

Northeast Michigan Community Mental Health Authority Board

Board Meeting

November 8, 2012

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, Virginia DeRosia, Roger Frye, Judy Hutchins, Terry Larson, Gary Nowak, Pat Przeslawski

Absent: Richard Anderson, Alan Fischer, Marie LaLonde, Tom Mullaney (excused), Tom Young

Staff & Guests: Carolyn Bruning, Lee Ann Bushey, Jacquelyn Fitzgerald, Lynne Fredlund, Ruth Hewett, Cheryl Jaworowski, Ed LaFramboise, Carol Meske, Cathy Meske, Nena Sork

III. Information and/or Comments from the Public

There were no comments or information presented.

Marie LaLonde and Tom Young arrived at 3:05 p.m.

IV. Educational Session – QI Update

Lynne Fredlund

Lynne Fredlund provided the Board with an update on Northeast's Quality Improvement Program. She reported three staff are included in the Quality Improvement Department – Carol Meske, Lynne Fredlund, and Donna Roussin. Lynne Fredlund provided brief job roles within this department. CARF Certification requires an active Quality Improvement Council. Ms. Fredlund reports this Council meets monthly and includes representation from various programs and each county; however, the Alcona County seat is vacant at this time. The council structure has various standing committees providing reports. These committees include: CARF Committee, Customer Satisfaction Committee, Resource Standards and Development Committee, Risk Management Committee, Safety Committee and the Utilization Management Committee.

The QI Council receives information from Management Team, Consumer Advisory Council, QI members, and the Quality Oversight Committee [Affiliation oversight committee].

The Council regularly reviews data related to the Performance Indicator Reports which cover various identified goals. Ed LaFramboise reported Carol Meske has put a dashboard on the internal website so staff are aware of the scores as well. Ms. Fredlund also reviewed the Benchmarking Project Reports and the information contained in those reports. The Benchmarking reports compare agencies statewide as well as some national comparisons. This allows agencies to determine if there is an area needing improvement.

Lynne Fredlund indicated the Council receives improvement opportunities through various avenues such as QI Idea forms, Incident Reports, Management Team, Departments, Suggestion Box, etc. The method used in reviewing improvement opportunities is the PDCA (Plan, Do, Check, Act).

Lynne provided a brief overview of the various project teams currently focusing on various issues. Ed LaFramboise reported he was fortunate to participate in a meeting earlier today where the supervisors were reviewing data collectively and assuring data is reviewed monthly.

Pat Przeslawski inquired about a Board member participating on the QOC. QOC is an affiliation group and initially Alan Fischer was a representative for Northeast.

V. Consent Agenda

- 1. Approval of Minutes**
- 2. Contracts**
 - a. Center for Positive Living**
 - b. Northeast Michigan Fiber Consortium**

Moved by Roger Frye, supported by Judy Hutchins, to approve the Consent Agenda as presented. Roll call vote: Ayes: Linda Canfield, Virginia DeRosia, Roger Frye, Judy Hutchins, Marie LaLonde, Terry Larson, Gary Nowak, Pat Przeslawski, Tom Young; Nays: None; Absent: Richard Anderson, Alan Fischer, Tom Mullaney. Motion carried.

VI. November Monitoring Reports

1. Treatment of Consumers 01-002

The Treatment of Consumers monitoring report was included in the mailing. Ruth Hewett noted the Rights Committee had made a recommendation to the Board to address a scanner for the Rights Office to enable it to go paperless. It was determined Management should be the determining factor in purchasing any equipment for departments.

2. Budgeting 01-004

Cheryl Jaworowski reviewed the preliminary Statement of Revenue and Expense noting September shows a net loss of \$154,448. General Funds are overspent by \$203,213 with a surplus of Medicaid dollars amounting to \$1,108,975. Cheryl Jaworowski reported last year the surplus in Medicaid dollars was about \$1,400,000 and the overspending of General Funds was \$46,000. She reported the Ends policy requires notification to the Board if the General Funds are overspent by 1.05%, which this fiscal year appears to be the case. The amount over the limit is \$109,668. This is an improvement from last month; however, we are not closed out completely for the fiscal year. Marie LaLonde inquired whether this shortfall is due to the funding of the drop-in center. Ed LaFramboise reports this covers multiple programs including inpatient services, consumer with spend downs and other insurance where general funds must be used to cover the costs. Terry Larson inquired as to whether there is a problem. Cheryl Jaworowski reported the fund balance is used to cover the over expenditures. She noted the Adult Benefit Waiver (ABW) and MICHild was underspent by \$51,000 which is offsetting the over expenditure as well. Those funds can only be spent on certain items but we are allowed to be carried forward into the next fiscal year and will become part of the fund balance. Looking at all the programs and all the funding, the agency has only lost \$2,242 overall. Some of this is due to items not allowable by the state such as funeral flowers, some dental services and other miscellaneous items.

