

Northeast Michigan Community Mental Health Authority Board

Board Meeting

September 10, 2015

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, Alan Fischer, Roger Frye, Judy Jones, Albert LaFleche, Marie LaLonde, Terry Larson, Eric Lawson, Gary Nowak

Absent: Judy Hutchins (excused), Pat Przeslawski (excused), Bonnie Cornelius

Staff & Guests: Lisa Anderson, Carolyn Bruning, LeeAnn Bushey, Dayna Barbeau, Lynne Fredlund, Julie Hasse, Cheryl Jaworowski, Ed LaFramboise, Cathy Meske, Larry Patterson, Ruth Hewett, Linda Murphy @ 3:10 p.m.

III. Information and/or Comments from the Public

There was no information or comments presented.

IV. Consent Agenda

1. Approval of Minutes

2. Contracts

a. Thunder Bay Transportation Authority

b. Department of Health and Human Services/MRS Cash Match Agreement

Gary Nowak requests Thunder Bay Transportation Authority (TBTA) contract be pulled from the Consent Agenda for a correction.

Moved by Albert LaFleche, supported by Linda Canfield, to remove TBTA from Consent Agenda.

Moved by Terry Larson, supported by Eric Lawson, to approve the Consent Agenda as amended.

Gary Nowak noted the amount budgeted for the Thunder Bay Transportation Authority Contract initially stated it was for \$173,000 but has since been reduced to \$164,000. Albert LaFleche requested clarification as to why the contract was decreased. Cheryl Jaworowski noted due to falling gas prices and historical data from month ending July 2015, it was determined a decrease was warranted.

Bonnie Cornelius arrived at 3:04 p.m.

Moved by Judy Jones, supported by Linda Canfield, to approve the FY16 Thunder Bay Transportation Authority contract as corrected. Roll call vote:

Ayes: Linda Canfield, Bonnie Cornelius, Alan Fischer, Roger Frye, Judy Jones, Albert LaFleche, Marie LaLonde, Terry Larson, Eric Lawson, Gary Nowak; Nays: None; Absent: Judy Hutchins, Pat Przeslawski. Motion carried.

V. Educational Session – Geriatric Services/Nursing Home Services

Cathy Meske requested this item be postponed as Linda Murphy is delayed in arriving.

VI. FY15-16 Budget Hearing

Gary Nowak noted this portion of the meeting is set aside for the Public Hearing on the Budget. Cheryl Jaworowski reviewed the Public Hearing budget with Board members. She reported all supervisors participate in the budget process with assistance from Larry Patterson and her. She reports this is a very preliminary budget amendment as there are many unknowns in revenues.

Cheryl Jaworowski reported she wrapped up reviewing the submitted budgets on Saturday. Ed LaFramboise reported he received a budget summary and the information from Cheryl on Saturday and the organization's management staff has not had a chance to fully review all items.

Cheryl reviewed the revenue budget with Board members providing explanation to the various revenue sources. The General Fund revenue will be changed effective October 1, 2015 to the extent the State will be holding on to the General Funds for State Facility costs. She noted the GF for the state facilities, if not used for inpatient, could be used for other purposes. The State will now be covering the costs for those individuals inpatient in a state facility minus the 10% County Share. The reduction of these funds will not affect local services to individuals we serve. She reports the anticipated revenue for next fiscal year will be \$746,879 less than the previous year.

Cheryl Jaworowski reviewed the expenditure budget which includes the current needs for those individuals currently served by the Agency. She reports this budget does include a 3% increase in wages. She reports the most significant increase in expenses in the budget is in contracted residential services. She reports there are no dollars budgeted for liability insurance as the last four years we have received an asset distribution from the carrier that is greater than the premium assessed and it is hopeful this will continue.

The line item entitled "Unidentified Budget Cuts to be determined" show a \$1,346,580 deficit. Ed LaFramboise reports there are several items already under review which will close this gap to aid in balancing the budget. He reports by this time next month we should have a better handle on how this deficit will be covered.

Cheryl Jaworowski reviewed the expenditure budget by program noting some variances are due to shifting staff from one program to another program which offset the increases and decreases.

