

Northeast Michigan Community Mental Health Authority Board

Board Meeting

April 9, 2020

[Due to COVID-19 this meeting was held using Uber Conference]

I. Call to Order

Chair Eric Lawson called the meeting to order in the Board Room at 3:00 p.m.

II. Seating of Board Member

Bonnie Cornelius – Alcona County
Roger Frye – Montmorency County

No appointment yet – Alpena County
Gary Nowak – Presque Isle County

III. Roll Call and Determination of a Quorum

Present: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Pat Przeslawski, Gary Wnuk (in person)

Absent: Robert Adrian, Gary Nowak

Staff & Guests: Lisa Anderson, Dennis Bannon, Carolyn Bruning, Connie Cadarette, Lynne Fredlund, Margie Hale-Manley, Ruth Hewett, Jamie McConnell, Larry Patterson, Nena Sork (in person), Jen Whyte, Peggy Yachasz

IV. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

V. Acknowledgement of Conflict of Interest

No conflicts were identified.

VI. Appointment of Evaluator

Eric Lawson appointed Gary Wnuk as evaluator for this meeting.

VII. Report of the Nomination's Committee

Terry Larson reported the Nomination's Committee made their recommendations for officers at the March meeting. A copy of the minutes of their meeting was included in the mailing indicating the following recommendations for the Slate of Officers:

Eric Lawson, Chair
Roger Frye, Vice Chair
Bonnie Cornelius, Secretary
Gary Nowak, Past Chair

VIII. Election of Officers

Terry Larson requested a motion for the slate of officers as a whole be elected as recommended. Eric Lawson called for other nominations three times. ***Moved by Terry Larson, supported by Pat Przeslawski, to close nominations and a unanimous ballot be cast for Eric Lawson for the Chair position, Roger Frye for the Vice Chair position, Bonnie Cornelius as the Secretary position and the Past Chair will remain as Gary Nowak.*** Roll Call Vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Pat Przeslawski Gary Wnuk; Nays: None; Absent: Robert Adrian, Gary Nowak. Motion carried.

IX. Information and/or Comments from the Public

There were no comments presented.

X. Approval of Minutes

Moved by Gary Wnuk, supported by Roger Frye, to approve the minutes of the March 12, 2020 meeting as presented. Roll Call Vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Robert Adrian, Gary Nowak. Motion carried.

XI. Budget Amendment #2

Eric Lawson thanked staff for the summary of the amended budget. Nena Sork indicated the amendment was a collaborative effort between Connie Cadarette, Larry Patterson and Nena Sork along with management staff.

Connie reported the initial budget presentation was a very conservative budget related to revenues and expenses. This point in the year some of the information is more concrete. She noted the Finance line includes the incentive dollars received which has not been determined for use at this point. She reported the General Fund decrease is due to not having the carryforward dollars we had planned to have.

Pat Przeslawski inquired as to when the salary raise would go into effect and whether this would be added to the next payroll. Staff would see the hourly increase in their next payday. The retro will go back to the first pay in the fiscal year which was September 29, 2019.

Moved by Pat Przeslawski, supported by Lester Buza, to approve Budget Amendment #2 for Fiscal Year 2020. Gary Wnuk inquired about the budget glitch we had identified previously and if the raise would also be impact the deficit this glitch uncovered. Connie Cadarette noted there were other items initially overbudgeted and the net impact to the budget with the raise is \$126,218. Gary Wnuk inquired as to how COVID-19 will impact the budget for the remainder of the year. Nena Sork noted she can hold the incentive dollars until we can determine any impact COVID may have on the Agency. Nena Sork noted at the end of the year if there are still dollars, there may be other incentives to give to staff. Albert LaFleche inquired about the reduction in health insurance. Connie Cadarette noted this was due to over budgeting that line item. Roll Call Vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Robert Adrian, Gary Nowak. Motion carried. Nena Sork thanked the Board for their support.

XII. April Monitoring Reports

1. Budgeting 01-004

The Board reviewed the Statement of Revenues and Expense for month ending February 29, 2020. Connie Cadarette noted at this point in the year our budget should be at 41.7% expended and some of the lines were not at the 41.7%, which is where the adjustments were made. Eric Lawson thanked Connie Cadarette and Larry Patterson for their hard work.

2. Communication and Counsel 01-009

The Board reviewed the monitoring report related to Communications and Counsel to the Board. Board members had no comments or suggestions.

Moved by Pat Przeslawski, supported by Judy Jones, to approve the April Monitoring Reports as presented. Roll Call Vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Robert Adrian, Gary Nowak. Motion carried.

XIII. Board Policy Review and Self Evaluation

1. Financial Condition 01-005

The recommended change to this policy involves the change from CEO to Executive Director.

