

**NORTHEAST
MICHIGAN
COMMUNITY
MENTAL HEALTH
AUTHORITY**



*NeMCMHA Board Meeting
Thursday, March 9 at 3:00 p.m.*

Board meetings are held in the Board Room at 400 Johnson Street in Alpena.

NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY BOARD
BOARD MEETING
March 9, 2023 at 3:00 p.m.
A G E N D A

- I. Call to Order**
- II. Roll Call & Determination of a Quorum**
- III. Pledge of Allegiance**
- IV. Appointment of Evaluator**
- V. Acknowledgement of Conflict of Interest**
- VI. Information and/or Comments from the Public**
- VII. Approval of Minutes(Pages 1 – 4)**
- VIII. Education Session – Gentle Teaching/Sunrise Side of Sara (Video)**
- IX. Consent Agenda**
 - 1. ABA Pathways (Page 5)
- X. March Monitoring Reports**
 - 1. Budgeting 01-004..... (Page 6)
 - 2. Treatment of Individuals Served 01-002(Brochure)
- XI. Board Policies Review and Self-Evaluation**
 - 1. Budgeting 01-004..... [Review Only] (Page 7)
 - 2. Board Members Ethical Code of Conduct 02-008 [Review & Self-Evaluation].....(Pages 8 – 9)
- XII. Linkage Reports**
 - 1. NMRE Board Meeting – February 22 (Verbal)
- XIII. Operations Report (Page 10)**
- XIV. Executive Director’s Report(Verbal)**
- XV. Chair’s Report**
 - 1. Update on PAC Campaign(Verbal)
 - 2. Nomination/Board Member Composition Committee(Verbal)
 - 2. Board Member Recognition(Verbal)
- XVI. Information and/or Comments from the Public**
- XVII. Information and/or Comments for the Good of the Organization**
- XVIII. Next Meeting – Thursday, April 13 at 3:00 p.m.**
 - 1. Set April Agenda (Page 11)
- XIX. Meeting Evaluation**
- XX. Adjournment**

**Northeast Michigan Community Mental Health Authority (NeMCMHA) Board
Board Meeting
February 9, 2023**

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: Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Eric Lawson, Gary Nowak, Lloyd Peltier, Pat Przeslawski, Terry Small

Absent: Robert Adrian, Les Buza (Excused), Bonnie Cornelius (Excused), Terry Larson (Excused)

Staff & Guests: Lisa Anderson, Carolyn Bruning, Connie Cadarette, Mary Crittenden, Erin Fletcher, Donald Haske, Paula Haske, Ruth Hewett, Larry Patterson, Abbey Podbielski, Nena Sork, Jen Walburn

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Lloyd Peltier was appointed as evaluator for this meeting.

V. Acknowledgement of Conflict of Interest

No conflicts of interest were acknowledged.

VI. Information and/or Comments from the Public

No information or comments were presented to the Board.

VII. Approval of Minutes

Moved by Gary Nowak, supported by Terry Small to approve the minutes of the January 12 and January 26, 2023 Board meetings, as presented. Motion carried.

VIII. February Monitoring Reports

1. Budgeting 01-004

Connie Cadarette reviewed the Statement of Revenue and Expense and Change in Net Position for the month ending December 31, 2022. Revenue projections were quite accurate, with the Agency receiving a little more than originally expected. Medicaid and Healthy Michigan combined are currently underspent by \$79,749. General Funds are underspent by \$185,472.

Larry Patterson reviewed expenses with negative variances. Many of these variances are due to timing issues and should smooth out within the coming months. The Contract Inpatient and Miscellaneous Expense line items have been affected by high cost stays, but those should be completed soon. With 25% of the year elapsed, the Agency has used 24.4% of expenses. Line items with greater variances may require budget adjustments later on.

2. Treatment of Individuals Served 01-002

Pat Przeslawski reported the Recipient Rights Advisory Committee meeting on January 25 went well. Eric also attended the meeting. Pat reviewed the basics of how Recipient Rights incidents are handled by Ruth Hewett and her team. Ruth reported there are no current suggestions for the Board.

