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**NORTHEAST
MICHIGAN
COMMUNITY
MENTAL HEALTH
AUTHORITY**



SEPTEMBER BOARD MEETING

THURSDAY, SEPTEMBER 12, 2024



3:00 PM

**400 JOHNSON STREET
ALPENA, MICHIGAN 49707**

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NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY BOARD

BOARD MEETING AGENDA

Thursday, September 12, 2024, at 3:00 p.m.

- 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**

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

- VII. Approval of Minutes (Pages 1 – 4)**
- VIII. Consent Agenda (Pages 5 – 6)**
 - 1. Light of Hope Clubhouse
 - 2. Bay View Center
 - 3. The Sunset Project
 - 4. Partners in Prevention
 - 5. Compassionate Care
 - 6. Beacon Specialized Living
 - 7. Hospitals
- IX. Budget Amendment FY24 (Pages 7 – 8)**
- X. September Monitoring Reports (Page 9)**
 - 1. Budgeting 01-004 (Page 9)
- XI. Endowment Fund Grant Awards (Page 10)**
- XII. Board Policies Review and Self-Evaluation**
 - 1. General Executive Constraint 01-001 (Review) (Page 11)
 - 2. Compensation and Benefits 01-008 (Review) (Pages 12 – 13)
 - 3. Committee Structure 02-006 (Review & Self-Evaluate) (Page 14)
 - 4. Executive Director Search Process (Review & Self-Evaluate) (Page 15)
- XIII. Linkage Reports**
 - 1. NMRE Board Meeting – August 28 (Verbal)
 - 2. CMHA Fall Board Conference – October 21-22 (Page 16)
- XIV. Operations Report (Page 17)**
- XV. Board Chair’s Report**
 - 1. Setting Perpetual Calendar (Handout)
 - 2. Board Self-Evaluation Report (Pages 18 – 26)
- XVI. Executive Director’s Report (Verbal)**
- XVII. Information and/or Comments from the Public**
- XVIII. Information and/or Comments for the Good of the Organization**
- XIX. Next NeMCMHA Board Meeting – Thursday, October 10 at 3:00 p.m.**
 - 1. Proposed October Agenda Items (Page 27)
- XX. Meeting Evaluation (Verbal)**
- XXI. Adjournment**

**Northeast Michigan Community Mental Health Authority Board
Board Meeting – August 8, 2024**

I. Call to Order

Vice Chair Lloyd Peltier called the meeting to order in the Board Room at 3:00 p.m.

II. Roll Call and Determination of a Quorum

Present: Bob Adrian, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Dana Labar, Kara Bauer LeMonds, Gary Nowak, Lloyd Peltier, Terry Small

Absent: Les Buza (Excused), Judy Jones (Excused), Eric Lawson (Excused)

Staff & Guests: Carolyn Bruning, Connie Cadarette, Mary Crittenden, Rebekah Duhaime, Erin Fletcher, Ruth Hewett, Nena Sork

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Dana Labar 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 Gary Nowak, supported by Terry Small, to approve the minutes of the July 11, 2024, Board meeting, as presented. Motion carried.

VIII. Consent Agenda

Board members received a handout with an updated Consent Agenda and were given time to review it.

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

IX. August Monitoring Reports

1. Budgeting 01-004

Connie clarified that the top of the report should read June 30 instead of May 31. Revenues are stable, and the Agency has been receiving close to what the NMRE projected at the start of the year. She reviewed line items with negative variances, and budget adjustments will be completed this month. Medicaid funds are overspent by \$99,890 and Healthy MI is overspent by \$221,257. All CMHSPs in the NMRE have overspent Healthy MI as funding is down. General Funds are overspent by \$472,309, which includes the carry forward amount of \$60,139. This is common across Michigan, and they will work on a request for funds from the State, which must be in by August 15. The Agency's net position would be at negative \$218,958 if General Funds were covered by local match.

2. Financial Condition 01-005

Connie reviewed the Statement of Net Position. The Agency currently has 34 days of cash.

3. Staff Treatment 01-003

Nena reviewed the Turnover Report with the Board. The total turnover rate is 14%. The Agency has been able to hold steady in most departments, but it has been hard to maintain direct care staff.

4. Treatment of Individuals Served 01-002

Ruth Hewett reported the Recipient Rights Advisory Committee met for their quarterly meeting in July. They also finished their Rights assessment today. This assessment happens every three years. Nena reported the auditors said the three Rights staff complete high quality work and are very commendable. This is especially good as two of the staff have been with the Agency less than three years. The auditors were impressed with Ruth's organization. Out of a possible score of 450, the Rights department earned 448 points. Kara Bauer LeMonds said the group was lively and Ruth is able to handle all of their questions.

Moved by Gary Nowak, supported by Bonnie Cornelius, to thank staff, especially Ruth Hewett, for the excellent Rights assessment. Motion carried.

Moved by Kara Bauer LeMonds, supported by Terry Small, to approve the August Monitoring Reports. Motion carried.

X. Board Policy Review

1. Chairperson's Role 02-004

The Board did not think any revisions were necessary.

2. Board Members' Per Diem 02-009

Board members' mileage rate will increase to \$0.62/mile to equal the employee reimbursement rate.

3. Board Self-Evaluation 02-012

There were no questions or comments on this policy.

XI. Linkage Reports

1. NMRE Board Meeting – July 24

Bob reported there was discussion of a downstate lawsuit regarding self-determination and Community Living Supports (CLS). Nena explained that Self-Determination is an agreement between the CMHSP and an individual, where the individual becomes their own employer, hiring and paying their own staff. Individuals have a fiscal intermediary that pays social security and FICA, etc. They must prove they have the skills for Self-Determination, and it must be a good fit for the individual and the Agency. The money flows from the Agency to the fiscal intermediary. The lawsuit settlement would increase the rate for staff hired by Self-Determination in the specified county to \$31 per hour. The State would not be able to raise all counties to this rate. MDHHS has agreed to the settlement, but no one else in the lawsuit has. It would inflate budgets by billions of dollars as agencies would have to vastly increase their wages to compensate. All the CMHSPs and directors are adamantly opposed to the settlement.

2. Advisory Council – August 5

Lloyd reported the Advisory Council met on Monday, and they had a good turnout. Nena and Rebekah presented the Board's revisions to the strategic plan. Lloyd would like Advisory Council members to attend Board meetings, so they become less intimidated about speaking up. The Walk a Mile in My Shoes rally is coming up in September, and many members were interested in attending.

XII. Operations Report

Erin Fletcher reported on operations for the month of July. Access completed 29 routine screens and had 36 crisis contacts. There were 18 private hospital admissions, 2 children and 16 adults. Older Adult Services case management served 91 individuals, MI adult served 47 individuals, and I/DD served 138 individuals.

The total unduplicated individuals served in July was 1,036.

XIII. Board Chair's Report

1. Executive Director's Evaluation

Kara thinks Nena is doing a great job. She cares and is organized, and the staff do a lot with only a little, pivoting to fit what the community needs. Lloyd said it takes a good leader to have a crew like the Agency has, and it is a credit to Nena and her staff. Kara said what staff do is commendable, as it is a thankless job, because nobody has any idea what it takes to do what they do.

Moved by Gary Nowak, supported by Kara Bauer LeMonds, to thank Nena and her staff for doing a fine job. Motion carried.

Moved by Charlotte Helman, supported by Terry Small, to give the Executive Director, Nena Sork, a satisfactory evaluation for August 2023 through July 2024. Motion carried.

2. Begin Board Self-Evaluation

All present Board members returned their self-evaluations. They will be compiled and reviewed next month.

XIV. Executive Director's Report

Nena reported the Naloxone vending machines have been placed in Rogers City, Hillman, the main Alpena office, and at the Fletcher Street office. The Naloxone is in nasal spray form. These are free for anyone to take and keep on hand. Nena reported that between 30 - 100 people in the 21-county region have been saved by Naloxone. People can have accidental and unintentional overdoses, especially when unknowingly exposed to Fentanyl. The Naloxone is resistant to high and low temperatures.

The new Greenhaven group home has opened. On July 22 the Agency held its annual employee appreciation luncheon for staff reaching milestone years of employment. The following day, All Staff Training was held at the Apex. Staff complete 16 required trainings in one day, have lunch, and spend quality time with their coworkers. Over 230 staff completed their training that day. The Agency's second Rehmann staff survey began the week of July 29 and will close on August 12. Nena reported Tracy Zehnder had to take a leave of absence from Rehmann, and Mikki Manion has started as the Agency's new HR Director. Rehmann's IT assessment was presented to Nena and Dennis Bannon yesterday. They provided a roadmap to move forward, and IT staff were excited about the assessment. Employment staff attended their annual conference, and two Agency staff received awards, Sharon Becker and Nikki Schultz.

