

## Northeast Michigan Community Mental Health Authority Board

### Board Meeting

October 11, 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, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski

Absent: Judy Hutchins (excused)

Staff & Guests: Lisa Anderson, Dennis Bannon, Carolyn Bruning, LeeAnn Bushey, Lynne Fredlund, Margie Hale-Manley, Cheryl Jaworowski, Cathy Meske, Joe Roesner, Nena Sork, Jen Whyte, Cody Wilson, Peggy Yachasz

**III. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance as a group.

**IV. Appointment of Evaluator**

Gary Nowak appointed Lester Buza as evaluator for this meeting.

**V. Acknowledgement of Conflict of Interest**

No conflicts were identified.

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

There was no information or comments presented from the public. Gary Nowak reported there have been two individuals having to cancel attendance at the upcoming Board Conference in Traverse City and the registrations are non-refundable. He suggested Board members think about possible attendance.

**VII. Approval of Minutes**

*Moved by Roger Frye, supported by Steve Dean, to approve the minutes of the September 13, 2018 minutes as presented.* Motion carried.

**VIII. Educational Session – Staff Training Requirements/Opportunities**

Cathy Meske provided a brief overview of the training offered through the agency noting HR has a requirement to have staff complete certain trainings based on their position. Lisa Anderson reported upon initial hire a new employee participates in about 15 various training topics utilizing our training portal in myLearning Pointe. In addition, general orientation is done with the human resource staff and the newly hired employee's supervisor. This training/orientation is general to the organization. Once this is complete, the employee gets job specific training. Classroom trainings are also offered – CPR/First Aid, Gentle Teaching, Non-violent Crisis Intervention, Medication training and other various trainings specific to the position. Annual training is provided to staff each year. This year the training was broken down into two phases – spring training and fall training.

Clinician's providing on-call services must have 24 hours of children's training credits each year. Clinical staff also are required to have CEUs to maintain licensing. Specialized training is also provided to various programs such as ABA services.

A Board member expressed some concerns over a recent incident in which a case manager could benefit from additional training.

Lisa Anderson provided a brief demonstration of the myLearning Pointe. The program keeps track of a transcript of all classes taken by the employee along with completion dates. The HR Training Assistant can also input classes taken outside of the Agency to keep in the transcript. She noted there are many courses available to staff and this can save time and money for staff having this training available locally.

Albert LaFleche inquired as to what type of pre-hire education is required of staff. Cathy Meske reported many positions require licenses or specific type of diplomas. While there are many positions not requiring a post education degree, Medicaid requires a certain degree for such positions at nurses, Intake workers, etc.

Eric Lawson inquired if myLearning Pointe is a program used by other organizations and if there are such trainings related to topics such as moral and ethical behaviors.

Cathy Meske reports there are four individuals working in the HR department and at year end all staff training is complete.

**IX. FY18-19 Budget Amendment #1**

Cheryl Jaworowski reported the handout distributed will be Amendment #1 to the budget approved last month, which was a continuation budget. Cheryl reviewed the revenue budget. She noted this amendment reflects a decrease in revenues of \$164,043 from the budget passed last month. She noted the largest variance is in Healthy Michigan Plan and this is due to how the rates are calculated and total enrollments. Cheryl Jaworowski notes the rates are shifting from the various programs such as the waiver program and dollars are being shifted from there to possibly the Autism program.

Cheryl Jaworowski reviewed the Expenditure Budget by account. She notes contracted inpatient, contracted residential and contracted employees are the areas of the budget with the largest variances. She notes there is a large increase in the Self-Determination program. There are about 81 individuals in the Self-Determination program. This allows for individuals to hire their own staff and provides the individual with more choice.

Cheryl Jaworowski notes at this point in time the budget is not balanced. This budget has a \$1.8 M deficit. Cheryl Jaworowski notes it is hopeful to get some carryforward funds from the PIHP. In addition, there has always been a savings in salaries as this budget is based on each position filled every workday. When there is short-term disability due to staff illness, etc. there are savings in this line item.

