

**Northeast Michigan Community Mental Health Authority Board**

**Board Meeting**

**April 9, 2015**

**I. Call to Order**

Chair Gary Nowak called the meeting to order in the Board Room at 3:00 p.m.

**II. Seating of Board Members**

E. Alan Fischer – Alcona County  
Pat Przeslawski – Alpena County

Eric Lawson – Alpena County  
Albert LaFleche – Montmorency County

**III. Roll Call and Determination of a Quorum**

Present: Virginia DeRosia, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Marie LaLonde, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski

Absent: Linda Canfield (excused), Albert LaFleche (excused)

Staff & Guests: Lisa Anderson, Dayna Barbeau, Carolyn Bruning, LeeAnn Bushey, Ruth Hewett, Cheryl Jaworowski, Ed LaFramboise, Cathy Meske

**IV. Report of the Nomination's Committee**

Pat Przeslawski reported the Nomination's Committee met on February 12 and recommends the following officer positions for the next organizational year. The Committee felt it would be best to continue with the same officers due to the continued transitional state the organization is in.

Gary Nowak, Chair  
Pat Przeslawski, Vice Chair  
Virginia DeRosia, Secretary  
Roger Frye, Past Chair

**V. Election of Officers**

*Moved by Pat Przeslawski, supported by Roger Frye, to nominate Gary Nowak for the position of Chair.* Chair Gary Nowak called for other nominations from the floor three times for the Chair position. *Moved by Roger Frye, supported by Virginia DeRosia, to declare nominations be closed and cast a unanimous ballot for Gary Nowak as Chair.* Motion carried.

*Moved by Judy Hutchins, supported by Terry Larson, to nominate Pat Przeslawski for the position of Vice Chair.* Chair Gary Nowak called for other nominations from the floor three times for the Vice Chair position. *Moved by Judy Hutchins, supported by Virginia DeRosia, to declare nominations be closed and a unanimous ballot be cast for Pat Przeslawski as Vice Chair.* Motion carried.

*Moved by Judy Hutchins, supported by Pat Przeslawski, to nominate Virginia DeRosia for the position of Secretary.* Chair Gary Nowak called for other nominations from the floor three times for the Secretary position. *Moved by Eric Lawson, supported by Marie LaLonde, to declare nominations be closed and a unanimous ballot be cast for Virginia DeRosia as Secretary.* Motion carried.

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

There was no information or comments presented.

**VII. Educational Session – Personal Safety – Trooper Ashley Simpson**

Ed LaFramboise introduced Trooper Ashley Simpson, Michigan State Trooper. He notes Trooper Simpson sits on the Human Services Coordinating Council. She provides community trainings and provides outreach services. She works in the school systems, senior centers and many other community organizations.

Ashley provided an overview related to Personal Safety. Topics covered 1) Driving related safety, 2) Personal Safety, 3) Frauds and Scams, 4) Safe Guarding your Prescriptions, 5) How to Protect Your Vehicle, and 6) Ways to Prevent a Breaking and Entering,

Roger Frye inquired about trooper's encounters with those individuals with a mental illness and how they determine if it is mental illness or good acting. Trooper Simpson noted it can be difficult to determine but troopers do receive some training and signs to look for.

Judy Jones inquired about services Trooper Simpson provides in the schools. Trooper Simpson noted the topics vary and she tries to adapt training for the topics instructor's request.

**VIII. Consent Agenda**

**1. Approval of Minutes**

*Moved by Terry Larson, supported by Judy Hutchins, to approve the Consent Agenda as presented.* Motion carried.

**IX. FY14 Compliance Audit Report**

Cheryl Jaworowski noted due to tax season, the auditing firm was unable to attend. Noting it was a clean audit, Cheryl Jaworowski offered to provide the presentation. The auditors had no findings or questioned costs, no examination adjustments, and no prior year's findings. There were also no comments or recommendations from the auditors.

*Moved by Pat Przeslawski, supported by Marie LaLonde, to accept and file the FY14 Compliance Audit as presented.* Motion carried.

**X. April Monitoring Reports**

**1. Budgeting 01-004**

Cheryl Jaworowski reviewed the Statement of Revenue and Expenses for month ending February 28, 2015. She notes we are underspending our budget by \$777,538. Cheryl Jaworowski reported at this point, traditional Medicaid is underspent by \$232,227 and Healthy Michigan Medicaid is underspent by \$205,029. General Fund dollars are also underspent by \$175,453. Ed LaFramboise reported in December the Agency was informed the Healthy Michigan Medicaid and traditional Medicaid could not be blended after initially being told it was all Medicaid and did not matter whether it was combined in one pot. This caused issues with funding at that point in the year and the NMRE agreed to use the Risk Fund to smooth out the process. He noted our Agency needs to cut about \$750,000 this fiscal year and another \$750,000 next fiscal year so some of the underspending of funds is planned to get to the PMPM funding.

