

Northeast Michigan Community Mental Health Authority Board

Board Meeting

September 13, 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 Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski

Absent:

Staff & Guests: Lisa Anderson, Dennis Bannon, Carolyn Bruning, Cheryl Jaworowski, Lynne Fredlund, Cathy Meske, Jen Whyte, Peggy Yachasz

Gary Nowak thanked members for their card and prayers during his recent hospitalization.

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Gary Nowak appointed Roger Frye as evaluator for this meeting.

V. Acknowledgement of Conflict of Interest

Pat Przeslawski stated she had a conflict of interest related to item VIII, 1, c. "Thunder Bay Transportation Authority" on the Consent Agenda and requested the contract for Thunder Bay Transportation Authority be removed from the consent agenda. *Moved by Albert LaFleche supported by Steve Dean, to remove the Thunder Bay Transportation Authority contract from consent agenda.* Motion carried.

VI. Information and/or Comments from the Public

There was no information or comments presented.

VII. Approval of Minutes

Moved by Bonnie Cornelius, supported by Steve Dean, to approve the minutes of the August 9, 2018 minutes as presented. Motion carried.

VIII. Consent Agenda

1. Contracts

- a. **Partners in Prevention**
 - i. **Children's Friendship Training**
 - ii. **Mental Health First Aid Training**
 - iii. **Trauma Training Project and Suicide Prevention Education**
 - iv. **Caring for Children Who Experience Trauma**
- b. **MRS Cash Match Agreement**
- c. **Thunder Bay Transportation Authority**
- d. **Rite Aid [Flu Shots]**

2. Grants

a. FY19 Children's Mental Health Block Grant

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

IX. **Thunder Bay Transportation Authority**

Due to a conflict this item is acted upon as an individual contract. *Moved by Bonnie Cornelius, supported by Roger Frye, to approve Thunder Bay Transportation Authority Contract.* Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak; Nays: None, Absent: None; Abstain: Pat Przeslawski.

X. **September Monitoring Reports**

1. **Budgeting 01-004**

Cheryl Jaworowski requested this agenda item be addressed prior to the FY17-18 budget amendment and public hearing. Cheryl Jaworowski reviewed the Statement of Expense and Revenues for month ending July 31, 2018. She reviewed the variance line items with Board members. She notes this reports indicates an underbudget amount of \$73,673 in July. She reports the budget amendment to be presented as the next item, will fix many of the negative line item variances. Cheryl reviewed the variances with each line item having a notable variance.

Cheryl Jaworowski noted it is anticipated the Medicaid line item will be underspent. She noted none of the funds approved last month to purchase capital items proposed for FY19 to be purchased this FY have been utilized. She reports many of the items purchased were within the current year's budgeted amount.

Moved by Judy Hutchins, supported by Pat Przeslawski, to accept the September monitoring reports as presented. Motion carried.

XI. **FY17-18 Budget Amendment #3**

Cheryl Jaworowski informed the Board this amendment will also be proposed to be a continuation budget in the Public Hearing in the next item of this meeting.

Cheryl Jaworowski provided explanation of the line item entitled "Rebates/Incentives/Other local revenue" noting this line is made up of various items. Cheryl Jaworowski provided explanation of the amended line items in the revenue budget. She notes \$123,346 has been added to the current revenues.

Cheryl Jaworowski provided a summary of the amended expenditures which will balance the budget. She notes salaries, health insurance, and other benefits were reduced and those dollars were transferred to line items with a deficit. This will balance the budget for year end.

Cheryl Jaworowski reported the "Bad Debt" write off is due to the old debt still tracked from our previous electronic health record system, AVATAR, and this will eliminate all the old debt. She notes the policy addressing bad debt write off will be changed to reflect possibly a two-year collection attempt for future collections.

Moved by Roger Frye, supported by Pat Przeslawski, to approve Amendment #3 of the FY17-18 budget as presented: Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan

Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Nays: None, Absent: None. Motion carried.

XII. FY18-19 Budget Hearing

Gary Nowak opened the meeting for the Public Hearing on the Budget.

Cheryl Jaworowski reported due to the ever changing issues, she will request a continuation budget at this point with presenting a full budget to the Board at the October meeting.

Moved by Judy Jones, supported by Steve Dean, to approve a continuation budget for FY18-19 as presented. Roll Call Vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: None. Motion carried.

XIII. Board Policy Review and Self Evaluation

1. General Executive Constraint 01-011

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

2. Compensation and Benefits 01-008

Board members had no comments regarding this policy.

