

Northeast Michigan Community Mental Health Authority Board

Board/Strategic Planning Meeting

June 13, 2019

I. Call to Order

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

II. Roll Call and Determination of a Quorum

Present: Les Buza, Bonnie Cornelius, Steve Dean, Roger Frye, Mark Hunter, Terry Larson, Eric Lawson, Pat Przeslawski, Gary Wnuk

Absent: Judy Jones, Albert LaFleche, Gary Nowak (excused)

Staff & Guests: Carolyn Bruning, Cheryl Jaworowski, Mary Crittenden, Larry Patterson, LeeAnn Bushey, Cathy Meske, Peggy Yachasz, Renee Currie, Judy Hutchins, Lisa Anderson, Jen Whyte, Lauren Tallant, Roger Boston, Roger Engle, Nena Sork, Ruth Hewett, Laura Gray, Lynne Fredlund

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

Eric Lawson appointed Terry Larson as evaluator for this meeting.

VI. Information and/or Comments from the Public

There were no comments presented.

VII. Approval of Minutes

Moved by Roger Frye, supported by Steve Dean, to approve the minutes of the May 9, 2019 meeting as presented. Motion carried.

VIII. Educational Session – Recipient Rights Overview

Ruth Hewett provided an overview of the Recipient Rights training. She reported the Consumer Advisory Council previously had a brief session on this material. The new training packet was developed after a site visit last August and updates were provided. She notes the contract with the Michigan Department of Health and Human Services requires Board members to be trained in certain aspects of recipient rights.

Judy Jones arrived at 3:08 p.m.

Ruth Hewett noted having a rights system is a mandate of the Michigan Mental Health Code. She reviewed the classes of Abuse and Neglect, Confidentiality, Dignity and Respect and Rights of Family Members. Ruth Hewett noted she began at the Agency 30 years ago as a receptionist and there was no rights training provided at that time. She addressed the use of photos and social media and the mandates regarding that type of exposure.

Ms. Hewett addressed the reporting requirements for Abuse and Neglect. She reviewed the Investigating Rights Allegations process providing information on the role of the Office of Recipient Rights, the investigative process and the appeal process. There must be a preponderance of evidence to substantiate a complaint. She conducts a thorough investigation. She does not have the authority to issue disciplinary directives, that is up to the administration or if a contractor the owner.

Ms. Hewett reviewed the Appeals Committee role noting this Board has given the Recipient Rights Committee this delegated function. She reported a composition of the committee must be certified.

Ruth Hewett reported it is important to notify the individuals we serve with information about rights protection. Several methods are available.

The Family Rights section was added when the Mental Health Code was revised in 1995.

Pat Przeslawski requested what method is used to share information when the individual is not able to sign consent and sharing is needed. She noted she has worked with Ruth Hewett for several years and everything is brought to the group with integrity and accuracy.

Cathy Meske suggested the Board review Rights annually.

IX. June Monitoring Reports

1. Budgeting 01-004

Cheryl Jaworowski reviewed the Statement of Revenue and Expense for month ending April 30, 2019. She notes the change in net position at this point is positive in the amount of \$120,809. She reviewed the contract settlement amount noting each revenue source (Medicaid/General Funds) are to the positive. She reported at this point there would be a General Fund payback to the Department of \$87,727 if the contract was settled. She notes if there are other Boards in our partner group needing General Funds, this amount can be transferred between Boards. Northeast can keep \$23,347 to carry forward into the next fiscal year.

Cheryl Jaworowski reviewed the variances identified on various line items noting the negative variances are mostly attributed to timing issues. She reported Line 35 – Rent Expense was not corrected when the budget amendment was approved. This variance will remain until another amendment is made to the budget. Cheryl Jaworowski introduced Larry Patterson as being the individual to present future budgeting reports to the Board as she will be retiring on July 9, 2019.

2. Ends 04-001

The Board reviewed the semi-annual report on the Ends established last fall for FY2019.

Cathy Meske reviewed the status on the CAFAS scores at midpoint. She noted only 63% have shown a 20+ point decrease in their CAFAS scores. Cathy reported she requested Lauren and Mary Crittenden to review this and it was discovered the method used in calculation needs to be clarified. This percentage will most likely need to be adjusted in the next year's sub-ends.

The sub-end related to development of additional contract residential providers has been focused on and this will be addressed further when the Strategic Plan discussion occurs.

The sub-end related to 75% of those persons with a diagnosed substance use disorder will have one objective in their plan of service addressing treatment options or services. Nena Sork noted this sub-end was developed when it was thought one provider in-house would become a prescriber of Suboxone. This did not occur. Our other providers did not indicate an interest to become a prescriber for this medication. Without prescriber coverage as back-up in our system, it is not recommended to move forward with this plan. The difficulty in tracking the sub-end related to 75% of those person with a diagnosed substance use disorder will have one objective in their plan of service addressing treatment options or services" was relayed to the Board.

