

# Northeast Michigan Community Mental Health Authority Board

## Board Meeting

December 8, 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, Virginia DeRosia, Alan Fischer, Judy Hutchins, Marie LaLonde, Terry Larson, Gary Nowak, Pat Przeslawski, Tom Young

Absent: Richard Anderson, Tom Mullaney (excused)

Staff & Guests: Carolyn Bruning, Lynne Fredlund, Ruth Hewett, Cheryl Jaworowski, Ed LaFramboise, Tony White, Dick Wiitala

Board members were provided with a snapshot of a dedication for Maggie Clay by the Association of Lifelong Learners (ALL) at Alpena Community College. Tony White reported the college dedicated a classroom as the Maggie Clay classroom for Elder Studies.

### III. Consent Agenda

#### A. Approval of Minutes

#### B. Contracts

1. Partners in Prevention – System of Care
2. Bay View Center – Drop In Center
3. Smigelski Properties Lease Extension

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

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

There were no comments from the public.

### V. Educational Session – Geriatric Services

Linda Murphy provided the Board with an overview of the Geriatric services program. The program is geared for consumers 55+; however, there can be consumers at a younger age for those in nursing homes for rehabilitation or other medical services. The Omnibus Budget Reconciliation Act of 1987 (OBRA) is a federal law addressing nursing home reform. The federal government got involved in 1935 with the beginning of social security; however, the monitoring of quality and need was limited. In 1965, the government became more involved when Medicare and Medicaid programs were enacted. In 1975, a coalition brought to the attention of the public the issues in care in nursing homes. Deinstitutionalization also was occurring during this time period and many of the consumers were moved into nursing homes. The nursing homes did not necessarily have expertise in mental health issues and that is why mental health is involved in the screening of all nursing home residents.

Linda Murphy reported that one of the requirements is to conduct a level II screening, which is used to determine appropriateness of the placement and need for mental health services. This information is sent to the Department of Community which makes the final determination as to the appropriateness of the placement. She notes this process needs to be completed within a four day timeframe.

Linda reported the report becomes a part of the nursing home record for the resident and when the nursing home is reviewed, the nursing home could be sanctioned if the recommendations are not being observed.

Linda Murphy provided board members with the improvements made in nursing homes over the years and notes restraints and medication are no longer used to control residents.

Linda Murphy reports that nursing homes must assure that residents are managed on the least amount of medication necessary. Using a higher dose of medication than needed is considered a chemical restraint. She noted our doctors and Physician Assistants provide risk benefit documentation to the nursing home to assist in this process.

Specialized services are for residents with serious and persistent mental illness or developmental disability. Community mental health can put in intensive mental health treatment services to assist the resident. Linda reported it is still the nursing home's responsibility to assure the resident is receiving services; however, our agency works closely with the nursing home to provide quality services. She notes the casemanagers work closely in developing the treatment plans for the resident.

She notes the program has grown from a part-time worker and a coordinator to a department of five community living supports workers, five casemanagers, one clerical staff and have a caseload of 120.

Community living support staff provide the hands-on services such as shopping, appointments, medication set up, activities for older consumers living in the community. They also link consumers with other natural supports in the community.

Linda Murphy reported upcoming challenges for the agency deals with undiagnosed depression. She notes there is a high rate of suicide in older adults. Another challenge will be the substance abuse issues. She notes there are about 20% of those over 65 with a substance abuse problem. Marijuana abuse is very high in baby boomers and research has indicated long-term use can lead to major psychiatric problems.

## **VI. December Monitoring Reports**

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

Cheryl Jaworowski reviewed the preliminary income statement for FY10-11. She reported that net income was \$29,217. The agency was under budget in both revenue and expenses. She noted we underspent the Medicaid contract by \$1.4 million, which will be returned to the Affiliation to go in the Risk Fund to be available this year. General Funds were overspent by \$45,881 and were covered by the fund balance.

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

Cheryl Jaworowski reviewed the balance sheet with Board members. Overall, total net assets increased by 0.6%.

Cheryl Jaworowski reviewed the Community Foundation Balance sheet for last fiscal year. There is \$6,876.87 in spendable dollars. Gary Nowak suggested this be a future agenda item to determine how those spendable dollars should be spent. Cheryl Jaworowski noted the funds are to be targeted on consumer services so the Program Directors would need to be involved as well.

