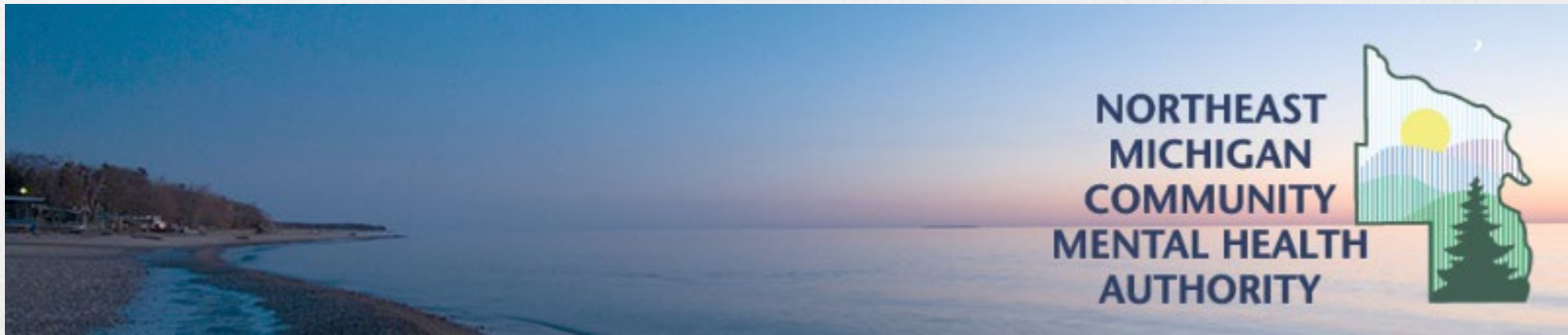


**Northeast Michigan  
Community Mental Health Authority Board**  
*September 2022 Meeting*

**Public Hearing/Board Meeting**  
**Thursday, September 8 at 3:00 p.m.**



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

**NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY BOARD**

**BOARD MEETING**

**September 8, 2022 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 – 5)**
  
- VIII. Consent Agenda ..... (Page 6)**
  - 1. Contracts**
    - a. AT&T**
  
- IX. FY23 Budget Hearing.....(Pages 7 – 8)**
  
- X. September Monitoring Reports**
  - 1. Budgeting 01-004 ..... (Available at Meeting)**
  
- XI. Board Policies Review and Self Evaluation**
  - 1. General Executive Constraint 01-001 [Review] ..... (Page 9)**
  - 2. Compensation and Benefits 01-008 [Review].....(Pages 10 – 11)**
  - 3. Board Committee Structure 02-006 [Review & Self-Evaluation].....(Pages 12 – 13)**
  - 4. Executive Director Search Process 03-005 [Review & Self-Evaluation] .....(Pages 14 – 15)**
  
- XII. Linkage Reports**
  - 1. CMHAM**
    - a. Annual Dues Assessment .....(Pages 16 – 20)**
  - 2. NMRE**
    - a. Board Meeting August 24 ..... (Available at Meeting)**
  - 3. MACMHB**
    - a. Fall Board Conference – October 24 (Mon.) & 25 [Grand Traverse Resort]..... (Verbal)**
  
- XIII. Chair’s Report**
  - 1. Appointing Board Members ..... (Verbal)**
  - 2. Executive Director’s Contract ..... (Verbal)**
  - 3. Setting Perpetual Calendar.....(Pages 21 – 22)**
  - 4. Board Self-Evaluation Report ..... (Available at Meeting)**
  
- XIV. Director’s Report**
  - 1. Director’s Report.....(Verbal)**
  - 2. QI Council Update.....(Pages 23 – 27)**
  
- XV. Information and/or Comments from the Public**
  
- XVI. Information and/or Comments for the Good of the Organization**
  
- XVII. Next Meeting – Thursday, October 13 at 3:00 p.m.**
  - 1. Set October Agenda ..... (Page 28)**
  - 2. Meeting Evaluation ..... (Verbal)**
  
- XVIII. Adjournment**

**MISSION STATEMENT**

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

**Northeast Michigan Community Mental Health Authority (NeMCMHA) Board  
Board Meeting  
August 11, 2022**

**I. Call to Order**

Secretary Bonnie Cornelius called the meeting to order in the Board Room at 3:00 p.m.

**II. Roll Call and Determination of a Quorum**

Present: Geyer Balog, Les Buza, Bonnie Cornelius, Judy Jones, Terry Larson, Gary Nowak, Pat Przeslawski, Terry Small

Absent: Bob Adrian (Excused), Lynnette Grzeskowiak (Excused), Eric Lawson (Excused)

Staff & Guests: Lisa Anderson, Carolyn Bruning, Connie Cadarette, Mary Crittenden, Lynne Fredlund, Diane Hayka, Ruth Hewett, Robert Keyes, Elizabeth Kowalski, Larry Patterson, Nena Sork, Jen Whyte

**III. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance as a group.

**IV. Acknowledgement of Conflict of Interest**

No conflicts were identified.

**V. Appointment of Evaluator**

Geyer Balog was appointed as evaluator for this meeting.

**VI. Information and/or Comments from the Public**

There were no comments presented.

**VII. Approval of Minutes**

*Moved by Gary Nowak, supported by Judy Jones, to approve the minutes of the July 14, 2022 meeting as presented.* Motion carried.

**VIII. Recipient Rights – Educational Session**

Ruth Hewett provided an educational session on Recipient Rights, which staff will also review during annual staff training. Ruth introduced the two new members of the Recipient Rights Office, Elizabeth Kowalski and Robert Keyes. Robert stated he comes from a law enforcement and military background, and has been doing rural ministry for 15 years. Elizabeth lives in Presque Isle and previously worked as a case manager for home and community-based services and FEMA in Washington State.

Every year staff receive a training refresher on definitions and examples of abuse and neglect. Ruth covered mandatory reporting, which staff are trained on at the time of hire and annually thereafter. Ruth stated the Recipient Rights Office reports to CPS, APS, and AFC licensing. Ruth discussed Consumer's Rights, including confidentiality rules, dignity, and respect for individuals and their families. Lynne Fredlund stated the Agency ranks 98% on dignity and respect on the consumer survey.

The Recipient Rights Office is divided into four pieces: consultation, guided by the Mental Health Code; training, initial and annual; monitoring, visits to directly operated and contractual sites every 12 months; and investigations.

**IX. Consent Agenda**

**1. Rite Aid Hdqtrs. Corp.**

Rite Aid will be providing flu shots for eligible staff members at a cost of \$32.00 per vaccine.

*Moved by Gary Nowak, supported by Geyer Balog, to approve the August Consent Agenda as presented.* Roll call: Ayes: Geyer Balog, Les Buza, Bonnie Cornelius, Judy Jones, Terry Larson, Gary

Nowak, Pat Przeslawski, Terry Small; Nays: None; Absent: Bob Adrian, Lynnette Grzeskowiak, Eric Lawson. Motion carried.

**X. August Monitoring Reports**

**1. Treatment of Individuals Served 01-002**

Board members reviewed the Recipient Rights Advisory Committee minutes from their July 27, 2022 meeting, as well as the Quarterly Recipient Rights Activity Report.

**2. Staff Treatment 01-003**

Board members received and reviewed an updated Turnover by Department report at the meeting.

