

**Northeast Michigan Community Mental Health Authority Board**

**Board Meeting**

**December 13, 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, Marie LaLonde, Terry Larson, Tom Mullaney, Gary Nowak, Pat Przeslawski, Tom Young

Absent: Richard Anderson, Alan Fischer

Staff & Guests: Carolyn Bruning, Lee Ann Bushey, Lynne Fredlund, Steve Gilmore, Julie Hasse, Ruth Hewett, Cheryl Jaworowski, Ed LaFramboise, Cathy Meske, Nena Sork

**III. Consent Agenda**

1. **Approval of Minutes**
2. **Contracts**
  - a. **NEMCSA – Early Head Start**

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

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

There were no comments or information presented.

**V. Educational Session – CRS Services / Utilization Management**

**Nena Sork**

Nena Sork introduced her program, Crisis Response and Stabilization and Utilization Management and provided her educational background. She notes she reports to the Director of Clinical and Support Services, Cathy Meske. Her primary duties include oversight of inpatient psychiatric hospitalizations, discharge planning, outpatient service utilization, clinical record reviews and authorizations as well as the provision of clinical supervision to MI and DD clinical staff including the Emergency Services Unit (ESU) staff.

Ms. Sork reported she works closely with the court system in the four-county catchment area to assure we have accurate information related to the consumers on deferrals and court orders. Administratively, she develops programs to include MI and DD clinical record reviews and authorization processes, case recording compliance and monitors MI staff productivity.

Alan Fischer arrived 3:15 p.m.

She also monitors the 14-day window mandates of the contract for the initial service requests and 2<sup>nd</sup> appointment. I assure this mandate is met, Ms. Sork works closely with the clinician's schedules to assure the allotted time for such intake appointments and follow-up appointments can be met. To accommodate the intakes, approximately 32 2-hour intake blocks are assigned to schedules, each clinician having about 8 of these per week. Once an intake is completed, a Plan of Service must be written within 14 days, which requires an additional one-hour appointment. The state requires that we meet the 14-day window at least 95% of the time. Last fiscal year,

Northeast met both of these requirements 100% of the time. Another indicator we are measured on is to assure consumers discharged from a hospital are seen by a professional within seven days of discharge. Ms. Sork notes, at Northeast, we challenge ourselves to have that person seen within seven days by a medication provider.

Each month the Utilization Management Committee reviews a total of 58 clinic case records looking at 17 items per case record. Most items are related to contractual obligations to the State. The State has set a 95% compliance bar. She notes this is an improvement area noting initially five to seven items were met with the 95% compliance rate and has since increased to 12-14 items being in compliance. Those not quite meeting compliance were only off by a small percentage.

Nena Sork also focuses on staff productivity. She notes productivity is defined as direct, face-to-face billable services per clinician or case manager. As more focus has been targeted to productivity, staff productivity has increased from 3% to 8% in reviewed programs. Ms. Sork reviewed some of the statistics related to consumers seen for various services, No Show rates, and cancellation rates. She also highlighted the opportunity for savings by relocating consumers in specialized residential settings to a step-down facility to provide the consumer with more independence.

Ms. Sork reports, clinically, the agency is using evidence based practices in our service delivery, focusing on Illness Management and Recovery (IMR), Trauma Informed Care, Gentle Teaching and Dialectical Behavioral Therapy (DBT). Pat Przeslawski requested further information on what dialectical behavioral therapy consists of. Ms. Sork reported it is a form of therapy, an off branch of cognitive behavioral therapy. It is really specific and works extremely well for those with a personality disorder. There is no pill to fix personality disorders, the consumer must learn to manage their symptoms of their mental illness through this therapy.

Tom Mullaney questioned the ease of working with the Probate Court system throughout the four-county region. Nena reported as far as filing a petition, all four counties handle the process in a similar manner. The deferrals are handled differently in each county. The courts are quite responsive to our calls.

