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**NORTHEAST
MICHIGAN
COMMUNITY
MENTAL HEALTH
AUTHORITY**



FEBRUARY BOARD MEETING

THURSDAY, FEBRUARY 13, 2025



3:00 PM

**400 JOHNSON STREET
ALPENA, MICHIGAN 49707**

NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY BOARD

Meeting Agenda | Thursday, February 13, 2025 | 3:00 p.m.

MISSION STATEMENT

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

- 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 – 3)**
- VIII. February Monitoring Reports**
 - 1. Budgeting 01-004(Page 4)
 - 2. Treatment of Individuals Served 01-002 (Pages 5 – 9)
 - 3. Staff Treatment 01-003(Page 10)
- IX. Board Policies Review and Self-Evaluation**
 - 1. Asset Protection 01-007 (Review) (Pages 11 – 12)
 - 2. Board Committee Principles 02-005 (Review & Self-Evaluate)(Page 13)
 - 3. Delegation to the Executive Director 03-002 (Review & Self-Evaluate)(Page 14)
- X. Linkage Reports**
 - 1. NMRE Board(Verbal)
 - 2. Advisory Council(Verbal)
- XI. Operations Report (Handout)**
- XII. Board Chair’s Report**
 - 1. Recipient Rights Committee.....(Verbal)
 - 2. CARF.....(Verbal)
- XIII. Executive Director’s Report(Verbal)**
- XIV. Information and/or Comments from the Public**
- XV. Information and/or Comments for the Good of the Organization**
- XVI. Next NeMCMHA Board Meeting – Thursday, March 13 at 3:00 p.m.**
 - 1. Proposed March Agenda Items.....(Page 15)
- XVII. Meeting Evaluation(Verbal)**
- XVIII. Adjournment**

**Northeast Michigan Community Mental Health Authority Board
Board Meeting – January 9, 2025**

- 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, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Dana Labar, Eric Lawson, Gary Nowak, Lloyd Peltier, Terry Small
Absent: Kara Bauer LeMonds (Excused)
Staff & Guests: Jessica Barbeau, Connie Cadarette (Teams), Mary Crittenden, Erin Fletcher, Brooke Paczkowski, Nena Sork

- III. **Pledge of Allegiance**
Attendees recited the Pledge of Allegiance as a group.

- IV. **Appointment of Evaluator**
Lynnette Grzeskowiak 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 Bonnie Cornelius, supported by Lloyd Peltier, to approve the minutes of the December Board meeting, as presented. Motion carried.

- VIII. **Consent Agenda**
Moved by Lloyd Peltier, supported by Lynnette Grzeskowiak, to approve the January Consent Agenda. Roll Call: Ayes: Bob Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Judy Jones, Dana Labar, Eric Lawson, Gary Nowak, Lloyd Peltier, Terry Small; Nays: None; Absent: Kara Bauer LeMonds. Abstain: None. Motion carried.

- IX. **Educational Session: Supported Independence Program (SIP) with Jessica Barbeau**
Jessica Barbeau, SIP Supervisor, Community Living Services Coordinator, provided the Board with an overview of the SIP program, and answered Board member questions. Board members provided positive feedback regarding the information presented.

- X. **January Monitoring Reports**
1. Budgeting 01-004
Connie Cadarette presented the Budgeting Monitoring Report to the Board via Microsoft Teams. The current total overspent amount of Medicaid and Healthy Michigan combined is \$130,527. General Funds are currently overspent by \$91,001. The Change in Net Position is at negative \$45,051.

2. Emergency Executive Succession 01-006
Board members reviewed the monitoring report and did not have any questions.

Moved by Lloyd Peltier, supported by Lester Buza, to approve the January Monitoring Reports. Motion carried.

XI. Board Policies Review and Self-Evaluation

1. Emergency Executive Succession 01-006

Board members reviewed the suggested revision to the policy, which would revise “Executive Director issues” to “Executive Director duties.”