**3. Budgeting 01-004**

Connie Cadarette reviewed the Statement of Revenue, Expenses and Change in Net Position as of June 30, 2022, with 75% of the year elapsed. Connie stated the incentive payment will be placed on its own line item next month, as it is currently on the Interest and Other Revenue line creating a large variance. Medicaid and Healthy Michigan are both currently underspent and these funds would go back to the NMRE if not spent. The current amount of General Funds that can be carried forward to FY23 is \$41,333 with \$346,161 lapsing to MDHHS. The large amount is due to Medicaid spenddowns currently not having to be paid.

Larry Patterson reported on line items with negative variances on the Statement of Revenue, Expenses and Change in Net Position. The recently passed budget amendment saw dollars allocated for line items with negative variances. Larry will keep monitoring the line items and they should start trending down.

**4. Financial Condition 01-005**

Connie reviewed the Statement of Net Position as of June 30, 2022. NeMCMHA currently sits at a value of \$6,192,015. The new statement is broken down by assets and liabilities, and shows the current days of cash to be 36.

*Moved by Pat Przeslawski, supported by Gary Nowak, to approve the August Monitoring Reports as presented.* Motion carried.

**XI. Board Policies Review and Self-Evaluation**

**1. Chairperson's Role 02-004**

The Board reviewed the Chairperson's Role Policy. Pat Przeslawski stated the last time the Board reviewed this policy no revisions were suggested and it still looks good.

**2. Board Member Per Diem 02-009**

The Board reviewed the Board Member Per Diem Policy, which was recently revised at the June Board Policy Workshop. No additional revisions were recommended.

**3. Board Self-Evaluation 02-012**

Pat stated she feels the Board is highly successful in many areas, with some room for improvement.

**XII. Linkage Reports**

**1. Northern Michigan Regional Entity (NMRE)**

**a. July 27, 2022 Meeting**

The Board received the July NMRE Board minutes at the meeting. Gary Nowak stated they voted on allocating liquor tax money. Gary and Terry Larson discussed the limited use of liquor tax money, and that there is a large amount of money going unspent. Terry stated the money has to go to organizations that are licensed to treat or prevent substance abuse. Board members discussed whether organizations know the money is available or if they aren't sure how they can

use the funds. Terry explained that for every liquor sale, a part of the collected tax goes to fund substance abuse treatment for that county, and any unused portion goes to the NMRE.

Gary stated Northern Lakes Community Mental Health Authority is still having problems. The NMRE held a special meeting on August 9, during which they drafted a letter stating their desire to assist them.

Nena Sork stated discussion of new appointments for the NMRE Board, SUD Board, and Vice Chair will take place in September. If an Executive Committee meeting is needed, a temporary Vice Chair will be appointed.

## **2. Advisory Council**

- a. The August 8, 2022 Advisory Council meeting was cancelled.

## **XIII. Operations Report**

Mary Crittenden reviewed the services provided by staff for the month ending July 31, 2022. Older Adult Services served 127 individuals and I/DD served 197 individuals. Mary shared two individuals have successfully been discharged from state hospitals and they are actively working on discharging a third. Peer Support served 45 individuals and a total of 974 individuals were served by NeMCMHA in July.

## **XIV. Chair's Report**

### **1. Begin Board Self-Evaluation**

Board members returned their completed self-evaluation forms. The data will be compiled and presented at the September Board meeting.

### **2. Executive Director's Evaluation**

Board members had no questions or concerns on the monitoring reports provided by NeMCMHA for their review of the Executive Director's performance. Board members were in agreement that Nena is performing her duties effectively.

*Moved by Pat Przeslawski, supported by Gary Nowak, to approve the Executive Director's Evaluation. Motion Carried.*

## **XV. Director's Report**

### **1. Director's Update**

During the week of July 18, Nena attended the NMRE OPS meeting, met with a leadership consultant, and attended an advocacy meeting with the NMRE. Nena attended the CMHA Directors' Forum in Lansing and the Presque Isle County Commissioners meeting the week of July 25. Nena attended the NMORC prevention/workforce meeting on August 1. During the week of August 8, Nena attended the NMRE Finance Committee meeting and the NMORC Board meeting.

Nena stated CARF is scheduled to complete their virtual survey August 24 – 26. They will be interviewing Board members at 10:00 a.m. on Wednesday, August 24.

Nena stated the agency is currently lapsing \$700,000. Nena would like to complete a few projects to update and renovate landscaping and the parking lot at the main office. The agency received a quote of \$28,000 from PRATTscape to remove the Jack Pine trees and plant new trees and shrubs. The project could be completed by the end of the fiscal year. Resurfacing the parking lot will cost approximately \$150,000. Nena suggested this project move forward while the extra funds are available. The server room at the main office lost an a/c unit in the spring. The cost to replace the unit is \$30,000 and it would take 27 weeks for the equipment to come in.

Last year, the Board approved a deferred compensation plan contribution for staff. Nena would like to do the same for the August 25 paycheck. The contribution would be \$1,000 for full-time staff and \$500 for part-time. The total would be \$459,000, and there would still be \$300,000 lapsing.

Gary proposed full-time and part-time staff receive the same contribution of \$1,000. Board members discussed the option, but most were in favor of keeping the separate amounts.

***Moved by Terry Small, supported by Judy Jones, to approve deferred compensation plan payments for staff at a rate of \$1,000 for full-time and \$500 for part-time.*** Roll call: Ayes: Geyer Balog, Les Buza, Bonnie Cornelius, Judy Jones, Terry Larson, Pat Przeslawski, Terry Small; Nays: Gary Nowak; Absent: Bob Adrian, Lynnette Grzeskowiak, Eric Lawson. Motion carried.

Nena stated sometime in the next three weeks she will have to sign the contract with MDHHS via EGrAMS. General Funds will be seeing an increase of \$100,508. The staff picnic and annual staff training will be happening on Wednesday, August 17 at the Fletcher Street office from 11 a.m. – 5:00 p.m. Offices will be closing at noon. Nena stated Board members are welcome to attend. Employee Recognition will be on Tuesday, August 16. Staff who have achieved milestone years of service will receive recognition. Board members are also welcome to attend employee recognition. The last two years, the agency has sponsored the Feed the Need – Alpena August food truck. NeMCMHA was told they wouldn't need to sponsor in 2022, as many other organizations wanted a chance to do so. However, they called last week and asked NeMCMHA to once again sponsor the August food truck and the agency readily agreed to sponsor and provide volunteers.

Nena led a moment of silence in honor of Roger Frye, who passed away on July 27.

## **2. Endowment Fund Grant Awards**

Nena stated items covered by the Community Foundation of Northeast Michigan Endowment Fund are not covered by other resources. A grant was awarded to purchase display and cash boxes to update and expand an individual's micro-enterprise.

## **XVI. Information and/or Comments from the Public**

None at this time.

## **XVII. Information and/or Comments for the Good of the Board**

Pat stated she was recently in attendance at an assessment with staff member, Christie Bruski. Pat stated she had a great personality and a good sense of humor, and handled a difficult assessment environment very well. Pat feels those who work for Nena are willing to go the extra mile for the individuals they serve.

