

# Northeast Michigan Community Mental Health Authority Board

## Board Meeting

December 9, 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: Linda Canfield, Maggie Clay, Virginia DeRosia, Alan Fischer, Judy Hutchins, Marie LaLonde, Terry Larson, Gary Nowak, Patricia Przeslawski, Tom Young

Absent: Richard Anderson, Tom Mullaney (excused)

Staff & Guests: Lisa Anderson, Jessica Barbeau, Roger Boston, Carolyn Bruning, Linda Campbell, Steve Gilmore, Tim Gray, Sam Hiske, Loretta Howard, Cheryl Jaworowski, Ed LaFramboise, Cindy LaMay, Cathy Meske, Amanda Smith, Charles Terry, Tony White, Peggy Yachasz, Mrs. Tom Young

### III. Consent Agenda

1. **Approval of Minutes**
2. **Contracts**
  - a. **Bay View Center**

***Moved by Marie LaLonde, supported by Pat Przeslawski, to approve the Consent Agenda as presented.*** Motion carried.

Richard Anderson arrived at 3:02 p.m.

### IV. Information and/or Comments from the Public

There were no comments presented.

### V. Educational Session – Supported Independent Program Monitoring

Peggy Yachasz, Coordinator of the Supported Independent Program, provided the board with an overview of the Supported Independent Response Program. This system is similar to that of a First Alert response system. A room was renovated in this building to house the system and is currently staffed 24/7. Staff are provided with intensive training to work in this program so they can respond to the various emergencies that may arise. The response system works over the phone lines and uses a generator in the event of a power outage. The consumer can connect over a special phone instrument or there is a bracelet that can be worn which works up to 150 feet away from the main unit allowing for some flexibility. The staff listen to the monitors and are able to discern normal household noises and noises from consumers that would require a response. The program began serving 6 consumers and has now grown to 21 consumers. The response system has eliminated the need for nighttime staffing for these consumers. The staff also provide supports such as medication passing, blood pressure checks, blood sugar testing, etc. In addition, the night staff work on agency projects such as copying, making agency brochures, etc.

Ms. Yachasz reported two other community mental health boards (Central Michigan and Washtenaw) provide similar services in their community.

Peggy Yachasz reported there was a lot of apprehension initially from guardians and family members but that has been completely eliminated, as consumers are very happy with the freedom and increased privacy they can enjoy.

Ms. Yachasz provided the board with a summary of the dollar savings resulting from this service. The savings is substantial and does not include the extras performed by staff for other face-to-face

services. She invited Board members to tour the facility at the end of this meeting. She also answered questions related to phone outages and back up plans in those situations.

## **VI. December Monitoring Reports**

### **1. Budgeting 01-004**

Cheryl Jaworowski reviewed the Revenue and Expense report with the Board. She noted all shortages were directly related to local match. She reported the Agency is underspent in Medicaid by \$1,324,622 and \$277,250 in General Funds. She noted the Medicaid dollars will be returned to the Affiliation and be put in the Risk fund at the Affiliation for future needs.

### **2. Financial Condition 01-005**

Cheryl Jaworowski reviewed the Statement of Net Assets and Change of Net Assets Proprietary Funds. She noted this report replaces the balance sheet previously utilized. Cheryl provided explanation of the swings that show up on this report. She noted overall this will be corrected when the dollars are returned to the Affiliation, Department, etc. and will even out and be similar to last year. She reported at the end of the fiscal year, the Agency had enough on hand to operate 31 days should the contract be discontinued.

Tony White reviewed the balance sheet of the fund established as the endowment fund, noting the board seeded the fund with a contribution of \$5,000 and other dollars have been donated mainly by employees through payroll deduction. Tony White reported the spendable portion of this fund is about \$6,000 at this time and management will be preparing a proposal for potential use of these funds.

### **3. Grants or Contracts 01-011**

Tony White reported this monitoring report is compiled by Northeast's Contract Coordinator, Lynne Fredlund. Tony White reviewed some issues related to contract compliance that are relatively minor; mostly related to training requirements. He noted the Affiliation is working to develop a standard contract to be used by all three affiliate members.