Moved by Bob Adrian, supported by Terry Small, to approve the revision to the Emergency Executive Succession Policy. Motion carried.

2. Executive Director Role 03-001

The policy was reviewed, and no revisions were deemed necessary and Board members felt they were following the policy as written.

XII. Operations Report

Mary Crittenden reported on operations for the month of December. There were 53 prescreens, 17 of which were admitted to private hospitals (7 children and 10 adults). Employment services served 46 individuals with I/DD and 42 individuals with MI. Peer Support Services served 50 individuals, 5 children and 45 adults. Overall, the Agency served 1,003 unduplicated individuals in December. Mary also informed the Board they may see a reduction in Physician Services and Outpatient Therapy due to two staff members being out on maternity leave.

XIII. Board Chair’s Report

1. Review Revisions to Board Bylaws

Board members reviewed the suggested revisions to Section 6. Materials to be Furnished to Board Members. It was revised to add, “Board members may receive materials physically via postal mail or electronically via email. Each Board member may choose their preferred method for receiving Board materials.”

Moved by Lester Buza, supported by Charlotte Helman, to approve the revisions to the Board bylaws. Motion carried.

XIV. Executive Director’s Report

Nena reviewed her meetings and commitments for the last month. She reviewed with the Board a letter received from Grand Valley State University regarding Jeff Wirgau’s, P.A., and the wonderful job he does with many P.A. intern students. Board members were appreciative of Jeff’s dedication.

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 meeting of the NeMCMHA Board is scheduled for Thursday, February 13 at 3:00 p.m.

1. February Agenda Items

The proposed February agenda items were reviewed.

XVIII. Meeting Evaluation

Lynnette feels everyone comes prepared each month and all Board members are given plenty of opportunity to participate. Board members receive appropriate materials well in advance and are properly notified of changes/updates on materials. She found Jess’s SIP presentation very interesting and informative, and she

is impressed with the dedication of the staff.

XIX. Adjournment

Moved by Lloyd Peltier, supported by Lynnette Grzeskowiak, to adjourn the meeting. Motion carried. This meeting adjourned at 4:00 p.m.

Bonnie Cornelius, Secretary

Eric Lawson, Chair

Northeast Michigan Community Mental Health Authority
Statement of Revenue and Expense and Change in Net Position (by line item)
For the Third Month Ending December 31, 2024
25% of year elapsed

