

Northeast Michigan Community Mental Health Authority Board

Board Meeting

October 10, 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: Lester Buza, Steve Dean, Roger Frye, Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski

Absent: Bonnie Cornelius, Gary Wnuk (excused)

Staff & Guests: Lisa Anderson, Dennis Bannon, Carolyn Bruning, Mary Crittenden, Lynne Fredlund, Ruth Hewett, Judy Hutchins, Cheryl Kobernik, Larry Patterson, Nena Sork, Jen Whyte, Peggy Yachasz

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Eric Lawson appointed Steve Dean as evaluator for this meeting.

V. Acknowledgement of Conflict of Interest

Board members had no conflicts to acknowledge.

VI. Information and/or Comments from the Public/ Board Member Communication

Judy Hutchins inquired about the General Funds this Agency will receive in the current fiscal year. Nena Sork and Eric Lawson noted the General Funds revenue has been proposed for increase but until the final budget at the State is passed, the increase cannot be guaranteed. Judy Hutchins reported the Bay View Center has provided services to individuals in need not qualified for other funding and explained the impact the center will have without the support of General Fund dollars.

VII. Approval of Minutes

Moved by Gary Nowak, supported by Albert LaFleche, to approve the minutes of the September 12, 2019 minutes as presented. Mark Hunter questioned the provision of the liquor tax document, which Board members were to receive this month. It was noted, this document was included in the mail as an extra informational document. He also reported his comment about the recipient rights officer also attending joint meetings with the MidMichigan was not included in the minutes. The meeting addressed in the September minutes was held at MidMichigan but was with a consultant discussing service needs identified by this Agency in reference to clinical services at MidMichigan. Motion carried.

VIII. Educational Session – Psychiatric Services for Children

Anastasia Banicki-Hoffman MD provided a brief introduction of the type of psychiatry she uses called integrative psychiatry. Integrative psychiatry views each patient as an individual with unique biochemistry and nutritional needs. She reports psychiatry is one of the only segments of medicine where a particular organ is not imaged such as a heart. Integrating nutritional biochemistry can enhance recovery from mental illness.

Dr. Hoffman provided an overview on a case example of a 14-year old individual and what she looks at to include lab results. After lab results were received, it was determined the child was low on Vitamin D, and in the low range on magnesium and vitamin B12. Treatment for this individual was B12 injections, vitamin D3 and a diet of magnesium rich foods. She noted vitamin D is actually a hormone and affects the mood. She provided several examples of symptoms and what mineral deficiency can trigger these symptoms. Biochemistry is very important in the diagnosis of patients. She reported Magnesium is also an element to watch closely as it is used by more than 300 body processes. Magnesium is one of the first minerals to disappear from food when processed and one of the first minerals to leave the body when there is stress.

Food allergies also can cause behaviors in children and when the diet is adjusted to limit foods in the diet the symptoms clear. The more the food allergies the lower the IQ score. Genetic markers are also important to monitor. There can be an off-balance which will also cause symptoms.

She reports with a focus on addressing nutrients, symptoms can be treated with lower doses of medication or keeping children off medications altogether. She noted each individual is unique on their levels and should have B12 and red blood cell magnesium lab tests prior to medication prescription. In addition, Vitamin D is an important nutrient.

Terry Larson reported 25 years ago when he attended meeting in his previous career, discussion also centered around diet impact on body systems. Gary Nowak reported he has heard good feedback about the services provided by Dr. Banicki-Hoffman. Eric Lawson report he removed wheat from his diet and has not had a cold since that time and his brain seems more sharp.

Mark Hunter stated there does seem to be more of a community focus on nutrition in children. He notes backpacks are packed with food to be sent home with a child. He questioned whether poverty is tied to mental illness and whether poverty is focused on. Nena Sork reported when individuals are assessed, all social issues are reviewed.

IX. FY19-20 Budget Amendment #1

Larry Patterson presented the budget amendment to Board members. He reported revenue is projected to be somewhat higher next fiscal year due to an increase in General Funds and a proposed increase in Medicaid. Third party revenue was reduced to correct the calculations used in revenue projects the past fiscal year, which did not take into account the write-off amounts for reimbursed services. He reviewed the expenses noting recruitment, environmental modifications, consumable and capital equipment are based on what true needs might be without just in case items. Larry reported program variances are mainly due to adjusting reporting programs for either staff or program expense allocation such as the prevention program.

