

Northeast Michigan Community Mental Health Authority Board

Board Meeting

June 9, 2011

I. Call to Order

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

II. Roll Call and Determination of a Quorum

Present: Linda Canfield, Maggie Clay, Virginia DeRosia, Judy Hutchins, Marie LaLonde, Terry Larson, Gary Nowak, Tom Young

Absent: Richard Anderson, Alan Fischer (excused), Tom Mullaney (excused), Pat Przeslawski (excused)

Staff & Guests: Lisa Anderson, Carolyn Bruning, Lee Ann Bushey, Ruth Hewett, Cheryl Jaworowski, Ed LaFramboise, Cathy Meske, Teresa Prill, Charles Terry, Tony White, Dick Wiitala, Janet Wood

III. Consent Agenda

1. Approval of Minutes

Moved by Tom Young, supported by Linda Canfield, to approve the Consent Agenda as presented. Motion carried.

IV. Information and/or Comments from the Public

There were no comments presented.

V. Educational Session – Information Technology (IT) Services

Dick Wiitala, IT Coordinator, provided the Board with an overview of the Information Technology services at Northeast. He introduced staffing of the IT Department via a photo. Mr. Wiitala provided Board members with the network structure mapping between our main offices and the Affiliation. He reported the main servers for consumer records are physically located in the Petoskey office. He noted this network evolved over the past 10 years. He reported staff having broadband connection can VPN (Virtual Private Network) back to the office, which allows them to do work from other locations as long as the connection is available. This is being tested on a trial basis and will be expanded in the future.

Dick Wiitala reported Northeast is part of the Merit Network which provides fiber connections which allows for faster bandwidth. He reported the fiber connection between Hillman and Alpena have reduced costs by about 50%. He reports there is a consortium, of which we are a member, that includes schools, county government, NOAA and some others.

Dick Wiitala reported the Electronic Medical Records system is currently under development. He noted if all paper records were put in one room it would fill the Board Room. He noted approximately 30 file cabinets have already been emptied.

Richard Anderson arrived at 3:10 p.m.

There are approximately eight file cabinets remaining of active consumer files to be scanned. Dick reported the paper records are scanned and after verification the records is electronic in its entirety, the paper records are shredded.

Dick provided some pictorial shots of clerical at work and also screen shots of what an electronic medical record would look like. He pulled up a sample document of a medication consent for viewing, noting the records are optically recognized so searches can be done to locate specific words and/or information.

Dick reported staff are granted privileges based on need to know basis and tracking is monitored to assure proper access is maintained.

Gary Nowak inquired as to the cost savings as a result of electronic medical records. Dick reported it would be hard to calculate savings but most noticeable at this point is the space being reclaimed to be used for other needs. Ed LaFramboise provided Board members with the time and mileage savings due to his ability to view records without having to come to Alpena.

Dick Wiitala reviewed the issues involved with hosting Board meeting packets online for access to eliminate paper Board packets. He provided a brief overview of the items located on the agency's web page. Dick reported the Board Room is wired to provide wireless access.

Board members were polled to determine interest in whether obtaining their meeting materials in this method would be desired. Board members interested were requested to come early to the next Board meeting with their laptops to test and be trained.

VI. FY10 -11 Budget Amendment

Tony White reported the budget amendment considered this evening has an additional \$1.5 million in revenues. He reported this is mainly due to the fact that revenues from the state come in after the fiscal year began. Mr. White reported this budget amendment includes some new positions for this fiscal year that are supported with funds that would otherwise lapse this year; therefore, some of those positions may not be supported in next fiscal year.

Cheryl Jaworowski reviewed the revenue and expenditure budget line items that are affected by the amendment. She also noted the property/staff liability insurance has dropped significantly and was just notified of an additional decrease.

Cheryl Jaworowski briefly reviewed the Internal Service Funds noting the risk fund for state facility usage will not be allowable in next fiscal year so will need to be spent this year.

Mr. White highlighted some of the items added in this budget amendment as result of the Medicaid enhancements the Affiliation agreed to earlier in this fiscal year as discussed earlier. The enhancements include MI Supported Employment, Integration of Primary Health Care and Mental Health Care, Supported Independent Living expansion and Electronic Medical Record implementation.