Diane Hayka stated this was her last Board meeting with the agency. Diane has been the only supporting secretary for all current Board members. She said the agency has come a long way over the years, and it has been very rewarding work. Nena stated she couldn't have done everything she's accomplished without Diane. Diane stuck with Nena in the office when all other staff members were sent home during COVID-19. Nena appreciates Diane's loyalty and commitment to the agency. Pat stated Diane was the most efficient and best secretary she's ever seen. Board members thanked Diane for her many years of service.

## **XVIII. Next Meeting**

The next regularly scheduled meeting of the Northeast Michigan Community Mental Health Authority Board will be held Thursday, September 8, 2022 at 3:00 p.m.

### **1. Set September Agenda**

The proposed September agenda items were reviewed.

### **2. Meeting Evaluation**

Geyer Balog stated the meeting started on time and he enjoyed the Recipient Rights educational session as the information was new to him. Geyer stated the majority of the Board participated and it was a good meeting.

**XIX. Adjournment**

*Moved by Les Buza, supported by Terry Small, to adjourn the meeting.* Motion carried. This meeting adjourned at 4:11 p.m.

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Bonnie Cornelius, Secretary

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Eric Lawson, Chair

Rebekah Duhaime  
Recorder

# NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY

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## INTEROFFICE MEMORANDUM

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**TO:** Board Members  
**FROM:** Nena Sork  
**SUBJECT:** Consent Agenda  
**DATE:** August 29, 2022

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### 1. AT&T

SentinelOne (S1) is an endpoint security management solution that will enable NeMCMHA to provide next-generation protection to all devices that operate outside of NeMCMHA's normal security umbrella. This tool utilizes the MITRE framework to analyze not just signatures, which can change quickly in actively exploited attacks, but also AI data to examine what changes are made by malware. With the AI analysis and change history, we can undo malicious changes made to laptops and servers to get them back in working order quicker and with less risk to NeMCMHA data. The total cost of S1 endpoint security management for 219 computers and training is \$11,641.00. We recommend approval.



Northeast Michigan Community Mental Health Authority  
**2022-2023 Continuation Budget**  
Revenue Budget

Line #	Revenue Source	FY22 Budget Amendment #2	\$\$\$ Incr./ (Decr.)	FY23 Continuation Budget	Totals	% of Total Budget
1	<b>Rent Income</b>	\$ -	\$ -	\$ -	\$ -	0.00%
2	<b>State Contracts</b>		\$ -		<b>324,039</b>	0.85%
3	PASARR (Nursing Home Services)	324,039	\$ -	324,039		
4	<b>Private Contracts</b>		\$ -		<b>42,216</b>	0.11%
5	Blue Horizons Management Services	18,216	\$ -	18,216		
6	MI Child Collaborative Care Grant	24,000	\$ -	24,000		
7	<b>Local Funding</b>		\$ -		<b>688,110</b>	1.81%
8	Alcona County Allocation	35,223	\$ -	35,223		
9	Alpena County Allocation	150,216	\$ -	150,216		
10	Montmorency County Allocation	31,435	\$ -	31,435		
11	Presque Isle County Allocation	49,764	\$ -	49,764		
12	Rebates/Incentives/Other local revenue/Grants	421,472	\$ -	421,472		
13	<b>Interest Income</b>	1,500	\$ -	1,500	<b>1,500</b>	0.00%
14	<b>Medicaid</b>	31,749,435	\$ -	31,749,435	<b>31,749,435</b>	83.74%
15	<b>General Funds from MDCH</b>		\$ -		<b>1,152,288</b>	3.04%
16	Operational (Community) Funding	1,102,207	\$ -	1,102,207		
17	Carryforward from FY21 to FY22	50,081	\$ -	50,081		
18	<b>Healthy Michigan Plan</b>	2,281,297	\$ -	2,281,297	<b>2,281,297</b>	6.02%
19	<b>Third Party Insurance (incl. COFR)</b>	417,400	\$ -	417,400	<b>417,400</b>	1.10%
20	<b>Residential Clients - Room &amp; Board</b>	521,532	\$ -	521,532	<b>521,532</b>	1.38%
21	<b>Contracted Residential Revenue - Blue Horizons</b>	494,390	\$ -	494,390	<b>494,390</b>	1.30%
22	<b>Behavior Health Home Revenue</b>	94,521	\$ -	94,521	<b>94,521</b>	0.25%
23	<b>Other Revenue</b>		\$ -		<b>148,243</b>	0.39%
24	Reimbursed Class Fees	5,500	\$ -	5,500		
25	Food Stamps	105,493	\$ -	105,493		
26	Representative Payee Fees	20,000	\$ -	20,000		
27	Record Copying Fees	7,250	\$ -	7,250		
28	Michigan Rehabilitation Services	-	\$ -	-		
29	Miscellaneous Other Income	10,000	\$ -	10,000		
30	<b>Total Revenues</b>	<b>\$ 37,914,971</b>	\$ -	<b>\$ 37,914,971</b>	<b>\$ 37,914,971</b>	100.00%

Northeast Michigan Community Mental Health Authority  
**2022-2023 Continuation Budget**  
 Expenditure Budget (by account)