Cheryl Jaworowski reviewed each line item with a negative variance with Board members. She noted the Property & Liability Insurance will be addressed with the auditors and request some of the refund received from MMRMA become local funds.

3. Financial Condition 01-005

Cheryl Jaworowski reviewed the preliminary Statement of Net. Cheryl Jaworowski addressed the difference in Unrestricted Net Assets. At this point, the Agency has 31 days of operating

expense if our funding was not received. It is recommended to have 8% – 25% of unrestricted Net Assets. Ed LaFramboise reported it is very important to have a fund balance due to the future sequestration which is currently being referred to as the “Fiscal Cliff.” Cheryl Jaworowski reported at the beginning of the fiscal year, Northeast had 39 days of operating funds.

Marie LaLonde inquired how we can further control the expenses charged to General Funds. Cheryl Jaworowski reported Management Team is reviewing those programs with General Fund impact and prioritizing the spending of this fund.

4. Ends 04-001

Ed LaFramboise reported this policy is established annually with expectations by the Board for such goals. Cathy Meske reported the CAFAS goal was not met, however, Cathy provided Board members with information related to the scoring. It was noted that some of the children with an increase in the scores were placed in court ordered CCI residential settings. She notes a recommendation will be made to revisit the objective that would allow for more efficient recordkeeping in specific programs, namely targeted casemanagement, outpatient counseling, Home-Based Services and wraparound. This will allow consistent scoring as those clinical staff not using this tool very often scores may not be as reliable.

Cathy Meske reported the MI Supported Employment will also be addressed in Ends for the next fiscal year. This past year was used as data collection to assist in setting a future goal.

Cathy Meske reported the goal for employment in DD Services was just missed. Due to the current economic condition in employment, a slight decrease will be recommended for next year’s Ends. She also noted in the supported independent living arrangements also missed the mark slightly. Cathy Meske reported this will also be recommended for a slight decrease due to the impact it has on General Funds as well. Ed LaFramboise noted it can be misleading if only the percentages are viewed for determining success. For example, in supported employment there were 18 new jobs created; however, with the turnover in the economic environment this is still very successful.

Cheryl Jaworowski reported the numbers related to the Financial Outcomes have changed considerably since this report was prepared. The Medicaid Revenue projection was \$1.3 million and it is now \$1.1 million under budget. The Non-Medicaid revenue projection in the report anticipated being within the 105% limitation; however, that is not the case as discussed earlier in the Budgeting Monitoring Report.

Ed LaFramboise addressed the Community Education Ends. He addressed the “Report to Community” Ends noting while there was only one printed report to the community, the community event held in conjunction with the Director’s retirement included storyboards depicting the history of community mental health. In community training opportunities, Tom Hainstock has provided First Aid and CPR classes for community members as well as the Mental Health First Aid Training modules. This training has been well attended. Ed LaFramboise reported there has been a children and adolescent module added to the Mental Health First Aid program. We are hopeful to be able to train in those areas as well. In addition, Northeast has worked closely with the System of Care grant which has provided other community training events.

Ed LaFramboise reported we may look at developing a dashboard to put on the external website for the public to view.

Terry Larson inquired about the cost of the Report to Community. Cheryl Jaworowski reported this is about a \$6,000 cost and that is covered 90% by Medicaid.

Moved by Linda Canfield, supported by Virginia DeRosia , to accept the November monitoring reports as presented. Motion carried.

VII. Board Policies Review

1. Treatment of Consumers 01-002

There were no comments from Board members or recommendations for any revisions.

2. Staff Treatment 01-003

There were no comments from Board members or recommendations for any revisions.

