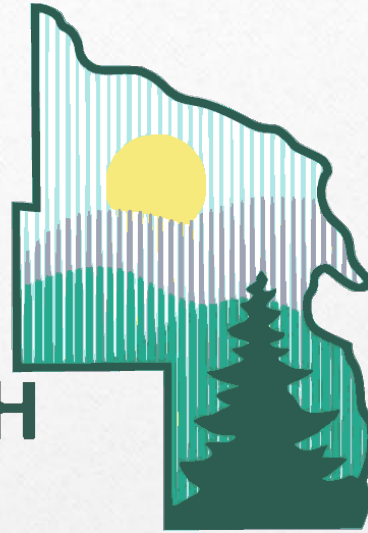


**NORTHEAST
MICHIGAN
COMMUNITY
MENTAL HEALTH
AUTHORITY**



*NeMCMHA Board Meeting
Thursday, January 11 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
January 11, 2024 at 3:00 p.m.
A G E N D A

- I. **Call to Order**
- II. **Seating of Board Member**
Dana Labar – Presque Isle County
- III. **Roll Call & Determination of a Quorum**
- IV. **Pledge of Allegiance**
- V. **Appointment of Evaluator**
- VI. **Acknowledgement of Conflict of Interest**
- VII. **Information and/or Comments from the Public**
- VIII. **Approval of Minutes**(Pages 1 – 4)
- IX. **January Monitoring Reports**
 - 1. Budgeting 01-004 (Handout)
 - 2. Emergency Executive Succession 01-006 (Page 5)
- X. **Board Policy Review and Self-Evaluation**
 - 1. Emergency Executive Succession 01-006 [Review] (Page 6 – 7)
 - 2. Executive Director Role 03-001 [Review & Self-Evaluation] (Page 8)
- XI. **Operations Report**..... (Page 9)
- XII. **Chair’s Report**
 - 1. New Board Member Introduction (Verbal)
- XIII. **Executive Director’s Report**(Verbal)
- XIV. **Information and/or Comments from the Public**
- XV. **Information and/or Comments for the Good of the Organization**
- XVI. **Next Meeting – Thursday, February 8 at 3:00 p.m.**
 - 1. Set February Agenda (Page 10)
- XVII. **Meeting Evaluation**(Verbal)

MISSION STATEMENT
To provide comprehensive services and supports that enable people to live and work independently.

Adjournment

**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 22nd 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 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 member 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.

Bonnie Cornelius, Secretary

Rebekah Duhaime
Recorder

Eric Lawson, Chair

Northeast Michigan Community Mental Health Authority
Statement of Revenue and Expense and Change in Net Position (by line item)
For the Second Month Ending November 30, 2023
16.67% of year elapsed

