

Northeast Michigan Community Mental Health Authority Board

Board Meeting

August 8, 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, Bonnie Cornelius, Steve Dean, Roger Frye, Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Gary Nowak, Pat Przeslawski, Gary Wnuk

Absent:

Staff & Guests: Lisa Anderson, Andy Blinder, Dennis Bannon, Carolyn Bruning, Lee Ann Bushey, Mary Crittenden, Lynne Fredlund, Ruth Hewett, Judy Hutchins, Larry Patterson, Amy Pilarski, Stephen Slaght, Nena Sork

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Eric Lawson appointed Lester Buza as evaluator for this meeting.

V. Acknowledgement of Conflict of Interest

No conflicts were identified.

VI. Information and/or Comments from the Public

No information or comments were presented.

VII. Approval of Minutes

Moved by Gary Nowak, supported by Albert LaFleche, to approve the minutes of the July 11, 2019 meeting as presented. Mark Hunter noted in one location the language included Agency as a reference versus Authority. Discussion ensued related to whether this had any repercussions. An explanation was provided that while the Mental Health Code provides for various types of community mental health service programs and this Agency is formed under the authority status, we traditionally use Agency versus spelling out the entire name. The Board requested Nena Sork to research whether there needs to be a distinction. Consensus of the Board was to continue with the above motion as initially stated. Motion carried.

VIII. August Monitoring Reports

1. Treatment of Consumers 01-002

The monitoring report related to Treatment of Consumers was included in the mailing. Pat Przeslawski noted the report is concise. Gary Nowak noted the Chairperson of this group is a good chair. Ruth Hewett noted the number of complaints and incident reports are average numbers and are consistent. Ruth Hewett reported the one report pending for remedial action just has not occurred at this point. As soon as the discipline is reported this will be updated.

2. Staff Treatment 01-003

The staff treatment monitoring report this month is related to turnover of staff. Nena Sork reported the turnover rate nationwide for direct care staff has been running around 40%. This Agency's turnover rate is at 13%. She reported the turnover rate has decreased since December when it was 20%. Steve Dean inquired as to why some of the homes have higher turnover rates and some are very low. Lisa Anderson noted the location of the home feeds into this, as the rural areas tend to

have a greater turnover. Terry Larson noted many of the changes within the homes appear to be transfer.

3. Budgeting 01-004

Larry Patterson provided Board members with a report on the Statement of Revenue and Expense for month ending June 30, 2019. Larry Patterson addressed the shortage in the pension line item noting line items were adjusted in the budget amendment and rather than having the budget deficit identified in a single line, the deficit was spread across line items with anticipated lapses; of which the pension line item was one. In addition, there were a couple of payouts to staff but it is anticipated this will resolve by year-end.

Larry Patterson reviewed additional line items indicating a negative variance. He reported the negative variance in property and liability insurance was due to the anticipated receipt of an asset distribution which was received the end of July so the next report the Board will see will correct the negative variance. The rent line item was due to the oversight made when the budget amendment was adopted by not recognizing the rent of the clubhouse by Touchstone.

Larry Patterson reviewed the balances of each of the buckets. He noted the General Funds surplus has decreased some due to the payment made to the Bay View Center.

Steve Dean inquired about the 3rd Party Revenue variance. Nena Sork noted the services have been billed; however, the payments have not been received.

Nena Sork noted the excess GF dollars, if any, are being targeted for the community in presentations and training of staff.

4. Financial Condition 01-005

Larry Patterson reported the unrestricted net position increased this month from 51 days to 55 days. Gary Nowak inquired about the change in accounts receivable from September 2018. Mark Hunter inquired about the receipt of the distribution from a trust and whether it would be in a restricted fund for the two years it could be challenged. Nena Sork indicated that was the case.

Moved by Pat Przeslawski, supported by Gary Nowak, to accept the August monitoring reports as presented. Motion carried.

IX. Board Policy Review and Self Evaluation

1. Chairperson's Role 02-004

Board members reviewed the policy. A change reflecting the director as Executive Director rather than CEO was presented. Gary Nowak inquired about decorum of meeting and the ability to remove an unruly Board member or audience member from the meeting. Mark Hunter suggested this could be accomplished by referencing the by-laws in this policy. Steve Dean noted there are references in 2.A. which identifies the Chair as empowered for "ruling, recognizing." Gary Wnuk suggested just include By-Laws and Roberts Rules of Order in the reference section. Mark Hunter noted there is a typographical error in 3 with "of" versus "or." Correction of themselves will also be made.