VIII. Linkage Reports

1. MACMHB

a. Fall Board Conference Update

Gary Nowak reported he enjoyed the speakers at the conference, Lynda Zeller and Jim Haveman. He reported he attended a chairman's meeting and they are looking to increase the PAC contributions. He noted it was discussed about possibly arranging this through a payroll deduction. It was noted the check submitted must be a personal check or cash. It cannot be a business check thus eliminating the allowance for payroll deduction as Northeast would have to issue a business check to the CMH PAC. Ed LaFramboise reported Northeast has been a top donor for several years. Board members concurred that Northeast has met their obligation in the PAC and other boards should step up to the plate. Roger Frye reported he attended the conference and thought it was a good conference. Judy Hutchins reported she attended a good breakout on Autism Spectrum Disorders. She reports there is a new organization formed (the Autism Alliance of Michigan) that will be a good resource. She also attended a session related to the integrated health services.

Ed LaFramboise reported the Autism benefit covered by private insurance became available on the date this presentation was held. The State Medicaid Plan covering autism will begin on January 1, 2013. The State has yet to submit its Medicaid Waiver Plan. Ed LaFramboise reported due to the delay in the submission of the waiver, the services will not be available to Medicaid recipients effective January 1. The 1915 (i) waiver will allow for use of Medicaid funds to cover the services of a Board Certified Behavioral Analyst. Mr. LaFramboise reported there is only one in the area with approximately 15 in the entire state. He notes one of Northeast's Limited License Psychologists will be sent for training in administering two tests to be used in the diagnosis for autism. This administration will still need to be overseen by a fully-licensed psychologist. On the private benefit side, three sites are able to provide the diagnostic services.

Judy Hutchins inquired about adults that have this diagnosis but may not have been diagnosed as a child. Ed LaFramboise reported Northeast currently provides services to young adults through our limited licensed psychologists.

b. 2013 Meeting Calendar

This meeting calendar was included in the mailing. This is for information only and meetings are open to the public. Gary Nowak reported the committees are always looking for participants.

c. FY12-13 Dues Assessment

This invoice is the annual Association Dues for the Board. The difference in the amount is attributed to some training we had the Association direct bill the agency. This training has since been paid and the only outstanding amount is for the dues.

Moved by Roger Frye, supported by Pat Przeslawski, to approve the Dues Assessment for FY12-13 in the amount of \$9,635.00 as presented. Roll call vote: Ayes: Linda Canfield, Virginia DeRosia, Roger Frye, Judy Hutchins, Marie LaLonde, Terry Larson, Gary Nowak, Pat Przeslawski, Tom Young; Nays: None; Absent: Richard Anderson, Alan Fischer, Tom Mullaney. Motion carried.

2. Clinical Services and Support Report

Cathy Meske reported this is the first draft of the process introduced to the Board last month. She notes this is an attempt to focus on the persons served by Northeast rather than just hear about the funding each month. This report will become a monthly report to the Board. She reports the categories reviewed are Medicaid/ABW/MI Child (mandated) and other insurance (General Funds, Private, etc.). Cathy Meske reported the numbers in this report are unduplicated.

This first report is for last fiscal year. Beginning next month, the Board will review the services provided in October and then will continue in following months to be cumulative.

Cathy Meske reported it is difficult to track the numbers of denials noting Northeast has a denial rate at intake of about 15%. During the last 6 months, consumers who utilized the crisis walk-in service totaled 415. 35% were referred to our medical providers at the time of their walk-in, and the remainder was able to be assisted by our CRS staff. Other Boards contract with physicians outside of the community mental health system and/or refer elsewhere for services. Cathy Meske reported Northeast has kept this service in-house.

3. Legislative Event Planning

Ed LaFramboise reported the Clubhouse has two dates for consideration available for the legislative function; Friday, December 7 or Friday, December 14. Ed LaFramboise reported this would provide an opportunity to receive an update on the Poleski Bills. Judy Hutchins voiced concern about the State signing on for the Medicaid expansion. Ed LaFramboise noted the State has the option, under the ACA, to increase the number of persons eligible for Medicaid services. Consensus of Board members was to pursue the scheduling of a legislative event. Ed LaFramboise reported the Poleski bills will most likely wither away due to the realignment of the PIHP regions. The Northern Region will become a 21-county region with NMSAS a 31-county region. It appears this might be a forced issue once the realignment is complete. Ed LaFramboise suggested this be a luncheon. Board members will be contacted once a firm date has been established.

