

**Northeast Michigan Community Mental Health Authority (NeMCMHA)
Board Meeting – September 14, 2023**

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: Bob Adrian, Les Buza, Lynnette Grzeskowiak, Judy Jones, Eric Lawson, Lloyd Peltier, Patricia Przeslawski, Terry Small

Absent: Bonnie Cornelius (Excused), Charlotte Helman (Excused), Terry Larson, Gary Nowak (Excused)

Staff & Guests: Lisa Anderson, Dennis Bannon, Connie Cadarette, Mary Crittenden, Erin Fletcher, Brooke Paczkowski, Larry Patterson, Nena Sork, Jen Walburn

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Pat Przeslawski was appointed as evaluator of the meeting.

V. Acknowledgement of Conflict of Interest

No conflicts of interest were acknowledged.

VI. Information and/or Comments from the Public

There were no comments from the public.

VII. Approval of Minutes

Moved by Les Buza, supported by Terry Small, to approve the minutes of the August 10, 2023 Board meeting. Motion carried.

VIII. Consent Agenda

Pat requested to pull Thunder Bay Transportation from the Consent Agenda as she would like to abstain from voting due to a conflict of interest.

Moved by Terry Small, supported by Judy Jones, to approve the Consent Agenda re: Thunder Bay Transportation. Roll call: Ayes: Robert Adrian, Les Buza, Lynnette Grzeskowiak, Judy Jones, Eric Lawson, Lloyd Peltier, Terry Small; Nays: None; Abstain: Patricia Przeslawski; Absent: Bonnie Cornelius, Charlotte Helman, Terry Larson, Gary Nowak. Motion carried.

The remainder of the Consent Agenda included Autism of America, Bay View Center, Catholic Human Services, Touchstone Services, Inc., dba Light of Hope Clubhouse, Protocall, The Sunset Project, Partners in Prevention, Thunder Bay Transportation, Iris Telehealth, doxy.me, Modele, hospitals (BCA Stone Crest, Cedar Creek, Forest View, McLaren, MyMichigan, and Pine Rest), and Rite Aid.

Moved by Bob Adrian, supported by Lynnette Grzeskowiak, to approve the September Consent Agenda. Roll Call: Ayes: Robert Adrian, Les Buza, Lynnette Grzeskowiak, Judy Jones, Eric Lawson, Lloyd Peltier, Terry Small; Nays: Patricia Przeslawski; Absent: Bonnie Cornelius, Charlotte Helman, Terry Larson, Gary Nowak. Motion carried.

IX. September Monitoring Reports

1. Budgeting 01-004

Connie Cadarette reported on the Statement of Revenue and Expense and Change in Net Position for the month ending July 31. The Agency is currently \$1.3 million overspent, which is a step back from the \$1.7 million the Agency was overspent last month. The Agency's goal, per the NMRE, is to get to \$2.3 million overspent. At the last NMRE Finance Committee meeting, Deanna Yockey stated the NMRE will still be sending \$4 million back to the State. The Agency's General funds are underspent by \$398,563, some of which will probably have to be sent back to the State.

Larry Patterson reviewed expenses for July, reporting on line items with negative variances. He is keeping a close eye on line items with large variances. Some of the large variances are due to prior period charges from March – June, and even one from October 2022. With 83.33% of the year elapsed, the Agency is at 85.1% expenses used.

Connie presented the continuation budget to the Board, which she also did last year due to Government Accounting Standards Board (GASB) changes that came through. She will have the full FY24 Budget in October for Board approval, and she requested that she be able to use that budget for financial reporting throughout FY24. Eric was in agreement for her to do so.

Moved by Terry Small, supported by Lloyd Peltier, to approve the September Monitoring Reports. Motion carried.

X. Board Policies Review and Self-Evaluation

1. General Executive Constraint 01-001

Bob Adrian and Eric were in agreement that the policy is still working for the Board.

2. Compensation and Benefits 01-008

Les Buza thinks the policy is good as is.

3. Committee Structure 02-006

Eric stated there is a revision to this policy to update the Consumer Advisory Council per diem to \$35, which is the rate the Board approved for them last year.

Moved by Lynnette Grzeskowiak, supported by Terry Small, to approve the revision to the Committee Structure policy. Motion carried.

4. Executive Director Search Process 03-005

Pat feels the policy reflects what they have been doing and that it is well-written. Eric explained that the Board interviews candidates and makes the final decision on the new Executive Director. Succession planning is in place in case of an emergency.

XI. Linkage Reports

1. NMRE Board Meeting – August 23

Eric and Nena reported the meeting was fairly routine in nature.

2. CMHA Fall Board Conference – October 23 and 24

Eric will not be able to attend the conference, but he recommended Board members who haven't attended one yet should do so. Eric highlighted workshops he found interesting, including Building Sustainable Communities of Care and Creating a Value-Added Role Through Board Governance.