2. Communication and Counsel 01-009

The recommended change to this policy involves the change from CEO to Executive Director.

3. Governing Style 02-002

The recommended change to this policy involves the change from CEO to Executive Director.

4. Cost of Governance 02-013

The budget numbers have been adjusted for the current fiscal year in this policy revision.

Moved by Gary Wnuk, supported by Pat Przeslawski, to approve the revisions to Policies 01-005 Financial Condition, 01-009 Communication and Counsel, 02-002 Governing Style and 02-013 Cost of Governance. Roll Call Vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Robert Adrian, Gary Nowak. Motion carried.

XIV. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meeting March 25, 2020

It was noted this Board meeting was cancelled due to COVID-19. Nena Sork noted NMRE staff are all working from home.

2. Community Mental Health Association of Michigan (CMHAM)

The Spring Board Conference was scheduled for June 9 & June 10 in Acme, MI. Because of the uncertainty of the current environment, this has been postponed and the Board Association is investigation options of a reschedule. Nena Sork reported she is a member of the Member Services Committee and this will be discussed at their next meeting.

XV. Chair's Report

1. CMH PAC Campaign

The CMH PAC campaign is underway. This pledge needs to be made in May as the pledges need to be submitted by June to be eligible for the Box Suite tickets to a Detroit Tiger Ball game. Board members can turn their pledges in to Diane Hayka.

2. Section 222 & Conflict of Interest

This survey is an annual requirement and Board composition must be certified. This form also addresses conflict of interest. Board members were requested to submit their paperwork to Diane Hayka so the certification can be finalized. Terry Larson suggest Diane Hayka contact any member who hasn't returned their form.

3. Strategic Planning Discussion

Nena Sork reported Eric Kurtz, CEO at NMRE, will be attending the May meeting [virtually or in person] to provide an environmental scan. This will be a forecast of the future of mental health. He will address the strengths and weaknesses of the public mental health system.

The June Board meeting will continue in the strategic planning process with a report on the current Ends and the progress toward those Ends. Nena Sork will then work with the Board at the July meeting to develop Ends for the next fiscal year and further development of the Board's Strategic Plan.

XVI. Director's Report

1. Director Report Summary

Nena Sork reported she has had a flurry of activity with all the changes and Executive Orders since our last meeting.

She noted changes began the day after the March board meeting. The Agency limited visitors to group homes the next day and by Monday the Governor issued an Executive Order mandating this

limitation. Health screens began for staff and visitors. She reported she attended OPS on March 17, which was the last face-to-face meeting she has attended. Contract providers were sent letters to provide information on agency operations during this time. She noted Bay View Center and Touchstone (Clubhouse) closed until April 6 and remain closed.

Nena Sork reported iPads were deployed to each of the Group Homes so video appointments can continue without moving residents. She informed Board members of actions taken when the shelter in place order came down, staff were identified to work at home and within 48-hours staff were set up to work at home. Nena Sork reported this Agency is considered essential service; however, not all elements of the operation are considered essential. Many of the businesses are closed so the supported employment job coaches were no longer needed. All supervisors were requested to review their team and identify if there were individuals without work. In the end, of the 362 staff employed by the Agency, 53 staff were laid off; 43 voluntarily took lay-off; and 74 staff identified to work from home. Of the 15% who were laid off, 20% of those did not want to do direct care or be trained for direct care. The Fletcher, Hillman and Rogers City offices were closed to the public. Staff may have to go in for keys for vehicles, etc. and each office is sanitized daily.

Nena reported she takes part of the Emergency Management meetings on Mondays working to address preparedness for this four-county area. She reported a Public Service Announcement (PSA) was sent out about our crisis number in an attempt to relieve the increase in calls to 911, as '911' was receiving several calls from anxious people. She participates with a statewide conference call comprised of the PIHPs/CMHs and state and are finding out what is being done in other areas of the state.

Nena Sork reported guidelines were adapted for our group home staff and staff are working to develop similar guidelines for SIP. She reports we are in Phase II of her plans and have several more Phases if needed.

Nena Sork informed Board members of the appointment of Larry Patterson as Accounting Officer and Connie Cadarette as Finance Officer. They will be in charge of organizing the reimbursement/accounting departments.

Nena Sork reports the Emergency Management meetings are held and the biggest concern is the unavailability of PPE in the area. She reports GETTEES is shipping out cloth masks for our staff. She reports a supply of surgical masks was received yesterday to provide our group homes with a supply of masks when needed.

Nena reports she met with the Director of the local Department of Health and Human Services, John Keller, to address how to protect children and/or adults from abuse and neglect and how to maintain food stamps and healthcare coverage.