Nena asked that the Board approve an update to the Licensee Designee and Administrator Resolution due to Greenhaven now being a licensed group home.

Moved by Terry Small, supported by Gary Nowak, to approve the updated Licensee Designee and Administrator Resolution. Motion carried.

XV. Information and/or Comments from the Public

None were presented.

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

None were presented.

XVII. Next Meeting

The next meeting of the NeMCMHA Board is scheduled for Thursday, September 12 at 3:00 p.m.

1. September Agenda Items

The proposed September agenda items were reviewed.

XVIII. Meeting Evaluation

Dana reported he felt Board members were on time, on task, and well prepared. The acting Board Chair and former Board Chairs worked together to keep the meeting moving. There were no side conversations happening, so everyone was able to hear. All agenda items were addressed and voted on. Provided materials and presentations were timely and well written. Dana would like there to be more transparency when using acronyms, as it would make discussions more accessible.

XIX. Adjournment

Moved by Terry Small, supported by Charlotte Helman, to adjourn the meeting. Motion carried. This meeting adjourned at 4:27 p.m.

Bonnie Cornelius, Secretary

Rebekah Duhaime
Recorder

Lloyd Peltier, Vice Chair

NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY

INTEROFFICE MEMORANDUM

TO: Board Members
FROM: Morgan Hale, Contract Manager
SUBJECT: Consent Agenda
DATE: September 5, 2024

A. Touchstone Services, Inc., dba Light of Hope Clubhouse

Touchstone Services continues to provide psychosocial rehabilitation services (Clubhouse). This fiscal year we will move to a unit rate of \$8.66 and anticipate 64,000 units being provided. The capitation on this contract would be \$554,240. There is no requested increase for next fiscal year. The Agency will conduct a semi-annual review of this contract.

B. Bay View Center

The Agency contracts with Bay View Center to provide community members with a drop-in center. Bay View Center's current contracted amount is \$181,262. This amount will remain the same next fiscal year and will be paid in monthly payments of \$15,105.17. This contract will be reviewed twice over the next twelve months to ensure funding is appropriate. We recommend approval of this contract.

C. The Sunset Project

The Sunset Project is a local non-profit organization that provides suicide prevention trainings to high school students within Northeast Michigan Community Mental Health Authority's catchment area. The Sunset Project anticipates providing twenty-three Ending the Silence presentations this fiscal year. Presentations will take place in Alpena, Alcona, and Rogers City high schools during the fall and spring semesters. Presentations will be reimbursed at \$1,212.17, with mileage reimbursement at \$0.62/mile. This is an overall increase of \$6,969, with five additional trainings being provided next year. We recommend approval of this contract.

D. Partners in Prevention

Partners in Prevention provides behavioral health education and prevention services on behalf of Northeast Michigan Community Mental Health Authority. The total amount of this agreement is not to exceed \$33,993.50. This is a \$1,522 increase over the previous agreement. Partners in Prevention will provide the following:

- i. Youth Mental Health First Aid Training
- ii. Mental Health First Aid
- iii. Caring for Children Who Have Experienced Trauma
- iv. How Trauma in the Developmental Years Can Impact Adults
- v. Suicide Prevention and Mental Health Promotion

NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY

E. Compassionate Care

Compassionate Care continues to provide community living support and respite services. The rate will remain the same for services provided.

CLS: \$6.57/15-minute unit
Respite: \$6.25/15-minute unit

F. Beacon Specialized Living

Crisis Residential	Code/Service	FY24 Rate	FY25 Rate	Population Served
Beacon	H0018 Crisis Residential	\$652.25	\$672.00	Adolescents

G. Hospitals

The NMRE negotiates the hospital rates and contracts for each of their member Boards, however, our Agency is responsible for the final execution of the contracts. Below are the details of this year’s negotiations:

Hospital Name	Location	FY24 Rate	FY25 Rate	Population Served
BCA Stone Crest	Detroit	\$785.00 \$1,040.00 (1:1 Staffing)	\$808.55 \$1,071.20 (1:1 Staffing)	Adult
Forest View	Grand Rapids	\$1,078.35	\$1110.70	Adult/ Adolescent (same cost)
Havenwyck	Auburn Hills	\$970.00	\$999.01	Adult/ Adolescent (same cost)
McLaren	Bay Region Flint Greater Lansing Lapeer Region Macomb Oakland Port Huron	\$1,007.00	\$1037.21 \$519.12 (Partial Hospitalization)	Adult
MyMichigan	Alma Alpena Midland Sault	\$1,073.00	\$1,105.19 \$632.42 (Partial Hospitalization)	Adult
Pine Rest	Grand Rapids	\$1,240.00 \$1,314.00	\$1,269.00 \$1,393.00	Adult/ Adolescent/ Child

Northeast Michigan Community Mental Health Authority
2023-2024 Amended Budget
Revenue Budget

Line #	Revenue Source	FY24 Budget	\$\$\$ Incr./(Decr.)	FY24 Amended Budget	Totals	% of Total Budget
1	Rent Income	\$ -	\$ -	\$ -	\$ -	0.00%
2	State Contracts		\$ -		220,192	0.58%
3	PASARR (Nursing Home Services)	220,192	\$ -	220,192		
4	Private Contracts		\$ -	-	-	0.00%
5	Blue Horizons Management Services	-	\$ -	-		
6	MI Child Collaborative Care Grant	-	\$ -	-		
7	Local Funding		\$ -	-	597,395	1.58%
8	Alcona County Allocation	34,051	\$ -	34,051		
9	Alpena County Allocation	150,585	\$ -	150,585		
10	Montmorency County Allocation	38,524	\$ -	38,524		
11	Presque Isle County Allocation	43,478	\$ -	43,478		
12	Rebates/Incentives/Other local revenue/Grants	300,000	\$ 30,757	330,757		
13	Interest Income	5,000	\$ 750	5,750	5,750	0.02%
14	Medicaid	31,279,609	\$ -	31,279,609	31,279,609	82.56%
15	General Funds from MDCH		\$ -	-	1,202,787	3.17%
16	Operational (Community) Funding	1,142,648	\$ -	1,142,648		
17	Carryforward from FY23 to FY24	60,139	\$ -	60,139		
18	Healthy Michigan Plan	2,508,216	\$ -	2,508,216	2,508,216	6.62%
19	Third Party Insurance (incl. COFR)	526,111	\$ 43,000	569,111	569,111	1.50%
20	Residential Clients - Room & Board	579,519	\$ -	579,519	579,519	1.53%
21	Contracted Residential Revenue - Blue Horizons	469,817	\$ -	469,817	469,817	1.24%
22	Behavior Health Home Revenue	196,300	\$ 100,000	296,300	296,300	0.78%
23	Other Revenue		\$ -	-	156,612	0.41%
24	Reimbursed Class Fees	6,500	\$ -	6,500		
25	Food Stamps	104,159	\$ -	104,159		
26	Representative Payee Fees	10,000	\$ -	10,000		
27	Record Copying Fees	7,500	\$ -	7,500		
28	Michigan Rehabilitation Services		\$ -	-		
29	Miscellaneous Other Income	28,453	\$ -	28,453		
30	Total Revenues	\$ 37,710,801	\$ 174,507	\$ 37,885,308	\$ 37,885,308	100.00%

Northeast Michigan Community Mental Health Authority
2023-2024 Amended Budget
Expenditure Budget (by account)