## **VI. December Monitoring Reports**

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

Cheryl Jaworowski reviewed the final Income Statement for fiscal year ending September 30, 2012. She reported the net loss reported on the preliminary statement presented to the Board last month has significantly improved – from a net loss of \$154,000 to \$62,874. The reason for this improvement was some information was received related to health insurance costs in that a full month had been prepaid so this was adjusted. She also noted the General Fund over expenditure was reduced to \$120,000. This still exceeds the Board's policy limit and requests approval for this over expenditure. Ms. Jaworowski noted the Medicaid under expenditure was also reduced to \$1,062,095. She also reviewed the revenue variances. She reviewed the variance in interest income attributing the increase to a disbursement through our Risk Management Authority being viewed as interest income making it a local match fund.

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

Cheryl Jaworowski reviewed the final Statement of Net Assets for fiscal year ending September 30, 2012. She noted the Board has 33 days of unrestricted net assets.

She reported a handout distributed today addresses the notification of Board members of the Director's request to waive an internal policy related to a bid procedure addressed in an

internal purchasing policy. The waiver of this policy would allow for replacement of a totaled vehicle in a timely manner. The vehicle was secured after a bid process in June of this year in the amount of \$20,604. The insurance reimbursement for this totaled vehicle will be \$20,000. The purchase price for a new 2013 version of the same vehicle is \$21,514 - \$910 more than the original purchase price with the totaled vehicle having 15,000 miles on it.

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

Ed LaFramboise reviewed the monitoring report with Board members. He notes this is updated from last year and improvements have been made in the training requirements for staff in the adult foster care settings. He notes the licensing requires 16 hours of training per year and those settings meet those requirements; however, Northeast's training requirements by contract are more than the licensing requirements and that is where some providers fall a little short.

*Moved by Pat Przeslawski, supported by Marie LaLonde, to accept the December monitoring reports as presented.* Motion carried.

**VII. Board Policies Review**

**1. Grants or Contract 01-011**

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

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

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

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

This policy was reviewed. Pat Przeslawski inquired about how this orientation process was conducted. Ed LaFramboise reported that role will become his responsibility. In addition, Gary Nowak reported the Board had recommended Judy Hutchins to also assist in the orientation process. Ms. Hutchins notes she has not been involved in any orientation process to date; however, there have been no new Board members since that time. Ed LaFramboise reported Diane Hayka had informed him of Tony White's process noting Mr. White would meet with a new Board member several times to review various elements of the agency. Ed LaFramboise reported the Board Association's Member Services Committee has worked to develop an Orientation Manual for use with new Board members as well.

**IX. Linkage Reports**

**1. MACMHB**

**a. Board Member Orientation Manual**

Ed LaFramboise reported he assumed Tony White's seat on the Member Services Committee, which is developing the Orientation Manual for use with Board members. He also reports Member Services is developing two new modules to add to the BoardWorks training sessions.

**VIII. Nominations Committee**

Gary Nowak reported as the County Commissions are working with us to appoint Board members to this Board earlier allowing for consideration for officer positions, the meeting that would have occurred earlier tonight was, at least for this year, a moot point. The Board members with terms expiring for this Board have already been communicated to the Commissioners for reappointment. Gary Nowak suggested the by-laws be reviewed to determine if a revision needs to be made about Nominations Committee organization.

**IX. Linkage Reports (continued)**

**2. Northern Michigan Regional Entity**

**a. PIHP Organization Principles with Model Statement**

Ed LaFramboise reported last month the Board reviewed some preliminary PIHP Organization Principles with Model Statement. In the mailing, the signed document the five area directors have endorsed was included. This will move our region into developing a new entity. This will not be a “hub and spoke” model, it will be a new entity. Mr. LaFramboise reported the draft by-laws, also included in the mailing, have been sent to an attorney for final review. It was suggested by the Directors to have all member Boards provide action to support this development.

