

Northeast Michigan Community Mental Health Authority Board

Board Meeting

October 14, 2010

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: Richard Anderson, Linda Canfield, Maggie Clay, Virginia DeRosia, Alan Fischer, Judy Hutchins, Marie LaLonde, Terry Larson, Tom Mullaney, Gary Nowak, Tom Young

Absent: Pat Przeslawski (excused)

Staff & Guests: Lisa Anderson, Vicki Bendig, Carolyn Bruning, Lee Ann Bushey, Lynne Fredlund, Nelia Gill, Cheryl Jaworowski, Cathy Meske, Thresa Prill, Charles Terry, Tony White, Janet Wood

III. Approval of Minutes

Moved by Virginia DeRosia, supported by Richard Anderson, to approve the minutes of the September 9, 2010 meeting, as presented. Motion carried.

IV. Information and/or Comments from the Public

There were no comments presented.

V. Educational Session – Critical Incident/Stress Debriefing

Cathy Meske, MI Services Division Director, provided the Board with an overview of Critical Incident Stress Debriefing. She reported she and two other community mental health staff have attended trainings over the past two years which will allow them to provide debriefing services to the community. She obtained permission from the International Critical Incident Stress Foundation and the authors of the presentation to use that information for tonight's presentation. Cathy Meske explained that individuals affected by such incidents have a better chance of dealing with the situation if the debriefing services are provided in a prompt manner. Cathy noted there is a Critical Incident Response Team of Northern Michigan established, which includes three of our four counties and these trained staff will be ready to respond should such an event occur. Alcona County has a similar team and Cathy Meske reported she has contacted the emergency personnel in Alcona County to inform them we are available should the need occur.

A critical incident is any event that generates intense emotional feelings that overwhelm an individual or group of individuals' ability to cope. In these circumstances, the usual coping mechanisms fail and individuals just cannot shake the event from their mind. This, in turn, causes inability to perform daily or work activities.

Cathy noted fire departments, police, emergency responders, community or individuals determine what is a critical event. The team is then called in and responds almost immediately to the call. Examples of critical incidents include line-of-duty death, suicide of a colleague, serious or on-the-job injury, disaster or multi-casualty incident, police shooting, or killing or wounding of any person in a routine operation, or any event with significant threat to those involved or significant events involving children.

Once an incident is determined, a CISM [Critical Incident Stress Management or Comprehensive Integrated Systemic Multi-component] is conducted. This is not a substitute for psychotherapy and has been defined as psychological first-aid, which is designed to lower tension, facilitate normal recovery process and restore adaptive functioning.

Cathy Meske reported a CISM is comprised of seven phases. The first phase is an introductory phase of team members and participants. This meeting is not a confidential meeting and the rules of the process are identified. The next phase, the fact phase, attendees are asked to share their role in the event and their observations. The thought phase gets individuals identifying what their most prominent thought regarding the incident was to them. The reaction phase has individuals identifying what the most painful part of the incident was to them. The symptom phase consists of identifying what physical or behavioral changes have been experienced since the event. She reported in the teaching phase feelings are normalized. The final phase, the re-entry phase, summarizes and reiterates normalization to foster group cohesion after the event. The debriefing usually lasts about 1 ½ hours and most generally occurs within 48 hours of the event.

Tom Young inquired as to whether this type of service was available during the 9-11 tragedy. Cathy Meske reported that during that time, 10 teams from Michigan were deployed to assist. She noted that she has participated in three debriefing events. Tom Mullaney suggested a similar presentation be provided to the 911 Board of Directors; he also noted this type of training would have been beneficial to him in the early years of his law enforcement career.

VI. Consent Agenda

A. Contract and Grants Approval

- 1. NEMROC**
- 2. Thunder Bay Transportation Authority**
- 3. Diane Sims – Physician Recruitment**
- 4. Master Maintenance**
- 5. NEMCSA – Early Head Start**
- 6. Partners in Prevention**
- 7. Catholic Human Services**

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

VII. October Monitoring Reports

A. Budgeting 01-004

Cheryl Jaworowski reviewed the Revenue and Expense report. She noted there was a net loss during the month of August due entirely to low interest earnings resulting in less local match revenue than necessary. The fund balance will be used to balance the loss.