Line #	Expenditure Type	FY24 Budget	\$\$\$ Incr./(Decr.)	FY24 Amended Budget	% Incr./(Decr.)
1	Salaries	\$ 15,367,191	\$ -	\$ 15,367,191	0.0%
2	Social Security Tax	680,095	\$ -	\$ 680,095	0.0%
3	Health Savings Accounts	46,000	\$ -	\$ 46,000	0.0%
4	Health Insurance (self insured)	2,105,043	\$ (344,000)	\$ 1,761,043	-16.3%
5	Prescription Insurance (self insured)	343,897	\$ -	\$ 343,897	0.0%
6	Dental Insurance (self insured)	132,517	\$ -	\$ 132,517	0.0%
7	Vision Insurance (self insured)	40,894	\$ -	\$ 40,894	0.0%
8	Life Insurance	29,075	\$ -	\$ 29,075	0.0%
9	Long Term Disability Insurance	36,532	\$ -	\$ 36,532	0.0%
10	Short Term Disability Insurance	184,993	\$ -	\$ 184,993	0.0%
11	Pension	868,575	\$ 37,000	\$ 905,575	4.3%
12	Pension (Social Security Opt Out)	422,241	\$ 61,500	\$ 483,741	14.6%
13	Unemployment	2,624	\$ -	\$ 2,624	0.0%
14	Workers Compensation	116,487	\$ -	\$ 116,487	0.0%
15	Office Supplies	26,561	\$ -	\$ 26,561	0.0%
16	Postage	21,848	\$ -	\$ 21,848	0.0%
17	Advertisement/Recruitment	130,530	\$ 17,500	\$ 148,030	13.4%
18	Public Relations/Community Education	57,119	\$ 7,000	\$ 64,119	12.3%
19	Employee Relations/Wellness	190,800	\$ (70,000)	\$ 120,800	-36.7%
20	Computer Maintenance/Supplies	332,604	\$ 55,000	\$ 387,604	16.5%
21	Activity/Program Supplies	40,152	\$ -	\$ 40,152	0.0%
22	Medical Supplies & Services	72,170	\$ -	\$ 72,170	0.0%
23	Household Supplies	75,596	\$ -	\$ 75,596	0.0%
24	Interest Expense - Leases	19,580	\$ 5,000	\$ 24,580	0.0%
25	Contracted Transportation	44,857	\$ (20,000)	\$ 24,857	-44.6%
26	Contracted Inpatient	1,907,321	\$ (225,000)	\$ 1,682,321	-11.8%
27	Contracted Residential	4,774,852	\$ 325,000	\$ 5,099,852	6.8%
28	Contracted Employees/Services	6,926,517	\$ 225,000	\$ 7,151,517	3.2%
29	Local Match Drawdown	98,568	\$ -	\$ 98,568	0.0%
30	Telephone / Internet (Communications)	307,796	\$ (65,000)	\$ 242,796	-21.1%
31	Staff Meals & Lodging	24,093	\$ 5,100	\$ 29,193	21.2%
32	Staff Travel Mileage	186,772	\$ 41,900	\$ 228,672	22.4%
33	Vehicle Gasoline	144,777	\$ 10,000	\$ 154,777	6.9%
34	Client Travel Mileage	44,785	\$ 23,000	\$ 67,785	51.4%
35	Board Travel and Expenses	13,664	\$ -	\$ 13,664	0.0%
36	Staff Development-Conference Fees	42,568	\$ 6,000	\$ 48,568	14.1%
37	Staff Physicals/Immunizations	11,383	\$ -	\$ 11,383	0.0%
38	Professional Fees (Audit, Legal, CARF)	75,758	\$ -	\$ 75,758	0.0%
39	Professional Liability Insurance Drs.	7,379	\$ -	\$ 7,379	0.0%
40	Property/Staff Liability Insurance (net)	80,740	\$ -	\$ 80,740	0.0%
41	Heat	40,211	\$ -	\$ 40,211	0.0%
42	Electricity	98,645	\$ -	\$ 98,645	0.0%
43	Water/Sewage	29,074	\$ -	\$ 29,074	0.0%
44	Sanitation	21,927	\$ -	\$ 21,927	0.0%
47	Maintenance	198,141	\$ (38,543)	\$ 159,598	-19.5%
48	Vehicle Maintenance	51,409	\$ -	\$ 51,409	0.0%
49	Rent-Homes and Office Buildings	14,739	\$ -	\$ 14,739	0.0%
50	Amoritization Expense - Leases (Rent)	247,820	\$ 38,000	\$ 285,820	
51	Rent-Equipment	2,594	\$ -	\$ 2,594	0.0%
52	Membership Dues	15,720	\$ -	\$ 15,720	0.0%
53	Food	164,445	\$ -	\$ 164,445	0.0%
54	Capital Equipment over \$200	246,644	\$ -	\$ 246,644	0.0%
55	Consumable Equipment under \$200	15,298	\$ -	\$ 15,298	0.0%
56	Computer Equipment over \$200	7,000	\$ 20,000	\$ 27,000	285.7%
57	Client Adaptive Equipment	12,125	\$ 12,500	\$ 24,625	103.1%
58	Depreciation Expense Adjustment	386,830	\$ 47,550	\$ 434,380	12.3%
59	General Fund Expenditures	6,225	\$ -	\$ 6,225	0.0%
60	Local Fund Expenditures (10% State Hospital)	105,000	\$ -	\$ 105,000	0.0%
61	MI Loan Repayment	12,000	\$ -	\$ 12,000	0.0%
61	Total Expenditures	\$ 37,710,801	\$ 174,507	\$ 37,885,308	0.5%

Northeast Michigan Community Mental Health Authority
Statement of Revenue and Expense and Change in Net Position (by line item)
For the Tenth Month Ending July 31, 2024
83.33% of year elapsed

	Actual July Year to Date	Budget July Year to Date	Variance July Year to Date	Budget FY24	% of Budget Earned or Used
Revenue					
1 State Grants	163,536.72	183,493.32	\$ (19,957)	220,192.00	74.3%
2 Grants from Local Units	222,198.43	222,198.32	0	266,638.00	83.3%
3 NMRE Incentive Revenue	330,756.66	260,252.33	70,504	330,757.00	100.0%
4 Interest Income	5,361.80	4,416.68	945	5,750.00	93.2%
5 Medicaid Revenue	27,040,666.64	26,066,340.82	974,326	31,279,609.00	86.4%
6 General Fund Revenue	1,062,461.00	1,002,322.50	60,139	1,202,787.00	88.3%
7 Healthy Michigan Revenue	1,645,519.91	2,090,179.96	(444,660)	2,508,216.00	65.6%
8 Contract Revenue Blue Horizons	425,215.85	391,514.18	33,702	469,817.00	90.5%
9 3rd Party Revenue	378,354.48	452,759.15	(74,405)	569,111.00	66.5%
10 Behavior Health Home Revenue	263,529.30	196,916.65	66,613	296,300.00	88.9%
11 Food Stamp Revenue	73,075.23	86,799.18	(13,724)	104,159.00	70.2%
12 SSI/SSA Revenue	462,187.06	482,932.50	(20,745)	579,519.00	79.8%
13 Revenue Fiduciary	241,381.67	0.00	241,382	0.00	0.0%
14 Other Revenue	44,449.87	43,710.82	739	52,453.00	84.7%
15 Total Revenue	32,358,695	31,483,836	874,858	37,885,308	85.4%
Expense					
16 Salaries	13,294,410.24	12,801,992.50	(492,418)	15,367,191.00	86.5%
17 Social Security Tax	539,598.91	566,745.84	27,147	680,095.00	79.3%
18 Self Insured Benefits	1,914,985.10	2,108,959.15	193,974	2,324,351.00	82.4%
19 Life and Disability Insurances	214,469.14	208,833.16	(5,636)	250,600.00	85.6%
20 Pension	1,184,081.29	1,108,513.29	(75,568)	1,389,316.00	85.2%
21 Unemployment & Workers Comp.	109,973.65	99,259.22	(10,714)	119,111.00	92.3%
22 Office Supplies & Postage	38,195.11	40,340.80	2,146	48,409.00	78.9%
23 Staff Recruiting & Development	170,073.81	165,567.62	(4,506)	207,981.00	81.8%
24 Community Relations/Education	52,223.23	49,932.47	(2,291)	64,119.00	81.4%
25 Employee Relations/Wellness	100,700.60	135,666.66	34,966	120,800.00	83.4%
26 Program Supplies	496,742.77	464,849.97	(31,893)	590,820.00	84.1%
27 Contract Inpatient	1,301,782.52	1,514,434.18	212,652	1,682,321.00	77.4%
28 Contract Transportation	11,737.17	30,689.14	18,952	24,827.00	47.3%
29 Contract Residential	4,507,254.20	4,087,376.65	(419,878)	5,099,852.00	88.4%
30 Local Match Drawdown NMRE	73,926.00	82,140.00	8,214	98,568.00	75.0%
31 Contract Employees & Services	6,165,921.44	5,847,097.46	(318,824)	7,151,517.00	86.2%
32 Telephone & Connectivity	185,491.02	234,829.98	49,339	242,796.00	76.4%
33 Staff Meals & Lodging	26,006.87	21,777.56	(4,229)	29,193.00	89.1%
34 Mileage and Gasoline	391,535.88	338,578.24	(52,958)	451,234.00	86.8%
35 Board Travel/Education	5,228.90	11,386.68	6,158	13,664.00	38.3%
36 Professional Fees	29,158.21	63,131.64	33,973	75,758.00	38.5%
37 Property & Liability Insurance	85,396.20	73,432.50	(11,964)	88,119.00	96.9%
38 Utilities	163,050.67	158,214.24	(4,836)	189,857.00	85.9%
39 Maintenance	129,605.68	195,110.61	65,505	211,007.00	61.4%
40 Interest Expense Leased Assets	20,005.27	17,983.31	(2,022)	24,580.00	81.4%
41 Rent	10,893.18	14,444.18	3,551	17,333.00	62.8%
42 Food	116,770.96	137,037.54	20,267	164,445.00	71.0%
43 Capital Equipment	42,458.20	28,036.76	(14,421)	45,644.00	93.0%
44 Client Equipment	23,901.40	14,270.85	(9,631)	24,625.00	97.1%
45 Fiduciary Expense	267,630.40	0.00	0.00	0.00	
46 Miscellaneous Expense	87,579.09	105,787.52	18,208	126,945.00	69.0%
47 Depreciation & Amoritization Expense	801,113.77	747,416.62	(53,697)	948,230.00	84.5%
48 MI Loan Repayment Program	3,000.00	10,000.00		12,000.00	
49 Total Expense	32,564,901	31,483,836	(820,434)	37,885,308	86.0%
50 Change in Net Position	\$ (206,206)	\$ 0	\$ (206,206)	\$ -	-0.5%
51 Contract settlement items included above:					
52 Medicaid Funds (Over) / Under Spent	\$ (273,475)				
53 Healthy Michigan Funds (Over) / Under Spent	(207,107)				
54 Total NMRE (Over) / Under Spent	\$ (480,582)				
55 General Funds to Carry Forward to FY24	\$ -				
56 General Funds Lapsing to MDHHS	(566,516)				
57 General Funds (Over) / Under Spent	\$ (566,516)				