***Moved by Linda Canfield, supported by Terry Larson, to accept the December monitoring reports, as presented.*** Motion carried.

## **VII. Board Policy Review and Self Evaluation**

### **1. Grants or Contracts 01-011**

Board members reviewed the policy and no changes were recommended.

### **2. Board Member Recognition 02-011**

Board members reviewed the policy noting it was updated recently and works well. No changes were recommended.

### **3. Board Member Orientation 02-015**

Board members are provided orientation at the beginning of their appointed term. Judy Hutchins inquired as to whether compliance of the policy is maintained. Linda Canfield reported she believes the orientation is sufficient and that board members need to put some responsibility on themselves in assuring they are getting their questions answered. Terry Larson reported the BoardWorks DVDs were very helpful in answering questions and providing history of community mental health.

## **VIII. By-Law Review**

By-Laws are reviewed annually. Tony White noted the question has been raised related to roll call votes used when agency funds are involved. Gary Nowak reported Tom Mullaney had requested roll call. Tom Young noted the roll call language in the by-laws seems sufficient as any member may request a roll call vote. It was noted the agenda for regular meetings should be revised to eliminate the appointment of the evaluator as well as approval of minutes as that approval is now combined with the Consent Agenda.

***Moved by Pat Przeslawski, supported by Virginia DeRosia, to revise the by-laws to address current meeting agenda items.*** Motion carried.

**IX. Nominations Committee Report**

Virginia DeRosia reported four member's terms are up in 2011. They are:

Virginia DeRosia, Alcona County  
Linda Canfield, Alpena County  
Maggie Clay, Montmorency County  
Gary Nowak, Presque Isle County

Letters will be sent to the counties to recommend reappointment.

**X. Linkage Reports**

**1. Northern Affiliation**

**a. Comprehensive Provider Agreement**

Tony White reported this contract is our Medicaid contract with the Northern Affiliation noting the actual contract was received earlier today.

Mr. White reviewed the changes in the contract. The 90-day cancellation notice will be removed from the contract. Language was added related to the Behavior Treatment review committee. This agency has been doing this since 1980. Mr. White reported there were many types of service descriptions removed and instead reference to the Medicaid Manual are made. Program integrity language dealing mainly with federal issues related to compliance was added to the contract. Evidence-based practice language was also added.

The contract amount is \$21,326,417. This represents our last year contract with an economic increase of just over 3%. There are also some addition funds focused on Medicaid services identified by the Northern Affiliation for enhancement.

**1. Budget Update: Medicaid Service Enhancements**

Tony White reviewed the item under the Director's Report related to the Medicaid Service Enhancement. Mr. White reviewed each service expansion priority with the Board. Priorities 1 & 2 are directed at supported employment in the MI Services Division. Priorities 3 & 4 would provide integration with primary care. This would allow us to contract with Alcona Health Center (4 locations) and Thunder Bay Community Health Services (4 locations) to provide services in those 8 locations for people with serious mental illness. This would increase the options for consumers in the outlying areas. The initial budget included the funding equivalent of two staff and this would add two more in those facilities to provide clinical services.

Maggie Clay inquired as to how similar or how different the three affiliate boards are in the provision of services. Mr. White reported there are differences and the department is putting the pressure on the assure services are more similar so consumers are offered the same type of services no matter where they live.

Priority 5 would be to expand development of the independent living settings and close an additional group home. This would likely only happen through natural attrition (mortality) of residents. Ed LaFramboise reported the savings of a home closure are approximately \$400,000. .

Linda Canfield inquired about the long-term effect these new positions will have on the agency. Tony White reported that we would attempt to

develop these services in ways that will allow Northeast to reduce operations quickly should there be state-initiated budget cuts due to Michigan's economic situation.

***Moved by Pat Przeslawski, supported by Tom Young, to approve the Comprehensive Provider Agreement with North Country Community Mental Health as presented.*** Roll call vote: Ayes: Richard Anderson, Linda Canfield, Maggie Clay, Virginia DeRosia, Alan Fischer, Judy Hutchins, Marie LaLonde, Terry Larson, Gary Nowak, Patricia Przeslawski, Tom Young ; Nays: None; Absent: Tom Mullaney

Motion carried.