	Actual November Year to Date	Budget November Year to Date	Variance November Year to Date	Budget FY24	% of Budget Earned or Used
Revenue					
1 State Grants	27,933.13	36,698.66	\$ (8,766)	220,192.00	12.7%
2 Grants from Local Units	44,439.67	44,439.66	0	266,638.00	16.7%
3 NMRE Incentive Revenue	0.00	50,000.00	(50,000)	300,000.00	0.0%
4 Interest Income	63.89	833.34	(769)	5,000.00	1.3%
5 Medicaid Revenue	5,259,074.12	5,213,268.16	45,806	31,279,609.00	16.8%
6 General Fund Revenue	267,095.00	200,464.50	66,631	1,202,787.00	22.2%
7 Healthy Michigan Revenue	359,468.91	418,035.98	(58,567)	2,508,216.00	14.3%
8 Contract Revenue Blue Horizons	35,852.39	78,302.84	(42,450)	469,817.00	7.6%
9 3rd Party Revenue	92,286.24	87,685.16	4,601	526,111.00	17.5%
10 Behavior Health Home Revenue	41,063.49	32,716.66	8,347	196,300.00	20.9%
11 Food Stamp Revenue	15,568.39	17,359.84	(1,791)	104,159.00	14.9%
12 SSI/SSA Revenue	91,582.62	96,586.50	(5,004)	579,519.00	15.8%
13 Revenue Fiduciary	50,891.64	0.00	50,892	0.00	0.0%
14 Other Revenue	9,524.08	8,742.16	782	52,453.00	18.2%
15 Total Revenue	6,294,844	6,285,133	9,710	37,710,801	16.7%
Expense					
16 Salaries	2,555,989.66	2,561,198.50	5,209	15,367,191.00	16.6%
17 Social Security Tax	105,039.08	113,349.16	8,310	680,095.00	15.4%
18 Self Insured Benefits	362,596.06	444,725.18	82,129	2,668,351.00	13.6%
19 Life and Disability Insurances	42,221.94	41,766.60	(455)	250,600.00	16.8%
20 Pension	227,212.42	215,135.98	(12,076)	1,290,816.00	17.6%
21 Unemployment & Workers Comp.	25,756.20	19,851.86	(5,904)	119,111.00	21.6%
22 Office Supplies & Postage	9,702.92	8,068.14	(1,635)	48,409.00	20.0%
23 Staff Recruiting & Development	35,346.37	30,746.88	(4,599)	184,481.00	19.2%
24 Community Relations/Education	7,566.34	9,519.82	1,953	57,119.00	13.2%
25 Employee Relations/Wellness	29,586.26	31,800.00	2,214	190,800.00	15.5%
26 Program Supplies	93,822.84	89,303.30	(4,520)	535,820.00	17.5%
27 Contract Inpatient	303,946.00	317,886.84	13,941	1,907,321.00	15.9%
28 Contract Transportation	3,305.67	7,471.16	4,165	44,827.00	7.4%
29 Contract Residential	922,596.03	795,808.66	(126,787)	4,774,852.00	19.3%
30 Local Match Drawdown NMRE	24,642.00	16,428.00	(8,214)	98,568.00	25.0%
31 Contract Employees & Services	1,126,469.81	1,154,419.48	27,950	6,926,517.00	16.3%
32 Telephone & Connectivity	36,068.23	51,299.32	15,231	307,796.00	11.7%
33 Staff Meals & Lodging	3,932.43	4,015.54	83	24,093.00	16.3%
34 Mileage and Gasoline	72,785.93	62,722.26	(10,064)	376,334.00	19.3%
35 Board Travel/Education	1,995.00	2,277.34	282	13,664.00	14.6%
36 Professional Fees	6,718.18	12,626.32	5,908	75,758.00	8.9%
37 Property & Liability Insurance	23,726.58	14,686.50	(9,040)	88,119.00	26.9%
38 Utilities	32,057.41	31,642.84	(415)	189,857.00	16.9%
39 Maintenance	29,550.18	41,591.64	12,041	249,550.00	11.8%
40 Interest Expense Leased Assets	3,716.73	3,263.32	(453)	19,580.00	19.0%
41 Rent	2,478.77	2,888.84	410	17,333.00	14.3%
42 Food	23,815.11	27,407.52	3,592	164,445.00	14.5%
43 Capital Equipment	3,961.35	4,274.06	313	25,644.00	15.4%
44 Client Equipment	6,206.67	2,020.84	(4,186)	12,125.00	51.2%
45 Fiduciary Expense	72,697.23	0.00	0.00	0.00	
46 Miscellaneous Expense	28,510.75	21,157.50	(7,353)	126,945.00	22.5%
47 Depreciation & Amortization Expense	142,900.08	143,779.98	880	862,680.00	16.6%
48 MI Loan Repayment Program	0.00	2,000.00		12,000.00	
49 Total Expense	6,366,920	6,285,133	(11,090)	37,710,801	16.9%
50 Change in Net Position	\$ (72,077)	\$ 0	\$ (72,077)	\$ -	-0.2%
51 Contract settlement items included above:					
52 Medicaid Funds (Over) / Under Spent	\$ 256,318				
53 Healthy Michigan Funds (Over) / Under Spent	(41,601)				
54 Total NMRE (Over) / Under Spent	\$ 214,717				
55 General Funds to Carry Forward to FY24	\$ -				
56 General Funds Lapsing to MDHHS	(66,631)				
57 General Funds (Over) / Under Spent	\$ (66,631)				

FY24 GF Carryforward from FY23 60,139

POLICY CATEGORY:
POLICY TITLE AND NUMBER:
REPORT FREQUENCY & DUE DATE:

Executive Limitations
Emergency Executive Succession
Annual: January 2024

POLICY STATEMENT:

In order to protect the Board from sudden loss of Executive Director services, the Executive Director may not have less than one other executive familiar with Board and Executive Director issues and processes.

- **Interpretation**

I interpret the policy to require plans to address two possible scenarios: 1) the temporary assumption of the Executive Director’s responsibilities during, for example, a brief period of illness, and 2) the assumption of these responsibilities if the Executive Director’s position were to be suddenly vacated.

- **Status**

“Scenario 1” In the event of a temporary absence there should not be a significant problem with the current administrative staffing available at the Agency. The leadership teams [Management Team and Clinical Leadership Team (CLT)], our program managers, and clinical staff are competent and capable of managing services on a day-to-day basis. The Chief Operations Officer would be the designee for any necessary signatures to operate the day-to-day business needs of the organization.