Inclusive of Carryforward of \$60,139



To: Board Members
From: Margie Hale-Manley
Date: 9/6/2024
Subject: Endowment Fund Grant Awards

In continuing to provide notification to the Board for usage of spendable dollars available in the Endowment Fund created through The Community Foundation for Northeast Michigan, this memo serves as an update of the grant awards since February 1, 2024.

As you may recall, a committee was established to review applications for grants and approve awards, while maintaining funding to assure future needs can be met. The funds awarded are not covered by other resources.

1. \$370.47 – Bike and bike lock for work transportation.
2. \$500.00 – Small business supplies

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

[../Index.doc](#)

EXECUTIVE LIMITATIONS

(Manual Section)

GENERAL EXECUTIVE CONSTRAINT

(Subject)

Board Approval of Policy
Last Revision of Policy Approved

August 8, 2002
September 12, 2019

•1 POLICY:

The Executive Director shall not allow any practice, activity, decision or organizational circumstance which is illegal, imprudent or in violation of commonly accepted business and professional ethics or in violation of contractual obligations.

•2 APPLICATION:

The Northeast Michigan Community Mental Health Authority Board

•3 DEFINITIONS:

•4 REFERENCES:

•5 FORMS AND EXHIBITS:

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

[..Index.doc](#)

EXECUTIVE LIMITATIONS

(Manual Section)

COMPENSATION AND BENEFITS

(Subject)

Board Approval of Policy

August 8, 2002

Last Revision of Policy Approved:

September 12, 2019

•1 POLICY:

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the Executive Director may not cause or allow jeopardy to fiscal integrity or public image.

Accordingly, he or she may not:

1. Change his or her own compensation and benefits.
2. Promise or imply permanent or guaranteed employment.
3. Establish current compensation and benefits which:
 - A. Deviate materially from the geographic or professional market for the skills employed.
 - B. Create obligations over a longer term than revenues can be safely projected and, in all events subject to losses of revenue, in no event longer than one year with the exception of labor.
4. Establish or change pension benefits so the pension provisions:
 - A. Cause unfunded liabilities to occur or in any way commit the organization to benefits which incur unpredictable future costs.
 - B. Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity in key employees are not prohibited.
 - C. Allow any employee to lose benefits already accrued from any foregoing plan.
 - D. Treat the Executive Director differently from other comparable key employees.

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

E. Are instituted without prior monitoring of these provisions.

●2 **APPLICATION:**

The Northeast Michigan Community Mental Health Authority Board

●3 **DEFINITIONS:**

●4 **REFERENCES:**

●5 **FORMS AND EXHIBITS:**

[..\Index.doc](#)

GOVERNANCE PROCESS

(Manual Section)

COMMITTEE STRUCTURE

(Subject)

Board Approval of Policy

August 8, 2002

Last Revision of Policy Approved:

September 14, 2023

●1 POLICY:

A committee is a Board committee only if its existence and charge come from the Board, regardless of whether board members sit on the committee. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

1. Executive Committee

A. Product: any proposed, pending and current legislation pertaining to mental health services in order to recommend a Board position.

Product: all matters acted upon between Board meetings due to emergency situations.

B. Authority: the Board of Directors.

2. Board Officers Nominating Committee

A. Product: recommendations to the county's board of commissioners for appointment or re-appointment.

Product: a slate of candidates to fill the positions of the Board's offices.

Product: candidates for consumer or consumer representative appointments who meet the requirements of Section 222 (1) of the Mental Health Code.

B. Authority: the Board of Directors

3. Recipient Rights Committee

A. Product: advises the Board concerning implementation of policy as it relates to the Recipient Rights System and a review of the operations of the Recipients Rights office.

B. Authority: required under Mental Health code.

4. Advisory Council

A. Product: advises the Board to help assure services are designed and offered in ways that reflect the individuals served wellbeing and interest. Areas of advice include Person-Centered Planning, Family-Centered Planning, consumer-run programs, individual choice and self-directed services, accommodations, etc.

Product: a review of policies that relate to consumer services

Product: a review and recommendation of any satisfaction surveys conducted for mental health services.

B. Authority: 8 – 10 member council appointed through an application process. A stipend of \$35 per meeting and mileage reimbursement at the current Board-approved rate.

●2 **APPLICATION:**

The Northeast Michigan Community Mental Health Authority Board

●3 **DEFINITIONS:**

●4 **REFERENCES:**

●5 **FORMS AND EXHIBITS:**

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

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BOARD STAFF RELATIONSHIP

(Manual Section)

EXECUTIVE DIRECTOR SEARCH PROCESS

(Subject)

Policy Inception Date:

September 11, 2014

Board Approval of Policy Revision

September 12, 2019

●1 **POLICY:**

The purpose of this policy is to establish the conceptual framework for the Agency's succession planning efforts related to the Agency's Executive Director position.

1. **Board as sole decision maker:** The Agency's Executive Director succession planning effort recognizes the primacy of the Board of Directors as the decision makers who select the Agency's successor Executive Director. While they may draw on the views of others, as outlined below, the decision rests with the Board.
2. **Succession planning is a process not an event:** The Agency will take a number of steps, before the announcement of the departure of the incumbent Executive Director, to ensure succession planning is a deliberative process and not a reactive one, precipitated by this departure.
3. **Purpose of succession planning:** The Agency recognizes sound, early-on succession planning is needed when an organization's leadership changes to:
 - Ensure organizational **stability** by strengthening the Agency's culture around mission, values, capabilities, performance and partnerships. This approach reinforces two concepts:
 - a. An Agency of the size, complexity and influence of this CMH succeeds by adhering to a rarely changing mission and set of values and not by frequent changes in direction or values.
 - b. If dramatic changes in the Agency's direction are sought by the leadership of an organization, those changes should take place while the current leadership is in place.