**b. September Affiliation Board Minutes**

The minutes from the September Affiliation Board meeting were included in the mailing.

**2. MACMHB**

There is nothing to new to report from the Board Association.

**3. Consumer Advisory Council**

The minutes of the November meeting were included in the mailing.

**XI. Chair's Report**

**A. Association Dues Approval**

The annual dues for the Michigan Association of Community Mental Health Boards and the National Council for FY 10/11 are \$9,644.00.

***Moved by Pat Przeslawski, supported by Richard Anderson , to approve the Michigan Association of Community Mental Health Board dues for FY '10-'11 in the amount of \$9,644.00.*** Roll call vote: Ayes: Richard Anderson, Linda Canfield, Maggie Clay, Virginia DeRosia, Alan Fischer, Judy Hutchins, Marie LaLonde, Terry Larson, Gary Nowak, Patricia Przeslawski, Tom Young; Nays: None; Absent: Tom Mullaney

Motion carried.

**XII. Director's Report**

**A. Local Match Proposed Resolution**

Tony White updated the Board related to progress made with the counties related to state facility inpatient local match matter. Mr. White reported he met with each of the counties and presented the proposal outline. He presented a proposed Resolution to be presented to the counties which would amend the resolution passed by the counties in 1997 which created the agency as an Authority. While the inpatient portion of match would be capped at the 1997 level (\$61,641), it would be redistributed among the counties every five years based upon the previous five year utilization. He explained that this element leaves the counties with "skin in the game" as facility utilization is often influenced by matters beyond the control of community mental health, e.g., probate courts, etc. Terry Larson voiced concern that this might increase exposure to risk for the board. Tony White noted the Mental Health Code freezes the county's share of funding at its pre-Authority level as one of the inducements to agreeing to allow the board to become an Authority.

***Moved by Richard Anderson, supported by Pat Przeslawski, to approve the resolution as drafted be presented to the counties.*** Motion carried.

**XIII. Information Technology Services Organization Contract**

Tony White reviewed the proposed contract with the Board. This contract proposes virtually no change from a previous agreement we have had with the Bay-Arenac Community Mental Health for

software and services in support of the agency's Electronic Medical Record (EMR). What is new is that Bay-Arenac business has spun off that unit of its operations to a new entity, Information Technology Services Organization, Inc. As there has been no final decision yet regarding the EMR process within the Northern Affiliation, this contract allows for termination if needed after the initial four months.

***Moved by Richard Anderson, supported by Pat Przeslawski, to approve the contract between Northeast and Information Technology Services Organization as presented.***

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

Motion carried.

**XIV. Information and/or Comments from the Public**

Richard Anderson inquired as to whether options are available to have the board packet mailed electronically versus paper packets. Much discussion related to future possibilities regarding board packets ensued. Several board members receive the Friday Facts via e-mail and this would eliminate some copying. The Board Association will be provided with current e-mail addresses for future mailing of the Friday Facts. Cathy Meske suggested the packet be put on the screen during board meetings if packets go electronic.

Pat Przeslawski wished Board members a Very Merry Christmas and thanked for the treats.

Judy Hutchins invited Board members to the Bay View Center for their open house tomorrow, December 10, from 4 p.m. to 7 p.m.

Linda Canfield requested to be excused from the January meeting.

**XV. Next Meeting**

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, January 13, 2011 at 3:00 p.m.

**A. Set January Agenda**

Gary Nowak requested input from Board members for the January agenda. The Consumer Advisory Council will be the educational session.

**B. Meeting Evaluation**

Pat Przeslawski provided meeting evaluation noting board members stayed on task this month and it was a very good meeting. Gary Nowak wished everyone Merry Christmas and Happy New Year.

**XVI. Adjournment**

***Moved by Richard Anderson, supported by Terry Larson, to adjourn the meeting.*** Motion carried. This meeting adjourned at 4:40 p.m.

{signed on 1/13/2011}  
Virginia DeRosia, Secretary

{signed on 1/13/2011}  
Gary Nowak, Chair

Diane Hayka  
Recorder