3. Staff Treatment 01-003

Eric noted the total employee turnover rate for 2022 was 32%. Nena reported the industry turnover rate for direct care workers in 2021 was 64%. At least half of Agency employees are in direct care.

Moved by Charlotte Helman, supported by Pat Przeslawski, to approve the February Monitoring Reports. Motion carried.

IX. Board Policies Review

1. Emergency Executive Succession 01-006

Board members received a handout with the proposed additions to the Emergency Executive Succession procedure, which stated that after the designee has assumed the responsibilities of the Executive Director for a period of more than 30 days, they shall meet with Human Resources to discuss increased/retroactive compensation.

Moved by Terry Small, supported by Charlotte Helman, to approve the revised Emergency Executive Succession Policy. Roll call: Ayes: Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Eric Lawson, Lloyd Peltier, Pat Przeslawski, Terry Small; Nays: Gary Nowak; Absent: Robert Adrian, Les Buza, Bonnie Cornelius, Terry Larson. Motion carried.

2. Asset Protection 01-007

Larry clarified that assets under \$200 are not tracked, which could define the "material amount" as referenced in the policy.

3. Board Committee Principles 02-005

Pat stated this clarifies that the Board does not micromanage; they create Ends and allow staff to operate without direct involvement.

4. Delegation to the Executive Director

A revision was made to capitalize "Ends" in the policy. Pat stated the Board doesn't always agree, but they are respectful in their disagreements. The Board makes sure Ends are met without micromanaging staff.

Moved by Pat Przeslawski, supported by Judy Jones, to approve the revision to the Delegation to the Executive Director Policy. Motion carried.

X. Linkage Reports

1. NMRE Board Meeting – January 25

Eric reported there was a compliance report from Tema Pefok. The NMRE Board meetings contain a lot of housekeeping items and financial oversight of all the CMHSPs. MDHHS and CMHA are working to get in contact with newly elected members of congress and senators to try and get a rural exemption. Due to the workforce crisis, the exemption would allow more people with a Bachelor's degree to be hired and trained in human services, even if their degree isn't in that field.

2. Advisory Council – February 6

Nena reported the council viewed the Sunrise Side of Sara videos which show the impact of the Board's adoption of Gentle Teaching. Les Buza would like the Board to view the videos as an educational session. Nena reported Peggy Yachasz and Julie Hasse attended the Gentle Teaching International Conference last year and they presented an update on Sara.

XI. Operations Report

Mary Crittenden reported on individuals served in the month of January 2023. Doctors' Services served 599 individuals. Community Living Support Services in I/DD served 86 individuals and in MI they served 68. For the month of January, the Agency served 1,142 individuals.

Nena stated the large jump in Doctors' Services is due to now having three full-time psychiatrists, a physician's assistant, and two nurse practitioners.

XII. Chair's Report

1. 2023 Annual PAC Campaign

Eric successfully completed the online PAC donation and felt the process was easy to follow. Charlotte questioned how donations will be tracked to meet Nena's matching pledge of \$600. Nena and Rebekah Duhaime will reach out to Monique Francis to get a running total and keep track of the total donations.

XIII. Executive Director's Report

1. Executive Director's Update

Nena attended the NMRE OPS meeting and CMHA Self-Determination work group. HR continues to work on the employee handbook project. She attended a meeting with ACC to continue working on the BSW/MSW alliance Western Michigan University. This meeting also included a final discussion of staff members receiving three college credits while working for the Agency. Individual AFC provider meeting were completed on Friday. She also attended the NMRE Board meeting and CMHA rural issues meeting.

2. AFC Home Contracts Update

All individual meetings have been completed. Mary Crittenden, Erin Fletcher, and some case managers have taken the feedback from the meetings and will continue to make changes to the assessment tool. Once all of those updates have been completed a workgroup will be formed to further review the tool. This workgroup will include AFC providers from all four counties. Nena will also look at the compensation grid and will meet with another CMHSP director to see how their process is done. Nena will bring the revised tool and compensation grid to the Board to go over changes.