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

Tony White reported Lynne Fredlund assisted in completing this monitoring report. He notes Lynne annually conducts a review of the contracts to assure elements of the contracts are met. Tony White reviewed the language of the contract regarding contracts requiring a fast turnaround time and the contract approval is sought after the fact. At an earlier meeting, it was suggested that this language be addressed. The Executive Committee has the power to approve

items between board meetings; however, there could be a process developed to allow for telephone conference meetings to authorize such contracts. Terry Larson noted NMSAS has used this method to approve items between meetings by their Executive Board.

***Moved by Alan Fischer, supported by Judy Hutchins, to accept the December monitoring reports for Budgeting and Financial Condition as presented and readdress the Grants or Contracts at the January meeting.*** Motion carried.

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

**A. Grants or Contracts 01-011**

This will be reviewed at the January meeting.

**B. Board Member Recognition 02-011**

There were no changes recommended.

**C. Board Member Orientation 02-015**

Pat Przeslawski inquired as to whether the Board Orientation is actually completed. Tony White reported he does meet with new Board members and covers portions of the content; the Board Association's BoardWorks training modules cover the balance.

**VIII. Nominations Committee Report**

Marie LaLonde reported the Nominations Committee met at 2:30 p.m. today and went over the terms of members and recommend letters be sent to the County Commissions to recommend reappointment of Alan Fischer, Tom Mullaney, Pat Przeslawski, and Tom Young.

The Board recessed for Christmas treats at 3:55 p.m.

The Board resumed the meeting at 4:10 p.m.

**IX. Linkage Reports**

**A. Northern Affiliation**

**1. Affiliation Board Meeting**

Tony White reported the Affiliation Board met yesterday. One of the topics of the meeting was a video the Affiliation put together to welcome and orient new consumers of services. He noted it is still in editing; however once complete, Board members will be shown the video. Gary Nowak reported that Northeast's Consumer Advisory Council was given a presentation Monday evening on how the agency is using Peer Support staff in customer services. He noted that at the Northern Affiliation Board meeting Fred Henthorne, director of Access Services, recognized this new service this service as both innovative and very welcoming. Gary Nowak reported they have been requested to provide the Board with an overview in the future.

The meeting also included several very informative reports on Northern Affiliation finances, information technology, compliance, etc.

**B. Consumer Advisory Council Update**

Tony White noted the main feature of the meeting was the educational session by the Peer Support Customer Service.

**X. Chair's Report**

**A. By-Law Review**

Consideration of this item was postponed until January. Tony White will draft a proposed revision regarding contract approval.

**XI. Director's Report**

**1. Information Technologies (IT) Review**

Dick Wiitala reported the Affiliation IT departments have been meeting as least once a month by phone. An outside consultant was secured to review the systems and processes currently used by each of the Boards within the Affiliation. TBD Solutions was the firm used, having had previous experience with mental health boards; Jason Radmacher, consultant, conducted all three reviews. The goals were to review each local board's IT system to make suggestions for improvement and to make recommendations regarding efficiencies that might be realized through collaborative efforts. A one-page Executive Summary of the assessment was reviewed. Dick Wiitala noted the consultant spent two days gathering information from program leaders and IT staff. Dick noted the consultant made the observation that "Executive-level support is clearly evident in the MIS investment" noting the Board has provided this support by approving the budgets needed to keep current. Overall, Mr. Radmacher's assessment was a very positive, noting that Northeast's IT services rank among the best in the state.

Ed LaFramboise noted Dick included staff in the review process to assure that all processes looked at from all perspectives.

**2. Customer Satisfaction Committee Report**

Ed LaFramboise reported the Customer Satisfaction Committee Report was included in the mailing. This is a result of a survey conducted with 393 consumers. There was a 48% return of the survey. He noted the responses were very positive.

**3. QI Council Update**

Tony White reported the minutes were included in the mailing.

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

There were no comments presented.

**XIII. Next Meeting**

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, January 12, 2012 at 3:00 p.m.

**A. Set January Agenda**

The January schedule was reviewed.

**B. Evaluation of Meeting**

Pat Przeslawski noted this has been a productive and interesting meeting. She noted that though it might be the Christmas season, the agency seems to be shining. She attributed this to staff and board member teamwork, and wished all a Merry Christmas.

**XIV. Adjournment**

***Moved by Pat Przeslawski, supported by Virginia DeRosia, to adjourn the meeting.***

Motion carried. This meeting adjourned at 4:30 p.m.

{signed by Virginia DeRosia on 1/12/12}  
Virginia DeRosia, Secretary

{signed by Gary Nowak on 1/12/12}  
Gary Nowak, Chair

LeeAnn Bushey  
Recorder