Larry Patterson reviewed the expenses for capital purchases. There are two air conditioners in this budget. Last year the Agency had two air conditioners fail. As all mechanical equipment is original to the building since construction. Steve Dean inquired about the purchase of vehicles and the process used when purchasing. The proposed vehicles are for purchase in the current fiscal year and Larry Patterson reported the vehicles are put out for bids with the specifications we request. Nena Sork reported this is the first year since FY15-16 the board was presented a balanced budget. Nena Sork thanks Connie Cadarette and Larry Patterson on development of this budget.

Moved by Terry Larson, supported by Roger Frye, to approve the FY19-20 Budget Amendment #1 as presented. Roll call vote: Ayes: Les Buza, Steve Dean, Roger Frye, Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None, Absent: Bonnie Cornelius, Gary Wnuk. Motion carried.

X. Consent Agenda

Roger Frye requested all contracts with increases be removed from the consent agenda. Contracts with increases include NEMROC, Thunder Bay Transportation and Touchstone.

Moved by Roger Frye, supported by Gary Nowak, to remove NEMROC, Thunder Bay Transportation and the Touchstone contracts from the Consent Agenda. Motion carried.

1. Contracts

- a. Catholic Human Services**
- b. ProtoCall**
- c. Bay View Center**

Moved by Gary Nowak, supported by Roger Frye, to approve the Consent Agenda with three contracts pulled from the initial Consent Agenda. Roll call vote: Ayes: Les Buza, Steve Dean, Roger Frye, Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None, Absent: Bonnie Cornelius, Gary Wnuk. Motion carried.

Roger Frye noted that prior to awarding increases to providers, staff need to be compensated as well. Staff have worked hard and they are valued which needs to be recognized. Nena Sork reported the budget presented does not include funding for staff raises; however, it is anticipated once the revenues are solidified staff will get some raise and it will be retroactive to October. This will be looked at in early 2020 so any increases in salaries can be made at the mid-way point with the adjustments retroactive to October 1.

NEMROC

Nena Sork reported the increase in NEMROC's contract is for additional service units. Lynne Fredlund reviewed the efforts NEMROC has taken to meet the objectives our Agency has established. The base of the contract is written so if the objectives are met additional units can be billed but these will be at a lower per hour rate. ***Moved by Pat Przeslawski, supported by Gary Nowak, supported approving the NEMROC contract.*** Mark Hunter questioned if the need is there for the service why is the additional funding addressed in the contract. Lynne Fredlund responded the contingency is an objective for if the provider meets the initial units. She notes there is a unit rate established comprising the total amount of \$49,000. The unit rate drops once the initial goal is met. Roll call vote: Ayes: Les Buza, Steve Dean, Roger Frye, Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None, Absent: Bonnie Cornelius, Gary Wnuk. Motion carried.

Judy Jones left the meeting briefly

Thunder Bay Transportation

Albert LaFleche inquired about whether this was put out for bids. In this area, there are no other providers willing to undertake our transportation needs. Mark Hunter observed it appears the Agency's priorities do not focus on the employees first. Lynne Fredlund reported the cap on Thunder Bay Transportation has not increased for several years. The rate for equipment and ancillary items has increased warranting the increase in this contract. ***Moved by Gary Nowak, supported by Albert LaFleche to approve the Thunder Bay Transportation contract as presented.*** Roger Frye noted much of the equipment is covered by state dollars. Roll call vote: Ayes: Les Buza, Steve Dean, Roger Frye, ~~Mark Hunter~~, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Nays: Mark Hunter, Pat Przeslawski, Absent: Bonnie Cornelius, Judy Jones, Gary Wnuk. Motion carried.

Judy Jones returned to the meeting

Touchstone

Eric Lawson notes Touchstone provided our educational presentation last month. The accreditations they are seeking is an improvement and they are attempting to make this a better program. Pat Przeslawski noted she felt this request is an appropriate increase.

Moved by Albert LaFleche, supported by Gary Nowak to approve the Touchstone Contract. Roll call vote: Ayes: Les Buza, Steve Dean, Roger Frye, Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None, Absent: Bonnie Cornelius, Gary Wnuk. Motion carried.

XI. October Monitoring Reports

1. Budgeting 01-004

Larry Patterson provided Board members with a summary of the Statement and Revenue Expense for month ending August 31, 2019. He reviewed the variances in the revenues with Board members. The revenue stream with the largest variance is in the 3rd Party Revenue and this variance was attributed to how the projection was made and rates set. This has been corrected for the new fiscal year.