3. Endowment Fund Grant Awards

Staff contribute to the endowment fund via the Community Foundation for Northeast Michigan. Individual needs that cannot be covered by Medicaid dollars are covered by the fund. A bicycle was purchased to promote independence for an individual and two micro enterprises were expanded. Micro enterprises are an option for individuals who want to start their own business. Some have vending machines, one does glass etching, some people do t-shirts and sweatshirts, and there is also someone who makes dog biscuits. The goal is for the individuals to make at least minimum wage with their micro enterprise.

Nena provided an update on the Alcona County office search, and the original property being considered will not be a viable option, so Nena would like to start looking at building as part of the proposed human services complex. The Board was in consensus to allow Nena to work with Alcona County on the project.

Nena next brought the possible 3% cost of living adjustment (COLA) to the Board's attention, as this had been tabled from the January Board meeting. A 3% COLA is being sought to help account for the 8.7% increase in the cost of living. Now that staff salaries are at average, this would help keep them from falling behind again. Connie reported that with current funding they would easily be able to afford the 3% COLA. AFC homes have already had a 3% increase written into their contracts from October 1, 2022.

Moved by Pat Przeslawski, supported by Terry Small, to approve a 3% COLA. Roll call: Ayes: Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Eric Lawson, Gary Nowak, Lloyd Peltier, Pat Przeslawski, Terry Small; Nays: None; Absent: Robert Adrian, Les Buza, Bonnie Cornelius, Terry Larson. Motion carried.

XIV. Information and/or Comments from the Public

Don Haske, Presque Isle County, stated he doesn't believe it's very fitting that staff receive a 3% COLA while AFC providers are working very hard. He hopes more input is sought from the providers.

XV. Information and/or Comments for the Good of the Organization

Pat reported she walked in with Abbey Podbielski who is the Director of Clubhouse. Pat would like a presentation from Clubhouse as an educational session. Abbey encouraged Board members to stop at Clubhouse to see what it is all about. They are in the process of putting together a presentation for the Board.

Gary reported he had a man call him who is trying to track down his brother, but didn't know how to help him. The individual may be in one of the Agency's group homes. Nena stated he can leave his information with the Agency, and they can pass the information on to the individual or the individual's guardian and they could get back in contact with him.

XVI. Next Meeting

The next regularly scheduled meeting of the Northeast Michigan Community Mental Health Authority Board will be held Thursday, March 9, 2023 at 3:00 p.m.

1. Set March Agenda

The proposed March agenda items were reviewed.

2. Meeting Evaluation

Lloyd reported the meeting started on time and Board members absolutely came away with new understanding. He stated Nena and her staff's reports were very good and most of the Board participated. He stated it was a good meeting and the reports were informative.

XVII. Adjournment

Moved by Pat Przeslawski, supported by Lynnette Grzeskowiak, to adjourn the meeting. Motion carried. This meeting adjourned at 4:05 p.m.

Bonnie Cornelius, Secretary

Eric Lawson, Chair

Rebekah Duhaime
Recorder

NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY

INTEROFFICE MEMORANDUM

TO: Board Members
FROM: Nena Sork
SUBJECT: Consent Agenda
DATE: March 1, 2023

1. ABA Pathways

ABA Pathways has requested code 0373T ABA Exposure Adaptive Behavior Treatment be added to their contract. This code allows two or more technicians to serve individuals with severe maladaptive behavior under this agreement. The unit rate for ABA Exposure Adaptive Behavior Treatment is \$32.44.

The Agency recommends approval.

Northeast Michigan Community Mental Health Authority
Statement of Revenue and Expense and Change in Net Position (by line item)
For the Fourth Month Ending January 31, 2023
33.33% of year elapsed