●2 **APPLICATION:**

The Northeast Michigan Community Mental Health Authority Board

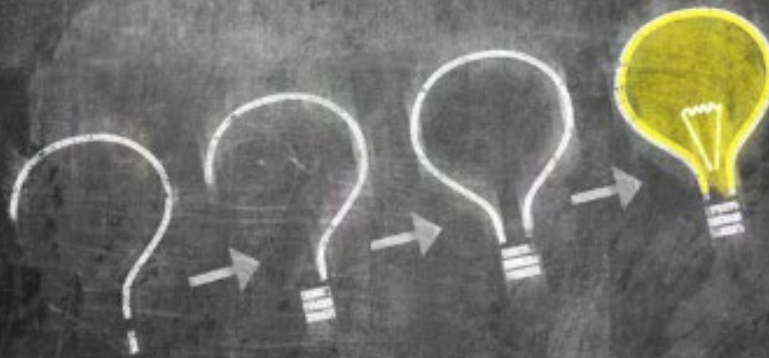
●3 **DEFINITIONS:**

●4 **REFERENCES:**

Executive Director Search Process – Timeline, Budget
Job Description – Executive Director

●5 **FORMS AND EXHIBITS:**

Community Mental Health Association of Michigan Annual Fall Conference



SHARING SOLUTIONS

October 21 & 22, 2024
Grand Traverse Resort • Traverse City, Michigan

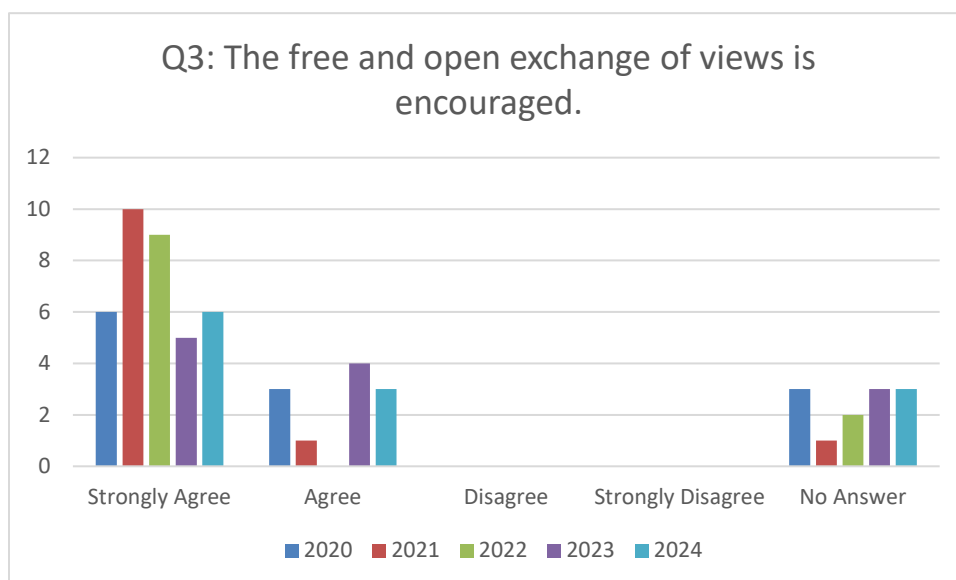
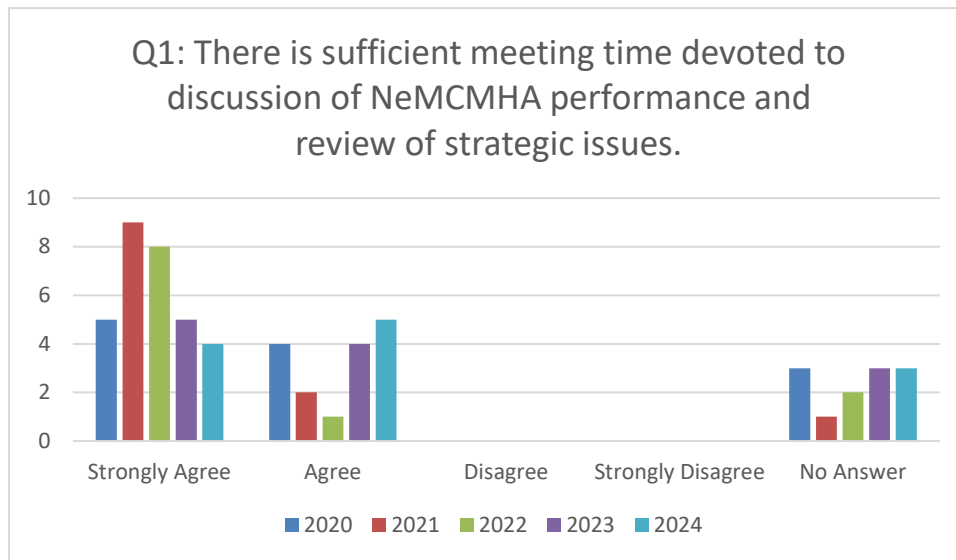
Information	Details
Start Date	Monday, October 21, 2024
End Date	Tuesday, October 22, 2024
Location	Grand Traverse Resort 100 Grand Traverse Village Boulevard, Acme, MI 49610-0404 View Google Map
Event Details	Annual Fall Conference "Sharing Solutions" October 21-22, 2024 Grand Traverse Resort Traverse City, Michigan

	Program	Consumers served August 2024 (8/1/23 - 8/31/23)	Consumers served in the Past Year (9/1/23 - 8/31/24)	Running Monthly Average(year) (9/1/23 - 8/31/24)
1	Access	57	618	57
	Routine	0	4	0
	Emergent	0	2	0
	Urgent	58	473	58
	Crisis	40	602	40
Prescreens				
2	Doctors' Services	452	1340	457
3	Case Management			
	Older Adult (OAS)	92	143	88
	MI Adult	71	167	66
	MI ACT	20	30	23
	Home Based Children	30	86	34
	MI Children's Services	79	238	87
	IDD	145	294	156
4	Outpatient Counseling	111(17/94)	212	73
5	Hospital Prescreens	40	602	49
6	Private Hospital Admissions	11(1/10)	200	16
7	State Hospital Admissions	0	4	0
8	Employment Services			
	IDD	48	63	48
	MI	43	81	37
	Touchstone Clubhouse	70	105	88
9	Peer Support	39	57	36
10	Community Living Support Services			
	IDD	82	99	80
	MI	80	122	75
11	CMH Operated Residential Services			
	IDD Only	50	60	51
12	Other Contracted Resid. Services			
	IDD	39	43	34
	MI	33	36	29
13	Total Unduplicated Served	1063	2319	1051

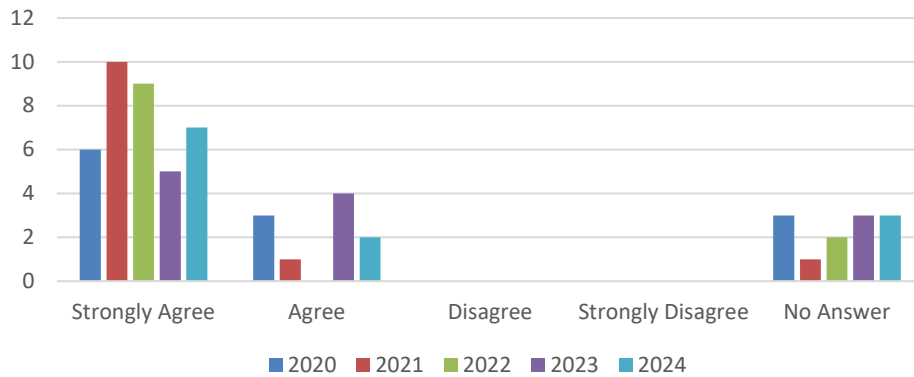
County	Unduplicated Consumers Served Since September 2023
Alcona	238
Alpena	1380
Montmorency	285
Presque Isle	326
Other	73
No County Listed	17

2024 Board Self-Evaluation Summary

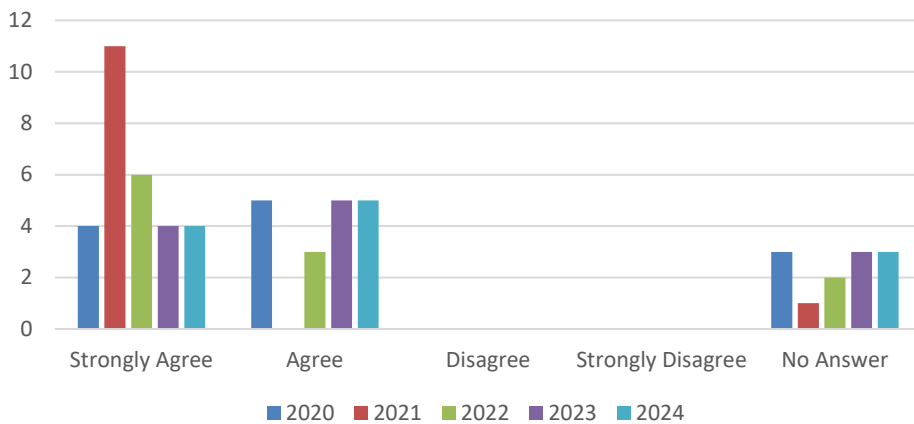
9 returned in 2020 | 11 returned in 2021 | 11 returned in 2022 | 9 returned in 2023 | 9 returned in 2024



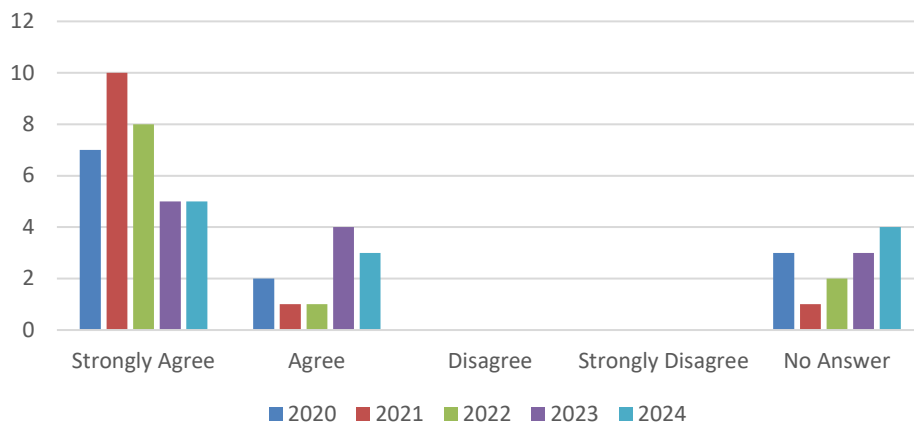
Q4: The Board provides clearly written expectations and qualifications for the Executive Director position.