Last month, Board members questioned the variance in the "Food" line item and it was noted the variance was attributed to the changes in the Food Stamp Program. Ed LaFramboise reports the food stamp issues are a result of a federal law, the Agricultural Act of 2014. The Act included new eligibility requirements to receive food stamps.

**2. Communication and Counsel 01-009**

Ed LaFramboise reports this monitoring report is an annual report. He notes sometimes it is difficult to determine if he provides too much detail or not enough detail. Board members concurred they were satisfied with the amount of detail provided.

*Moved by Pat Przeslawski, supported by Judy Hutchins, to accept the April monitoring reports as presented.* Motion carried.

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

**1. Financial Condition 01-005**

Board members reviewed the policy. There were no recommended changes suggested.

**2. Communication and Counsel 01-009**

Board members reviewed the policy and there were no recommended revisions.

**3. Governing Style 02-002**

Board members reviewed the policy. Roger Frye noted the Board works well together.

**4. Cost of Governance 02-013**

This policy was updated to include the most current budget detail related to the cost of governance.

*Moved by Pat Przeslawski, supported by Eric Lawson, to approve the revision to Policy 02-013, Cost of Governance, as presented.* Motion carried.

**XII. Linkage Reports**

**1. Northern Michigan Regional Entity (NMRE)**

**a. Medicaid Sub-Contracting Agreement**

Ed LaFramboise reported each year the PIHP enters into a sub-contract with this agency which allows the Medicaid revenue to flow through from the state to the PIHP to us. The delay in getting this contract is due to the State's delay in getting the initial contract to the PIHP. Ed LaFramboise noted there is some concern with language related to vague references to policies not identified in the contract. In addition, CMS has introduced a new interpretation as to what it means to be inclusive and what is home and community based. These terms are not well defined in the contract.

Eric Lawson suggested a letter of understanding be attached to the signed contract.

*Moved by Marie LaLonde, supported by Pat Przeslawski, to authorize the Director to enter into the Medicaid Sub-Contracting Agreement with a letter of understanding attached, as presented.* Motion carried.

**b. Operating Agreement**

Gary Nowak reported the proposed revisions to the Operating Agreement are depicted in a strike and underline document. Due to the probability of other member Board's possible opposition to some parts of these revisions, each change will be considered separately. The representatives from this Board on the NMRE all agree with the proposed revisions as presented.

*Moved by Roger Frye, supported by Terry Larson, to approve in the Preamble of the Operating Agreement the addition of..."The regional entity also serves as the department designated community mental health entity (CMHE) for substance use disorder prevention, treatment and recovery services."* Motion carried.

*Moved by Terry Larson, supported by Roger Frye, to approve in the Scope and Authority of the Operating Agreement the addition of... "The NMRE will, in accordance with statute, have a Substance Use Disorder Policy Oversight Board."*  
Motion carried.

*Moved by Terry Larson, supported by Judy Hutchins, to approve in the Scope and Authority of the Operating Agreement the retraction of... "Substance Use Disorder Advisory Committee" under "Minimally, the standing committees of the PIHP are:."* Motion carried.

*Moved by Roger Frye, supported by Virginia DeRosia, to approve in the Scope and Authority of the Operating Agreement the membership representation under the Consumer Advisory Committee to... "Membership will include at least two but not more than four representatives from each Member..."* Motion carried.

*Moved by Marie LaLonde, supported by Judy Hutchins, to approve proposed revisions in the Operation of the Regional Entity, Section A Budget as presented.*  
Motion carried.

*Moved by Roger Frye, supported by Terry Larson, to approve in the Operation of the Regional Entity, Section D Human Resources to add... "The CEO, on behalf of the Governing Board, will employ, contract or lease personnel necessary to perform the functions of the organization." And remove... "and Fiscal Officer. The Operations Committee may recommend to the Governing Board the use of a contract or lease arrangement to secure other established positions as required."*  
Motion carried.

*Moved by Eric Lawson, supported by Roger Frye, to approve in the Operation of the Regional Entity, Section D Human Resources to remove "The NMRE CEO shall appoint, or contract with, an individual or an organization to perform Human Resources functions."* Motion carried.

**c. Regional Board Meetings**

**i. March 25, 2015**

Ed LaFramboise reported the meeting on March 25<sup>th</sup> might have been the most contentious meeting since the NMRE began. Much of the discussion related to the by-laws and Operating Agreement revisions. One Board had prior discussions with their full Board and the three representatives from that Board came to the meeting instructed to vote "No" on all items related to oversight or any revisions.