Cathy Meske reviewed the Financial Outcomes. Cheryl Jaworowski suggested this sub-end be revised to remove the words "in advance" as it is possible to forecast a shortage to get the approval in advance as there is no way to know until it actually occurs. Mark Hunter requested clarification as to the difficulty in predicting a shortage and Cheryl Jaworowski responded that because there are retroactive enrollments in Medicaid and unexpected losses of Medicaid, it is difficult to predict as notice is sometimes provided much later causing swings either way.

Cathy Meske reported the training presented to the community was rather robust during the first six months.

Moved by Pat Przeslawski, supported by Judy Jones, to accept the June monitoring reports as presented. Terry Larson inquired whether the sub-end should be revised at this point. The sub-ends established last fall will remain in place for this fiscal year with any revisions incorporated into new sub-ends for next fiscal year. Motion carried.

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X. Board Policy Review and Self Evaluation

1. Disclosure of Ownership 02-016

Board members reviewed the policy. There were no recommended changes. The forms were completed last month.

XI. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meeting May 22, 2019

Nena Sork reported the meeting addressed the deficits among the partner boards, adjustments to salaries for staff, and liquor tax dollars. Eric Lawson requested input as to the discussion on the liquor tax. Roger Frye and Terry Larson noted there are dollars in the funds for each county and it is important to encourage the counties to begin using those funds.

2. Community Mental Health Association of Michigan (CMHAM)

a. Spring Conference Update

The Spring Board Conference was held on June 10 & June 11 in Novi, MI. Gary Nowak, Eric Lawson, Judy Jones, and Bonnie Cornelius attended.

Eric Lawson reported this conference was a very good conference. He attended a couple sessions regarding ACEs (Adverse Childhood Experiences) one entitled "Understanding Adverse Childhood Experiences (ACEs) and the Impact of Trauma. He noted this was provided by Jodi Spicer from MDHHS. He reported there were studies done to determine how DNA can be changed based on stress. He noted having a supportive environment can positively affect the outcome.

Bonnie Cornelius reported the last keynote speaker began during the lunch and this was a very powerful presentation. Her testimony of her life story was totally amazing. She really rose above her struggles.

b. CMHAM Membership Dues

The FY19 membership dues were recently received from CMHAM.

Moved by Pat Przeslawski, supported by Bonnie Cornelius, to approve the membership dues for the Community Mental Health Association of Michigan in the amount of \$13,166.00 as presented. Roll call vote: Ayes: Les Buza, Bonnie Cornelius, Steve Dean, Roger Frye, Mark Hunter, Judy Jones, Terry Larson, Eric Lawson, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Albert LaFleche, Gary Nowak

XII. Operation's Report

Nena Sork reviewed the Operation's Report for month ending May 31, 2019. Nena reported prescreens spiked in May; however, overall the yearly average is lower than our previous years. She also noted the participation at Touchstone Clubhouse has increased.

The Board took a fifteen minute recess for cake to recognize this as the last official Board meeting for Cathy Meske who is retiring effective June 30, 2019.

XIII. Chair's Report

1. Strategic Plan Review

Eric Lawson reviewed the Mission Statement with Board members noting this was also reviewed with CARF earlier today. The Vision and Core Values were reviewed.

Eric Lawson reviewed the Forces in the Environment noting at the recent conference funding concerns were discussed related to 928 and 298 and the Governor's intent to fix the roads most likely with no approval of a new road tax. The largest budget in the state is the Michigan Department of Health and Human Services putting these dollars as a target.

The Mission statement was discussed further – addressing the "people" and whether it should be people in Northeast Michigan; however, there are individuals who receive services not living in our catchment area. Cathy Meske noted the Mission is meant to be broad and one person's independence is different than another person's independence.

Mark Hunter requested explanation related to the Medicaid proposed language with the removal of the work "prior" for sub-ends in the Financial Outcomes. Cheryl Jaworowski explained the Medicaid issues arise when individuals lose Medicaid and services have been provided and then services might be provided that hit General Funds and then the individual gets approved for Medicaid and funding is received from Medicaid retroactively.

Steve Dean addressed the current opportunity related to anger dyscontrol. Cathy Meske noted anger dyscontrol is the inability to manage themselves and calm themselves down.

Steve Dean noted a statement in the Plan, "Joint ventures will be established with community partners to provide seamless systems of care that eliminates duplication, lower costs, ensures quality care and achieve superior outcomes." Eric Lawson noted this is directed at encouraging collaboration with community partners.

Board members and Agency leadership reviewed the sub-ends semi-annual monitoring report in more depth.

The sub-end related to services to children "Children with serious emotional disturbances served by Northeast will realize significant improvement in their conditions." Last fall the goal was revised, increasing the percentage from 75% to 90% of all children who participate in services to show a 20 point or more decrease in CAFAS scores at completion of services. Lauren Tallant notes this, if drilled down, has some children who have left services due to relocation, detention center placement and those dropping out of services. These individual outcomes were beyond our control. Lauren noted the wording could be changed to state those completing treatment rather than ending treatment, which would eliminate the early departure stats. Lauren provided the CAFAS termination is conducted whether successful completion or unsuccessful completion. Staff will propose language to incorporate into a sub-end for next fiscal year.

