

Northeast Michigan Community Mental Health Authority Board

Board Meeting [In-Person, Zoom, Uber Conference]

September 10, 2020

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: In Person: Lester Buza, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Gary Wnuk
Via Zoom: Albert LaFleche,
Via Uber Conference: Bonnie Cornelius

Absent: Robert Adrian, Gary Nowak, Pat Przeslawski (excused)

Staff & Guests: Lisa Anderson, Nena Sork, Cheryl Kobernik, Ruth Hewett, Connie Cadarette, Larry Patterson, Dennis Bannon, Mary Crittenden,

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Eric Lawson appointed Roger Frye as evaluator for this meeting.

V. Acknowledgement of Conflict of Interest

No conflicts were identified.

VI. Information and/or Comments from the Public

No information or comments were presented.

VII. Approval of Minutes

Moved by Roger Frye, supported by Terry Larson, to approve the minutes of the August 13, 2020 meeting as presented. Roll call vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Gary Wnuk; Nays: None; Absent: Robert Adrian, Gary Nowak, Pat Przeslawski; Muted or Inaudible: Albert LaFleche. Motion carried.

VIII. Consent Agenda

1. Partners in Prevention

Moved by Gary Wnuk, supported by Lester Buza, to remove Partners in Prevention from the Consent Agenda to address correction to contract dollar amount. Motion carried.

Eric Lawson reported the contract listed on the Consent Agenda needs to have a revision in the dollar amount. The memo indicated the contract amount was \$23,316 which was \$314 more than the previous year; however, due to the conversion of the Mental Health First Aid training to be virtual there is an additional cost associated with the training. The contract was increased to \$26,796 which is an increase of \$3,494. Lynne Fredlund reported the cost per seat for this virtual training is \$29. Mental Health First Aid and Youth Mental Health First Aid is available to the community at large.

Moved by Roger Frye, supported by Gary Wnuk, to approve the Partners in Prevention contract in the amount of \$26,796. Roll call vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Gary Wnuk; Nays: None; Absent: Robert Adrian, Gary Nowak, Pat Przeslawski; Muted or Inaudible: Albert LaFleche. Motion carried.

IX. FY19 – 20 Budget Amendment #3

Connie Cadarette reported the budget changed significantly due to COVID and this amendment will bring the previous budget in line with the actual expenses. Additional funding was received for COVID and also additional expenses were incurred. A summary of the adjustments was reviewed by Board members.

Moved by Terry Larson, supported by Judy Jones, to approve the FY19 – 20 Budget Amendment as presented. Roll call vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Wnuk; Nays: None; Absent: Robert Adrian, Gary Nowak, Pat Przeslawski. Motion carried.

Eric Lawson opened the Public Hearing at 3:12 p.m.

X. FY20 – 21 Budget Hearing

Nena Sork reported MDHHS has notified the Agency of the General Fund revenue for FY21 and the funding is \$100,000 more than FY20. We do not have the Medicaid rates at this point. Connie Cadarette reported the budget presented in this hearing is basically a continuation budget. One noticeable change will be the reduction of some of the ABA costs and the addition of the Behavioral Health Home program. She reported there will be an amendment once the Medicaid rates have been received.

Moved by Roger Frye, supported by Lester Buza, to approve the FY20 -21 Budget as presented. Roll call vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Gary Wnuk; Nays: None; Absent: Robert Adrian, Gary Nowak, Pat Przeslawski; Muted or Inaudible: Albert LaFleche. Motion carried.

The Public Hearing ended at 3:15 p.m. and the regular meeting continued.

XI. Sentric HR Contract

Nena Sork noted the Board was informed of the research of a software system for our Human Resource Department. After a thorough search and various presentations from vendors, Sentric HR was identified as the best fit for our Agency. This software package will contain electronic timekeeping, applicant tracking, performance evaluations, salary tools and many other features. She noted the Agency will begin with the basics we believe are needed and once we are up and running we may expand to other features. Additions to the software can be added at various times when need is identified. The projected cost for first year implementation is \$90,250. Currently, the Agency is spending about \$45,000 on other software which will no longer be needed.

Moved by Gary Wnuk, supported by Judy Jones, to approve the Sentric HR contract as presented. Roll call vote: Ayes: Les Buza, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Gary Wnuk; Nays: None; Absent: Robert Adrian, Gary Nowak, Pat Przeslawski; Muted or Inaudible: Bonnie Cornelius, Albert LaFleche. Motion carried.

XII. September Monitoring Reports

Eric Lawson thanked staff for good reporting and good capture of information in minutes.