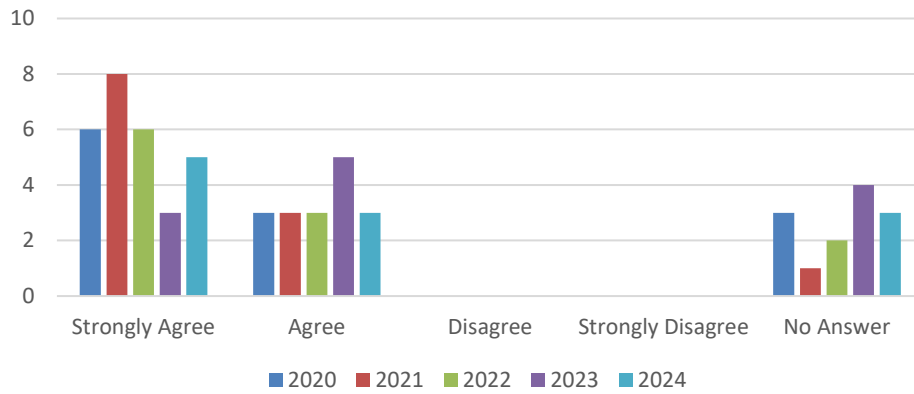
Q 5: Board members are involved and interested in the Board's work.



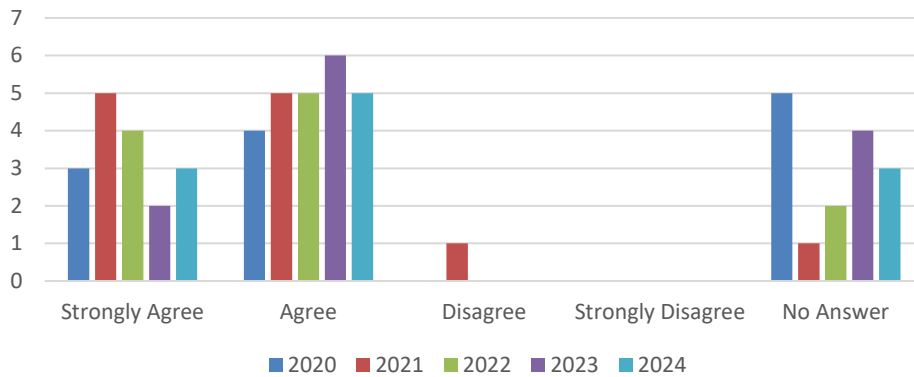
Q 6: The Board of Directors has a written process for handling urgent matters between meetings.



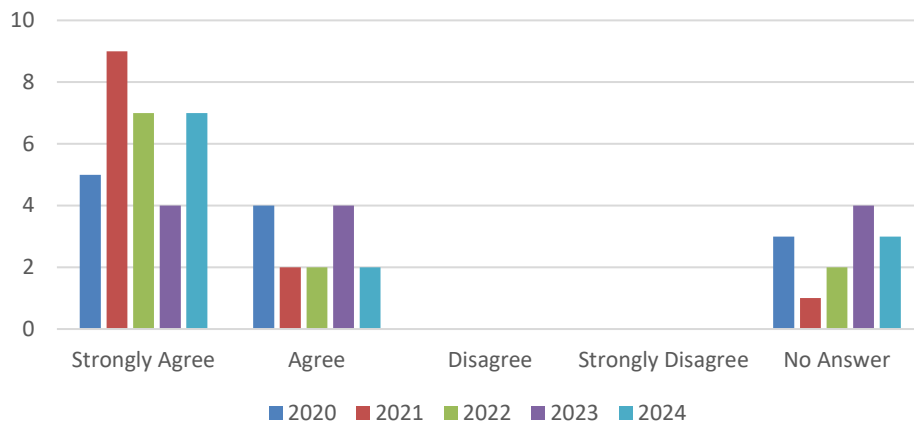
Q 7: Board members understand the Agency's mission and its programs.



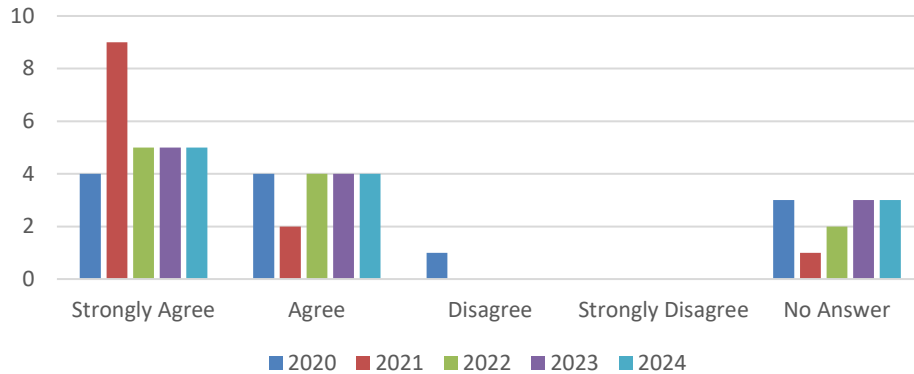
Q 8: Board members participate in the organization in ways other than attending monthly meetings.



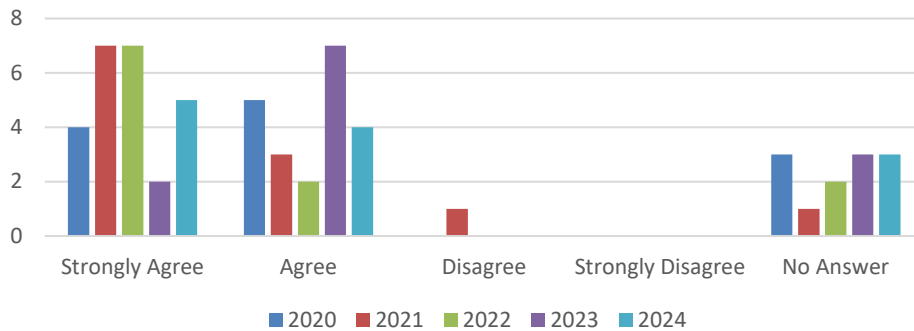
Q 9: The Board has defined its role, responsibilities, and the scope of its authority.



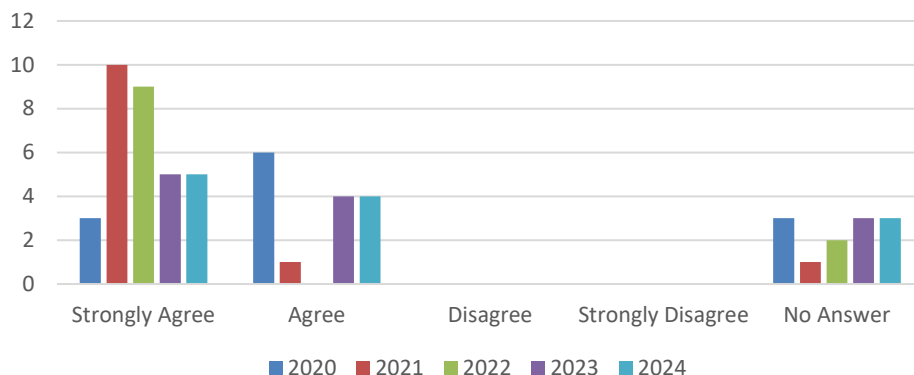
Q 10: Board members understand the financial structure of the organization and their fiduciary responsibilities.