3. Board Committee Structure 02-006

Board members reviewed the policy. Alan Fischer suggested revision to add another "Product" under the Nomination's Committee. He notes one responsibility of the committee is to provide recommendations to the Board of Commissioners at the counties to appoint or reappoint a member.

Moved by Alan Fischer supported by Judy Hutchins revised the policy by adding a third product to Board Officers Nomination Committee. Motion carried.

4. Chief Executive Officer Search Process 03-005

Board members reviewed the policy and recommended no changes.

XIV. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meeting August 22, 2018

The minutes from the August 22nd meeting were received earlier today. Cathy Meske noted she was not in attendance; however, one item brought up was the relocation of the NMRE main offices from Petoskey to Gaylord. Roger Frye noted a new audit firm was secured for the next three years.

Cheryl Jaworowski notes the Finance Officers have not had an opportunity to view the budget for the proposed move. She reports there may be some increases initially related to computer needs but will most likely save on some administrative costs.

b. FY19 NMRE Contract

Cathy Meske reports the FY19 NMRE contract was just received for FY19. This is the contract which provides the Medicaid funding for this Agency.

Moved by Albert LaFleche, supported by Eric Lawson, to authorize the Director to execute the NMRE FY19 contract as presented. Roll Call Vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: None. Motion carried.

2. MACMHB

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

There is still no printed material released for the upcoming Fall Board Conference to be held at the Grand Traverse Resort in Acme. Board members interested in attending are Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones and Gary Nowak. Board members were requested to check their schedules to determine if they plan to attend and notify Diane Hayka.

i. Appoint Association Voting Delegates

Gary Nowak appointed Judy Jones and Judy Hutchins as the Voting Delegates for this conference.

XV. Operational Report

Cathy Meske noted Nena Sork was unable to be in attendance to provide report. Cathy Meske reported she provided the numbers of individuals served by this agency in each of the counties when she attended each of the county commission meetings. She believes the commissioners were appreciative of this information.

Gary Nowak reports there were good coverage on the commission visits in the Alpena News and the Presque Isle Advance. Cathy Meske reports having the priority needs assessment is a good tool to showcase. The priority needs will be reviewed and updated in the Program Review Public Hearing early next year.

XVI. Chair's Report

1. Setting Perpetual Calendar

Cathy Meske reported the revision to the perpetual calendar include breaking Strategic Planning down to span over three months – May, June and July. Diane Hayka also noted the duties of the Nomination's Committee are spelled out on this calendar.

2. Board Self-Evaluation Report

Board members reviewed the Board Self-Evaluation results. Steve Dean noted this was the highest return rate thus far. Gary Nowak notes he believes this is one of the best Boards since he has served as board members are comfortable speaking. Eric Lawson noted the push from the Director to speak has resulted in more discussion and input.

XVII. Director's Report

1. Director's Report Items

Cathy Meske reports she had a block of time off in August and even with that absence many meetings and events occurred. Cathy provided the Board with the results of the recent Recipient Rights audit noting the Agency is in substantial compliance. One area cited was with timeliness and as a result the part-time position for the Rights Advisor was reposted as a full-time position.

An incentive was received from the NMRE and as a result the incentive payment will be awarded to staff meeting certain criteria. Cathy Meske provided Board members of the criteria used to establish eligibility as well as how the dollars would be awarded. Cathy Meske reported this will make the payment fair across the Board with the home employees and community support employees getting the same amount as the administrative staff. Cathy Meske reports 388 letters were mailed out to eligible staff.

Cathy Meske reported she participated in the revised process for election of officers at the Association. This year all the nominations will be put together versus having each office position handled separately.

Judy Hutchins inquired about the changes at Clubhouse. Cathy Meske noted two respondents to the RFP are working on proposals. Cathy Meske noted Mary Jameson has accepted the position of ACT Supervisor. It is hoped to build up the participation at the Clubhouse through new efforts of a contractual provider.

2. QI Council Update

The minutes from the most recent QI Council meeting were distributed and Board members had no concerns or comments.

XVIII. Information and/or Comments from the Public

There was no information presented.

XIX. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, October 11, 2018 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 promptly. All members worked together and participated. He thanked all the staff for their hard work and noted this is what makes the Agency run well.

XXI. Adjournment

Moved by Albert LaFleche, supported by Pat Przeslawski, to adjourn the meeting. Motion carried. This meeting adjourned at 3:50 p.m.

[signed by Alan Fischer on 10/11/2018]
Alan Fischer, Secretary

[signed by Gary Nowak on 10/11/2018]
Gary Nowak, Chair

Diane Hayka
Recorder