

**Northeast Michigan Community Mental Health Authority (NeMCMHA)  
Board Meeting – December 14, 2023**

**I. Call to Order**

Chair Eric Lawson called the meeting to order in the Board Room at 3:02 p.m.

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

Present: Bob Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Eric Lawson, Gary Nowak, Lloyd Peltier, Terry Small

Absent: Patricia Przeslawski (excused)

Staff & Guests: Lisa Anderson, Carolyn Bruning, Connie Cadarette, Mary Crittenden, Erin Fletcher, Kingsli Kraft, Cheryl Kuch, Brooke Paczkowski, Larry Patterson, Abbey Podbielski, Kerry Rastigue, Nena Sork, Melissa Stephan, Jen Walburn

**III. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance as a group.

**IV. Appointment of Evaluator**

Gary Nowak was appointed as evaluator of the meeting.

**V. Acknowledgement of Conflict of Interest**

No conflicts of interest were acknowledged.

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

There were no comments from the public.

**VII. Approval of Minutes**

*Moved by Les Buza, supported by Gary Nowak, to approve the minutes of the November 9, 2023 Board meeting.* Motion carried.

**VIII. Educational Session – Rehmann Staff Survey Presentation**

Cheryl Kuch, a management consultant from Rehmann, presented staff survey data to the Board via Microsoft Teams. The survey measured employee engagement, showing what percentage of staff are passionate and committed to the work they do. There are three categories of engagement: engaged, not engaged, and actively disengaged. According to Gallup, 34% of the workforce in the US and Canada, on average, is considered engaged. 240 staff members took the survey, which was a response rate of 66%. NeMCMHA had an engaged percentage of 34%, 51% not engaged, and 15% actively disengaged. Cheryl stated this is a solid foundation in engagement. Engagement is determined by the degree to which employees' needs are met, from basic needs to management support, then teamwork, and finally growth. Employees need to feel they are part of the larger organization. The Agency had an average score of 4.27 (out of 5) for basic needs, 3.68 for management support, 3.46 for teamwork, and 3.67 for growth. The overall average, or grand mean, was 3.70, putting the Agency in the 22<sup>nd</sup> percentile.

The net promoter score from this survey was +10. When Nena Sork first started doing surveys the net promoter score was -10. Staff left lengthy responses to three open-ended questions, reporting they have seen more communication, more supervisor training, and increased pay/incentives. However, many staff also reported they haven't seen any changes from the last survey. The second open-ended question about what staff enjoy about working for the Agency received responses that staff enjoy their coworkers and consumers, the mission of the Agency, flexibility, and the friendly and caring environment. The last open-ended question saw responses from staff that better listening, increased pay, stopping the social security opt out, receiving better recognition, and having consistent accountability as ways the Agency could become a better place to work. Cheryl reported it is a great data set with a good amount of variation amongst the groups. The Agency is now focusing on specific actions and action plans. There will be focus groups to dig in further. There will also be communication of the actions to the employees. If any Board members would like to see more data from the survey, they can request it from Nena.

**IX. Consent Agenda**

ABA Pathways and Amanda’s Payroll Service were on the revised consent agenda.

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

**X. Consent Agenda: NEMROC**

NEMROC was pulled as a separate Consent Agenda item due to Bob Adrian’s conflict of interest, requiring him to abstain from voting.

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

**XI. December Monitoring Reports**

**1. Budgeting 01-004**

Connie Cadarette reviewed the Statement of Revenue and Expense and Change in Net Position for the month ending October 31, 2023. This was the first month with the new Fiscal Year 2024 budget. FY23 has not yet been fully closed. Revenues are holding for October, but they aren’t sure what they will be in the future. She has been seeing a shift in revenues due to less people being actively enrolled in Medicaid and Healthy Michigan. Some individuals have lost Medicaid and have been moved into General Funds. They are working on getting Medicaid back, and the State does typically retro those funds back. Connie was expecting this to happen. Medicaid and Healthy Michigan were underspent by \$339,791 and \$26,971 respectively.

Larry Patterson reviewed expenses with negative variances. A few expenses from FY23 had been incorrectly applied to FY24 on the budget sheet, but it has been fixed and will reflect correctly on next month’s report. With 8.33% of the year elapsed, the Agency is at 7.7% of expenses used.

**2. Ends 04-001**

Board members reviewed the current state of their Ends. BHH is doing very well on enrollments, which is an opportunity to increase revenue. The NMRE will be lapsing about \$1.7 million back to the State.

**3. Grants or Contracts 01-001**

The Board discussed making a revision to the Grants or Contracts Policy during policy review.

*Moved by Terry Small, supported by Lynnette Grzeskowiak, to approve the December monitoring reports.* Motion carried.

**XII. Board Policy Review and Self-Evaluation**

**1. Grants or Contracts 01-001**

Board members made a revision the contracts section which would allow the Board Chair or the Executive Committee to review contracts exceeding \$25,000 requiring action prior to the next Board meeting.

*Moved by Gary Nowak, supported by Bonnie Cornelius, to approve the above revision to the Grants or Contracts Policy.* Roll Call: Ayes: Bob Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Eric Lawson, Gary Nowak, Lloyd Peltier, Terry Small; Nays: None; Absent: Patricia Przeslawski. Abstain: None. Motion carried.