Moved by Richard Anderson, supported by Tom Young, to approve the FY10 – 11 Budget Amendment as presented. Motion carried. Roll Call Vote: Ayes: Richard Anderson, Linda Canfield, Maggie Clay, Virginia DeRosia, Judy Hutchins, Marie LaLonde, Terry Larson, Gary Nowak, Tom Young; Nays: None; Absent: Alan Fischer, Tom Mullaney, Pat Przeslawski

VII. Audit – Compliance Report

Cheryl Jaworowski reviewed the Compliance Report with Board members. She reported the compliance audit is compiled in conjunction with the financial audit. This part of the audit was not complete when the financial audit was presented to the board. Cheryl Jaworowski reported there was one known fraud claim. Mr. White reported the Attorney General's office was alerted and their investigation concluded; however, the Agency did not agree with their minimal findings and have since turned the case over to the Michigan Department of Community Health, Fraud Division.

Moved by Terry Larson, supported by Marie LaLonde, to accept and file the FY 09 – 10 Compliance Report as presented. Motion carried.

VIII. June Monitoring Reports

1. Treatment of Consumers 01-002

The information was included in the mailing and Board members had no concerns.

2. Budgeting 01-004

Cheryl Jaworowski reviewed the financial report for the month ending April 30, 2011.

3. Financial Condition 01-005

Cheryl Jaworowski reviewed the Statement of Net Assets and Change in Net Assets report. She reported all the long-term debt was eliminated as of April 19, 2011. The next report will show long term debt association with employee benefits only.

Cheryl Jaworowski reviewed the Foundation balance sheet indicating the spendable portion of that amount is \$6,876.87.

Moved by Tom Young, supported by Richard Anderson, to accept the June monitoring reports as presented. Motion carried.

IX. Board Policy Review and Self Evaluation

1. Board Job Description 02-003

There were no comments or recommendations for this policy.

2. Board Core Values 02-014

There were no comments or recommendations for this policy. Linda Canfield indicated this policy is appropriate the way it is written.

X. Linkage Reports

1. Northern Affiliation

Tony White reported the Northern Affiliation Board met on June 1. He reported there was an update presented related to the electronic medical records process as an Affiliation.

2. Board Association

a. Spring Conference Update

Gary Nowak reported he attended the Chairman's meeting just prior to the conference. He noted there were only six Board Chairs in attendance. It was a long trip with little outcome. He attended a pre-conference institute by Mike Vizena. Judy Hutchins attended a session about Gentle Teaching. Ed LaFramboise reported a plenary session at the conference by a football coach was very entertaining and motivating. He reported Olga Dazzo also spoke and was basically a rerun of the February presentation. Mr. LaFramboise noted the Affordable Care Act presentation indicated an influx of possibly 400,000 – 600,000 new Medicaid cases in Michigan when fully implemented.

b. AEG Economic Impact Study

Tony White reviewed the AEG Economic Impact Study noting he had briefly discussed this paper with Board members that attended the Legislative event at the Educational Service District with Senator Moolenaar and Representative Pettalia. Mr. White reported AEG was secured by the Board Association to review the community mental health system and determine what might happen should the services no longer be available for consumers. The key findings were reviewed with the Board. The study indicates services provided to consumers in an emergent situation average about \$13,000 compared to \$626 spent on adults with early intervention, concluding that these early invention services save the state considerable resources.

3. Consumer Advisory Council

Tony White noted the minutes of the Council's May meeting were included in the mailing. He reported the Council was presented with an overview of the "Welcoming" changes proposed for the front office structure to help facilitate and ease new consumers' first visits for services.

Gary Nowak reported he attended this past Monday's Council meeting and Cathy Meske had provided information about the Supported Housing Grant for homeless and chronic homeless consumers.

4. Federally Qualified Healthcare Centers (FQHCs)

Tony White reported the minutes from the meeting with the local health care centers were included in the mailing. He reported enthusiasm by all parties to establish bi-directional integration of primary and behavioral health services. The parties are at the very early stages in these discussion; the board will be kept fully apprised as this progresses.