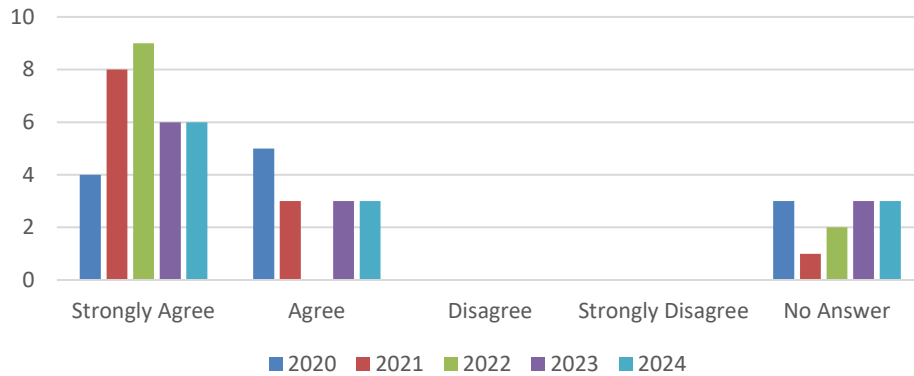
Q 11: New Board members are orientated to NeMCMHA's mission, vision, bylaws, policies, Board structure, and their roles and responsibilities as members.



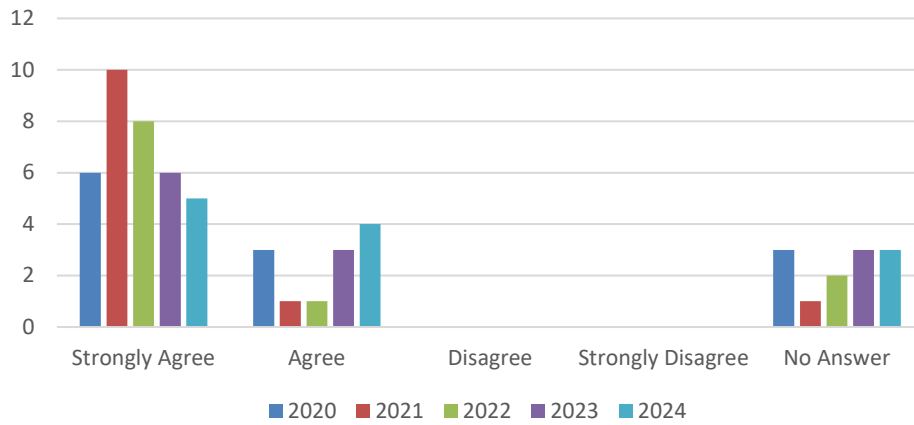
Q 12: The Board is familiar with NeMCMHA programs and kept informed of critical changes as they occur.



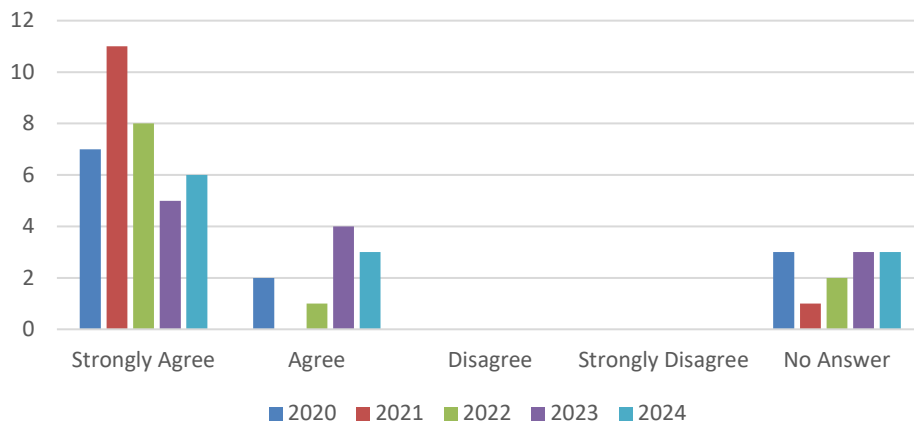
Q 13: Board members have complete information about financial issues which pertain to Board decisions and responsibilities.



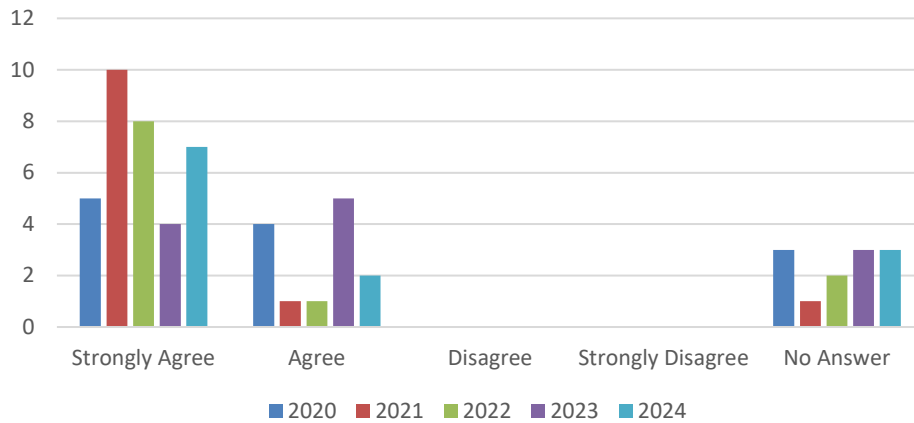
Q 14: Board members are appropriately involved in the strategic planning of the organization.



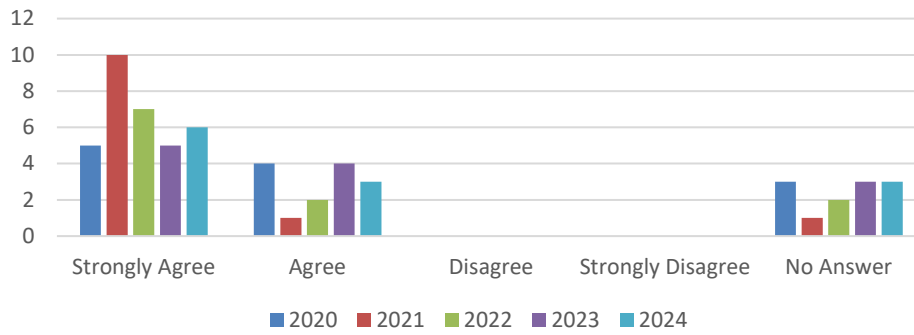
Q 15: NeMCMHA effectively attempts to address identified gaps and deficits in service.



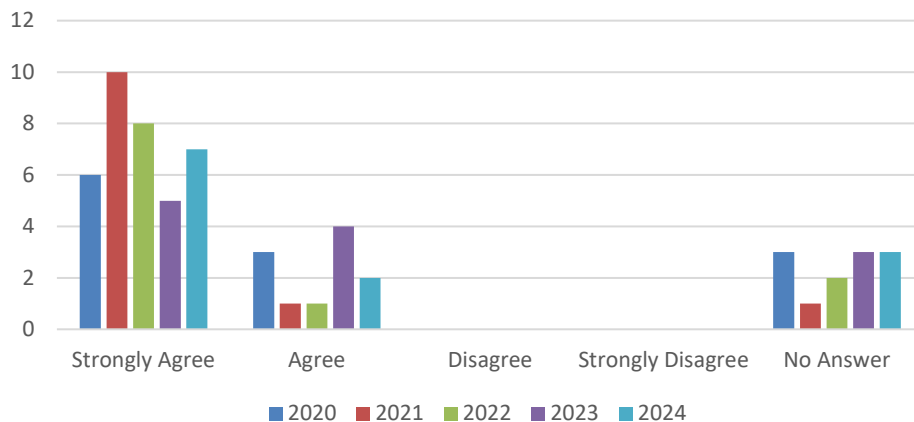
Q 16: The mission/vision reflects issues important to our service populations.