He noted the next steps will be to complete the Notice of Intent to Apply to submit to the State and the timeframe will be quick. The first gathering of the five boards will be held next Tuesday, December 18 from 10 a.m. to 3 p.m. at the NMSAS building in Gaylord. Board members are invited to attend. Ed LaFramboise reported the suggestion is to have 2 – 4 members from each Board. Board appointments to the regional entity will be made after the gathering on December 18<sup>th</sup>. Mr. LaFramboise reports he has endorsed having two members from each local Board be appointed to serve on this regional Board. Others have suggested three members from each local Board. This Board will be responsible for hiring an Executive Director and a Chief Financial Officer to manage this entity. Pat Przeslawski noted the Board members appointed to this new Board must be committed to attendance and working to make it a successful Board. Terry Larson reported he works on a 30-member Board, which is extremely efficient. Alan Fischer inquired how each of the local Boards compare in funding sources. Ed LaFramboise reported the directors feel using a Senatorial approach in the number of representatives from each board would result in equal representation. This would allow for equal say over all issues and not give more power to those boards with more money or larger regions. After deliberation, Roger Frye, Judy Hutchins, Terry Larson and Gary Nowak will attend the Regional meeting in Gaylord.

*Moved by Tom Young, supported by Marie LaLonde, to adopt the PIHP Organization Principles with Model Statement as presented.* Motion carried.

**b. Draft By-Laws**

Ed LaFramboise reported the draft by-laws were shared with Board members. These by-laws will be presented to each Board at their January meeting for approval. He notes after the attorney had their input, the by-laws will look somewhat different.

**c. Regional Entity Meet and Greet**

See above discussion.

**3. Northern Affiliation**

**a. Affiliation Board Meeting**

Gary Nowak reported the Northern Affiliation Board meeting is scheduled for Wednesday, December 19<sup>th</sup> in Gaylord.

**4. Clinical Services and Support Report**

Cathy Meske reviewed the Report related to services provided for the month of October 2012. She reviewed the state hospital admissions noting one admission in October was a child. Tom Young inquired as to whether there are any long-term hospitalizations. Ms. Meske noted one consumer has been in the State facility for two years. She notes Northeast is working to get this consumer transitioned to a specialized residential setting. Cathy reports the treatment team assists in this type of transition; however, the team does consider the

consumer's wishes in most cases. Discussion ensued as to whether court intervention would assist in transitioning from the inpatient setting. Ms. Meske reported this can work; however, it would put a greater burden on the court system as there would need to be hearings every 60 days to assure compliance with the treatment orders. It is also more successful if the consumer agrees to this transition versus a forced transition.

Pat Przeslawski indicated the community is not aware of this facility until they are introduced due to a family need. She was excited when the Agency engaged Carlene Przykucki to develop newsletters to the community, etc. Ed LaFramboise reported the "Reports to Community" were one avenue to educate community members of the services offered by this agency. In addition, the Mental Health First Aid training provided by Tom Hainstock is well received in the community in the educational and judicial system. He notes Tom is currently being certified to teach Mental Health First Aid for youth and children. Once these classes are offered in April of next year, there most likely will be a similar overwhelming participation.

Gary Nowak reported the Consumer Advisory Council met on Monday and Roger Boston provided the Council members with his story and this would be news worthy to the community. Ed LaFramboise reminded Board members that Roger's story also was presented at the Board Association Conference and received an award for an Outstanding Partner. Gary Nowak reported this type of articles would help to eliminate the stigma associated with mental illness.

**5. Consumer Advisory Council**

Gary Nowak reported the minutes were distributed from their meeting Monday. He really enjoyed the presentation on recovery by Roger Boston.

**6. Legislative Event Planning**

Ed LaFramboise reported the scheduling of this event was not able to be done this calendar year due to Senator Moolenaar's schedule. Ed LaFramboise suggested January 18 as a possible date for this event.

**IX. Chair's Report**

**1. By-Law Review**

Board members reviewed the by-laws. These by-laws are what this local community mental health board will operate on. The by-laws addressed earlier in this meeting are for the regional entity. These are two separate by-laws and will be independent from each other.

Judy Hutchins suggested consideration for local by-law revision address how the board members are appointed to the regional entity board.