Line #	Expenditure Type	FY22 Budget Amendment #2	\$\$\$ Incr./((Decr.)	FY23 Continuation Budget	% Incr./((Decr.)
1	Salaries	\$ 16,259,462	\$ -	\$ 16,259,462	0.0%
2	Social Security Tax	712,307	\$ -	712,307	0.0%
3	Health Savings Accounts	37,547	\$ -	37,547	0.0%
4	Health Insurance (self insured)	2,421,538	\$ -	2,421,538	0.0%
5	Prescription Insurance (self insured)	390,435	\$ -	390,435	0.0%
6	Dental Insurance (self insured)	116,280	\$ -	116,280	0.0%
7	Vision Insurance (self insured)	42,699	\$ -	42,699	0.0%
8	Life Insurance	29,487	\$ -	29,487	0.0%
9	Long Term Disability Insurance	31,203	\$ -	31,203	0.0%
10	Short Term Disability Insurance	150,458	\$ -	150,458	0.0%
11	Pension	893,221	\$ -	893,221	0.0%
12	Pension (Social Security Opt Out)	420,802	\$ -	420,802	0.0%
13	Unemployment	8,000	\$ -	8,000	0.0%
14	Workers Compensation	173,031	\$ -	173,031	0.0%
15	Office Supplies	30,998	\$ -	30,998	0.0%
16	Postage	21,553	\$ -	21,553	0.0%
17	Advertisement/Recruitment	134,351	\$ -	134,351	0.0%
18	Public Relations/Community Education	24,312	\$ -	24,312	0.0%
19	Employee Relations/Wellness	125,213	\$ -	125,213	0.0%
20	Computer Maintenance/Supplies	379,000	\$ -	379,000	0.0%
21	Activity/Program Supplies	50,367	\$ -	50,367	0.0%
22	Medical Supplies & Services	104,543	\$ -	104,543	0.0%
23	Household Supplies	65,489	\$ -	65,489	0.0%
24	Clothing	-	\$ -	-	0.0%
25	Contracted Transportation	75,304	\$ -	75,304	0.0%
29	Contracted Employees/Services	12,338,916	\$ -	12,338,916	0.0%
	Stability Payments	101,825	\$ -	101,825	0.0%
30	Telephone / Internet (Communications)	158,721	\$ -	158,721	0.0%
31	Staff Meals & Lodging	33,409	\$ -	33,409	0.0%
32	Staff Travel Mileage	208,008	\$ -	208,008	0.0%
33	Vehicle Gasoline	126,041	\$ -	126,041	0.0%
34	Client Travel Mileage	41,340	\$ -	41,340	0.0%
35	Board Travel and Expenses	13,664	\$ -	13,664	0.0%
36	Staff Development-Conference Fees	50,499	\$ -	50,499	0.0%
37	Staff Physicals/Immunizations	16,553	\$ -	16,553	0.0%
38	Professional Fees (Audit, Legal, CARF)	94,009	\$ -	94,009	0.0%
39	Professional Liability Insurance Drs.	21,934	\$ -	21,934	0.0%
40	Property/Staff Liability Insurance (net)	123,222	\$ -	123,222	0.0%
41	Heat	60,296	\$ -	60,296	0.0%
42	Electricity	102,702	\$ -	102,702	0.0%
43	Water/Sewage	28,535	\$ -	28,535	0.0%
44	Sanitation	17,489	\$ -	17,489	0.0%
47	Maintenance	188,861	\$ -	188,861	0.0%
48	Vehicle Maintenance	40,025	\$ -	40,025	0.0%
49	Rent-Homes and Office Buildings	237,328	\$ -	237,328	0.0%
50	Rent-Equipment	6,004	\$ -	6,004	0.0%
51	Membership Dues	38,794	\$ -	38,794	0.0%
52	Food	157,682	\$ -	157,682	0.0%
54	Capital Equipment over \$200	624,788	\$ -	624,788	0.0%
55	Consumable Equipment under \$200	18,410	\$ -	18,410	0.0%
56	Computer Equipment over \$200	433,300	\$ -	433,300	0.0%
57	Client Adaptive Equipment	24,000	\$ -	24,000	0.0%
58	Depreciation Expense Adjustment	(225,662)	\$ -	(225,662)	0.0%
59	General Fund Expenditures	23,527	\$ -	23,527	0.0%
60	Local Fund Expenditures (10% State Hospital)	113,151	\$ -	113,151	0.0%
61	Unidentified Budget Corrections (TBD)	-	\$ -	-	0.0%
62	<b>Total Expenditures</b>	<b>\$ 37,914,971</b>	<b>\$ -</b>	<b>\$ 37,914,971</b>	<b>0.0%</b>

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

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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:**

EXECUTIVE LIMITATIONS

(Manual Section)

**COMPENSATION AND BENEFITS**

(Subject)

Board Approval of Policy  
Last Revision of Policy Approved:

August 8, 2002  
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.

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:**

GOVERNANCE PROCESS

(Manual Section)

**COMMITTEE STRUCTURE**

(Subject)

Board Approval of Policy  
Last Revision of Policy Approved:

August 8, 2002  
July 14, 2022

**●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



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

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●3 **DEFINITIONS:**

●4 **REFERENCES:**

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

●5 **FORMS AND EXHIBITS:**

## Community Mental Health Association of Michigan FY 2023 Dues and Fees

### Dues and fees as proportion of CMHA budget:

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CMHA has a diverse set of revenue streams – including member dues and fees, net revenues from CMHA-sponsored or hosted conferences and trainings, an education and training contract with the Michigan Department of Health and Human Services, and a number of grants (including those with the Robert Wood Johnson Foundation, the SAMHSA Great Lakes Mental Health Technology Transfer Center, and the Michigan Health Endowment Fund).

The diversity and size of the non-member dues/fees revenue sources keep the dues and fees of the Association's members modest:

- CMH Member dues make up only **6.58%** of the Association's FY 2023 budget of \$11,446,570
- PIHP Member fees make up only **0.47%** of the Association's budget
- Provider Alliance and Affiliate Member dues make up only **1.038%** of the Association's budget

### FY 2023 dues and fees

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The dues and fees, for FY 2023, recommended by the CMHA Budget and Finance Committee and Board of Directors and adopted, unanimously, by the CMHA Member Assembly, are outlined below.

#### **Community Mental Health Services Programs Members (CMH):** <sup>i</sup>

A 2% increase in the base portion of the dues calculation, an increase of 2% in the dues cap, and the application of the FY 2020 revenues as reported on each CMH's Financial Status Report (FSR).

The average annual Association dues that would be paid by its CMH members in FY 2023 is **\$16,380**.

The CMH dues range from **\$7,629** (budget of \$9.7 million) to **\$29,829** (budget of \$869 million). The full CMH dues table is contained in a pair of CMH dues spreadsheets that are companion documents to this narrative.

The FY 2023 dues for the CMH members of the Association are developed, as they have been for the past several years, using **the two-part dues formula**, as revised prior to FY 18. The only change in the formula is the application, as noted above, of a 2% increase in the base component of the dues structure. These two parts are described below.

**Some CMH members will see increases larger than others as a result of the movement of a CMH to the next band in the dues structure as a result of the CMH's budget growth for FY 2019 to FY 2020.**

**The base segment** of the dues is established for seven revenue bands/tiers, with each CMH placed into a band/tier based on its non-local revenues during the most recent closed fiscal year.

CMH's annual revenues in most recent closed fiscal year	Base dues component		Increase in base represented by dues increase
	FY 2022	FY 2023	
Tier 1: less than \$10 million	\$7,052	\$7,193	\$141
Tier 2: Greater than \$10 million and less than \$25 million	\$9,873	\$10,070	\$197
Tier 3: Greater than \$25 million and less than \$50 million	\$12,692	\$12,946	\$254
Tier 4: Greater than \$50 million and less than \$80 million	\$15,512	\$15,822	\$310
Tier 5: Greater than \$80 million and less than \$100 million	\$18,333	\$18,700	\$367
Tier 6: Greater than \$100 million and less than \$140 million	\$21,155	\$21,578	\$423
Tier 7: \$140 million and above	\$23,938	\$24,417	\$479

**The remaining segment** of the dues is 0.00045% of each CMH's non-local revenues, with a total (both segments combined) dues cap of \$29,829. The revenues used for these calculations are those drawn from the most recent fiscal year for which MDHHS has the year-end Financial Status Reports (FSR) from each CMH. In this case, those FSRs will be for FY 2020.

**Prepaid Inpatient Health Plans Members (PIHP):**

A 2% fee increase for FY 2023; moving PIHP fees at \$5,378 per PIHP per year.

**Provider Alliance Members:**

A 2% dues increase for FY 2023, moving Provider Alliance membership dues at:

Providers with annual budgets of \$1 million or less:	\$483/year
Providers with annual budgets of \$1 million to \$3 million:	\$1,224/year
Providers with annual budgets over \$3 million:	\$2,698/year

**Corporate/Organizational Affiliate Members and Individual Affiliate Members:**

A 2% dues increase for FY 2023 moving Corporate/Organizational and Individual Affiliate Member dues at

Corporate/organizational affiliate member (Silver)	\$ 483/year
Corporate/organizational affiliate member (Gold)	\$2,698/year
Individual affiliate member (Silver)	\$ 204/year
Individual affiliate member (Gold)	\$ 510/year

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<sup>i</sup> In 2017, CMHA conducted a thorough review and rethinking of the dues structure of its CMH members. As a result of that process, the CMHA dues structure was revised to align with the following principles:

- **Dues rise as members' budgets increase:** Does this option allow for dues to increase as the budgets of CMHs, of varying sizes, increase?
- **Equitable support for Association's costs:** Does this option significantly improve the equitable distribution of the Association's costs across CMH members of varying sizes?
- **Avoids budget dominance by small number of members:** Does this option avoid the condition of the dues of a small number of members making up a large proportion of Association's budget?
- **Similar share of each member's budget:** Does this option significantly improve equity in the proportion of the CMH's budget represented by the Association's dues (the smallest ratio of highest to lowest)?
- **Reasonable dues increase in this one-time adjustment:** Does this option provide for a reasonable dues increase across CMH members of varying sizes?