**2. Board Member Recognition 02-001**

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

### **3. Board Member Orientation 02-015**

Rebekah Duhaime made revisions to this policy per the CMHA orientation guide. She will also check with the CMHA on a few issues with the Boardworks page on their website.

*Moved by Bonnie Cornelius, supported by Gary Nowak, to approve the suggested revisions to the Board Member Orientation Policy.* Roll Call: Ayes: Bob Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Eric Lawson, Gary Nowak, Lloyd Peltier, Terry Small; Nays: None; Absent: Patricia Przeslawski. Abstain: None. Motion carried.

### **XIII. Linkage Reports**

#### **1. Advisory Council – December 11**

Les Buza reported they had a good meeting which included a new member. Council members reviewed the Agency's org chart to give all three new members an overview of the Agency. Les resigned as the Board representative on the Advisory Council, which he has served on for twenty years.

Lloyd Peltier volunteered to be the new Board representative on the Advisory Council and Eric officially appointed him.

#### **2. NMRE Board Meeting – December 13**

Eric reported there was a good presentation on drugs and everyone received Narcan. The Good Samaritan Law covers people trying to help in overdose situations. Administering Narcan will not hurt a person if you administer it when they are not overdosing.

### **XIV. Operations Report**

Mary Crittenden reported on operations for November 2023. Mary highlighted hospitalizations, with 52 completed pre admission screens resulting in 15 admissions. This means there were successful diversions and safety plans completed for the other individuals. Community Living Support Services (CLS) provided services to 83 individuals with an intellectual/developmental disability and 71 individuals with a mental illness. 1,018 individuals were served in November.

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

#### **1. NMRE Board Appointment**

Terry Larson has officially resigned from the Northeast Board as of November 9, 2023. Eric appointed Bob Adrian to the NMRE Board.

#### **2. Review Bylaws**

General revisions were made to update titles. Board members wished to update language in the Terms section. Rebekah suggested they pull from the Advisory Council bylaws. "Terms shall be three years; however, terms of the initial Council members will be staggered, so that, in any one year, membership turnover should not exceed 1/3. Approximately 1/3 of the members of the initial Council will be appointed for a term of one year, 1/3 for a term of two years, and 1/3 for a term of three years; thereafter, all terms will be three years."

*Moved by Terry Small, supported by Judy Jones, to approve the suggested revisions to the NeMCMHA Board Bylaws.* Roll Call: Ayes: Bob Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Eric Lawson, Gary Nowak, Lloyd Peltier, Terry Small; Nays: None; Absent: Patricia Przeslawski. Abstain: None. Motion carried.

Les Buza left the meeting at 4:23 p.m.

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

Nena provided a report of her activities for the last month. She participated in the DEI training in Lansing with the CMHA Board for two days and attended the Member Services meeting. The Rural and Frontier Caucus finalized their letter. Union negotiations were wrapped up, and the following week Nena participated in the Presque Isle DHS meeting. A Rehmann consultant met with the HR department and Cheryl Kuch did two survey result presentations open to all staff. Last week Nena attended the NMRE OPs meeting, met

with the Rural and Frontier Caucus, and attended the NMORC quarterly meeting. The Agency held a Brunch for a Cause, which is an internal fundraiser for staff to raise funds for holiday gifts for individuals served. The Professional Union Contract was ratified yesterday and the Paraprofessionals should be voting soon, as well. Eric Kurtz heard back from MDHHS, and they will be scheduling a meeting to further discuss the issue of Medicaid funds being used to pay for the personal care. Mary and Morgan Hale are meeting with providers to educate them on the new process. The assessment tool is gone and is no longer being used. Nena is glad to get the case managers out of the process that required them to be the financial middleman. She is feeling a little more positive about the situation, as the Agency was not the anomaly.

Bonnie Cornelius left the meeting at 4:32 p.m.

Nena would like to move forward with the Board's permission to get the potential new AFC home licensed as the investors have closed on the home. Would like a motion to move forward with the investor on the lease and to get the home licensed.

***Moved by Charlotte Helman, supported by Terry Small, to lease the new home and apply for an AFC license.*** Motion carried.

Nena reported LARA is showing 500 less AFC home licenses than the past. Carolyn Bruning said it is difficult to say how long it will take to go through the licensing process, but she thinks it won't take too long.

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

Nothing was presented.

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

Nothing was presented.

**XIX. Next Meeting**

The next meeting of the NeMCMHA Board is scheduled for Thursday, January 11 at 3:00 p.m.

**1. January Agenda Items**

The proposed January agenda items were reviewed.

**XX. Meeting Evaluation**

Gary felt Board members came prepared to govern and were afforded opportunities to contribute to conversation. He was satisfied with what the Board accomplished. He thinks the meetings are always good.

**XXI. Adjournment**

***Moved by Lloyd Peltier, supported by Terry Small, to adjourn the meeting.*** Motion carried. This meeting adjourned at 4:40 p.m.

*[signed by Bonnie Cornelius February 8, 2024]*

Bonnie Cornelius, Secretary

Rebekah Duhaime  
Recorder

*[signed by Eric Lawson January 11, 2024]*

Eric Lawson, Chair