.

**VIII. Report of Nominations Committee**

Charlotte Helman reported the Nominations Committee recommends current officers retain their roles.

**IX. Election of Officers**

The Nominations Committee recommended Eric Lawson retain his role as Board Chair. Eric asked three times for other nominations for Board Chair and none were presented.

***Moved by Gary Nowak, supported by Terry Small, to elect Eric Lawson as Board Chair.*** Roll Call: Ayes: Bob Adrian, Les Buza, Bonnie Cornelius, Charlotte Helman, Judy Jones, Dana Labar, Eric Lawson, Kara Bauer LeMonds, Gary Nowak, Lloyd Peltier, Terry Small; Nays: None; Absent: Lynnette Grzeskowiak. Abstain: None. Motion carried.

The Nominations Committee recommended Lloyd Peltier retain his role as Vice Chair. Eric asked three times for other nominations for Vice Chair and none were presented.

***Moved by Bob Adrian, supported by Gary Nowak, to elect Lloyd Peltier as Vice Chair.*** Roll Call: Ayes: Bob Adrian, Les Buza, Bonnie Cornelius, Charlotte Helman, Judy Jones, Dana Labar, Eric Lawson, Kara Bauer LeMonds, Gary Nowak, Lloyd Peltier, Terry Small; Nays: None; Absent: Lynnette Grzeskowiak. Abstain: None. Motion carried.

The Nominations Committee recommended Bonnie Cornelius retain her role as Secretary. Eric asked three times for other nominations for Secretary and none were presented.

**Moved by Terry Small, supported by Les Buza, to elect Bonnie Cornelius as Secretary.** Roll Call: Ayes: Bob Adrian, Les Buza, Bonnie Cornelius, Charlotte Helman, Judy Jones, Dana Labar, Eric Lawson, Kara Bauer LeMonds, Gary Nowak, Lloyd Peltier, Terry Small; Nays: None; Absent: Lynnette Grzeskowiak. Abstain: None. Motion carried.

Bob Adrian thanked everyone for taking the positions and he appreciates that there is representation from all four counties on the Executive Committee.

X. **Approval of Minutes**

**Moved by Gary Nowak, supported by Bonnie Cornelius, to approve the minutes of the March 14, 2024 Board meeting, as presented.** Motion carried.

Lynnette Grzeskowiak entered the meeting at 3:08 p.m.

XI. **Consent Agenda**

Nena explained that the doxy.me contract is for internal telehealth. Doxy.me is a secure and confidential platform the Agency has purchased, but they require more clinic accounts at this time.

**Moved by Bob Adrian, supported by Gary Nowak, to approve the April Consent Agenda.** Roll Call: Ayes: Bob Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Dana Labar, Eric Lawson, Kara Bauer LeMonds, Gary Nowak, Lloyd Peltier, Terry Small; Nays: None; Absent: None. Abstain: None. Motion carried.

XII. **April Monitoring Reports**

**1. Budgeting 01-004**

Connie Cadarette introduced Staff Accountant, Brenda Stanton, who will be providing Board reports this summer while Connie is on vacation. Connie reviewed the Statement of Revenue and Expense and Change in Net Position for the month ending February 29, 2024, with 41.7% of the year elapsed. She also provided a refresher on revenue for Board members. The Agency is part of a prepaid inpatient health plan (PIHP) comprised of five community mental health service providers (CMHSPs) called the Northern Michigan Regional Entity (NMRE). The NMRE distributes revenue to the Agency, which uses a fee-for-service model.

NMRE Incentive Revenue shows as negative as the funds won't be received until the end of April. The funds received for this are based on performance incentives from the previous year. The Agency hit its goals, and should receive about \$330,000 from the NMRE. Revenues have been closely tracked by the Agency and the NMRE. Connie did a projection through March, halfway through the fiscal year, and the Agency is still tracking more income than last year at this time, at a projected amount of \$184,000. This closely resembles the NMRE's projection for the Agency, which sits at \$169,000 at the end of April. The ongoing overage in General Funds has come down due to a retroactive payment of \$50,000 after a case manager successfully reinstated an individual's Medicaid. An internal group has been reviewing General Funds charges line by line to help rectify the General Funds overage.