Alan Fischer inquired about the Self-Determination budget and whether this was expansion. Cheryl Jaworowski reported the proposed budget includes only growth over the past year.

Albert LaFleche inquired about the 75% increase in the MI Outpatient budget. Cheryl Jaworowski reports one full-time project manager was transferred into this budget from the MI Supported Independent Living program and one individual on an extended leave will be returning to work so salary adjustments were needed; in addition, more of Cathy Meske's time was shifted to this program. Overall, the only change is the 3% increase in salaries.

Ed LaFramboise reported this budget will get us to the PMPM funding methodology by our target date. Roger Frye noted not all of the member boards of the NMRE are in this position.

Cheryl Jaworowski reviewed the capital purchases built into the budget for next year. She reported replacement vehicles and roof upkeep will need to be depreciated.

Cheryl Jaworowski reviewed the staffing based on full-time equivalents. She reports there are no new positions included in the budget. The Dewar home closure will result in less FTEs.

Cheryl Jaworowski noted this budget presented is a very preliminary budget due to so many unknowns. The Board will be kept informed of progress made towards the \$1.3M deficit. Ed LaFramboise reported it is hoped the rebasing of Medicaid will have a positive impact on the revenues as well. Ed LaFramboise and the Board thanked Cheryl Jaworowski, all the supervisors, and accounting staff in their role in budget development.

Moved by Roger Frye, supported by Alan Fischer, to approve the FY15-16 Budget as presented. Roll call vote: Ayes: Linda Canfield, Bonnie Cornelius, Alan Fischer, Roger Frye, Judy Jones, Albert LaFleche, Marie LaLonde, Terry Larson, Eric Lawson, Gary Nowak; Nays: None; Absent: Judy Hutchins, Pat Przeslawski. Motion carried.

V. Educational Session–Geriatric Services/Nursing Home Services (postponed from above)

Linda Murphy, OBRA Coordinator, introduced herself and provided background information on her clinical career. She notes when she started in the program there was only one other part-time LPN in the program. Today there are 12. There are three functions of the OBRA Older Adult program. She reports OBRA is the Omnibus Budget Reconciliation Act better known as the 1987 Nursing Home Reform Act which is a federal act providing standards and policies for nursing homes. She reports in order for the nursing home to receive funding through Medicare/Medicaid, the nursing home must be compliant with the standards. She reports nursing homes are evolving to address the needs of individuals today and are more of a rehabilitative placement.

PASARR (Pre-admission Screening/Annual Resident Review) is a pre-screening tool used to determine the needs of individuals placed in nursing homes to assure the placement is warranted. The pre-admission screening must be completed and filed within four days for new placements and on annual reviews the paperwork must be done and submitted within 14 days.

Linda Murphy reports the report cards for our screening services have been A's for several years.

Linda reported the other portion of her program is to monitoring those individuals with Medicaid in the nursing homes and do visits to monitor their psychiatric care.

She also notes specialized services are provided to those in the nursing home as well. This is also monitored by the Department of Health and Human Services.

These services are provided in the six nursing homes located in our catchment area.

Linda Murphy reported the reporting processes are going electronic in early November and there will be a one-day training in Lansing in late October. The conversion could be challenging.

She reported some challenges the program faces are placements for those individuals who might have behavior problems or aggressive sexual issues. This might require placement in other areas.

Alan Fischer inquired about service provision in assisted living placements. Linda noted most individuals in assisted living arrangement would not qualify for OBRA services; but could qualify for geriatric case management services. Linda reported she will be presenting that information in November with Danica Dumsch.

VII. September Monitoring Reports

1. Budgeting 01-004

Cheryl Jaworowski reviewed the most recent Statement of Revenue and Expense Report for the month ending July 30, 2015.

Cheryl Jaworowski reports the Medicaid funds are underspent by \$291,035, Healthy Michigan Funds underspent by \$533,218 and General Funds underspent by \$268,071. Cheryl noted overall through July we are underspent in expenses by \$1,651,378.

Cheryl Jaworowski reports this time of year we are contacted regarding any excess in General Funds and are requested to consider transferring the lapsing funds to another board in need. She reports Central Michigan CMH received a huge cut to their General Funds and they are \$1.7M in deficit and there may be others. Ed LaFramboise reports Northern Lakes is the only member board within our entity in a deficit position.