**ii. February 25, 2015**

The minutes of the February 25<sup>th</sup> meeting were included in the mailing.

**2. Board Association**

**a. Spring Conference – May 19 & 20 – Amway Grand, Grand Rapids**

Gary Nowak, Roger Frye, Alan Fischer, and Judy Hutchins committed to attending. Judy Hutchins would like to share a ride if possible.

This is a voting conference and Joe Stone of AuSable Valley is running for Vice President. Voting delegates will be appointed later in this meeting and the voting informational packets will be provided to the delegates.

**3. Clinical Services and Support Report**

Cathy Meske reviewed the report with Board members. She notes this has been a very busy month. Hospital utilization has increased and the pre-screen numbers were higher. Cathy Meske reviewed the graphs depicting the increase of pre-screens and the decrease in services to those individuals with Medicare, Other or No Insurance, which require General Fund subsidy. Cathy Meske reported some programs have been reinstated as a result of some of the General Fund savings we had realized.

**4. Consumer Advisory Council**

Ed LaFramboise reported the Council discussed possible ways to address stigma. He notes the by-law revisions proposed at their December meeting were passed. There will be a Walk A Mile In My Shores rally held on May 6<sup>th</sup> in Lansing. The Day of Education focused on recovery is scheduled in Gaylord on May 15<sup>th</sup>.

**XIII. Chair's Report**

**1. CMH PAC Final Call**

Gary Nowak reported five Board members have provided their contribution to CMH PAC. He again noted he will pay \$5 for each Board member contributing. Board members were requested to get their dollars to Diane Hayka as soon as possible. The contributions will be sent to the Board Association prior to the May meeting.

**2. Section 222 & Conflict of Interest**

Ed LaFramboise reported this survey is an annual requirement and must be certified. This also addresses conflict of interest. Board members were requested to submit their paperwork to Diane Hayka so the certification can be finalized.

**XIV. Director's Report**

**1. Blue Cross/Blue Shield Security Breach**

Ed LaFramboise informed Board members of a breach in a claims system and of all our employees, only three employees claims had been compromised.

**2. DCH Site Review**

Ed LaFramboise reported DCH is doing their annual review of the NMRE. They will be going to all five boards doing reviews of those individuals receiving services under the Habilitation Supports Waiver and will visit one specialized residential setting. They will be conducting the visit on April 20 & 21 in our area.

**3. Strategic Planning Session Update**

Mike Vizena will be the facilitator for the Strategic Planning session in June. Roger Frye suggested purchasing something to present to him at that time in recognition of his upcoming retirement from MACMHB.

**4. Annual Report to Community**

Ed LaFramboise informed Board members of the preparations underway for the Report to Community.

Other topics addressed in the Director's memo included National Core Indicator Project, Strategic Planning Session, the Agricultural Act of 2014 and the Department of Human Services and Department of Community Health merger.

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

There were no comments presented.

**XVI. New Business**

**1. Establishment of Regular Meeting Date**

The consensus was to keep the meeting night and time the same. The Board will continue to meet the second Thursday of the month at 3:00 p.m.

**2. Appointment of Standing Committees**

Gary Nowak appointed the following members to the Board's Standing Committees:

**Recipient Rights Committee**

Linda Canfield, Board Representative  
Pat Przeslawski, Board Representative  
Judy Jones, Alternate  
Tom Fredlund  
Renee Smart-Sheppler  
Lorell Whitscell  
Shirley Yates  
Ruth Hewett, Recipient Rights Officer

**3. Appointment of Delegates**

Gary Nowak reported he had appointed himself and Roger Frye as the delegates to the Board Association for the Spring Conference meeting.

**XVII. Next Meeting**

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, May 14, 2014 at 3:00 p.m.

**4. Set May Agenda**

Christine Taylor, NMRE Compliance Officer, will provide the training session related to the Compliance at the May meeting. In addition, the budget amendment will be presented.

**XVIII. Evaluation of Meeting**

Pat Przeslawski enjoyed the educational session and would like another presentation on other topics available through the State Police.

**XIX. Adjournment**

*Moved by Virginia DeRosia, supported by Eric Lawson, to adjourn the meeting.* Motion carried. This meeting adjourned at 4:30 p.m.

*[signed by Alan Fischer on 5/14/2015]*

Alan Fischer, Secretary

*[signed by Gary Nowak on 5/14/2015]*

Gary Nowak, Chair

Diane Hayka  
Recorder