The Mega Ends statement reads "All people in the region, through inclusion and the opportunity to live and work independently, will maximize their potential." Steve Dean requested whether the Ends statement needs to be revised as it states "All people in the region..." but the sub-ends are targeted to more specific population groups. Terry Larson reported the Ends statement is targeted at all people in the four county area regardless if they are receiving services from the Agency or not as this agency represents all the individuals living in our counties.

Sub-end #2 – Individuals needing independent living supports will live in the least restrictive environment by a) development of two additional contract residential providers within our catchment area to increase capacity for persons requiring residential placement and 2) development of additional supported independent services for two individuals currently living in licensed foster care. As depicted in the monitoring report, this sub-end is almost completed. One AFC has already been developed; the Agency actually provided consultation for another just

outside our catchment area. The second part of this sub-end was accomplished by the end of last calendar year. The Agency continues to focus on developing additional independent living opportunities for people currently living in specialized residential settings.

Sub-end #3 – Adults with co-occurring disorders will realize significant improvement in their condition. Nena Sork addressed part A of this sub-end noting the data needed to report on this goal is not easily obtained. To get the data would require an intensive search of each individual record. It is not something a report can be written to extract the information. This will need to be rewritten when developing the sub-end for next fiscal year.

Part B of Sub-end #3 was addressed. Nena Sork reported a prescriber can have 33 individuals initially when treating with Medication Assisted Treatment. The only method we have in tracking is BH-TEDS; however, this information is only as good as the reported data from the individual and there are cases where individuals never continued with services. The monitoring reports indicates when the report was run, only seven individual indicated they were receiving services through a medication assisted treatment program. Staff will propose a revision to sub-end #3.

Sub-end #4 and #5 related to the Financial Outcomes was discussed in detail previously and language will be proposed to eliminate the words "in advance" to the statement.

Sub-end #6 was discussed in the monitoring report earlier and the goals are well met.

XIV. Director's Report

1. Director Report Summary

Cathy Meske reported she and Nena Sork participated in the Children's Advocacy Center's Advisory Council meeting. She and Lisa Anderson worked with the OPEIU in negotiations. The Paraprofessionals approved their agreement. The Professionals voted and the results are not available until tomorrow. She reported the orientation with the two new Board members was conducted. She has attended the Alcona County and Presque Isle County Commission meetings. The meeting with the Alpena County Commissioners is scheduled for June 25.

a. Banking Resolutions

Cathy Meske reported new resolutions are needed to remove herself and Cheryl Jaworowski due to her retirement effective June 30, 2019 and Cheryl Jaworowski's retirement effective July 9, 2019. There are five different banks this agency has accounts with. Cheryl Jaworowski reported the Accounting Supervisor, Larry Patterson, cannot be on the main accounts due to his need to reconcile the accounts which would cause a conflict of interest. He can be added to the accounts used for the purchase of agency Certificate of Deposits, however. Three of the financial institutions are used for this purpose – Mbank, Chemical Bank and Northland Area Credit Union. It was proposed to have Nena Sork and Larry Patterson be the authorized signers on these three accounts.

Two accounts are used for the agency's routine business and payroll accounts. These two accounts – one with Huntington Bank and one with Alpena Alcona Area Credit Union are proposed to have Nena Sork and Connie Cadarette be the authorized signers.

There is also one additional account with Huntington Bank used for the accounts managed by the agency's representative payee. This account is proposed to have Nena Sork, Connie Cadarette and Joell Anthony be the authorized signers.

Moved by Pat Przeslawski, supported by Mark Hunter to authorize the execution of banking resolutions as proposed and authorize the individual signatures necessary to complete the banking resolutions. Motion carried.

b. Beneficiary Bequeath Approval

Cathy Meske reported we are in receipt of a request for signature on an Agreement for this Bequeath. The first installment is 95% of the balance in the amount of \$13,988.00.

Moved by Pat Przeslawski, supported by Judy Jones, to authorize the Director to sign agreement. Motion carried.

c. Union Negotiations Update

This topic was discussed earlier in the Director's Report.

As this is the last Board meeting for Cathy Meske, she provided the Board with a farewell message.

XV. Information and/or Comments from the Public

There was no information or comments presented.

XVI. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, July 11, 2019 at 3:00 p.m.

1. Set July Agenda

The July agenda items were reviewed. Strategic Planning continues with Part III focusing on development of "Ends" for next fiscal year. Jen Whyte will provide the Board with a brief Compliance Update.

XVII. Evaluation of Meeting

Terry Larson noted the Board did everything right. He reminisced of his early days working with this Agency and Cathy Meske, probably from the very beginning.

XVIII. Adjournment

Moved by Pat Przeslawski, supported by Judy Jones, to adjourn the meeting. Motion carried. This meeting adjourned at 5:00 p.m.

[signed by Bonnie Cornelius on 08/08/2019]

Bonnie Cornelius, Secretary

[signed by Eric Lawson on 07/11/2019]

Eric Lawson, Chair

Diane Hayka
Recorder