“Scenario 2” Mary Crittenden (Chief Operations Officer), with assistance of the leadership teams [Management Team and CLT] and Erin Fletcher (Clinical Director), are well qualified to step in as interim director while the Board considers its options. With many long-standing members of the Administrative Team, I am confident operations would not be adversely impacted under Ms. Crittenden’s guidance.

SUMMARY:

We are fortunate to have a strong contingent of management staff members, many of whom have been employed for a lengthy period of time, on whom the Board will be able to rely, if need be.

Board Review/Comments

Reasonableness Test: Is the interpretation by the Executive Director reasonable?

Data Test: Is the data provided by the Executive Director both relevant and compelling?

Fine-tuning the Policy: Does this report suggest further study and refinement of the policy?

Other Implications: Does this report suggest the other policies may be necessary?

NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY

POLICY & PROCEDURE MANUAL

EXECUTIVE LIMITATIONS

(Manual Section)

EMERGENCY EXECUTIVE SUCCESSION

(Subject)

Board Approval of Policy

August 8, 2002

Last Revision of Policy Approved

January 9, 2020

•1 POLICY:

In order to protect the Board from sudden loss of Executive Director services, the Executive Director may not have less than one other executive familiar with Board and Executive Director issues and processes.

•2 APPLICATION:

The Northeast Michigan Community Mental Health Authority Board

•3 DEFINITIONS:

•4 CROSS-/REFERENCES:

•5 FORMS AND EXHIBITS:

NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY
POLICY & PROCEDURE MANUAL

Board Approval of Procedure:

Dated: February 9, 2023

•6 PROCEDURE:

•6.1 APPLICATION:

The Executive Director's designee

•6.2 OUTLINE/NARRATIVE:

In the instance that the Executive Director's designee has assumed the responsibilities of the Executive Director for a period of more than 30 days, Human Resources shall meet with the designee to discuss increased compensation. This increased compensation may be retroactive back to the first date the designee assumed the Executive Director's responsibilities.

•6.3 CLARIFICATIONS:

•6.4 CROSS-/REFERENCES:

•6.5 FORMS AND EXHIBITS:

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

[..\Index.doc](#)

BOARD STAFF RELATIONSHIP

(Manual Section)

EXECUTIVE DIRECTOR ROLE

(Subject)

Board Approval of Policy
Last Revision to Policy Approved by Board:

August 8, 2002
January 09, 2020

●1 **POLICY:**

The Executive Director is accountable to the board acting as a body. The board will instruct the Executive Director through written policies, delegating to him or her interpretation and implementation of those policies.

●2 **APPLICATION:**

The Northeast Michigan Community Mental Health Authority Board

●3 **DEFINITIONS:**

●4 **REFERENCES:**

●5 **FORMS AND EXHIBITS:**

	Program	Individuals served December 2023 (12/1/23 - 12/31/23)	Individuals served in the Past Year (1/1/23 - 12/31/23)	Running Monthly Average(year) (1/1/23 - 12/31/23)
1	Access	46	699	58
	Routine	0	4	0
	Emergent	0	7	1
	Urgent	31	487	41
	Crisis	48	644	52
	Prescreens			
2	Doctors' Services	445	1491	527
3	Case Management			
	Older Adult (OAS)	96	232	102
	MI Adult	54	120	49
	MI ACT	30	90	39
	Home Based Children	27	65	25
	MI Children's Services	76	282	71
	IDD	161	506	158
4	Outpatient Counseling	78(20/58)	187	82
5	Hospital Prescreens	48	644	52
6	Private Hospital Admissions	19	232	19
7	State Hospital Admissions	0	4	0
8	Employment Services			
	IDD	63	98	61
	MI	12	77	23
	Touchstone Clubhouse	89	106	89
9	Peer Support	47	70	43
10	Community Living Support Services			
	IDD	91	155	84
	MI	54	97	64
11	CMH Operated Residential Services			
	IDD Only	52	61	54
12	Other Contracted Resid. Services			
	IDD	32	34	33
	MI	28	31	28
13	Total Unduplicated Served	1019	2411	1067

County	Unduplicated Individuals Served Since January 2023
Alcona	258
Alpena	1434
Montmorency	290
Presque Isle	343
Other	65
No County Listed	21

FEBRUARY AGENDA ITEMS

Policy Review

Asset Protection 01-007

Policy Review & Self-Evaluation

Board Committee Principles 02-005

Delegation to the Executive Director 03-002

Monitoring Reports

Treatment of Individuals Served 01-002 (Recipient Rights Report)

Staff Treatment 01-003 (Turnover Report)

Budgeting 01-004 (Finance Report)

Linkage Reports

NMRE Board

Advisory Council

Educational Session

TBD