	Actual January Year to Date	Budget January Year to Date	Variance January Year to Date	Budget FY23	% of Budget Earned or Used
Revenue					
1 State Grants	55,199.64	106,851.36	\$ (51,652)	320,554.08	17.2%
2 Grants from Local Units	85,603.33	88,879.24	(3,276)	266,637.66	32.1%
3 NMRE Incentive Revenue	0.00	91,666.68	(91,667)	275,000.04	0.0%
4 Interest Income	2,623.84	166.68	2,457	500.04	524.7%
5 Medicaid Revenue	10,276,719.88	10,441,326.04	(164,606)	31,323,977.94	32.8%
6 General Fund Revenue	98,123.33	400,929.00	(302,806)	1,202,787.00	8.2%
7 Healthy Michigan Revenue	527,861.90	884,284.68	(356,423)	2,652,854.04	19.9%
8 Contract Revenue Blue Horizons	129,111.47	148,126.68	(19,015)	444,380.04	29.1%
9 3rd Party Revenue	210,056.84	118,907.36	91,149	356,722.08	58.9%
10 Behavior Health Home Revenue	47,883.17	30,604.68	17,278	91,814.04	52.2%
11 Food Stamp Revenue	38,719.15	42,866.72	(4,148)	128,600.16	30.1%
12 SSI/SSA Revenue	175,440.68	167,130.64	8,310	501,391.92	35.0%
13 Revenue Fiduciary	112,141.04	0.00	112,141	0.00	0.0%
14 Other Revenue	16,186.23	10,484.32	5,702	31,452.96	51.5%
15 Total Revenue	11,775,671	12,532,224	(756,554)	37,596,672	31.3%
Expense					
16 Salaries	5,131,454.71	5,114,480.88	(16,974)	15,343,442.54	33.4%
17 Social Security Tax	221,018.16	238,802.12	17,784	716,406.36	30.9%
18 Self Insured Benefits	915,637.63	1,131,046.44	215,409	3,393,139.32	27.0%
19 Life and Disability Insurances	76,550.53	83,300.72	6,750	249,902.16	30.6%
20 Pension	432,835.47	431,300.68	(1,535)	1,293,902.04	33.5%
21 Unemployment & Workers Comp.	52,788.93	55,684.36	2,895	167,053.08	31.6%
22 Office Supplies & Postage	18,237.12	16,886.52	(1,351)	50,659.56	36.0%
23 Staff Recruiting & Development	50,722.52	81,904.80	31,182	245,714.40	20.6%
24 Community Relations/Education	5,177.28	9,699.00	4,522	29,097.00	17.8%
25 Employee Relations/Wellness	35,300.78	37,333.32	2,033	111,999.96	31.5%
26 Program Supplies	152,145.52	132,421.20	(19,724)	397,263.60	38.3%
27 Contract Inpatient	598,722.77	534,316.00	(64,407)	1,602,948.00	37.4%
28 Contract Transportation	10,104.06	11,917.64	1,814	35,752.92	28.3%
29 Contract Residential	1,475,326.06	1,800,959.00	325,633	5,402,877.00	27.3%
30 Contract Employees & Services	1,778,536.25	1,992,746.24	214,210	5,978,238.72	29.8%
31 Telephone & Connectivity	80,919.10	66,875.00	(14,044)	200,625.00	40.3%
32 Staff Meals & Lodging	6,488.21	9,720.04	3,232	29,160.12	22.3%
33 Mileage and Gasoline	120,346.00	122,793.68	2,448	368,381.04	32.7%
34 Board Travel/Education	3,919.85	4,554.68	635	13,664.04	28.7%
35 Professional Fees	32,581.57	26,969.72	(5,612)	80,909.16	40.3%
36 Property & Liability Insurance	42,929.43	44,785.36	1,856	134,356.08	32.0%
37 Utilities	67,692.03	64,383.36	(3,309)	193,150.08	35.0%
38 Maintenance	74,776.51	75,723.36	947	227,170.08	32.9%
39 Interest Expense Leased Assets	5,599.36	5,775.24	176	17,325.72	32.3%
40 Rent	4,467.18	5,934.00	1,467	17,802.00	25.1%
41 Food	49,569.92	50,687.00	1,117	152,061.00	32.6%
42 Capital Equipment	10,956.80	46,095.76	35,139	138,287.30	7.9%
43 Client Equipment	2,409.50	6,646.00	4,237	19,938.00	12.1%
44 Miscellaneous Expense	58,903.22	55,112.40	(3,791)	165,337.16	35.6%
45 Expense Fiduciary	122,421.87		(122,422)	0.00	0.0%
46 Depreciation & Amortization Expense	229,503.69	273,369.52	43,866	820,108.56	28.0%
47 Total Expense	11,868,042	12,532,224	664,182	37,596,672	31.6%
48 Change in Net Position	\$ (92,372)	\$ 0	\$ (92,372)	\$ -	-0.2%
48 Contract settlement items included above:					
49 Medicaid Funds (Over) / Under Spent	\$ 121,170				
50 Healthy Michigan Funds (Over) / Under Spent	304,211				
51 Total NMRE (Over) / Under Spent	\$ 425,381				
52 General Funds to Carry Forward to FY23	\$ 22,805				
53 General Funds Lapsing to MDHHS	280,000				
54 General Funds (Over) / Under Spent	\$ 302,805				