	Actual December Year to Date	Budget December Year to Date	Variance December Year to Date	Budget FY25	% of Budget Earned or Used
Revenue					
1 State Grants	53,529.09	67,838.01	\$ (14,309)	271,352.00	19.7%
2 Grants from Local Units	66,659.50	66,659.49	0	266,638.00	25.0%
3 NMRE Incentive Revenue	-	82,500.00	(82,500)	330,000.00	0.0%
4 Interest Income	872.19	1,500.00	(628)	6,000.00	14.5%
5 Medicaid Revenue	8,186,534.00	8,219,283.51	(32,750)	32,877,134.00	24.9%
6 General Fund Revenue	300,696.00	300,696.69	(1)	1,202,787.00	25.0%
7 Healthy Michigan Revenue	518,400.81	356,839.26	161,562	1,427,357.00	36.3%
8 3rd Party Revenue	111,446.89	141,961.26	(30,514)	567,845.00	19.6%
9 Behavior Health Home Revenue	98,622.57	77,431.26	21,191	309,725.00	31.8%
10 Food Stamp Revenue	24,152.93	23,706.27	447	94,825.00	25.5%
11 SSI/SSA Revenue	161,540.30	167,983.50	(6,443)	671,934.00	24.0%
12 Revenue Fiduciary	66,886.92	0.00	66,887	0.00	0.0%
13 Other Revenue	23,991.35	12,700.50	11,291	50,802.00	47.2%
14 Total Revenue	9,613,333	9,519,100	94,233	38,076,399	25.2%
Expense					
15 Salaries	4,023,285.30	3,836,418.96	(186,866)	15,345,676.00	26.2%
16 Social Security Tax	166,993.98	159,689.49	(7,304)	638,758.00	26.1%
17 Self Insured Benefits	606,312.39	679,168.08	72,856	2,716,673.00	22.3%
18 Life and Disability Insurances	63,902.40	67,389.96	3,488	269,560.00	23.7%
19 Pension	348,824.71	357,573.48	8,749	1,430,294.00	24.4%
20 Unemployment & Workers Comp.	30,100.74	32,185.23	2,084	128,741.00	23.4%
21 Office Supplies & Postage	9,185.87	11,167.71	1,982	44,671.00	20.6%
22 Staff Recruiting & Development	11,827.60	32,817.66	20,990	131,268.00	9.0%
23 Community Relations/Education	12,494.48	16,718.49	4,224	66,874.00	18.7%
24 Employee Relations/Wellness	21,343.59	27,709.50	6,366	110,838.00	19.3%
25 Program Supplies	128,145.49	139,799.97	11,654	559,200.00	22.9%
26 Contract Inpatient	394,128.63	417,199.26	23,071	1,668,797.00	23.6%
27 Contract Transportation	55.50	3,506.25	3,451	14,025.00	0.4%
28 Contract Residential	1,361,756.99	1,283,967.75	(77,789)	5,135,871.00	26.5%
29 Local Match Drawdown NMRE	24,642.00	24,642.00	-	98,568.00	25.0%
30 Contract Employees & Services	1,805,385.35	1,795,578.99	(9,806)	7,182,316.00	25.1%
31 Telephone & Connectivity	68,884.89	55,186.47	(13,698)	220,746.00	31.2%
32 Staff Meals & Lodging	9,805.99	6,718.02	(3,088)	26,872.00	36.5%
33 Mileage and Gasoline	113,419.25	109,274.91	(4,144)	437,100.00	25.9%
34 Board Travel/Education	1,494.41	3,414.99	1,921	13,660.00	10.9%
35 Professional Fees	6,629.99	8,512.47	1,882	34,050.00	19.5%
36 Property & Liability Insurance	38,552.75	23,208.99	(15,344)	92,836.00	41.5%
37 Utilities	59,168.40	48,399.96	(10,768)	193,600.00	30.6%
38 Maintenance	37,616.86	36,081.93	(1,535)	144,328.00	26.1%
39 Interest Expense Leased Assets	10,606.89	10,774.98	168	43,100.00	24.6%
40 Rent	2,134.29	2,062.50	(72)	8,250.00	25.9%
41 Food	37,149.99	34,975.02	(2,175)	139,900.00	26.6%
42 Capital Equipment	8,965.53	3,324.93	(5,641)	13,300.00	67.4%
43 Client Equipment	5,583.06	5,750.01	167	23,000.00	24.3%
44 Fiduciary Expense	67,677.84	0.00	0.00	0.00	0.0%
45 Miscellaneous Expense	37,127.06	38,924.52	1,797	155,698.00	23.8%
46 Depreciation & Amortization Expense	242,761.14	243,957.27	1,196	975,829.00	24.9%
47 MI Loan Repayment Program	0.00	3,000.00	3,000	12,000.00	0.0%
48 Total Expense	9,755,963	9,519,100	(169,186)	38,076,399	25.6%
49 Change in Net Position	\$ (142,631)	\$ -	\$ (142,631)	\$ -	-0.4%
50 Contract settlement items included above:					
51 Medicaid Funds (Over) / Under Spent	\$ (80,565)				
52 Healthy Michigan Funds (Over) / Under Spent	(75,223)				
53 Total NMRE (Over) / Under Spent	\$ (155,788)				
54 General Funds to Carry Forward to FY25	\$ -				
55 General Funds Lapsing to MDHHS	(223,801)				
56 General Funds (Over) / Under Spent	\$ (223,801)				
57 Behavior Health Home Revenues	98,623				
58 Behavior Health Home Expenses	(98,137)				
59 BHH Funds (Over) / Under Spent	486				
60 Total BHH (Over) / Under Spent	\$ 486				



Recipient Rights Advisory Committee Minutes January 22, 2025

The meeting was called to order at 3:00 p.m. January 22, 2025 by Pat Przeslawski in the Administrative Conference Room.