**CMHAM Dues for FY22/23**

Boards	CMHAM Total Dues FY 22/23 (12 months)	MDHHS Authorization 19/20	CMHAM Dues FY 22/23 - 2.0% Increase in Variable Base	Variable Base FY 22/23	Total Dues-Variable Base FY 22/23- Amount	
<b>Band 7 - Boards with more than \$140 million - 15% of dues / 6 boards</b>						
Detroit-Wayne	\$ 29,829	\$ 869,285,845	-	\$ 24,417	\$ 146,502	21.91%
Oakland	\$ 29,829	\$ 357,131,729				
Macomb	\$ 29,829	\$ 274,244,780				
Genesee	\$ 29,829	\$ 167,525,577				
Network180(Kent)	\$ 29,829	\$ 166,961,373				
Clinton Eaton Ingham	\$ 29,829	\$ 147,898,155				
<b>Sub Total</b>	<b>\$ 178,974</b>	<b>\$ 1,983,047,459</b>				
<b>Band 6 - Boards with more more than \$100 - \$140 million - 10% of dues / 1 boards</b>						
CMH for Central MI	\$ 26,580	\$ 111,157,054	-	\$ 21,578	\$ 21,578	3.23%
<b>Sub Total</b>	<b>\$ 26,580</b>	<b>\$ 111,157,054</b>				
<b>Band 5 - Boards with more than \$80 - \$100 million - 9% of dues / 4 boards</b>						
Washtenaw	\$ 22,636	\$ 87,470,638	-	\$ 18,700	\$ 74,800	11.19%
Kalamazoo	\$ 22,521	\$ 84,921,795				
Saginaw	\$ 22,501	\$ 84,470,211				
LifeWays	\$ 22,476	\$ 83,921,106				
<b>Sub Total</b>	<b>\$ 90,135</b>	<b>\$ 340,783,750</b>				
<b>Band 4 - Boards with more than \$50 - \$80 million - 17% of dues / 7 boards</b>						
Northern Lakes	\$ 19,146	\$ 73,860,306	-	\$ 15,822	\$ 110,754	16.56%
Muskegon	\$ 18,971	\$ 69,987,452				
St. Clair	\$ 18,800	\$ 66,171,977				
Summit Pointe	\$ 18,414	\$ 57,601,111				
Bay Arenac	\$ 18,232	\$ 53,548,342				
Berrien	\$ 18,214	\$ 53,152,799				
North Country	\$ 18,164	\$ 52,055,356				
<b>Sub-total</b>	<b>\$ 129,941</b>	<b>\$ 426,377,343</b>				
<b>Band 3 - Boards with more than \$25 - \$50 million - 18% of dues / 9 boards</b>						
Pathways	\$ 14,998	\$ 45,598,485	-	\$ 12,946	\$ 116,514	17.42%
Ottawa	\$ 14,988	\$ 45,367,893				
Monroe	\$ 14,631	\$ 37,434,762				
Livingston	\$ 14,569	\$ 36,067,179				
Northeast Michigan	\$ 14,315	\$ 30,431,745				
Allegan	\$ 14,285	\$ 29,758,360				
Van Buren	\$ 14,179	\$ 27,392,706				
<b>Sub-total</b>	<b>\$ 101,964</b>	<b>\$ 252,051,130</b>				
<b>Band 2 - Boards with more than \$10 - \$25 million - 30% of dues / 19 boards</b>						
West Michigan	\$ 11,180	\$ 24,669,202	-	\$ 10,070	\$ 191,330	28.61%
AuSable Valley	\$ 11,177	\$ 24,594,218				
Shiawassee	\$ 11,151	\$ 24,013,972				
Lenawee	\$ 11,066	\$ 22,131,470				
Northpointe	\$ 11,055	\$ 21,883,869				
Lapeer	\$ 11,042	\$ 21,590,464				
Montcalm	\$ 11,032	\$ 21,367,920				
Tuscola	\$ 11,028	\$ 21,285,980				
Sanilac	\$ 10,987	\$ 20,380,861				
Copper Country	\$ 10,925	\$ 19,006,116				
St. Joseph	\$ 10,914	\$ 18,747,382				
Gratiot	\$ 10,880	\$ 18,002,936				
Ionia	\$ 10,874	\$ 17,874,328				
Hiawatha	\$ 10,851	\$ 17,361,350				
Centra Wellness NW (Mans B)	\$ 10,815	\$ 16,564,717				
Newaygo	\$ 10,782	\$ 15,832,579				
Woodlands	\$ 10,668	\$ 13,296,287				
Pines	\$ 10,660	\$ 13,103,692				
Barry	\$ 10,610	\$ 11,990,746				
Huron	\$ 10,591	\$ 11,572,887				
<b>Sub-total</b>	<b>\$ 218,287</b>	<b>\$ 375,270,976</b>				
<b>Band 1 - Boards with less than \$10 million - 1% of dues / 1 board</b>						
Gogebic	\$ 7,629	\$ 9,679,147	-	\$ 7,193	\$ 7,193	1.08%
<b>Sub-total</b>	<b>\$ 7,629</b>	<b>\$ 9,679,147</b>				
<b>Grand Total</b>	<b>\$ 753,510</b>	<b>\$ 3,498,366,859</b>			<b>\$668,671</b>	<b>100.00%</b>