1. Budgeting 01-004

Connie Cadarette reviewed the Statement of Revenue and Expense for month ending July 31, 2020. She noted the amounts in the amended budget are not included in this report. Connie noted the revenues in this report are adjusted down to reflect where the Agency finances are as of this date not including the funds we would need to return to the NMRE should we have to settle the books at this time. She reported we actually have an underspending of Medicaid of \$1,760,051.

Larry Patterson reviewed the expenses for this report. He noted the pension variance is related to a timing issue due to having three pay days during the month. He reported the Employee Wellness is also timing and has reduced from the previous month. He reported Contract Residential will have a budget adjustment. The other line items with variances were reviewed. The Capital Equipment is due to year end purchases. The Miscellaneous Expenses are impacted by our 10% County share of inpatient costs.

Moved by Roger Frye, supported by Gary Wnuk, to accept the September monitoring report as presented. Roll call vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Wnuk; Nays: None; Absent: Robert Adrian, Gary Nowak, Pat Przeslawski. Motion carried.

XIII. Board Policy Review and Self Evaluation

1. General Executive Constraint 01-001

Board members reviewed the policy and had no recommended changes. This policy was revised last year to change CEO to Executive Director.

2. Compensation and Benefits 01-008

Board members reviewed the policy and had no recommended changes.

3. Board Committee Structure

Eric Lawson requested Board member input as to whether the Board is adhering to the policy as a self-evaluation. Discussion related to the Nominating Committee functions. The Consumer Advisory Council recently changed their name to Advisory Council, which will need to be amended to this policy. The per diems for the Advisory Council have been the same amount for several years. This meeting generally lasts one hour or less.

Moved by Gary Wnuk, supported by Lester Buza, to revise Consumer Advisory Council to just Advisory Council. Roll call vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Gary Wnuk; Nays: None; Absent: Robert Adrian, Gary Nowak, Pat Przeslawski; Muted or Inaudible: Albert LaFleche. Motion carried.

4. Chief Executive Officer Search Process 03-005

Eric Lawson reported this process should be relatively fresh in Board member's minds. Board members reviewed the policy. Judy Jones noted she like the statement of 3.b. This policy is fairly new and Board members suggested no revisions at this time.

XIV. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

Eric Lawson noted he reviewed the minutes of the July meeting and was interested in the Liquor Tax disbursements. Roger Frye noted the SUD Advisory Board will be meeting next week. Terry Larson reported there are many dollars for Liquor Tax and the requests a minimal. Roger Frye noted with the pandemic, services are down. Nena Sork reported it is valuable to have the requests be reviewed by the SUD Board as some of the requests are not appropriate. Terry Larson reported the awards are targeted at treatment or prevention. Terry Larson reported the NMRE should campaign with the local judicial system to encourage them to work with the local SUD providers to utilize these dollars. Roger Frye noted he is the Chair of the SUD Advisory Board.

a. Board Meeting August 26, 2020

The last Board meeting minutes were not yet available. It was held at Treetops Resort.

b. Board Meeting July 22, 2020

The minutes of this meeting were included in the mailing.

2. Community Mental Health Association of Michigan (CMHAM)

a. Fall Board Conference – October 26 – 29 Virtual

This is to be a virtual conference and a room has been set aside should we have Board members interested in attending.

XV. Chair's Report

1. Setting Perpetual Calendar

This is the Board's opportunity to make changes should they desire. The only change noted is the FY update. The perpetual calendar will be brought back for approval at the October meeting.

2. Board Self-Evaluation Report

Eric Lawson reported the Board Self-Assessment Report is developed based on responses of their recent self-evaluation survey. Eric reminded Board members to keep in mind the responses are also based on having one Board member less.

Eric Lawson reported in one area there was a response where Board members wanted additional information related to funding. Diane Hayka and Nena Sork reported Richard Carpenter from the Rehmann Group will be providing the educational session at the October meeting and will touch on the funding of CMHs during that presentation.

3. Employee Recognition

Eric Lawson informed the Board of the Employee Recognition luncheon held next Wednesday at the Fletcher Street Office. Diane Hayka informed Board members they must RSVP to Kay Keller by tomorrow so the caterer can be given a final count.

XVI. Director's Report

1. Director Report

Nena Sork reports she and Lisa Anderson met with HUB, the Agency's benefit consultant, addressing the health insurance coverage for the next calendar year. She notes there will be a follow-up meeting next Monday. The Operations meeting was held in Gaylord as a face-to-face meeting this month. Nena Sork noted one of her goals was for the Agency to have a greater presence in the community and reported the Pop-Up Pantry was held on August 20th with Agency volunteers. T-Shirts were provided to the volunteers and the amount of vehicles going to pick up food was tremendous. She reported our staff was phenomenal. Nena Sork thanked Lee Ann Bushey for organizing this event. Nena Sork reported the next event is the Suicide Prevention Walk on September 26th and the Agency will be covering the registration cost for staff to participate. The "Take Back Event" is a possibility for October as a community event. The Agency participated in this event last year. It is an event where community members can drop off medications for disposal. Last year it was held at the Alpena Senior Citizens Center.