Present: Tom Fredlund, Judy Jones, Barb Murphy, Pat

Przeslawski

Absent: Kara Bauer LeMonds (Excused), Renee Smart-Shepler, Lorell Whitscell

Staff: Ruth Hewett

Guests: None

DRAFT MINUTES

I. Old Business. None.

II. Approval of Minutes. The minutes from 10-23-2024 were approved as written by consensus.

III. New Business.

REVIEW OF THE FUNDING FOR THE RIGHTS OFFICE: Connie Cadarette, Finance Director, presented the preliminary FY25 recipient rights budget. The budgeted amount of \$245,405 remains the same as FY 24.

QUARTERLY RIGHTS ACTIVITY REPORT: The committee reviewed the report which covered the first quarter of FY 25, 10/1/2024 – 12/31/2024. There were 29 complaints received with 27 being investigated and 2 contained no Code-protected right. Of the 27, 22 were substantiated with 2 investigations pending. Barb moved to review the report, Tom supported.

INTEREST TO CONTINUE ON COMMITTEE: Members were solicited as to their interest in being reappointed to the committee. The Board chair will appoint committee members during the March board meeting. Judy indicated her term on the Board is expiring, so she does not wish to continue on this committee. All others in attendance expressed their desire to continue and the absent committee members will be contacted. Ruth will submit the names of those interested to the director for consideration.

IV. Educational Session: During the educational session, the committee conducted the annual review of policy #3860 Rights of Substance Use Recipients as required.

V. Other Business.

Ruth informed the committee she will be retiring on April 11, 2025. Via speaker phone, Nena consulted with the committee per the Mental Health Code, regarding the hiring of Ruth's replacement. She assured the committee she will select an individual "who has the education, training, and experience to fulfill the responsibilities of the office." By consensus, the committee gave Nena their "go-ahead" with the selection as the committee does not meet again until April. Nena offered that if anyone had suggestions, comments, or questions, to call her.

VI. Adjournment.

Barb moved to adjourn, and the meeting ended at 4 p.m. The next meeting will be April 23, 2025 in the Administrative Conference Room at 3 p.m.

FY25 Preliminary Recipient Rights Budget

Staff Wages/benefits	\$	239,606.00
Office/program supplies		400.00
Meals/lodging		1,000.00
Travel		2,269.00
Training		2,000.00
Membership Dues		130.00
Total Budget	\$	245,405.00

FY24 budget \$ 245,405.00

\$\$\$ Increase/(Decrease) See Note \$ -
% Increase/(Decrease) 0.0%

FY 24 budget \$245,405.00

\$\$ Increase \$0.00

Note: No increase due to overall agency trimming of travel/training, etc.
to offset increased benefit expenses.

Prepared by: Connie Cadarette, Finance Director

Prepared on: 1-16-2025

QUARTERLY RECIPIENT RIGHTS ACTIVITY REPORT

Time Period: October, November & December 2024:

I. COMPLAINT DATA SUMMARY	<u>FY 24-25</u>				<u>FY 23-24</u>			
A. Totals	1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th
Complaints Received:	29				33	23	31	25
Investigated:	27				28	19	28	17
Interventions:	-0-				01	03	-0-	02
Substantiated:	22				18	14	21	14
Outside Jurisdiction:	-0-				-0-	-0-	-0-	-0-
No Code Protected Right:	02				04	01	03	06