Moved by Marie LaLonde, supported by Tom Young, to accept the October monitoring reports as presented. Motion carried.

VIII. Board Policy Review and Self Evaluation

A. Annual Board Planning cycle 02-007

Board members reviewed the policy and no changes were recommended.

B. Chief Executive Job Description 03-003

Board members reviewed the policy and no changes were recommended. Alan Fischer noted he does not see a need to make revisions to this policy or others for review tonight.

C. Monitoring Executive Director 03-004

Board members reviewed the proposed policy revisions which are a result of the change in the perpetual calendar.

D. Ends Policy 04-001

Tony White reported this policy was reviewed by the Board a few months ago and the proposed changes are based upon those previous discussions. Mr. White reviewed the addition of language to incorporate use of the S-OQ to track satisfaction and progress of those consumers receiving outpatient services. Cathy Meske reported consumers in outpatient provide the information when they come in for appointments. Those consumers in casemanagement are

requested to complete this survey (S-OQ) at review time. This data is collected by a third party and during the first year of this monitoring, it will be somewhat of a trial as we will need to determine how to integrate the data to produce the results gathered from their surveys.

Moved by Alan Fischer, supported by Virginia DeRosia, to approve revisions to Monitoring Executive Director Policy 03-004 and Ends Policy 04-001 as presented.

Motion carried.

IX. Linkage Reports

A. Northern Affiliation

Tony White noted the Affiliation Board met last month and those minutes should be available to this Board shortly.

B. Board Association

Tony White noted a proposal was received from the Michigan Association of Community Mental Health Board to conduct an 'Economic Impact Study.' He noted the Association is requesting voluntary contribution of \$1,000 to conduct this study. The dollars would cover the cost of an independent group – Anderson Economic Group – to complete the study to determine the impact the cuts would have on community mental health boards in the next fiscal year once the stimulus dollars have dissipated and the enhanced FMAP is gone. Mr. White noted that one of the biggest target for the legislature will be the CMH general funds of community mental health boards as when totaled in one line item in the State's budget, is hundreds of millions of dollars.

Moved by Judy Hutchins, supported by Alan Fischer, to approve the expenditure of \$1,000 for the Michigan Association of Community Mental Health Board's Economic Impact Study as presented.

Marie LaLonde inquired as to where the dollars would come from. Tony White reported he did not know at this time whether this expense would have to be entirely local; further research was necessary. Linda Canfield inquired as to whether there would be additional requests if they did not get enough cooperation among the community mental health boards. Tony White noted he could not be sure but grants are being sought to also be used for this purpose. If enough grant money secured, a refund will be made.

Roll call vote: Ayes: Richard Anderson, Linda Canfield, Maggie Clay, Virginia DeRosia, Alan Fischer, Judy Hutchins, Marie LaLonde, Terry Larson, Tom Mullaney, Gary Nowak, Tom Young; Nays: None; Absent: Patricia Przeslawski

C. Consumer Advisory Council

Tony White reported the Consumer Advisory Council met on Tuesday. He noted Cathy Meske provided the Council with a similar training related to the debriefing process. The Traveling Art Show II will be in our area beginning on October 25 in Alcona County at the Harrisville Library. He reported the Art Show will also be set up at the Alpena County Library in early November. He reported for Montmorency County, we are looking at the Brush Creek Mill as a location to showcase this art. The Rogers City Senior Center will also host the show. He noted there will be press releases to alert the public to dates and times; He also noted that Council members will be assisting in the process.

Gary Nowak indicated he has attended the last few Consumer Advisory meetings and some of the members will be attending the November board meeting to discuss their role and how the Council can assist the Board with its strategic planning.