XI. Chair's Report

1. Strategic Planning Discussion

Gary Nowak reported the memo included in the mailing is the beginning of identifying priorities for focus for this agency.

Following discussion, the list was prioritized:

1. Psychiatry;
2. CMH Organizational Issues;
3. Integration of behavioral healthcare with primary care;
4. Twenty-five year mortality;
5. Mission statement review.

Tony White suggested that issues 2 & 3 issues require immediate attention.

Regarding psychiatry, telemedicine may need to be relied upon, at least to some degree in the future. Terry Larson indicated NMSAS uses tele-psychiatry through Michigan State. Tony White reviewed the composition of the Northeast Psychiatric Department including psychiatrists, physician's assistants, clinical nurse practitioners, and nursing. Cheryl Jaworowski reported she attended a conference last month and indicated psychiatry shortage is a statewide problem.

Linda Canfield reported, as a nurse working in the emergency room, she appreciates the pre-screen workers and their professional manner in which they treat the patients and also notes many special arrangements are made to get the consumers into this office early the next day, etc.

Tony White noted next steps should be to develop the plan further with specific outcomes, steps and timelines. He noted the Board Association will be instrumental in how some of this gets done related to the integration as all boards are trying to figure out the best way to implement such a change. He will prepare suggestion for the boards consideration at the July meeting.

XII. Director's Report

1. Budget Update

Tony White reported next year's budget talks have indicated there will be a rebasing of Medicaid in next fiscal year. He noted reports that the state's revenue stream is improving somewhat, which might make general funds somewhat more stable next year.

Judy Hutchins inquired as to how the census results figure into the funding for general funds.

Tony White reported the proposed cuts for next year in general funds will use the formula used in the past; however, reductions due to the use of the formula may not exceed 4%. In addition, there will be a cut in general funds that must come from administrative costs.

Tony White distributed the "Consensus Document" developed related to Michigan's Public Mental Health System. The Board Association has prepared this statement and will present this to the

Director, Olga Dazzo, to promote the efficiencies of the community mental health system and to offer our assistance.

Tom Young was excused from the meeting at 4:42 p.m.

2. Office / Facility Planning

Tony White reviewed previous discussions related to office space in the Hillman area and the lack of office space at the Alpena office. He reported, due to the unknowns about future funding, it is difficult now to establish new long-term commitments to purchase or build another facility. He notes the agency has looked at potential rental space to ease the pressure until the future funding is known. One location looked at was a previous doctor's office.

Judy Hutchins was excused from the meeting at 4:47 p.m.

Gary Nowak expressed his concern over paying rent (versus ownership), especially when the agency must maintain the property. Tony White suggested this be revisited when some of the unknowns about the future of CMH and CMH funding are settled; and that, meanwhile we attempt to make do or rent to allow for a temporary solution.

3. Center for Positive Living Update

Tony White reported the Center for Positive Living, the organization instrumental in Gentle Teaching, has invited Northeast to become a regional partner. Northeast was one of two boards invited to participate. He reported he and Ed LaFramboise will be attending a meeting in Lansing along with Muskegon and the Department as well as the Center for Positive Living to determine how a partnership might be formed. In this arrangement, Northeast would provide training and assistance to other CMHSPs in Northern Michigan with financial support from the Center.

4. QI Council Update

The minutes were included in the mailing and Board members had no questions.

XIII. Information and/or Comments from the Public

There were no comments presented.

XIV. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, July 14, 2011 at 3:00 p.m.

A. Set July Agenda

The July schedule was reviewed.

B. Evaluation of Meeting

Consensus of Board members indicated a good meeting.

XV. Adjournment

Moved by Virginia DeRosia, supported by Linda Canfield, to adjourn the meeting. Motion carried. This meeting adjourned at 4:55 p.m.

[signed by Virginia DeRosia on 07/14/11]
Virginia DeRosia, Secretary

[signed by Gary Nowak on 07/14/11]
Gary Nowak, Chair

Diane Hayka
Recorder