B. Aggregate Summary of Complaints

CATEGORY	Received	Investigation	Intervention	Substantiated
Abuse I	0	0		0
Abuse II	3	3		3
Abuse III	3	3		2
Sexual Abuse	0	0		0
Neglect I	1	1		1
Neglect II	0	0		0
Neglect III	5	5		4 + 1 pend
Rights Protection System	0	0	0	0
Admiss/Dischrg-2 ND Opinion	0	0	0	0
Civil Rights	0	0	0	0
Family Rights	0	0	0	0
Communication & Visits	0	0	0	0
Confidentiality/Disclosure	3	3	0	3
Treatment Environment	1	1	0	0
Freedom of Movement	1	1	0	1
Financial Rights	0	0	0	0
Personal Property	0	0	0	0
Suitable Services	9	9	0	*7 + 1 pend
Treatment Planning	0	0	0	0
Photos/Fingerprints/Audio etc	1	1	0	1
Forensic Issues	0	0	0	0
Total	27	27	0	22 + 2 pend

* The 2 pending from last quarter resulted in one substantiated and one not substantiated.

c. Remediation of substantiated rights violations.

Category/Specific Allegation	Specific Provider	Specific Remedial Action
Pending Actions from last qtr:		
Abuse, Class III	NEMCMH	Verbal Reprimand
Suitable Services	NEMCMH	Other
Suitable Services/Dign & Resp	NEMCMH	Verbal Reprimand
Actions this qtr:		
Abuse, Class II	Flatrock	Termination
Abuse, Class II	Beacon	Termination
Abuse, Class III	NEMCMH	Termination
Abuse, Class III	NEMCMH	Termination
Abuse, Class III	NEMCMH	Termination
Neglect, Class I	Cornerstone	Pending
Neglect, Class III	NEMCMH	Termination
Neglect, Class III	NEMCMH	Employee left, but substantiated
Neglect, Class III	NEMCMH	Employee left, but substantiated
Neglect, Class III	NEMCMH	Employee left, but substantiated
Confidentiality	NEMCMH	Written Reprimand
Confidentiality	NEMCMH	Suspension
Confidentiality	NEMCMH	Pending
Freedom of Movement	NEMCMH	Employee left, but substantiated
Service Suited to Condition	NEMCMH	Termination
Service Suited to Condition	NEMCMH	Verbal Reprimand
Service Suited to Condition	NEMCMH	Pending
Suit Services/Dignity & Respect	NEMCMH	Verbal Reprimand
Suit Services/Dignity & Respect	Hope Network	Written Reprimand
Suit Services/Dignity & Respect	NEMCMH	Employee left, but substantiated
Suit Services/Dignity & Respect	NEMCMH	Verbal Reprimand
Photographs/Fingerprinting/Audi	NEMCMH	Other

d. Summary of Incident Reports. (1st Qtr '24)

Category Type	1 st Qtr		2 nd Qtr		3 rd Qtr		4 th Qtr	
	'25	'24	'25	'24	'25	'24	'25	'24
01.0 Absent without leave (AWOL)	07	06		01		02		05
02.0 Accident – No injury	18	04		08		11		12
02.1 Accident – With injury	41	28		30		38		72
03.0 Aggressive Acts – No injury	29	34		29		21		29
03.1 Aggressive Acts – w/ injury	04	11		14		14		16
03.3 Aggressive Acts – Property Destruc	02	01		03		-0-		01
04.0 Death	05	04		11		05		01
05.0 Fall – No injury	13	09		11		18		12
06.0 Medical Problem	151	116		117		84		129
07.0 Medication Delay	06	03		05		02		04
07.1 Medication Error	10	17		19		12		22
07.2 Medication Other	124	81		93		91		135
07.3 Medication Refusal	44	30		17		09		10
08.0 Non-Serious Injury – Unknwn cause	15	24		25		12		15
09.0 Other	109	66		77		78		87
10.0 Self Injurious Acts – No injury	03	04		07		03		07
10.1 Self Injurious Acts – w/injury	10	09		21		14		19
Challenging Behavior	23	41		28		09		08
Fall – with injury	19	12		27		25		12
Arrests	04	03		02		02		05
Total	637	503		545		450		601