Cheryl Jaworowski reviewed the Expenditure Budget by program. Cheryl Jaworowski provided explanation of some line items which were shifted from one program to another.

Cheryl Jaworowski reviewed the Capital purchases proposed for FY19. Steve Dean inquired as to whether vehicle purchases are conducted through a bid process and it was reported that was the process used. Due to some specifications on passenger vans, this can be to a limited group of potential bidders as some are unable to customize for wheelchair needs, etc. Cheryl Jaworowski noted due to aging of the heating and cooling systems for this building, the proposal includes replacement of two systems if needed. Copy machines for the Hillman, Rogers City and Reimbursement are included in the budget. Cheryl Jaworowski reviewed the capital budget for computer and phone equipment.

Pat Przeslawski was excused briefly from the meeting at 3:50 p.m.

Cheryl Jaworowski reviewed the Staffing FTEs. She noted the biggest decrease in FTEs is attributed to the potential Clubhouse contract which would effect a staffing reduction but the agency is hopeful the contractor would consider hiring the current staff.

***Moved by Steve Dean, supported by Judy Jones, to approve Amendment #1 to the FY18-19 Budget as presented.*** Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak; Nays: None; Absent: Judy Hutchins, Pat Przeslawski. Motion carried.

**X. October Monitoring Reports**

**1. Budgeting 01-004**

Cheryl Jaworowski reviewed the Statement of Revenue and Expense for month ending August 31, 2018.

Pat Przeslawski returned to the meeting at 3:57 p.m.

The various line items with the largest variances were explained by Cheryl Jaworowski.

***Moved by Steve Dean, supported by Lester Buza, to accept the October monitoring reports as presented.*** Motion carried.

**XI. Board Policy Review and Self Evaluation**

**1. Annual Board Planning Cycle 02-007**

Board members reviewed the policy and had no concerns and requested no revisions.

**2. Chief Executive Job Description 03-003**

Board members had no comments regarding this policy.

**3. Monitoring Executive Performance 03-004**

This policy required an adjustment made to the monitoring schedule attachment to include monitoring of the recent "Disclosure of Ownership" Policy 02-016.

***Moved by Albert LaFleche, supported by Eric Lawson, to approve revision to Policy 03-004 by adding "Disclosure of Ownership" to the monitoring schedule as presented.*** Motion carried.

**XII. Linkage Reports**

**1. Northern Michigan Regional Entity (NMRE)**

**a. Board Meeting September 26, 2018**

Cathy Meske reported there was a presentation from Sara Sicery related to the Opioid Health Home. She notes she has requested this be a presentation at a future Board meeting here. She reports this is the first Opioid Health Home in Michigan and this is due to need in the area. This will most likely be located in Gaylord. The NMRE will be relocating their business office to Gaylord and they are currently working toward a lease.

**2. MACMHB**

**a. Fall Board Conference – October 22 & 23 – Traverse City**

There were two registrants not able to attend the conference and registration fees are unrefundable. Steve Dean will fill one of the vacancies. Eric Lawson would like to get a schedule of future dates. Roger Frye will replace Judy Hutchins as a voting delegate. Diane Hayka will send Steve Dean a packet for the Fall Conference.

**XIII. Operational Report**

Nena Sork reviewed the Operational Report for month ending September 30, 2018. She highlighted the services provided during the past year noting this agency has touched 2,351 individuals. She reports this is the first year of having the entire year in our new EHR system. The data pulled from the system is as current as two days. There are dashboards built in the EHR system and next year comparisons will be easily made as there will be two full years for comparisons. She informed the Board there are only two adult individuals in the State hospital and no children. She reports the ACT Team is very aggressive in providing services to keep individuals out of the hospital.