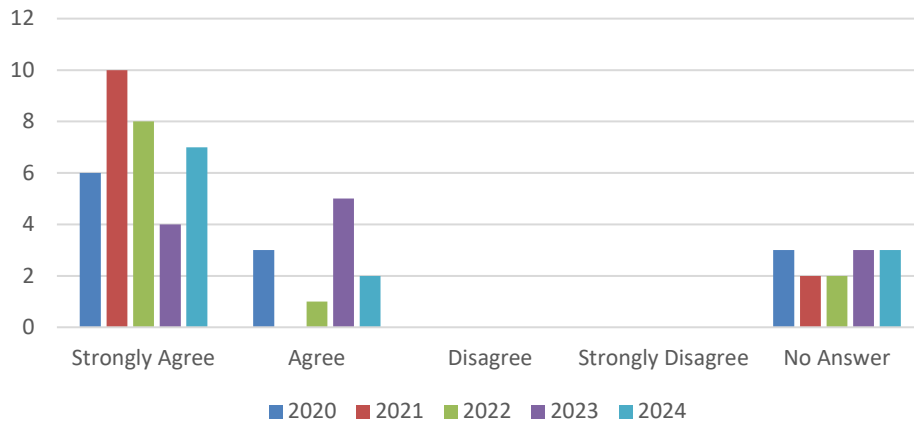
Q 17: The Board has identified, prioritized, and scheduled those issues that it believes should be discussed and reviewed by the Board on a regular basis.



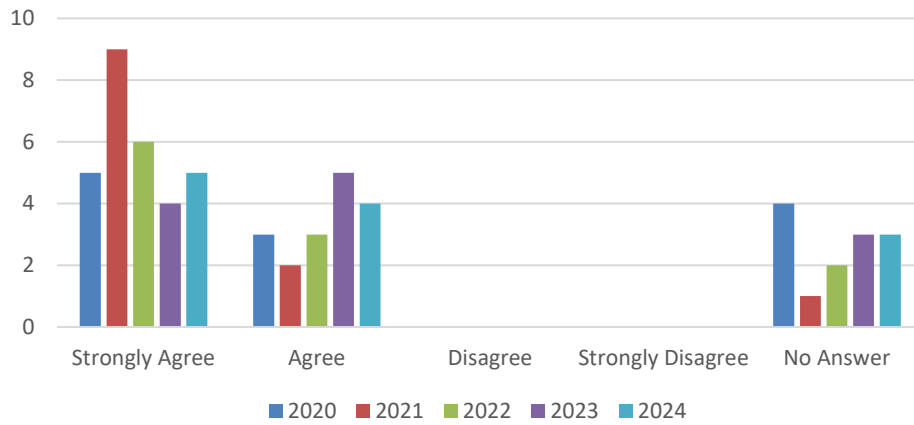
Q 18: I have sufficient opportunity for input into policy development and decision-making.



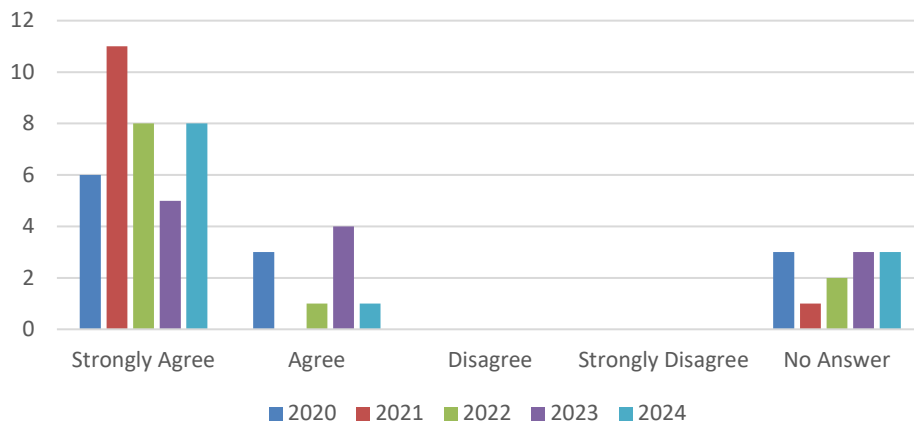
Q 19: I am an active participant in committees and meetings.



Q 20: I understand NeMCMHA's financial position, funding sources, and resources.



Q 21: I understand the mission and values of NeMCMHA.



NeMCMHA Board Self-Evaluation 2024 – Written Responses

(9 of 12 surveys returned)

A. What issues have most occupied the Board's time and attention during the past year?

1. Concerns with the specialized compensation assessment
Closure of Blue Horizons – lease of Greenhaven
HR staffing changes/restructuring efforts
Standard operating business
2. Staffing shortages
New budget reporting
3. It has varied, personnel are hard to find to fill empty positions and retention is also hard.
4. Employment
5. New group home, community outreach, recouping funding
6. I don't feel like I've been on the Board long enough to say.
7. Audit review
New residential homes
Change in HR and recruiting
Change in Medicaid/Medicaid programs and government funding
8. Staffing levels and difficulties recruiting

B. What is the most important priority for NeMCMHA to address over the next 12 months?

1. Maintain how we/our staff handle our consumers
Hire more master's level clinicians
2. Continued services for youth and full staffing.
3. Changing financing from State
4. Staffing challenges (ongoing effort)
HR stabilization
Continue to support Nena/NMRE with regard to CCBHC/Conflict Free Access and Planning decision from MDHHS (push back/opposition to decision)
5. To keep providing services and encourage and promote independence in those served.
6. Helping those in need and helping our employees help them.
7. Workers
8. Changing times/mental health

C. In what ways should the Board's role be expanded or reduced?

1. More education. Information is knowledge.
2. Same
3. Just keep trying to fill positions as we have.
4. Participation in NeMCMHA events like the mental health walk should require some board presence.
5. It has good balance now
6. I would like to get a better understanding of how each division is funded and operates.
7. No suggested alterations
8. I believe it is balanced and appropriate

[Type here]

D. What were the one or two successes during the past year for which the Board takes some satisfaction?

1. Getting members and keeping the seat full.
Always good attendance
2. Again I feel I don't have complete information to say.
3. Allowing Director to do her job without attempt to micromanage.
4. Continuity of good services.
5. Decision to move forward with closure/transition to the Greenhaven home.
This decision was made for the safety and wellbeing of all persons served, as well as our staff (tough but necessary).
6. The dedication of employees to step up and fill in gaps due to illness or short staffing.
7. Our new home and more conversation between all Board members. I like hearing other's ideas.

E. What opportunities for improvement do you see in the Board's organization or performance?

1. I personally would like to see more members go to the conferences. There is so much information to be gained by attending.
2. Good job all around
3. I'd love to hear more personalized accounts of how we successfully help our consumers. I'd love to work more humanity into our meeting in addition to the business at hand.
4. Continued education
5. Board members need to push state legislature for funding and support
6. Board members were more mindful this year of not causing distractions during meetings (i.e. getting up to talk to someone in the room or talking with their neighbor). This is helpful and appreciated for others to keep focused. Modifications were already made to the meeting evaluation tool. No new thoughts at this time. 😊
7. With the new HR/recruiting company maybe we can get more staff hired and retain them.

F. How does this Board compare to other Boards on which you serve?

1. Unable to compare – sole board currently.
2. It is very well run. All members respect each other. Everyone feels comfortable voicing their concerns.
3. This Board is a lot more active and participates in questions and answers.
4. Very well run, no time wasted.
5. This Board runs smoothly with much consideration to the issues. The info we are getting is clear and well organized.
6. Good structure and keeping to agenda and rules of order.

Other Comments:

1. Suggestions made during last year's evaluation were accepted and modifications were made. This is much appreciated – individuals can be flooded with evaluations/surveys and feel that nothing ever changes so "why fill them out?" This is not the case here – individuals served, staff, and Board members have voiced feeling heard – thank you!

OCTOBER AGENDA ITEMS

Policy Review & Self-Evaluation

Annual Board Planning Cycle 02-007

Executive Director Job Description 03-003

Monitoring Executive Director 03-004

Monitoring Reports

01-004 Budgeting

01-008 Compensation and Benefits

Ownership Linkage

Strategic Plan Adoption

Public Budget Hearing

Educational Session

Benefits to Work Coach Zack Miller

NMRE Day of Education
Season of Change:
**Educational Summit on Substance Use
Recovery and Prevention**

Wednesday, October 30, 2024 from 9:30 am – 3:30 pm at Treetops Resort, Gaylord, MI



KEYNOTE SPEAKER:

Tobias Neal, MComm, ThM, Peer Recover Supports Coordinator
Northern Michigan Substance Abuse Services



EDUCATION AND ACTIVITIES:

**PEER RECOVERY
KNOWING YOUR RIGHTS
NMRE PARTNERSHIP PRESENTATIONS
DOOR PRIZES
SWAG**



Please register before October 16, 2024 at
<https://www.eventbrite.com/e/982115422667?aff=oddtcreator> or scan the QR Code.

Space is limited!

If you are in need of assistance to register, please call NMRE Customer Service at 1-833-285-0050.