CMHAM Formula Calculations for Member Dues for Fiscal Year 2022-2023

A	B	C	D	E	F	G	H	I
CMHSP	Total Revenue/Cost FY 19	Total Revenue/Cost FY 20	Variable Base (All Dues Capped at \$24,417)	Remaining Spread (cost /1000*.045)	Proposed FY 23 Dues based on FY 20 Allocations (All Dues Capped at \$29,829)	FY 22 Assessed Dues based on FY 19 Allocations	Change in Dues Amount from FY 22 to FY 23	%age change from FY 22 to FY 23
Allegan	27,016,152	29,758,360	12,946	1,339	14,285	13,908	377	2.71%
AuSable Valley	25,589,199	24,594,218	10,070	1,107	11,177	13,844	(2,667)	-19.26%
Barry	11,635,519	11,990,746	10,070	540	10,610	10,397	213	2.05%
Bay-Arenac	52,461,866	53,548,342	15,822	2,410	18,232	17,873	359	2.01%
Berrien	49,869,314	53,152,799	15,822	2,392	18,214	14,936	3,278	21.95%
Centra Wellness NW (Mans B)	16,225,768	16,564,717	10,070	745	10,815	10,603	212	2.00%
Clinton Eaton Ingham	136,844,188	147,898,155	24,417	6,655	29,829	27,313	2,516	9.21%
CMH for Central MI	105,730,603	111,157,054	21,578	5,002	26,580	25,913	667	2.57%
Copper Country	17,753,333	19,006,116	10,070	855	10,925	10,672	253	2.37%
Detroit-Wayne	845,628,946	869,285,845	24,417	39,118	29,829	29,244	585	2.00%
Genesee	137,860,894	167,525,577	24,417	7,539	29,829	27,359	2,470	9.03%
Gogebic	8,272,644	9,679,147	7,193	436	7,629	7,286	342	4.70%
Gratiot	16,166,178	18,002,936	10,070	810	10,880	10,600	280	2.64%
Hiawatha	16,091,332	17,361,350	10,070	781	10,851	10,597	254	2.40%
Huron	11,692,068	11,572,887	10,070	521	10,591	10,399	192	1.84%
Ionia- The Right Door for Hope	17,339,211	17,874,328	10,070	804	10,874	10,653	221	2.08%
Kalamazoo	82,719,474	84,921,795	18,700	3,821	22,521	22,055	466	2.11%
Lapeer	21,744,588	21,590,464	10,070	972	11,042	10,852	190	1.75%
Lenawee	20,919,274	22,131,470	10,070	996	11,066	10,814	252	2.33%
LifeWays	79,096,320	83,921,106	18,700	3,776	22,476	19,071	3,405	17.85%
Livingston	36,787,295	36,067,179	12,946	1,623	14,569	14,347	222	1.54%
Macomb	235,999,369	274,244,780	24,417	12,341	29,829	29,244	585	2.00%
Monroe	38,081,010	37,434,762	12,946	1,685	14,631	14,406	225	1.56%
Montcalm	19,550,516	21,367,920	10,070	962	11,032	10,753	279	2.59%
Muskegon- HW	71,740,399	69,987,452	15,822	3,149	18,971	18,740	231	1.23%
Network180 (Kent)	165,194,125	166,961,373	24,417	7,513	29,829	29,244	585	2.00%
Newaygo	15,637,479	15,832,579	10,070	712	10,782	10,577	206	1.95%
North Country	51,616,399	52,055,356	15,822	2,342	18,164	17,835	330	1.85%
Northeast Michigan	28,797,644	30,431,745	12,946	1,369	14,315	13,988	328	2.34%
Northern Lakes	74,109,093	73,860,306	15,822	3,324	19,146	18,847	299	1.59%
Northpointe	19,589,855	21,883,869	10,070	985	11,055	10,755	300	2.79%
Oakland	344,208,326	357,131,729	24,417	16,071	29,829	29,244	585	2.00%
Ottawa	41,878,019	45,367,893	12,946	2,042	14,988	14,577	411	2.82%
Pathways	39,750,606	45,598,485	12,946	2,052	14,998	14,481	517	3.57%
Pines	14,431,827	13,103,692	10,070	590	10,660	10,522	137	1.30%
Saginaw	84,433,210	84,470,211	18,700	3,801	22,501	22,132	369	1.67%
Sanilac	19,590,919	20,380,861	10,070	917	10,987	10,755	233	2.16%
Shiawassee	22,483,373	24,013,972	10,070	1,081	11,151	10,885	266	2.44%
St. Clair	59,832,635	66,171,977	15,822	2,978	18,800	18,204	595	3.27%
St. Joseph	17,677,355	18,747,382	10,070	844	10,914	10,668	245	2.30%
Summit Pointe	56,172,457	57,601,111	15,822	2,592	18,414	18,040	374	2.07%
Tuscola	21,043,292	21,285,980	10,070	958	11,028	10,820	208	1.92%
Van Buren	26,992,860	27,392,706	12,946	1,233	14,179	13,907	272	1.96%
Washtenaw	89,493,472	87,470,638	18,700	3,936	22,636	22,360	276	1.23%
West Michigan	24,077,909	24,669,202	10,070	1,110	11,180	10,957	224	2.04%
Woodlands	13,011,549	13,296,287	10,070	598	10,668	10,459	210	2.01%
<b>Totals:</b>	<b>3,332,837,864</b>	<b>3,498,366,859</b>	<b>652,849</b>	<b>157,427</b>	<b>753,510</b>	<b>731,134</b>	<b>22,376</b>	

PIHP'S- 10

53,780

52,730

1,050.00

**NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH  
BOARD ANNUAL CALENDAR (10-01-22)**

<b>Date</b>	<b>Item</b>	<b>Action</b>
January	Emergency Exec. Succession 01-006	Policy Review
	Executive Director Role 03-001	Policy Review & Board Self-Evaluation
	Emergency Exec. Succession 01-006 (Exec. Director Report)	Review Monitoring Report
	Budgeting 01-004 (Monthly Finance/Variance Report)	Review Monitoring Report
	Educational Session	Presentation
February	Ownership Linkage - Public Hearing – Program Input	Activity
	Delegation to the Executive Director 03-002	Policy Review & Board Self-Evaluation
	Asset Protection 01-007	Policy Review
	Board Committee Principles 02-005	Policy Review & Board Self-Evaluation
	Treatment of Individuals Served 01-002 (Recipient Rights Log)	Review Monitoring Report
	Staff Treatment 01-003 (Turnover Report/Exit)	Review Monitoring Report
	Budgeting 01-004 (Monthly Finance/Variance Report)	Review Monitoring Report
	Financial Condition 01-005 (CPA Audit)	Review Monitoring Report
	Asset Protection 01-007 (CPA Audit)	Review Monitoring Report
	Educational Session	Presentation
	Nominations Committee meets to develop Slate of Officers	Activity
March	Budgeting 01-004	Policy Review
	Code of Conduct 02-008	Policy Review & Board Self-Evaluation
	Treatment of Individuals Served 01-002 (Satisfaction Surveys)	Review Monitoring Report
	Staff Treatment 01-003 (Employee Survey)	Review Monitoring Report
	Budgeting 01-004 (Monthly Finance/Variance Report)	Review Monitoring Report
	Educational Session	Presentation
April	Board Member Recognition	Activity
	Financial Condition 01-005	Policy Review
	Governing Style 02-002	Policy Review & Board Self-Evaluation
	Cost of Governance 02-013	Policy Review & Board Self-Evaluation
	Communication & Counsel 01-009	Policy Review
	Budgeting 01-004 (Monthly Finance/Variance Report)	Review Monitoring Report
	Communication & Council 01-009	Review Monitoring Report
May	Educational Session	Presentation
	Election of Officers	Activity
	Orientation of New Members	Activity
	Board Job Description 02-003	Policy Review & Board Self-Evaluation
	Board Core Values 02-014	Policy Review & Board Self-Evaluation
	Disclosure of Ownership 02-016	Policy Review & Board Self-Evaluation
	Treatment of Individuals Served 01-002 (Recipient Rights Log)	Review Monitoring Report
	Budgeting 01-004 (2 months) (Monthly Finance Report)	Review Monitoring Report
Financial Condition 01-005 (Quarterly Balance Sheet)	Review Monitoring Report	
June	Ownership Input	Activity
	Begin Strategic Planning w/Environmental Scan	Presentation
	Continue Strategic Planning w/Ends Focus	Activity
July	Ends 04-001	Review Monitoring Report
	Ends Discussion 04-001	Discuss
	Community Resources 01-010	Policy Review
	Public Hearing 02-010	Policy Review & Board Self-Evaluation
	Budgeting 01-004 (Monthly Finance/Variance Report)	Review Monitoring Report
	Asset Protection 01-007 (Insurance Reports)	Review Monitoring Report
	Community Resources 01-010 (Collaboration Report)	Review Monitoring Report
Finalize Planning Session with Ends Setting	Presentation	
Prepare for Executive Director Evaluation	Activity	

**NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH  
BOARD ANNUAL CALENDAR (10-01-22)**

<b>Date</b>	<b>Item</b>	<b>Action</b>
August	Chairperson's Role 02-004	Policy Review & Board Self-Evaluation
	Board Member Per Diem 02-009	Policy Review & Board Self-Evaluation
	Board Self-Evaluation 02-012	Policy Review & Board Self-Evaluation
	Disclosure of Ownership 02-016	Policy Review & Board Self-Evaluation
	Treatment of Individuals Served 01-002 (Recipient Complaint Log)	Review Monitoring Report
	Staff Treatment 01-003 (Turnover Report/Exit)	Review Monitoring Report
	Budgeting 01-004 (Monthly Finance/Variance Report)	Review Monitoring Report
	Financial Condition 01-005 (Quarterly Balance Sheet)	Review Monitoring Report
	Educational Session	Presentation
	Executive Director Evaluation Process	Activity
Begin Self-Evaluation	Activity	
	Ownership Linkage – Legislative Event, if warranted	Activity
September	General Executive Constraint 01-001	Policy Review
	Compensation & Benefits 01-008	Policy Review
	Executive Director Search Process 03-005	Policy Review & Board Self-Evaluation
	Board Committee Structure 02-006	Policy Review & Board Self-Evaluation
	Budgeting 01-004 (Monthly Finance/Variance Report)	Review Monitoring Report
	Annual Planning Cycle (Set Perpetual Calendar)	Activity
	Ownership Linkage schedule (Set Ownership Linkage Schedule)	Activity
	Finalize Self-Evaluation	Activity
	Educational Session	Presentation
Ownership Linkage – Public Hearing Budget	Activity	
October	Annual Board Planning Cycle 02-007	Policy Review & Board Self-Evaluation
	Executive Job Description 03-003	Policy Review & Board Self-Evaluation
	Monitoring Executive Director 03-004	Policy Review & Board Self-Evaluation
	Budgeting 01-004 (Monthly Finance/Variance Report)	Review Monitoring Report
	Finalize Annual Calendar	Activity
	Educational Session	Presentation
November	Staff Treatment 01-003	Policy Review
	Treatment of Individuals Served 01-002	Policy Review
	Treatment of Individuals Served 01-002 (Recipient Complaint Log)	Review Monitoring Report
	Budgeting 01-004 (Monthly Finance/Variance Report)	Review Monitoring Report
	Financial Condition 01-005 (Quarterly Balance Sheet)	Review Monitoring Report
	Ends 04-001	Review Monitoring Report
	Educational Session – Annual Compliance Report	Presentation
	Nominations Committee meets to address recommendations to counties	Activity
December	Grants or Contracts 01-011	Policy Review
	Board Member Recognition 02-011	Policy Review & Board Self-Evaluation
	Board Member Orientation 02-015	Policy Review & Board Self-Evaluation
	Budgeting 01-004 (Monthly Finance/Variance Report)	Review Monitoring Report
	Grants or Contracts 01-011	Review Monitoring Report
	Bylaw Changes	Bylaw Review
	Educational Session	Presentation
Other	Compensation & Benefits 01-008 (Salary/Benefit Comparison Report) (within 60 days of receipt of Salary Survey from Board Assoc.)	Review Monitoring Report
	Ends 04-001 (conducted when Strategic Plan is adopted)	Policy Review





# QI Council Minutes

For Meeting on 06/20/22

10:15 AM-12:00 PM

Board Room & Via Teams

**Meeting called by:** Lynne Fredlund  
**Type of meeting:** Bi-Monthly  
**Facilitator:** Jennifer Whyte  
**Note taker:** Pennie Hoeft, Clerical Services Support Staff  
**Timekeeper:**

**Attendees:** Lynne Fredlund, Lisa Orozco, Nena Sork, Rich Greer, Amber Gapske

**Absent:** Genny Domke, Jennifer Whyte, Joe Garant, Angela Stawowy

**QI Coordinator:** Lynne Fredlund

**Assistant:** Pennie Hoeft

## Agenda Topics

The meeting was called to order by in Lynne Fredlund at 10:17am.

## Review of Minutes

**Discussion:** Review and by consensus, the minutes of the April meeting were approved.

**Action items:**

**Person responsible:** Pennie Hoeft

**Deadline:** ASAP

## Committees requesting Additional Time

There were no requests from the Committees to have additional time.

## Management Team

**Discussion:** Minutes from the 04/11/22, 05/09/22 and 06/06/22 meetings were included in the 06/20/22 QI Packet. Nena reported that the Management Team is working on ways to continue to use performance base wage increases. A Color 5k walk/run is being planned. They are continuing to emphasize training for the whole region, not just the Alpena area. They are looking to find organizations that could use help with training. There is a Safe Talk training for all school staff, and they are partnering with the Sunset Project for this. It will be presented at the ACC student orientation, Alpena schools, then other schools in the region. The Annual Staff Training will take place at the Annual Staff Picnic on August 17<sup>th</sup>. They are continuing to find ways to show staff appreciation and recognition. The Board approved a 3% retention payment. They would like to find ways to continue to compensate staff throughout the year. The Agency has been approved by HRSA for student loan forgiveness for all three counties.

**Action Items:** Report Monthly

02-21-2022

**Person Responsible:** Nena Sork

**Deadline:**

### **Advisory Council**

**Discussion:** The 04/11/22 meeting minutes are included in the 06/20/22 QI Packet. Nena reported that they are working on strategic planning with the board including a suicide prevention training with the schools. Lisa O. did a presentation on BHH. Others went to the Day of Education in Gaylord and did presentation on Peer Support at the Day of Education and it was very well received.

**Action Items:** Report Bi-Monthly

**Person Responsible:** Nena Sork

**Deadline:**

### **CARF Committee**

**Discussion:** A verbal report was given by Lynne Fredlund. The CARF committee met last Wednesday, June 15<sup>th</sup>. They discussed what else needed to be uploaded onto NEM-FS for the upcoming CARF review. They discussed the Mock Review and Interviews being conducted by Cheryl and Christine. There were virtual tours and there were some things that needed work. We will be doing those again after some changes are made. Cheryl will give us a “channel” to go in with Teams and do the tours. We are continuing to do these practices in preparation for the actual CARF survey. The CARF committee will have another meeting sometime next week.

**Action Items:**

**Person Responsible:** Lynne Fredlund

**Deadline:**

### **Clinical Leadership Team**

**Discussion:** Minutes from the 03/23/22, 04/13/22, 04/27/22, 05/11/22 and 05/25/22 meetings were included in the 06-20-22 QI Packet. Lisa Orozco reported that the team is working on getting a medication disposal at the agency and will work with Nena and Rich to get that implemented safely. Individuals served will be able to dispose of unused or expired medications there. Nena asked if there was any place publicly that individuals could dispose of their sharps and perhaps that we could look into providing that as well. Lynne asked if there were certain medications that we could accept. Lisa mentioned that we would not be able to take liquids. And the Michigan ....??? Would remove it and empty it. Hospital stays?? Reviewing a lot of ACT referrals, from OP and Pointe East. Service priority list review. Keep the list moving, people off the list and getting there. There is also ongoing discussion and work-in-progress on further DBT training.