Moved by Gary Wnuk, supported by Mark Hunter, to approve the revision to policy 02-004 – Chairperson's Role will items identified in discussion. Motion carried.

2. Board Member Per Diem 02-009

Board members reviewed the policy. Board members discussed the mileage reimbursement noting if actual mileage was not recorded for a trip the standard round-trip mileage would be used using a standard map or Google Maps. Meal reimbursement addressing maximum gratuity of 15% was also addressed. Board members felt the standard gratuity has increased with inflation. Most generally, when a Board member has expenses related to meal reimbursement, it is when they are attending a conference and the receipts are not submitted and the full allowance is reimbursed. If a Board member submits a receipt then the receipt amount is reimbursed and the Board member can write in

the amount of tip they paid for reimbursement and it is this scenario in which the 15% would be the allowable amount for the tip.

Moved by Pat Przeslawski, supported by Gary Nowak, to leave the policy as written.

Motion carried. It was noted there was no need for action if there were no revisions to the policy.

3. Board Self-Evaluation 02-012

Board members reviewed the policy. This will be reviewed further in the Chair's Report as the Board self-evaluation begins this month with a review of the Board's discussion on their self-evaluation of policies over the past year.

Moved by Albert LaFleche, supported by Gary Nowak, to approve the revision to policy 02-012 – Board Self-Evaluation as presented. Motion carried.

X. Educational Session – Jail Services

Amy Pilarski and Stephen Slaght, Northeast's Jail Services team, attended the meeting to provide a brief overview of jail services.

Amy Pilarski reported training on jail diversion was recently conducted with the Alcona County officers. She reports Stephen and her also do suicide training for the correction officers.

Gary Nowak reported he had requested this agency to come to Presque Isle County to meet with the sheriff deputies. Amy Pilarski reported they have worked with the sheriff's department to remedy one concern. Amy reports Presque Isle did not choose to take advantage of our training. Stephen noted he has a good relationship with the various county corrections. He notes Alcona County is rather quiet but seem to be handling the inmates with their internal staff.

Stephen noted most of the jails have access to a social worker through an agency they contract with. Amy reports all the jails in our catchment area use Advance Healthcare. This provider handles all the treatment for individuals while they are incarcerated. Stephen would like to see a staff person dedicated to just jail services.

Eric Lawson inquired as to whether a jail being "quiet" is actually meeting the needs of the individuals incarcerated or if there are some individuals not receiving the services needed. Amy noted the Alcona jail is a much smaller group and have a lower inmate census.

Amy noted it has been Presque Isle County where it might be difficult to schedule the officers to attend. She notes they are not resistive to training it is just a matter of scheduling.

Mark Hunter inquired about what type of person would be needed to provide services. Stephen noted he is a bachelor's degree and Amy is an RN. Both have specialized training and are QMHPs (Qualified Mental Health Professionals). Amy voiced her observation of the need for a peer support person. She reports most generally when an individual is released from jail (especially in Alpena), it is usually at 5 a.m. This can be problematic if the individual has nowhere to go and the individual most likely won't wait around until our office opens. She noted she is working with the jail to allow for at least 3 to 5 days of medication upon discharge. Amy noted there is a lack of communication with this agency to provide advance notice of an inmate's discharge.

Mark Hunter questioned the reasoning for the officers not communicating. Stephen and Amy noted the younger workforce officers are more receptive to working closely with our agency when someone is discharged.

Albert LaFleche inquired as to the cost of the training we provide. There is no cost for training; however, staff time would need to be compensated. This might involve overtime. Stephen noted there are other options for mental health training as some of the training officers receive is provided downstate.

XI. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meeting July 24, 2019

The draft minutes from the July meeting were distributed. Roger Frye noted the meeting was rather long. Much of the time was spent on approving the liquor tax awards. It was noted there are counties not using their funding. Nena Sork noted the awards need to be to SUD providers and this agency is not one. Roger Frye and Terry Larson provided more explanation related how the liquor tax is collected and disbursed.

2. Community Mental Health Association of Michigan (CMHAM)

There was no new information to present. Mark Hunter noted the acronym CMHAM is not on the abbreviation list. Diane Hayka reported it is listed under MACMHB as they have changed their name.

3. Consumer Advisory Council

Lester Buza reported the meeting was good and everyone came away with some new information. Nena Sork reported there is a group in Alpena going forward with the formation of a local NAMI group. She reported NAMI is partnering with JED to address suicide at college. JED is a national organizations that exists to protect emotional health and prevent suicide for teens and young adults. They partner with high schools and colleges. This event will be incorporated into the orientation at the college this fall.