Connie next reviewed expenses, touching on a few negative variances. The negative variance on unemployment will even out over time, as it is billed on a 10-month basis and it is a 12-month budget. Staff Recruiting and Development funds are being heavily used for recruitment during this period of being short-staffed. The negative variance on Contract Residential is reviewed monthly. Some line items with negative variances will require budget adjustments in June, while others are expected to even out over the coming months. The line items for Interest Expense Leased Assets and Depreciation & Amortization Expense have negative variances due to leased property having to be included, and the newly leased group home, Greenhaven, was not in the original budget for the fiscal year.

Medicaid funds are underspent \$924,724 and Healthy Michigan funds are overspent by \$41,794 for a total of \$882,930 underspent as of February 29. Connie expects this trend to continue for a while. Healthy Michigan revenue has dropped for everyone, but this may change if/when the Milliman adjusts rates.

## **2. Financial Condition 01-005**

Connie reviewed the Statement of Net Position and Change in Net Position as of February 29. This balance sheet was done after the financial audit was completed. The change in net position is currently at negative \$45,782, but this will change once local funds are received in a couple months. The unrestricted net position shows 35 days of cash.

## **3. Communication and Counsel to the Board 01-009**

The report shows the policy statement, interpretation, and current status.

***Moved by Gary Nowak, supported by Lloyd Peltier, to approve the April Monitoring Reports.*** Motion carried.

### **XIII. Board Policy Review and Self-Evaluation**

#### **1. Financial Condition #01-005**

Due to ongoing struggles at Northern Lakes CMHA, the Board wanted to ensure the proper checks and balances are in place at the Agency. Connie discussed the multiple controls that are in place to prevent similar issues, including strict transparency between her and Nena, large purchases requiring three signatures for approval, different staff members reviewing bank statements than those who complete purchases, review of outgoing checks, and different auditors being assigned to different tasks each year. Nena is confident the Board is getting a more detailed review of the Agency's financials than was occurring at Northern Lakes CMHA.

#### **2. Communication and Counsel to the Board #01-009**

Board members did not have any comments or questions on this policy.

#### **3. Governing Style #02-002**

Terry Small said he thinks the Board appropriately abides by the policy, to which the Board agreed.

#### **4. Cost of Governance #02-013**

This policy is revised every year with updated budgeted amounts.

***Moved by Bonnie Cornelius, supported by Les Buza, to approve the revisions to the Financial Condition Policy #01-005.*** Roll Call: Ayes: Bob Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Dana Labar, Eric Lawson, Kara Bauer LeMonds, Gary Nowak, Lloyd Peltier, Terry Small; Nays: None; Absent: None. Abstain: None. Motion carried.

### **XIV. Linkage Reports**

#### **1. NMRE Board Meeting – March 27**

Nena, Eric, and Bob discussed the allocation of SUD funds. Bob spoke with an Alpena County Commissioner regarding available funding, and they talked at length to coordinate the Alpena County District Court applying for funds. Dana Labar is the SUD representative for Presque Isle County, and he said there are certain funds that are supposed to be for all counties, but unless they are requested, they don't get the funds. There have been a lot of changes with SUD administration and they are keeping a better eye on which counties are and aren't using their allocated funds (which are based on population and alcohol consumption), and whether those funds are being used appropriately.

## **2. Advisory Council Meeting – April 10**

The Advisory Council met on Monday. They did not have a quorum, but went through the Agenda as they didn't have to vote. Their next meeting will be the June Board meeting to help work on the strategic plan.

## **3. CMHA 2024 Annual Summer Conference – June 10 – 12**

Eric said a couple Board members will be needed for voting on Monday night. Judy Jones, Gary Nowak, Bonnie Cornelius, and Lloyd Peltier all expressed interest in attending the conference. Final decisions will need to be brought to the May Board meeting.

### **XV. Operations Report**

Mary Crittenden reported on operations for March 2024. There were 59 routine requests for services and one emergent request. Case management services have been working hard. Older adult services served 81 individuals, MI (mental illness) adult served 59, and I/DD (intellectual/development disabilities) served 174. Nena reiterated that the total unduplicated served, which was 1,087 for March, only counts each individual once. However, some of the individuals may have been seen weekly or daily during that time period.