Larry Patterson reviewed the expense variances. He reported the Contract Employees & Service line item expense was transferred to community relations resulting in positive and negative variances respectively. In addition, the rent variance continues due to the rent of the clubhouse.

The overall change in net position is \$242,137. Larry Patterson reviewed the funding streams should the contracts be settled at this point noting Medicaid, Healthy Michigan and General Funds were all underspent.

Gary Nowak questioned if the private contract variance had to be paid back to a provider at fiscal yearend. Larry Patterson explained this is for University of Michigan grant – MC3 and would not require a payback as we bill for services provided only.

2. Compensation and Benefits 01-008

Steve Dean noted the detail provided in this monitoring report was very good. Nena Sork reviewed the Salary & Wage portion of the monitoring report. She noted the paraprofessional group has made the largest gap closure; however, she would like to continue. This gap closure is a result of the Direct Care Wage Pass Through and Cathy Meske's efforts to increase entry-level salary in this classification so recruitment would be more appealing. The paraprofessional group is our largest group of staff and the most costly to address.

Steve Dean inquired as to whether other Boards routinely provide a cost of living raise annually for staff. Nena Sork noted most do where we, as an Agency, have not. This has resulted in the larger lags in salaries.

Mark Hunter requested clarification of #4. ...establish or change pension benefits so the pension provisions: B. Provide less than some basic level... and what is considered basic. The Agency has three levels of pension amounts depending on the group the employee works in (i.e., professional union, paraprofessional union, non-union). Mr. Hunter also requested explanation as to why long-term disability insurance only applies to full-time employees. It was noted part-time employees are in the Social Security program and they would possibly qualify for Social Security Disability whereas the full-time non-union employees are not in Social Security and have no options for Social Security Disability. He questioned if staff have the option to be in Social Security or not and was informed staff have no choice in the matter.

Moved by Pat Przeslawski, supported by Steve Dean, to accept the October monitoring reports as presented. Mark Hunter opposed. Motion carried.

XII. Board Policy Review and Self Evaluation

1. Annual Board Planning Cycle 02-007

The proposed revision changes CEO to Executive Director.

2. Executive Director Job Description 03-003

The proposed revision changes CEO to Executive Director.

Mark Hunter stated he has trouble with the way the Board policies are written and how limited access to staff is. He noted he believes as a board member he has less rights than the general public in speaking with staff.

Nena Sork noted a presentation will be provided to the Board in January about the oversight this Agency undergoes. This will possibly address concerns Board members have of not having sufficient oversight.

Gary Nowak noted the Board has only one employee and if you wish to get further information for other staff, you would approach the Director and she would arrange. Gary reported other than that such actions become micromanagement.

3. Monitoring Executive Director Performance 03-004

The proposed revision changes CEO to Executive Director.

Moved by Roger Frye, supported by Pat Przeslawski, to revise policies 02-007 Annual Board Planning Process, 03-003 Executive Director Job Description and 03-004 Monitoring Executive Director Performance to reflect Executive Director versus CEO.

Mark Hunter opposed. Motion carried.

XIII. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meeting September 25, 2019

Roger Frye reported several liquor tax requests were approved. Gary Nowak the Executive Director of the NMRE also received his evaluation.

2. CMHAM (Community Mental Health Association of Michigan)

a. Fall Board Conference – October 21 & 22 – Traverse City

Board members scheduled to attend the conference have received their hotel confirmations and conference registration materials.

3. Consumer Advisory Council

The draft minutes was distributed to Board members during this meeting. Lester Buza reported the meeting was a good meeting. The Council toured the SIP Monitoring room, which was very informational about services used to promote independence. He reported Cheryl Kopernik was introduced. He noted the LPC licensing was discussed and the House has since voted down the bill.

XIV. Operational Report

Mary Crittenden reviewed the Operational Report for month ending September 30, 2019. She noted the report will be revised for next month's report. Some of the report titles are not clear. Mary addressed the Home Based Children noting we are really focusing on this program this fiscal year. She reports some of the children in case management will be transferred to home based as this is a more intense program. Staffing this department has had challenges. She reports it is typical for an increase in pre-screens in the spring and fall. This will continue to be monitored. She also reports Touchstone had an "Open House" yesterday and the program participants are very enthused with the program.