XII. Operations Report

Mary Crittenden reported on operations for August 2023. Doctors Services saw 560 individuals and Outpatient Counseling saw 70 individuals (16 children and 54 adults). Mary anticipates Outpatient Counseling numbers rising in the near future. Out of 42 completed prescreens, 14 individuals were placed in private hospitals. Overall, 1,087 individuals were served during August. Mary explained that Doctors Services is able to see so many individuals because they have a very strong group of providers at the moment, and the newest providers now have a year under their belts and are able to take on more.

XIII. Chair's Report

1. Setting Perpetual Calendar

Eric gave a brief review of the perpetual calendar. Les and Terry were in agreement that it looked good.

2. Board Self-Evaluation Report

Board members reviewed graphs of their responses, and noticed a trend down from "strongly agrees" to

“agrees.” Eric noted that only nine of twelve evaluations were received back from Board members. After reviewing comments, Rebekah Duhaime stated she will pull together some possible new questions for meeting evaluations for the Board to review at their next meeting.

3. Board Policy Regarding Public Comment

The Board reviewed the Chairperson’s Role policy, which is the only policy that addresses public comment. The policy allows the Chair to ensure public comment is orderly. Les and Pat think the policy is good as written. Nena stated the public isn’t allowed to solicit to be on the agenda, but the Board can put their concerns on the agenda after public comment. The Board could also ask Eric to take a look into things they think warrant more review.

XIV. Executive Director’s Report

Nena reported on her activities since the last meeting. She attended the NMRE OPS meeting during the week of August 14, and many staff members volunteered at the Feed the Need food distribution that weekend, as the Agency sponsored that month’s truck. During the week of August 21, Nena attended the NMRE Board meeting and then met with the Rural and Frontier Caucus to discuss legislation. The following week was filled with contract meetings and the quarterly Alpena Probate Court meeting. Nena also received the results of the Rehmann staff survey, which will be presented to the Board after the Engagement Committee meets to discuss how to move forward. At 66% participation, this survey had a 20% higher return rate than the previous one. During the week of September 4, the Rural and Frontier Caucus met with the CMHA, and Nena attended the quarterly NMORC meeting and their regular Board meeting. She spent the first three days of this week in Union negotiations with the Local 459 OPEIU, which has one contract for professionals and one for paraprofessionals. Some tentative agreements are in place and the next meetings will be for negotiating economics.

Management Team went over financials, and they would like to ask the Board to provide network stability payments to AFC providers at a rate of \$1,500 per NeMCMHA individual in their home. The total would be approximately \$65,000. As the FY24 budget is built, they are looking to do a 5% increase on the compensation grid for AFC contracts.

Moved by Les Buza, supported by Lloyd Peltier, to approve \$1,500 per NeMCMHA individual to AFC contract providers. Roll call: Ayes: Robert Adrian, Les Buza, Lynnette Grzeskowiak, Judy Jones, Eric Lawson, Lloyd Peltier, Patricia Przeslawski, Terry Small; Nays: None; Absent: Bonnie Cornelius, Charlotte Helman, Terry Larson, Gary Nowak. Motion carried.

Management Team would like to request a 2% retention payment for all staff in the last paycheck of the fiscal year. This would be about \$311,000. Eric felt this would be an appropriate step, to which Lloyd agreed, as the Agency isn’t sure where their salaries are in comparison to other organizations in the community. Nena said she received a quote from Municipal Consulting Services for \$60,000, but the survey can’t be conducted until March.

Moved by Lynnette Grzeskowiak, supported by Les Buza, to approve a 2% retention payment for staff. Roll call: Ayes: Robert Adrian, Les Buza, Lynnette Grzeskowiak, Judy Jones, Eric Lawson, Lloyd Peltier, Patricia Przeslawski, Terry Small; Nays: None; Absent: Bonnie Cornelius, Charlotte Helman, Terry Larson, Gary Nowak. Motion carried.

Earlier this week Nena looked at another property in Alcona County. She is sending maintenance to look at the property and give their opinion on what work would need to be done, should the Agency purchase it. Nena asked for Board approval to move forward with an appraisal if the building looks promising after maintenance’s inspection. Eric stated he would be comfortable with that, and the Board agreed for Nena to move forward.

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 regularly scheduled meeting of the NeMCMHA Board will be on Thursday, October 12 at 3:00 p.m.

1. Set October Agenda

The proposed October agenda items were reviewed.

XVIII. Meeting Evaluation

Pat stated the meeting started and ended on time, and that the meeting was full of many necessary, though not enlightening topics. The majority of the Board participated, and Pat is looking forward to the upcoming changes with the evaluation.

XIX. Adjournment

Moved by Lloyd Peltier, supported by Patricia Przeslawski, to adjourn the meeting. Motion carried. This meeting adjourned at 4:20 p.m.

[signed by Bonnie Cornelius October 12, 2023]

Bonnie Cornelius, Secretary

Rebekah Duhaime
Recorder

[signed by Eric Lawson October 12, 2023]

Eric Lawson, Chair