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EXECUTIVE LIMITATIONS

(Manual Section)

BUDGETING

(Subject)

Board Approval of Policy
Last Revision of Policy Approved

April 8, 2004
June 8, 2006

●1 POLICY:

Budgeting any fiscal year or the remaining part of any fiscal year shall not deviate materially from board *Ends* priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan.

Accordingly, he or she may not cause or allow budgeting which:

1. Contains too little information to enable credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
3. Provides less than is sufficient for board prerogatives, such as costs of fiscal audit, board development, board and committee meetings, and board legal fees.
4. Reduce the current assets at any time to less than twice current liabilities (or allow cash and cash equivalents to drop below a safety reserve of less than \$2,500,000 at any time.)
5. Endangers the fiscal soundness of future years or ignores the building of organizational capability sufficient to achieve ends in future years.

●2 APPLICATION:

The Northeast Michigan Community Mental Health Authority Board

●3 DEFINITIONS:

●4 REFERENCES:

●5 FORMS AND EXHIBITS:

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GOVERNANCE PROCESS

(Manual Section)

BOARD MEMBERS ETHICAL CODE OF CONDUCT

(Subject)

Board Approval of Policy

August 8, 2002

Board Approval of Policy Revision:

March 9, 2023

●1 POLICY:

The Board commits itself and its members to ethical and businesslike conduct. This includes proper use of authority and appropriate decorum when acting as Board members.

1. Members must represent unconflicted loyalty to the interests of the people of Alcona, Alpena, Montmorency, and Presque Isle counties. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any Board member acting as an individual served by the organization's services.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - A. There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
 - B. When the Board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
 - C. Board members must not use their positions to obtain employment in the organization for themselves, family members, or close associates. Should a member desire employment, he or she must first resign.
 - D. Members will disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.

**NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY
POLICY & PROCEDURE MANUAL**

- A. Members' interaction with the Executive Director or with staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized.
 - B. Members' interaction with public, press, or other entities must recognize the same limitation and the inability of any Board member to speak for the Board.
 - C. Members will give no consequence or voice to individual judgments of Executive Director or staff performance.
- 4. Members will respect the confidentiality appropriate to issues of a sensitive nature.
 - 5. Members will be properly prepared for Board deliberation.
 - 6. All special gifts, donations, and bequests to the Board and its members shall be reported to the Board. Board members shall not accept gifts, gratuities, entertainment, or other favors from any party under contract with, seeking to do business with, or receiving services from Northeast Michigan Community Mental Health Authority.
 - A. If fixed property or equipment is donated to the Board, the Board shall determine the fair market value of that property at the time of transfer. If only the use of the property is donated and such usage shall be for matching any other funds, the amount allowed to be matching shall be determined by the fair market value upon the evaluation of an independent appraiser.

●2 **APPLICATION:**

The Northeast Michigan Community Mental Health Authority Board

●3 **DEFINITIONS:**

●4 **REFERENCES:**

●5 **FORMS AND EXHIBITS:**

Signature

Date

Printed Name

APRIL AGENDA ITEMS

Policy Review

Financial Condition 01-005

Communication & Counsel 01-009

Policy Review & Self-Evaluation

Governing Style 02-002

Cost of Governance 02-013

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Financial Condition 01-005 (CPA Audit Report)

Asset Protection 01-007 (CPA Audit Report)

Communication & Counsel 01-009

Activity

Seating of Reappointed Board Members

Election of Officers

Set Calendar and Committee Appointments

Educational Session

CPA Audit Report