**XIV. Chair's Report**

**1. Perpetual Calendar Adoption**

The perpetual calendar was reviewed at the September meeting and is presented for adoption at this meeting. No further revisions were identified.

*Moved by Eric Lawson, supported by Steve Dean, to adopt the FY19 Perpetual Calendar as presented.* Motion carried.

**2. Strategic Plan**

Cathy Meske reported this is the Strategic Plan where Ends were developed. She notes there is one End that might be difficult to track... 75% of those individuals with a substance use disorder will have a goal related to this in their plan. Cathy Meske noted there is a glitch in the MAPS program where prescriptions for suboxone are not tracked in MAPS. She noted Dennis Bannon is working with NMRE to research this.

Cathy Meske reported the numbers have dropped in the past two years of babies born with an addiction. She notes there was a big push for education related to this and prenatal assistance is offered to individuals in need.

*Moved by Albert LaFleche, supported by Bonnie Cornelius, to approve the FY19 Strategic Plan as presented.* Motion carried.

**3. Nominations Committee Meeting**

The Nominations Committee will meet just before the November Board meeting in the Administrative Conference Room. The Nomination's Committee is made up of Bonnie Cornelius, Steve Dean, Albert LaFleche, and Terry Larson. The Board members with expiring terms are Judy Hutchins, Judy Jones, Lester Buza, and Terry Larson.

**XV. Director's Report**

Cathy Meske reviewed her report of highlights she participated in during the past month. She noted she met with Alpena County Commissioner Cam Habermehl to discuss blended funding for adolescent placement in juvenile detention.

Cathy Meske also noted the Parity Workgroup is working to develop universal standard care guidelines using some type of software. This will eliminate disparity between regions and disparity between how behavioral health services and physical health services are authorized.

Cathy Meske reviewed the Rate Restructuring efforts underway. She noted due to the current definitions Greenway Fuels has chosen to discontinue their current operations which will impact nine individuals. She notes the agency continues to work with NEMROC to develop alternatives as to how services are provided. Margie Hale-Manley noted there are approximately 35 individuals receiving employment services through NEMROC.

Cathy Meske provided an update on the 1115 Waiver status.

She also reported she is part of the board for the Rural Communities Opioid Response Program (RCORP). Under a development grant the group is working together to address the opioid crisis to include prevention, treatment, recovery and the development. The purpose of RCORP is to support treatment for and prevention of substance use disorder, including opioid use disorder, in rural counties at the highest risk for substance use disorder

Project Connect is scheduled for November 8 in Alpena County. Cathy Meske reports Lee Ann Bushey and Carolyn Bruning have a role in representing this Agency.

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

Dennis Bannon introduced new staff Cody Wilson, IT Tech, and Joe Roesner, System Administrator.

**XVII. Next Meeting**

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, November 8, 2018 at 3:00 p.m.

**1. Set November Agenda**

The November agenda items were reviewed. Cathy Meske requested the Bay View Center Contract be pulled from the Consent Agenda and addressed as an individual item as there is a conflict of interest with one Board member and this provider.

*Moved by Pat Przeslawski, supported by Judy Jones, to treat the Bay View Center contract as a separate agenda item at the November meeting.* Motion carried.

**XVIII. Evaluation of Meeting**

Lester Buza reported the educational session was very informative and noted many Board members were not aware of the coordination and amount of training staff undergo. He reports the report on Finances was positive.

Cathy Meske reports the Day of Recovery Education flyer was distributed. She noted Board members are welcome to attend, just call to register.

**XIX. Adjournment**

*Moved by Albert LaFleche, supported by Bonnie Cornelius, to adjourn the meeting.* Motion carried. This meeting adjourned at 4:38 p.m.

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*[signed by Alan Fischer on 12/10/18]*  
Alan Fischer, Secretary

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*[signed by Gary Nowak on 11/08/18]*  
Gary Nowak, Chair

Diane Hayka  
Recorder