XII. Operation's Report

Nena Sork reviewed the Operation's Report for month ending July 31, 2019. Nena reviewed the areas this agency has had a focus. One is the hospital prescreens which was hopeful to be reduced with the contract with ProtoCall for the afterhours coverage. This has proven to decrease. Prescreens and hospital admissions are lower than what was average. The other focus was to increase participation in clubhouse. This has also increased with the contractual arrangement with Touchstone.

XIII. Chair's Report

1. Begin Board Self-Evaluation

Board members had the opportunity to review how they 'self-evaluated' over the course of the year each of the policies requiring self-evaluation. Comments were extracted from each of the month's minutes in which the policies were reviewed.

Board members were requested to turn their surveys in to Diane Hayka and the results will be presented at the September meeting.

2. Cathy Meske Thank You

Eric Lawson read the 'Thank You' card from Cathy Meske.

3. CARF Update

Eric Lawson reported the final report from CARF was received confirming the three-year accreditation status. Nena Sork noted the recommendations cited have already been assigned. Lynne Fredlund met with the Management Team to identify key staff to lead the plan of correction for the recommendations. It was reported CARF reviewed 2,032 standards and we have 27 recommendations to address with a Plan of Correction.

Nena Sork reviewed some of the citations CARF reviewers had captured related to the strengths of the agency.

Moved by Gary Nowak supported by Pat Przeslawski to thank staff and the department heads on a job well done and to thank Lynne Fredlund in keeping everything in good shape and staying on track. Motion carried.

XIV. Director's Report

1. Director Report

Nena Sork provided Board members with a report of her activities over the past month. She noted she met with HUB on July 12 and it was determined to make no changes in the health care benefits in the next calendar year. On July 15 she met with the Finance Group from NMRE to start the evaluation process of our accounting needs upon the retirement of the Finance Director. She also met with Senator Debbie Stabenow's aide, Melissa Fruge, to discuss various talking points related to mental health.

On July 22 she attended the Director's Recipient Rights training in Livonia with Andy Silver and from there traveled to Lansing for the new Director's Roundtable and Director's Forum.

The DVD "Suicide: The Ripple Effect" was received and Presque Isle County will host the first showing of this in early September.

She notes on July 29th met with the Board Chair and entered into an engagement letter with the Rehmann Group to look at our accounting systems. A toolkit through the TM Group will be proposed which should automate much of the state reporting. Gary Nowak noted NMRE had this group and ended up cancelling their contract. Nena Sork noted NMRE was able to secure a finance director and the costs for monthly services of the Rehmann group was very costly.

Nena reported she met with Judge LaCross and has talked to the court clerk about scheduling a meeting with Judge Frawley in the future.

The MiFAST review was conducted yesterday. Nena Sork reported Dr. Spurlock was interviewed during this review process. The reviewers had high accolades about Dr. Spurlock and also noted the team meetings were praised as there was no hierarchy in the meeting process. All participants were treated equally.

2. Lakeshore PIHP Update

Nena Sork reported at the Director's Forum and the NMRE partner groups are standing united with Lakeshore Regional Entity. She notes letters of support are being submitted. Nena noted she has some templates available should some of the commissioners wish to also support.

Pat Przeslawski noted she would like to acknowledge Nena Sork has done a great job in presenting information to the Board and is off and running in a good direction.

3. Rehmann Group Proposal

Discussed above.

4. Endowment Fund Grant Awards

It was noted there were no grant awards during the past six month.

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, September 12, 2019 at 3:00 p.m.

1. Set September Agenda

The September agenda items were reviewed. Touchstone will be providing the educational session at the September meeting. Diane Hayka reported the monitoring report related to compensation and benefits will not be presented as the salary survey the Agency received from the CMHAM contained data from 2017 instead of being updated. This monitoring report is due within 60 days of receipt of the data. The CMHAM will be reprinting the report.

XVII. Evaluation of Meeting

Lester Buza provided an evaluation of the meeting and reported there was valuable information in the educational session presentation. There was good participation.

Lester Buza repeated his appreciation of the staff's efforts on their CARF accreditation process.

XVIII. Adjournment

Moved by Roger Frye, supported by Pat Przeslawski, to adjourn the meeting. Motion carried.
This meeting adjourned at 4:55 p.m.

[signed by Bonnie Cornelius on 09/12/2019]
Bonnie Cornelius, Secretary

[signed by Eric Lawson on 09/12/2019]
Eric Lawson, Chair

Diane Hayka
Recorder