### **XVI. Board Chair's Report**

#### **1. Section 222 & Conflict of Interest Form**

Eric requested Board members return their completed forms to Rebekah Duhaime.

#### **2. Establishment of Regular Meeting Date**

*Moved by Gary Nowak, supported by Terry Small, to retain the current meeting schedule – the second Thursday of the month at 3:00 p.m.* Motion carried.

#### **3. Appointment of Standing Committees**

The Executive Committee will remain the same with the current officers having been reelected at the beginning of the meeting. Kara Bauer LeMonds was appointed to the Recipient Rights Advisory Committee, which meets the fourth Wednesday of the month at 3:00 p.m.

### **XVII. Executive Director's Report**

During the week of March 18, Nena attended the NMRE Operations meeting, chaired the CMHA Member Services Committee, and met with the Rural and Frontier Caucus. The following week, she attended the NMRE Board meeting, reviewed responses to from the bi-annual stakeholder survey, and visited each group home and office with a member of Human Resources to distribute appreciation items and connect with staff. During the week of April 1, she attended the NMORC Prevention meeting where they discussed having more Naloxone available to the community. Erin Fletcher completed an application for the Agency's offices to get Naloxone vending machines. Nena also met with the new Board member, Kara, and attended the CMHA Directors' Forum Planning Group, and the CMHA DEI Advisory Group. This week she attended Management Team, Consumer Advisory Council, NAMI, and the CMHA Board of Directors meeting. She also met with Dr. Kennedy, who is the Medical Director for the new inpatient psychiatric unit in Cheboygan.

Nena attended The Sunset Project's annual fundraiser on Saturday, April 6. The Agency contracts with them to provide suicide prevention in the schools. Their goal is to increase their outreach to new schools every spring until they cover all schools in the area. Alcona High School is being added to their roster this spring. 85% of kids attending the program report learning about mental illness.

The Greenhaven group home is waiting on its interconnected smoke detector system before moving forward with licensing. Nena and Lisa Anderson have spoken with the Union regarding this change for staff, and they are hopeful it will be a smooth transition. The Union has tentatively agreed to honor Agency seniority as Union seniority for those staff members.

The Agency’s second annual Mental Health Movement 2K | 5K | 10K is coming along and the committee is hoping to reach 100 registrations by the end of the week. The event is on Saturday, May 18. Staff and the public are able to purchase merchandise for the Mental Health Movement event or for NeMCMHA, with a small portion of proceeds coming back to the Agency.

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

None were presented.

**XIX. Information and/or Comments for the Good of the Organization**

Kara shared with the Board that she lost her brother to suicide 11 years ago, and she comes to this Board as an advocate. She and her brother started experiencing mental health symptoms at the same time, and while she was able to advocate for herself, her brother struggled and she watched him decline for 20 years. She is working with Partners in Prevention through their grant to help map available services in the area. She feels that the community is very civic-minded, and they feel a responsibility for each other. Kara spent 20 years living in Los Angeles and Chicago, and has seen how different care is between urban centers and rural, poor communities. There aren’t enough people to do what needs to be done in rural communities, and it falls to the CMHs.

**XX. Next Meeting**

The next meeting of the NeMCMHA Board is scheduled for Thursday, May 9 at 3:00 p.m.

**1. May Agenda Items**

The proposed May agenda items were reviewed.

**XXI. Meeting Evaluation**

Judy reported that Board members came prepared and they were involved in freely expressing their thoughts and asking questions. She enjoyed the in-depth budget presentation and was appreciative of the insight the new Board member provided. She likes that staff are willing to step up to cover positions during times of need.

**XXII. Adjournment**

***Moved by Charlotte Helman, supported by Lynnette Grzeskowiak, to adjourn the meeting.*** Motion carried.

This meeting adjourned at 4:19 p.m.

*[signed by Bonnie Cornelius May 9, 2024]*

Bonnie Cornelius, Secretary

Rebekah Duhaime

Recorder

*[signed by Eric Lawson May 9, 2024]*

Eric Lawson, Chair