**2. Strategic Plan Document**

Ed LaFramboise reported this document was developed to incorporate the visioning from the Strategic Planning Session held in September. Our accrediting body, CARF, requires a plan document. In past years, we have adapted the minutes from the Strategic Planning Session as the plan CARF reviewed. As CARF will be revisiting us early next year, this document was drafted to answer the various elements of a plan document to make it more complete.

***Moved by Tom Young, supported by Pat Przeslawski, to adopt the Strategic Plan as presented.*** Motion carried.

X. **Director's Report**

1. **Northern Regional Realignment Update**

Ed LaFramboise noted this was covered earlier in the meeting. He notes the directors are meeting regularly. Beginning January, the directors have agreed to meet weekly as the details of this new entity will need to be ironed out timely. This group will be working on an operational agreement and will require much work.

2. **Poleski Bills Update**

Ed LaFramboise reported these bills passed the Senate yesterday at 5 p.m. There was a slight revision and the bills were sent back to the House. At this point, it is not confirmed if it has passed. This Bill will take the remaining Coordinating Agencies that are not currently working under the auspices of a PIHP and force the new relationship. It was anticipated this Bill will be passed. Once passed, the Regional Entity will need to work with NMSAS to determine how the 21-county region will serve those consumers with a substance abuse. Ed LaFramboise reported they have planned some preliminary discussion with Sue Winter, NMSAS Director.

Tom Mullaney reported in addition to these Bills, it was anticipated other Bills would pass related to Personal Business Tax elimination for small business. This amounts to about \$900,000 loss for Alpena County alone.

3. **Center for Positive Living Partnership Update**

Ed LaFramboise reported last year, Northeast joined with Macomb-Oakland Regional Center as a partner in excellence. This agreement ended in September and the agreement will not be renewed. This will not change the agency's position on culture of gentleness or gentle teaching. He reports the new agreement required several staff to attend monthly meetings in Lansing versus participating in the meeting via teleconference. The new agreement also required our training staff to attend about 50 days a year of training. Northeast will continue in their efforts to train the staff. By not signing this agreement, Northeast will lose the \$60,000 previously awarded under the agreement.

4. **QI Council Update**

The minutes for the QI Council were distributed to Board members and Board members had no questions.

5. **Additional Contract Approvals**

Ed LaFramboise reported these contracts were contracts previously handled directly by Tony White. These contracts would have been part of the Consent Agenda had he been aware of them at the time of the mailing. There are no surprises in any of these contracts. Three of the contracts are renewals and there is one new contract. The new contract is with Partners in Prevention and will provide trauma informed care training.

***Moved by Terry Larson, supported by Linda Canfield, to approve the Additional Contracts – Catholic Human Services – Wraparound, 26<sup>th</sup> Judicial Circuit Court – Wraparound, Partners in Prevention – Children's Friendship Training and Partners in Prevention – Trauma Informed Care Training as presented.*** Roll call vote: Ayes: Linda Canfield, Virginia DeRosia, Alan Fischer, Roger Frye, Judy Hutchins, Marie LaLonde, Terry Larson, Tom Mullaney, Gary Nowak, Pat Przeslowski, Tom Young; Nays: None; Absent: Richard Anderson. Motion carried.

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

Ed LaFramboise, on behalf of the staff, wished Board members a happy holiday.

**XII. Next Meeting – Thursday, January 10 at 3:00 p.m.**

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, January 10, 2013 at 3:00 p.m.

**1. Set January Agenda**

The January Agenda items were reviewed.

**2. Meeting Evaluation**

Pat Przeslawski reported this was an extremely informative meeting. She believes the topics were addressed appropriately. She notes there is a great staff working for the agency and this is a good board. Gary Nowak wished all staff a happy holiday.

**XIII. Adjournment**

*Moved by Tom Young, supported by Roger Frye, to adjourn the meeting.* Motion carried. This meeting adjourned at 4:35 p.m.

[signed by Alan Fischer on 01/10/13]  
Alan Fischer, Secretary

[signed by Gary Nowak on 01/10/13]  
Gary Nowak, Chair

Diane Hayka  
Recorder via digital recording