E.	Prevention Activity	Quarter	YTD
	Hours Used in Training Provided	18.00	18.00
	Hours Used in Training Received	05.25	05.25
	Hours Used in Site Visits	01.50	01.50
F.	Monitoring Activity	Quarter	YTD
	Incident Report Received	637	637
G.	Source of All Complaints:	Quarter	YTD
	Recipient:	01	01
	Staff:	10	10
	ORR:	15	15
	Gdn/Family:	02	02
	Anonymous:	01	01
	Comm/Gen Pub:	-0-	-0-
	Total	29	29

Ruth M. Hewett, Recipient Rights Officer

01/22/2025
Date

Turnover by Department

Division/Department Name	# at 1/1/2024	Employees Hired/Trnsfr'd	Employees Separated/Trnsfr'd	# at 12/31/2024	Total Turnover
Administration/Support Services	49	6	9	46	18%
MI/IDD Program Management	6		1	5	17%
Psychiatry & Nursing Support	13	2		15	0%
OAS & OBRA Services	12	1		13	0%
MI CRS Services	3	1		4	0%
MI Access	2	1	1	2	50%
MI Adult Casemanagement	6	1	1	6	17%
MI Adult A.C.T.	3	3	3	3	100%
Home Based Child	6	3	1	8	17%
MI CLS & Peer Support Services	18	8	5	22	28%
MI/IDD Employment Services	18	4	5	17	28%
Self Determination	4			4	0%
DD Casemanagement	9	2	2	9	22%
DD Clinical Support	2			2	0%
DD SIP Residential	35	16	20	31	57%
DD Community Support	19	4	2	21	11%
Greenhaven (7-1-24 formerly Blue Horizons)	10	1	3	8	30%
Brege	10	3	5	8	50%
Cambridge	11	3	2	12	18%
Harrisville	11	8	9	10	82%
Mill Creek	10	11	13	8	11%
Pine Park	11	3	3	11	27%
Princeton	9	8	6	11	67%
Thunder Bay Heights	12	1	6	7	50%
Walnut	<u>10</u>	12	12	<u>10</u>	120%
Totals	299	102	109	293	36%

Agency-Wide Turnover

<u>Division/Department Name</u>	<u># at 1/1/2024</u>	<u>Number Hires</u>	<u>Total Employees Separated</u>	<u># at 12/31/2024</u>	<u>Total Turnover Rate</u>
All Employees	<u>299</u>	<u>94</u>	<u>100</u>	<u>293</u>	33%

EXECUTIVE LIMITATIONS

(Manual Section)

ASSET PROTECTION

Board Approval of Policy

August 8, 2002

Policy Last Reviewed:

March 14, 2024

Last Revision to Policy Approved by Board:

March 14, 2024

●1 **POLICY:**

The Executive Director may not allow assets to be unprotected, inadequately maintained, nor unnecessarily risked.

Accordingly, he or she may not:

1. Fail to insure against theft and casualty losses at:
 - Actual cash value, less any reasonable deductible for vehicles;
 - Replacement value, less any reasonable deductible for personal and real property; and,
 - Against liability losses to Board members, staff, or the organization itself in an amount greater than the average for comparable organizations.
2. Allow unbonded personnel access to material amounts of funds.
3. Unnecessarily expose the organization, its Board or staff to claims of liability. The Executive Director's annual monitoring report shall include a risk analysis summary.
4. Make any purchase wherein normally prudent protection has not been given against conflict of interest. Make any purchase of over \$2,000 without having obtained comparative prices and quality. Make any purchase over \$10,000 without a stringent method of assuring the balance of long term quality and cost; further, such purchases over \$10,000, not included in the Board's capital equipment budget, shall require Board approval. Orders shall not be split to avoid these criteria.
5. Fail to protect intellectual property, information, and files from loss or significant damage.
6. Receive, process, or disburse funds under controls which are insufficient to meet the Board-appointed auditor's standards.

7. Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions.
8. Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission, including changing the name of the organization or substantially altering its identity in the community.
9. Subject facilities and equipment to improper wear and tear or insufficient maintenance.

●2 **APPLICATION:**

The Northeast Michigan Community Mental Health Authority Board

●3 **DEFINITIONS:**

●4 **REFERENCES:**

●5 **FORMS AND EXHIBITS:**

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GOVERNANCE PROCESS

(Manual Section)

BOARD COMMITTEE PRINCIPLES

Board Approval of Policy

August 8, 2002

Policy Last Reviewed:

February 8, 2024

Last Revision to Policy Approved by Board:

February 13, 2020

●1 **POLICY:**

Board committees, when used, will be assigned so as to reinforce the wholeness of the board's job and so as never to interfere with delegation from board to Executive Director. Committees will be used sparingly and ordinarily in an *ad hoc* capacity.

1. Board committees are to help the board do its job, not to help or advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees will normally not have direct dealings with current staff operations.
2. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Executive Director.
3. Board committees cannot exercise authority over staff. Because the Executive Director works for the full board, he or she will not be required to obtain approval of a board committee before an executive action.
4. Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore, a board committee which has helped the board create policy on some topic will not be used to monitor organizational performance on that same subject.
5. This policy applies only to committees which are formed by board action, whether or not the committees include non-board members. It does not apply to committees formed under the authority of the Executive Director.

●2 **APPLICATION:**

The Northeast Michigan Community Mental Health Authority Board

●3 **DEFINITIONS:**

●4 **REFERENCES:**

●5 **FORMS AND EXHIBITS:**

BOARD STAFF RELATIONSHIP

(Manual Section)

DELEGATION TO THE EXECUTIVE DIRECTOR

Board Approval of Policy

August 8, 2002

Policy Last Reviewed:

February 8, 2024

Last Revision to Policy Approved by Board:

February 9, 2023

●1 POLICY:

All Board authority delegated to staff is delegated through the Executive Director, so that all authority and accountability of staff—as far as the Board is concerned—is considered to be the authority and accountability of the Executive Director.

1. The Board will direct the Executive Director to achieve specified results, for specified recipients, at a specified worth through the establishment of *Ends* policies. The Board will limit the latitude the Executive Director may exercise in practices, methods, conduct, and other “means” to the Ends through establishment of *Executive Limitations* policies.
2. As long as the Executive Director uses *any reasonable interpretation* of the Board’s *Ends* and *Executive Limitations* policies, the Executive Director is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities.
3. The Board may change its *Ends* and *Executive Limitations* policies, thereby shifting the boundary between Board and Executive Director domains. By so doing, the Board changes the latitude of choice given to the Executive Director. But so long as any particular delegation is in place, the Board and its members will respect and support the Executive Director’s choices. This does not prevent the Board from obtaining information in the delegated areas.
4. Only decisions of the Board acting as a body are binding upon the Executive Director.
 - A. Decisions or instructions of individual Board members, officers, or committees are not binding on the Executive Director except in rare instances when the Board has specifically authorized such exercise of authority.
 - B. In the case of Board members or committees requesting information or assistance without Board authorization, the Executive Director can refuse such requests that require—in the Executive Director’s judgment—a material amount of staff time or funds or is disruptive.

●2 APPLICATION:

The Northeast Michigan Community Mental Health Authority Board

●3 DEFINITIONS:

●4 REFERENCES:

●5 FORMS AND EXHIBITS:

MARCH AGENDA ITEMS

Policy Review

Budgeting 01-004

Policy Review & Self-Evaluation

Board Members' Code of Conduct 02-008

Monitoring Reports

Budgeting 01-004

Financial Condition 01-005

Asset Protection 01-007

Activity

Board Member Recognition

Educational Session

TBD