Nena Sork reported agency staff received an overview of the Behavioral Health Home requirements on August 24 through a two-day webinar. She also reported she continues with participating in the Emergency Leadership COVID monthly meeting.

Nena Sork reported Management staff met with MRS to finalize a grant for next fiscal year. This is an annual grant award, which traditionally appears on the consent agenda; however, this year due to COVID the total funding dollars will be less but the percentage of funding will remain the same as the previous grant. The total amount of the grant is for \$18,519, in which the Agency would provide \$5,000 or 27% of the total grant. Due to a quick response time needed, the Board was requested to take action on this grant in this meeting.

Moved by Terry Larson, supported by Lester Buza, to approve the MRS Cash Match Agreement as presented. Roll call vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Wnuk; Nays: None; Absent: Robert Adrian, Gary Nowak, Pat Przeslawski. Motion carried.

Nena Sork reported she met with the Bay View Center and discussed a contract with them to allow for individuals to receive services through General Funds in next fiscal year. The new Director will be providing a proposal and we will present to the Board for approval when finalized.

Nena Sork reported she met with Richard Carpenter, noting the plan had been to implement the new automated accounting system by October 1. Due to changes at the state, we are waiting one more year to convert as this would require two implementations. Nena Sork reported Mr. Carpenter will be attending the October Board meeting virtually and able to answer any questions the Board may have.

Nena Sork reported Management Team received information from the Reinvestment Committee related to a proposed lump sum award to staff in lieu of a potential salary increase for next fiscal year. She noted the Agency is \$2.4 million to the good. The suggestion is to provide staff with a 5% lump-sum payment to cover a potential raise and cost of living raise for next year. In addition, there will be a 2% lump-sum payment to cover potential increase in pandemic costs associated with COVID.

Nena Sork informed the Board of some items purchased for staff morale to be distributed during the next fiscal year. Gary Wnuk noted staff need to be aware because the budget was good this year, it may not be in future years. Nena Sork noted if there are dollars in next year's budget to do a cost of living or adjust salaries to get closer to salary averages, it will be done.

Nena Sork reported radio ads will begin next week to encourage staff recruitment.

September 17th a staff picnic will be held at the Fletcher Street Office with box lunches for all staff that can attend. Board members are welcome to attend. She noted the group home staff are unable to attend but will have something in late September/early October.

Nena Sork reported the last group home received their masks and goody trays. Diane Hayka made face masks for all group home staff and residents. Nena met with home staff on their decks or patios, as there is a no visitor rule in affect, to deliver.

Nena Sork reported the residential contract line item with the large variance is being handled by the establishment of a Placement Committee and three individuals were transitioned out of residential placements to less costly arrangements.

Alpena's Project Connect was held last Thursday with Agency staff participating.

2. QI Council Update

The minutes of the last two meetings were included in the mailed materials.

XVII. Information and/or Comments from the Public

There was no information or comments presented.

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

Eric Lawson noted at the August meeting the policy "02-004 Chairperson's Role" language was reviewed related to the limit of the number of individuals wishing to provide public comment. Eric Lawson suggested the policy be revised to include a time limit of three-minutes for individuals. Terry Larson suggested possibly contacted our legal counsel. Gary Wnuk noted the Code of Conduct needs to be followed as well and the individual providing public comment must identify their county of residence. A proposed revision to the policy will be brought back to the Board at the October meeting.

Roger Frye reported the Tootsie Roll drive in Montmorency County and Alpena County will not be held this year.

XIX. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, October 8, 2020 at 3:00 p.m.

1. Set October Agenda

The October agenda items were reviewed.

XX. Evaluation of Meeting

Roger Frye reported the meeting started on time. All Board members participated. He noted our staff is doing a great job and thanked the Finance staff..

Lester Buza extended a thank you to Diane Hayka for the face masks and Nena Sork for the delivery of the trays to the group homes.

XXI. Adjournment

Moved by Albert LaFleche, supported by Gary Wnuk, to adjourn the meeting. Motion carried.
This meeting adjourned at 4:26 p.m.

[signed by Bonnie Cornelius electronically 10/08/2020]
Bonnie Cornelius, Secretary

[signed by Eric Lawson 10/08/2020]
Eric Lawson, Chair

Diane Hayka
Recorder