Moved by Terry Larson, supported by Albert LaFleche, to allow for 236 transfers up to \$150,000 or less to another board in need and to accept the September monitoring reports as presented. Roll call vote: Ayes: Linda Canfield, Bonnie Cornelius, Alan Fischer, Roger Frye, Judy Jones, Albert LaFleche, Marie LaLonde, Terry Larson, Eric Lawson, Gary Nowak; Nays: None; Absent: Judy Hutchins, Pat Przeslawski. Motion carried.

VIII. Board Policy Review and Self Evaluation

1. General Executive Constraint 01-001

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

2. Compensation and Benefits 01-008

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

3. Board Committee Structure 02-006

Board members reviewed the policy with some minor recommended revisions. No additional revisions were identified.

Moved by Terry Larson, supported by Marie LaLonde, to accept the revisions as presented to policy 02-006 Board Committee Structure. Motion carried.

4. Chief Executive Officer Search Process 03-005

Eric Lawson noted a correction is needed in bulleted #3. a. of the policy to make the policy grammatically correct by adding an "s" to "succeed."

Moved by Eric Lawson, supported by Alan Fischer, to accept the revision as addressed to Policy 03-005 Chief Executive Officer Search. Motion carried.

IX. Linkage Reports

1. Northern Michigan Regional Entity (NMRE) Update

a. August 26th Meeting

Roger Frye reported the majority of the last meeting dealt with the Conflict of interest policy. Gary Nowak reports the Policy Committee will meet next Monday to address concerns.

b. July 29th Meeting

The minutes of the July meeting were included in the mailing for Board member review.

2. MACMHB

a. Fall Board Conference – October 26 & 27 – Traverse City

Alan Fischer, Roger Frye, Judy Jones, and Gary Nowak all requested consideration to attend the Fall Board Conference. ***Moved by Marie LaLonde, supported by Eric Lawson, to authorize expenses for Board members to attend conference.*** Roll call vote: Linda Canfield, Bonnie Cornelius, Alan Fischer, Roger Frye, Judy Jones, Albert

LaFleche, Marie LaLonde, Terry Larson, Eric Lawson, Gary Nowak; Nays: None; Absent: Judy Hutchins, Pat Przeslawski. Motion carried.

3. Clinical Services and Support Report

Cathy Meske reports this report will be retooled for the next year to address the Autism Program to capture those services. The Autism Program is targeted for expansion January 1 to include ages 7 – 21. This program is a cost settled program. She reported the other suggested revision to this report will be the pre-screen categories to identify those pre-screened for hospital admissions and those walking through the doors for crisis services and make it a non-duplicated count.

4. Consumer Advisory Council

The minutes were included in the mailing. As requested, the DVD viewed at the Consumer Advisory Council meeting was also distributed at this meeting for Board member's use.

X. Chair's Report

1. Setting Perpetual Calendar

Gary Nowak reported this calendar is scheduled for adoption at the October meeting. If there are any concerns or changes Board members wish, contact Diane Hayka. Ed LaFramboise reported this calendar is used to establish agendas, used in evaluation of the Director and addresses educational requests. Board members were requested to notify Diane Hayka with any educational requests.

2. Board Self-Evaluation Report

The Board Self-Evaluation report was reviewed by Board members. Linda Canfield suggested the comments included in this report be reviewed and commented on for improvement. Albert LaFleche reported working with the state is a very challenging undertaking and Ed LaFramboise reported attending state hosted meetings keeps the rural voice alive.

Linda Canfield noted there is still concern over the discontinuance of some services to individuals previously served by the agency. Ed LaFramboise reports, through Healthy Michigan enrollment, many have returned to services and, with careful managing of the General Fund dollars, services have been restored to meet the ongoing demand. Alan Fischer notes many of the individuals initially cut had Medicare coverage and those individuals were not eligible for Healthy Michigan.

Linda Canfield noted comments addressed successes of the agency and she noted those successes seemed to be appreciated. Linda Canfield reported there are opportunities for improvement. It would be good to get all members certified in BoardWorks. Alan Fischer suggested all members make an effort to get their training complete.