X. Chair's Report

A. Executive Committee Report

Gary Nowak reported the Executive Committee met on October 7, 2010 to authorize the Director to execute the FY11 contract. Tony White noted there was an item in the contract that was being reviewed related to internal services funds for mitigating risk of excess inpatient service costs.

B. Report of AuSable Valley Discussion

Gary Nowak and Tony White met with AuSable Valley Chair and Director on Monday of this week. They noted there was discussion related to how administrative efficiencies might be realized and that the parties agreed that such discussion is timely. The focus of the discussions would be on administration and overhead-type costs; in some cases, the Northern Affiliation would also be involved.

C. Candidate Forum

Tony White noted four candidates have confirmed their attendance at the forum scheduled for tomorrow at 11:00 a.m. They are Representative Andy Neumann [36th Senate Seat], Peter Pettalia and Casey Viegelahn [106th District House Seat] and Howard Walker [37th Senate Seat]. Mr. White noted John Moolenaar had a schedule conflict and Bob Carr had not confirmed.

D. Perpetual Calendar Adoption

The revisions to the perpetual calendar were reviewed at the September Board meeting. Board members did not request further revisions.

Moved by Richard Anderson, supported by Judy Hutchins to adopt the FY 10-11 Perpetual Calendar as presented. Motion carried.

Gary Nowak reported the Board Member Forum held in Gaylord on September 10 and 11 was very good. He attended the Board member crackerbarrel session on Friday evening which was very interesting to see how differently boards operate. He noted the session on Autism was also very informative. He suggests more board members take advantage of these opportunities.

XI. Director's Report

A. Budget Update

Tony White reported the budget was resolved at the state level and community mental health fared pretty well. The General Fund initial forecast was for a \$50 million reduction, but now is less than \$6 million, most of which must be cut from administration. He reported that he is participating in a workgroup discussing with the Department how this could be accomplished. He noted there is no way to just focus administrative cuts only on the general funds portion of administration. Mr. White noted that any board with administration higher than 13% will be reduced to 13%. He noted Northeast's administrative rate is 12.8%. In addition, each non-Hub member of an Affiliation will need to cut an additional 3%. Regarding Medicaid, Mr. White noted that rates have been rebased and that the Northern Affiliation will see an increase.

Mr. White reported the boilerplate language for jail services was also included in the budget, which will allow CMH to provide service within jails with state general funds. There will need to be agreements in place with sheriff departments.

B. Local Match Follow Up

Tony White provided Board members with two proposals related to State Facility Inpatient Matching Funds. Tony White reviewed the first proposal which would provide a two-year trial period in the local match proposal. Tony White reviewed the second proposal which is the one that he is recommending to the board. The board discussed concerns about protection from spikes and details contained in the proposals

The Board advised the director to begin the process with the counties' Finance Committees.
Moved by Alan Fischer, supported by Linda Canfield, to begin discussions with the counties regarding the state facility local match. Motion carried.

Tom Mullaney reported Alpena County has made a commitment to not pay 120-day old billings. Cheryl Jaworowski reported the state facility billings usually lag by 12 months. Cheryl Jaworowski reported that she provides the county treasurers or probate copies of what she believes the liability to be.

C. QI Council Update

Tony White reported the minutes were included in the mailing. Board members had no questions or concerns.

XII. Information and/or Comments from the Public

There were no comments provided.

XIII. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, November 4, 2010 at 3:00 p.m.

A. Set November Agenda

Gary Nowak requested input from Board members for the November agenda.

Tom Mullaney reported Ogemaw County was notified insurance increase of 60% and Montmorency County of 43%. He noted this is due to the healthcare reform. This makes budgeting very difficult when you don't have bills to substantiate the increases.

B. Meeting Evaluation

Linda Canfield noted the meeting was very good and very informative.

XIV. Adjournment

Moved by Richard Anderson, supported by Virginia DeRosia, to adjourn the meeting.

Motion carried. This meeting adjourned at 4:40 p.m.

{signed on 11-04-10}
Virginia DeRosia, Secretary

{signed on 11-04-10}
Gary Nowak, Chair

Diane Hayka
Recorder