**Action Items:** Report Monthly

**Person Responsible:** Lisa Orozco

**Deadline:**

### **Customer Satisfaction Committee**

**Discussion:** Angela Stawowy was not present at the meeting. The minutes from the 05/31/22 meeting were included in the 06/20/22 QI packet. 304 I/DD surveys were sent out on April 1<sup>st</sup> and so far 118 surveys have been returned. Andrew will begin compiling the data into a spreadsheet and a follow-up reminder letter to complete and return the survey will be sent as well. The survey summary poster is completed and located in the I/DD wing hallway. Survey brochures will be dispersed in the office lobbies of all sites. Margie Hale-Manley and Sharon Becker will compile and send out the annual IPS survey in June. Please review the minutes for more detailed information.

*No suggestions in the suggestion box.*

**Action Items:** Report Bi-Monthly

**Person Responsible:** Angie Stawowy

**Deadline:**

### **Resource Standards and Development Committee**

**Discussion:** Minutes from 05/05/22 and 06/08/22 meetings were included in the 06-20-22 QI Packet. Staff morale has been good in part to the Easter Egg hunt held at the main office. 3 paper boxes and 1 tote of purses with various hygiene products were donated to the Michigan State Police. There were several different tasks and ways to support our community for Mental Health Awareness Month presented to the staff by the RS & D committee, including coloring pages, crossword puzzle, bingo, and Cabin Creek Coffee donating 30% to CMH for the Sunrise Project and highlighting a special coffee for this month as well. Trainings provided include LGBTQ+ by Sarah Hamilton, Motivational Interviewing by Dr. Jennifer Harrison and Implicit Bias by Tim Hylka. The Annual Staff Training will take place at the staff picnic on August 17<sup>th</sup>. There is a 5k color run/walk in the works. Nichole Keyes from HR has invited RS & D to share information with her to post on social media. There were pizza parties at the main office, as well as the Hillman and Rogers City offices. There were some new trainings in myLearning Pointe as well. Please review the minutes for more detailed information

**Action Items:** Monthly

**Person Responsible:** Genny Domke

**Deadline:**

### **Risk Management Committee**

**Discussion:** Lynne Fredlund reported that Risk Management did not have a meeting and there was nothing to report at this time.

**Action Items:** Report Bi-Monthly

**Person Responsible:** Lynne Fredlund

**Deadline:**

### **Safety Committee**

**Discussion:** The 04/26/22 and 05/11/22 meeting minutes were included in the 06-20-22 QI Packet. An Evacuation Plan has been added to the Safety and Emergency Preparedness manual. There have been no major slip and falls. Rich is continuing to update things for CARF. There have been Fire drills and different locations as well as tornado drills. Security camera hook-ups are getting done and now we are just waiting on some of them which are on backorder. Rich will continue to update the verbiage for the drills per the CARF reviewer's requests. The home inspections were done and a list of corrections was attached to the 05/11/22 meeting minutes.

**Action Items:**

**Person Responsible:** Rich Greer

**Deadline:**

### **Utilization Management**

**Discussion:** The 04/07/22 meeting minutes were included in the 06/20/22 QI packet. UM will present at an upcoming All Staff Meeting. Discussion included Respite units authorized, LOCUS percentages, Clinical Case Review reminders, and hospitalizations. Please review the minutes for more detailed information.

**Action Items:** Report Monthly

**Person Responsible:** Jennifer Whyte

**Deadline:**

### **Quality Oversight Committee (OOC) – NMRE**

**Discussion:** A verbal report was given by Lynne Fredlund. Went through the delays in the MiCal. Michigan. Not a whole lot going in there now, but still plugging in stuff. Crisis intervention. Health services advisory group, audit us as to validity and performance indicators. Claims and encounters. July 14, full delegated functions. Health save. Review done in February, got plan of correction last week. Will get to asap. New performance improvement. Diabetes. Follow up from psych hospitalizations. Doing great on 7-day and working on 30-day

**Action Items:** Report Bi-Monthly

**Person Responsible:** Lynne Fredlund

**Deadline:**

### **OL Member Concerns**

**Discussion:** None at this time.

**Action Items:** N/A

**Person(s) Responsible:** All members

**Deadline:**

### **Project Team/Workgroup update/Old business:**

1. PIHP Audit – update – received our plan of correction request. Information shared with those programs impacted. Correction plan is due July 15, 2022.
2. Update ACE team – Implicit Bias Training – July 20, 2022 and July 21, 2022. 3-year cycle for training.
3. CARF update – Preparations for CARF survey ongoing including a review of documents in NEM-FS.

### **New Business:**

1. Health Resources & Services Administration (HRSA) –
  - a. Student Loan repayment
2. Health Services Advisory Group (HSAG). Michigan's Medicaid Quality Review Organization
  - a. Information Systems Capabilities Assessment Tool (ISCAT) – Review of our encounter data, performance improvement data, validation, reliability, etc.
  - b. HSAG meeting July 14, 2022 to discuss areas regarding: Grievance and Appeals, High level claims and encounters, confidentiality, provider enrollment (this would include credentialing), etc. Interview with various staff in charge of those areas being arranged.

3. Addition to plan as advised by Consults for CARF. Discussed Attachment A. to the QI Plan which will be completed this week and sent to Management Team for review in the event a performance measure or business measure was missed or not name properly. The Attachment will describe what our actual performance improvement measures are for programs and business functions and what the oversight is, and outcomes to business function reviews for fiscal year 2021. This will make it clearer for CARF to see why certain reports and documents are uploaded under Performance Improvement Sections.

4. Any new projects underway in the various departments/committee's not listed here.

Rich added that we are getting new carpeting, new offices, new signs, upgrading kitchens in group homes, new patio and a gazebo at Thunder Bay and Cambridge. There are two fiber lines coming into the main office building now, so if one goes down, we are covered. New linoleum, tables and computers for computer lab. Nena reported that we are working on a standalone office in Alcona. There are upcoming trainings in peer support. The raised flower beds are being used for a vegetable garden. The new Enhanced Pharmacy process is up and running and there is a process for each setting (group homes and private individuals). A new specialty case manager has been hired to assist with hospitalization discharges. We are working on getting education out to the community to help decrease hospitalizations by using the resources we provide. We are now actively participating on Linked-in, Instagram, and Facebook.

Next Meeting Date: Next meeting is August 15, 2022 at 10:15 a.m. in the Board Training Room

The meeting was adjourned by consensus at 11:40am

## OCTOBER AGENDA ITEMS

### **Policy Review**

### **Policy Review & Self-Evaluation**

Annual Board Planning Cycle 02-007

Executive Job Description 03-003

Monitoring Executive Director 03-004

### **Monitoring Reports**

01-004 Budgeting

01-008 Compensation and Benefits

### **Review**

### **Ownership Linkage**

Strategic Plan Adoption

### **Educational Session**