Nena Sork reported an OSHA complaint was lodged in the beginning of this trying time by a staff person. The Agency responded to the complaint and the Agency's response was accepted. The MIOSHA complaint was closed today.

We are continuing to provide services and there are face-to-face services continuing, as well as telephone monitoring and televideo appointments being held. Some of the medical services are conducted through TeleMed. Some contracted residential homes are not allowing our staff to enter so the individual can come out to their parking lot and receive their medications and/or injections. She notes we are still trying to keep our services running as close as to normal as allowed in the current environment.

Nena Sork reports there are some staff who are fearful and continued reassurance to address their fears is provided. The monitoring room is expanded to allow for extra monitoring if needed.

2. Annual Submission

Nena Sork reported the Annual Report is completed annually and the Agency must provide this information to Board members and County commissioners annually along with several agencies. Eric Lawson noted the population for Alpena County in 2009 is in error. Judy Jones noted the priority needs was very good and much is being done to address them. Eric Lawson suggested Board members review this further for use in the Strategic Planning sessions.

Nena Sork reported Rich Greer and Lynne Fredlund attend Emergency Management meeting and were provided with a reference manual for processes to handle emergency situations. The book from the state for emergency management team had a section devoted to "Pandemic" with no guidance in the book. This Agency is collecting the processes we are using to put in the book for future reference.

Nena Sork provided the Board of her succession plan in the interim until Mary Crittenden gets back up to speed. Mary Crittenden returns tomorrow from her maternity leave. Terry Larson noted he is extremely proud to be a part of this agency and of the staff and how they have stepped up. Roger Frye noted staff more than deserve the raise they will be receiving.

Nena Sork noted she is very appreciative of Diane Hayka's assistance in everything and how valuable and accommodating she has been to all staff especially those who are working from home and assisting them with their unique needs during this time. Eric Lawson noted Diane Hayka is "off the charts helpful" to him. Nena Sork noted if she is going off in the wrong direction she trusts that Diane Hayka will let her know.

XVII. Information and/or Comments from the Public

Albert LaFleche reported it is snowing at the moment.

XVIII. Information and/or Comments for the Good of the Board

Gary Wnuk thanked Nena Sork for coming down to Alcona County on March 18 and the resolution presented to the Alcona Commissioners addressing the transformation of the mental health system passed unanimously. He reported she presented very well. He noted it is important to let the county commissions know they should take a stance against privatization of the mental health system.

XIX. New Business

1. Establishment of Regular Meeting Date

The consensus was to keep the meeting date and time the same. The Board will continue to meet the second Thursday of the month at 3:00 p.m.

Moved by Gary Wnuk, supported by Roger Frye, to set the meeting date as the second Thursday of the month beginning at 3:00 p.m. Roll Call Vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Robert Adrian, Gary Nowak. Motion carried.

2. Appointment of Standing Committees

Pat Przeslawski noted the alternate on the Recipient Rights Committee is not a necessary appointment and most times when an alternate attends at such sporadic times it really can be sometimes more difficult.

Eric Lawson appointed the following members to the Board's Standing Committee:

Recipient Rights Committee

- Pat Przeslawski, Board Representative
- Judy Jones, Board Representative
- Tom Fredlund
- Renee Smart-Sheppler
- Lorell Whitscell
- Barbara Murphy

Ruth Hewett, Recipient Rights Officer

Nena Sork reported she had a conference call with Lance Rhines, OPEIU Representative, discussing the salary increase. She reported the retro payment would be held until the first payday when staff have returned to work. She also reported the health insurance continuing coverage under current policy would cease for the individuals on lay-off at the end of the month of March. We continued coverage through the end of April during the pandemic and the "temporary layoff" status of staff. In addition, telehealth was added to the BCBS policies at no additional cost to the employee.

3. **Next Meeting**

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, May 14, 2020 at 3:00 p.m.

1. **Set May Agenda**

The May agenda items were reviewed. Eric Lawson noted the next few months the major focus will be on Strategic Planning.

4. **Evaluation of Meeting**

Gary Wnuk noted the meeting started on time with very few glitches. Gary Wnuk reported we found out we can function through a conference method. Participation was good, concise and respectful. Considering the circumstance this meeting went well. Under this arrangement the board did well and accomplished the business required.

5. **Adjournment**

Moved by Gary Wnuk, supported by Lester Buza, to adjourn the meeting. Motion carried.
This meeting adjourned at 4:15 p.m.

[signed by Bonnie Cornelius on 05/14/2020]

Bonnie Cornelius, Secretary

[signed by Eric Lawson on 05/14/2020]

Eric Lawson, Chair

Diane Hayka
Recorder