IX. Chair's Report

1. Strategic Planning Follow Up

a. Ends 04-001

Ed LaFramboise reviewed the Ends Policy suggested revisions. Changes related to CAFAS, supported employment and supported independent living in the MI Consumer Services section were included in the draft policy as well as eliminating the Dual Eligible reference in the Community Education section. Judy Hutchins suggested MI Housing Assistance be included in a future End noting a need to assist in homeless situations. Cathy Meske reported this is a benchmark currently. Northeast has eight slots from a MSHDA Grant and those are currently all taken. This grant is monitored annually by DCH. Consumers are requested to provide their housing status annually but that

information is only as good as the reporter. This status can change several times throughout the year. Cathy Meske reported through Northeast Michigan Community Service Agency (NeMCSA) coordination can be made for homeless consumers. NeMCSA is usually aware of any openings available in the area. If all available beds are filled in the Alpena area, there are missions in Oscoda and Gaylord and sometimes transportation will be provided to get the consumer to those locations.

Moved by Terry Larson, supported by Pat Przeslawski, to approve Policy 04-001, Ends as presented. Motion carried.

VIII. Linkage Reports (continued)

4. Bay View Center Update

Ed LaFramboise noted he was not able to gather the information he had anticipated to provide the Board with any report this evening. Jacqueline Fitzgerald and Judy Hutchins distributed some information related to their efforts on securing funding streams to keep the Center open. Jacqueline reported rent has not been paid for this month yet. She reported she has invested her own funds to keep the Bay View Center doors open. Ed LaFramboise reported there is no written agreement with the Bay View Center to support the funding; the Board agreed at the last meeting to continue some type of arrangement with the Bay View Center for an additional 90 days. Mr. LaFramboise noted they have not come to terms for this arrangement as of yet. As a result, the Center has not received any funding for this fiscal year. It was noted the Center was to have developed funding sources during the past two years of the grant. The information distributed to Board members provides some potential funding sources under investigation. Gary Nowak directed Bay View Center staff to work with Ed LaFramboise to come to terms.

IX. Chair's Report (continued)

2. Nomination's Committee Appointment

Gary Nowak appointed Virginia DeRosia, Pat Przeslawski, Tom Young and Marie LaLonde to the Nomination's Committee. He noted Diane Hayka will contact members for their meeting. The Committee's first role is to contact the County Boards of Commissioners to recommend reappointment of Board Members whose terms are expiring should that Board Member wish to continue service to the Board. There are four Board Members terms expiring March 31, 2013 – two Alpena and two Presque Isle. Gary Nowak inquired about the possibility of changing the term date for one of the Presque Isle County members so two do not expire the same year. Ed LaFramboise will investigate the term structure.

X. Director's Report

1. Northern Regional Realignment Update

Ed LaFramboise reviewed the Northern Region PIHP Realignment Update. He reported the five directors of the northern region have been meeting regularly to discuss structure, etc. They are close to reaching consensus on the type of entity that will govern the new PIHP. He will be attending another meeting tomorrow. It appears the boards are heading toward a Regional Entity. He reported the "hub and spoke" model was one previously discussed and it does not appear this model would be adopted by all Boards. Option 2 identifies a Council of Government managing the funding. Mr. LaFramboise reports it would be very difficult for a government entity such as the Council of Government having no knowledge of mental health, managing the funding of such. Ed LaFramboise reports the Regional Entity would have equal governance and board members would be appointed by the local boards of each of the member boards. Ed LaFramboise noted this Regional Entity structure is identified in the Mental Health Code. He reports meetings will continue with the area directors, a recommendation will be made to the Board at the December meeting for some action. Consensus of Board members was to continue with support of the Regional Entity Model. Mr.

LaFramboise reported the application for participation will most likely be due in January. He also noted the impact of NMSAS will also need to be addressed in the plan.

XI. Information and/or Comments from the Public

Gary Nowak read the Thank You card sent to the Board from retired Director, Tony White.

XII. Next Meeting – Thursday, November 8 at 3:00 p.m.

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, December 13, 2012 at 3:00 p.m.

1. Set December Agenda

The December Agenda items were reviewed. Pat Przeslawski inquired about the educational session for December. Ed LaFramboise suggested he and Cathy determine the educational session. Pat Przeslawski suggested Nena Sork provide an overview of her position and the staff reporting to her.

2. Meeting Evaluation

Pat Przeslawski noted there were many polarities and paradoxes.

XIII. Adjournment

Moved by Virginia DeRosia, supported by Marie LaLonde, to adjourn the meeting.

Motion carried. This meeting adjourned at 5:00 p.m.

_____[signed on December 13, 2012]_____
Alan Fischer, Secretary

_____[signed on December 13, 2012]_____
Gary Nowak, Chair

Diane Hayka
Recorder via digital recording