XV. Chair's Report

Eric Lawson reported Bonnie Cornelius, Steve Dean, Roger Frye, and Gary Nowak's terms expire next year. Steve Dean indicated he plans to retire from the Board. Diane Hayka will contact Bonnie Cornelius to determine her intent.

1. Perpetual Calendar Adoption

Board members reviewed the proposed perpetual calendar for FY19-20 at the September meeting. Input was incorporated in the calendar. *Moved by Gary Nowak, supported by Pat Przeslawski, to adopt the FY19-20 Perpetual Calendar as presented.* Motion carried. Eric Lawson indicated this document has some references to CEO, which will be changed after the first of the year, once all policies have been updated.

2. Strategic Plan

Eric Lawson reported this plan, developed during the three-month planning period, is now ready to be finalized. *Moved by Gary Nowak, supported by Lester Buza, to approve the FY19-20 Strategic Plan.* Motion carried.

3. Nomination's Committee

Eric Lawson appointed Albert LaFleche, Steve Dean, Terry Larson, and Gary Wnuk to the Nomination's Committee. Gary Nowak suggested the officers remain the same for next year. This Committee will need to meet prior to the November meeting at 2:30 p.m. to complete recommendation letters to the county commissions for appointments/reappointments. Diane Hayka will contact Gary Wnuk to assure he is able to fill a role on the Committee.

XVI. Director's Report

1. Director's Report

Nena Sork introduced Cheryl Kobernik to Board members and has agreed to provide clinical consultation to our clinical managers. She resigned as the Clinical Director from Centra Wellness and has agreed to provide this consultation role for Northeast. Nena Sork informed Board members that Cheryl is a CARF reviewer. Cheryl notes the dignity and respect she has observed while going through the orientation at this Agency with the clinical managers this week is exemplary.

Nena Sork provided an update on her recent activities. Nena Sork reported a psychiatrist has been in contact with our Agency and is possibly interested in securing a position with this Agency. Nena noted she worked with Cheryl Jaworowski and Connie Cadarette to set rates.

The Agency was able to provide a Section 236 Transfer to Centra Wellness and Northern Lakes of \$20,000 each. She reported the website development is well underway.

Establishment of 2nd Agency VISA Card

Nena Sork reported the Agency has one credit card and notes the fraud department has resulted in blocking access to the card at various times due to suspicious activity. We are requesting a second card to be used for basic purchases and keeping the initial card for use of hotels and registrations. It is troublesome to have a staff person go to check into a hotel and have the card declined due to the block put on it.

Mark Hunter suggested getting a comparison to a line of credit from a commercial bank as the interest rates might be lower; however, the type of purchases used in VISA transactions are not something able to be put on a line of credit.

Moved by Roger Frye, supported by Gary Nowak, to apply for a second VISA card through Alpena Alcona Area Credit Union with same limits and criteria as current VISA card for use in general purchasing. Roll call vote: Ayes: Les Buza, Steve Dean, Roger Frye,

Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski;
Nays: None, Absent: Bonnie Cornelius, Gary Wnuk. Motion carried.

Nena Sork also informed Board members of the 298 threat being vetoed. We have not dodged the bullet yet as the Bill can be rewritten and it can go back through.

Mark Hunter questioned if there was a new ACT Supervisor at this point. Nena Sork reported there was a good interview and the applicant will be coming for a face to face interview shortly.

XVII. Information and/or Comments from the Public/Board Member Communication

Roger Frye reported Hillman will be doing their annual Tootsie Roll Drive with Albert LaFleche selling on the street corner in Hillman.

XVIII. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, November 14 2019 at 3:00 p.m.

1. Set November Agenda

The November agenda items were reviewed.

XIX. Evaluation of Meeting

Steve Dean reported the meeting began on time. Steve Dean thanked Dr. Banicki-Hoffman for the presentation and knowing other things are investigated prior to prescribing medication.

Good to see starting in the black. Good discussion on the Consent Agenda recognizing the people are the greatest.

XX. Adjournment

Moved by Pat Przeslawski, supported by Albert LaFleche, to adjourn the meeting. Motion carried. This meeting adjourned at 4:50 p.m.

[signed by Bonnie Cornelius on 11/14/19]
Bonnie Cornelius, Secretary

[signed by Eric Lawson on 11/14/19]
Eric Lawson, Chair

Diane Hayka
Recorder