3. Legislative Luncheon Discussion

Board members discussed the option of holding a legislative luncheon this year. This is an opportunity for Board members to make their concerns related to services provided by the Agency know to our elected officials and to educate them of services provided. Gary Nowak suggested this be postponed to next year as it would be an election year. Ed LaFramboise reported the waiver was submitted for Healthy Michigan to continue so this is not an issue this year.

XI. Director's Report

1. Director's Report

Ed LaFramboise reports union negotiations continue and requests to discuss elements of the agreement in closed session.

Medicaid Rates

Ed LaFramboise reported the Michigan Department of Health and Human Services is working with the Michigan Association of Community Mental Health Boards and Milliman Associates to develop new rates for Medicaid and Healthy Michigan. Early estimates suggest the Agency will experience little change in our revenue; but time will tell.

Atlanta Lease

Ed LaFramboise reported he had not heard back from Montmorency County related to rental rates. The initial rate we had been quoted was increased to the Department of Health and Human Services and if the increase is also presented to this Agency, he would not be apt to enter into the lease.

Centers for Medicare and Medicaid Services (CMS)

Ed LaFramboise reports earlier this year CMS advised of some new definitions concerning all home- and community-based services waivers. The definitions address community integration, access to the community, living arrangements, employment, as well as social and recreational opportunities. A meeting is scheduled for September 25th to further discuss the impact of the definition changes.

Healthy Michigan

This topic was addressed earlier in this meeting.

Recruitment Efforts

Ed LaFramboise reports the psychiatrist visit addressed at the last Board meeting was cancelled as he has backed out of the interview due to another option he had. The up side is we will save the legal fees associated with the J1 Visa.

Recipient Rights Triennial Audit

Ed LaFramboise provided the Board with information related to the recent Triennial Recipient Rights audit. This is a very grueling process. This year the Rights audit resulted in a perfect score. He reports not many Boards receive a perfect score.

Moved by Albert LaFleche, supported by Linda Canfield, to adjourn to closed session to discuss union negotiations.

Roll call vote: Ayes: Linda Canfield, Bonnie Cornelius, Alan Fischer, Roger Frye, Judy Jones, Albert LaFleche, Marie LaLonde, Terry Larson, Eric Lawson, Gary Nowak; Nays: None; Absent: Judy Hutchins, Pat Przeslawski. Motion carried.

Meeting adjourns to closed session at 4:40 p.m.

Roll call to return to open session:

Roll call vote: Ayes: Linda Canfield, Bonnie Cornelius, Alan Fischer, Roger Frye, Judy Jones, Albert LaFleche, Marie LaLonde, Eric Lawson, Gary Nowak; Nays: None; Absent: Judy Hutchins, Terry Larson, Pat Przeslawski.

Meeting returned to open session at 5:01 p.m.

Moved by Albert LaFleche, supported by Eric Lawson, to authorize the Director to enter into an agreement with OPEIU for the professional bargaining group and the paraprofessional bargaining group. Roll call vote: Ayes: Linda Canfield, Bonnie Cornelius,

Alan Fischer, Roger Frye, Judy Jones, Albert LaFleche, Marie LaLonde, Eric Lawson, Gary Nowak;
Nays: None; Absent: Judy Hutchins, Terry Larson, Pat Przeslawski. Motion carried.

2. QI Council Update

The minutes of the last QI Council meeting were included in the mailing. There were no questions related to the minutes.

XII. Information and/or Comments from the Public

There was no information present from the public.

XIII. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, October 8, 2015 at 3:00 p.m. in the Board Room at the Alpena Office.

1. Set October Agenda

The October agenda items were reviewed.

XIV. Evaluation of Meeting

Gary Nowak reported this was a good meeting. Marie LaLonde reported it was very informative.

XV. Adjournment

Moved by Eric Lawson, supported by Bonnie Cornelius, to adjourn. Motion carried. This meeting adjourned at 5:05 p.m.

[signed by Alan Fischer on 10/08/2015] _____

Alan Fischer, Secretary

[signed by Gary Nowak on 10/08/2015] _____

Gary Nowak, Chair

Diane Hayka
Recorder