

Northeast Michigan Community Mental Health Authority Board

Board Meeting

October 8, 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, Bonnie Cornelius, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Marie LaLonde, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski

Absent: Albert LaFleche (excused)

Staff & Guests: Cheryl Abbott, Lisa Anderson, Dennis Bannon, Dayna Barbeau, Chris Barres, Carolyn Bruning, Lee Ann Bushey, Lynne Fredlund, Steve Gilmore, Margie Hale-Manley, Julie Hasse, Ruth Hewett, Cheryl Jaworowski, Jeanne Ladd, Ed LaFramboise, Cathy Meske, Mary Mingus, Donna Morgan, Carlene Przykucki, Stacy Rosa, Bernice Schuelke, Joe Spigelmyre, Cindy Srebnik, Mike Wyman

III. Information and/or Comments from the Public

Carlene Przykucki presented Board members with a copy of the "Greg's Promise" publication developed by a team of the Early Childhood Comprehensive Systems. This project was funded by a grant from the Department of Health and Human Services and Cathy Meske among others familiar to the Board participated in this opportunity and developed a report to share with the community. Ms. Przykucki reports there are three groups established in the community to create trauma awareness – Greg's Promise, the Community Trauma Training Team and the Northeast Michigan Trauma-Informed Community Action. On Tuesday October 20, the Northeast Michigan Community Action Trauma will host the screening of the movie *Paper Tigers* about the experiences of a trauma-informed school.

Ed LaFramboise reported Ms. Przykucki is also one of three area members who have received training to provide Mental Health First Aid training in the community. She and Madeline McConnell are certified for Adult Mental Health First Aid and Mary Schalk was certified to teach the Youth Mental Health First Aid. Ms. Przykucki reported the Partners in Prevention offices are currently relocating and after their offices get settled she will be able to focus on developing a training schedule.

IV. Educational Session – Employment Services

Ed LaFramboise introduced Mary Mingus and Margie Hale-Manley, coordinators for the supported employment programs for MI and ID/DD respectively.

MI Supported Employment

Ed LaFramboise noted Mary Mingus leads the Evidence-Based practice for supported employment for those with a mental illness and is also the Clubhouse supervisor. Job Coaches Steve Gilmore and Stacy Rosa were introduced. There are eight essential principles in the supported employment evidence-based practice.

1. Every person with a SMI who has Medicaid and is receiving mental health services who want to work is eligible for IPS supported employment.
2. Employment services are integrated with mental health treatment services.

3. Competitive employment is the goal. (Only jobs paying minimum wage or above are sought.)
4. Personalized benefits counseling is provided. (Job Coaches work to assure the individual is aware of the impact working could have on their benefits such as Medicaid, etc.)
5. The job search starts soon after a person expresses interest in working.
6. Employment specialists systematically develop relationships with employers based upon their consumer's work preferences.
7. Job supports are continuous.
8. Consumer preferences are honored.

Ms. Mingus reports their program worked with 203 individuals and assisted in 113 job placements equating 55% success. The average wage is \$9.36/hour and the individuals are averaging 24.6 hours per week of employment. She reports there are 66 employers in the four-county area who have hired individuals served in this program. Participation in the program includes information related to the financial impact and responsibilities associated with the individual's role for paying their own bills versus their conservator or payee.

ID/DD Supported Employment

Margie Hale-Manley, Coordinator for Supported Employment for those with an intellectual or developmental disability, presented Board members with information related to employment services offered in her program. Ed LaFramboise reported Ms. Hale-Manley, in her early years, was an employee of NEMROC. He reports at that time the workshops were segregated settings and in the 1990's the services were converted to integrated services. Margie Hale-Manley reports this program is not evidence-based. She noted recently one individual working at the Presque Isle County Council on Aging was selected to have her Legislator job shadow her in her duties. Senator Jim Stamas came and spent time with her, learning how to wash his hands properly, set up silverware in folded napkins, fold aprons, pack fruit, etc.

Services offered include referral services, job development (which includes assistance with resumes, applications, interviews and talking with potential employers), job coaching based on individual needs, long-term follow along and retention services, and benefits planning.

The program currently has 3.5 Employment Assistants, 1 Job Coach Supervisor and 9 Job Coaches. Currently there are 111 individuals working for 47 employers in the four counties. There are 19 individuals with a micro-enterprise. There are 100 businesses supporting the micro-enterprises. NEMROC provides work opportunities for 35 individuals and Greenway Fuels provides employment opportunities for 9 individuals.

A Micro-enterprise is a business operating on a small scale and each individual is a sole-proprietor with a DBA. Individuals are assisted in the development of business plans, securing funding, marketing and job coaching. All items used are purchased locally. Current Micro-enterprise businesses include lawn care, honor snack boxes, personalized candy bar wrappers, laser art, shredding and more.

Joe Spigelmyre, Chris Barres, Mike Wyman, Cheryl Abbott, and Jeanne Ladd were introduced to Board members. Mike Wyman shreds paper at the Alpena Power Company. He initially started at an Attorney's office with shredding. Chris is a Spencer Candy Distributor. This covers 20 sites and there are three individuals providing similar services. Jeanne Ladd owns Jeanne's Java and sells coffee and soups. These are offered through the Keurig coffee machine. Cheryl Abbott customizes paper wrappers for candy bars such as the samples provided to Board members upon their arrival.

Pat Przeslawski notes it is very evident staff working with the individuals enjoy their jobs and are very caring.

V. **Consent Agenda**

1. **Approval of Minutes**

2. **Contracts**

a. **Greenway Fuels, LLC**

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

VI. **October Monitoring Reports**

1. **Budgeting 01-004**

Cheryl Jaworowski reviewed the most recent Statement of Revenue and Expense Report for the month ending August 31, 2015. She reports the Net Income increased \$18,986 this month and reviewed the totals at this point in Under Spent and Over Spent funds.

Cheryl Jaworowski noted the under spending is intentional to get to the Per Member per Month level.

2. **Compensation and Benefits 01-008**

Ed LaFramboise reported the Compensation and Benefits monitoring report was distributed today. He notes the Board Association conducts a survey of the Community Mental Health Boards to provide a tool for salary comparisons. This year 33 of the 46 Boards participated in the survey. One change in this year's report for this Agency includes a third health plan due to the Affordable Care Act. Ed LaFramboise noted there are some weaknesses in the comparison data due to only a couple of individuals identified in some categories. Linda Canfield noted the paraprofessional category seems to have the largest lag. Ed LaFramboise notes prior years the salary survey of the Michigan Assisted Living Association (MALA) was included. This can be due to the comparison used here would include staffing at other agencies requiring a degree as the homes are staffed with bachelor degreed employees. If the comparison was used from MALA it would most likely show the reverse.

He reports there are no legacy costs at this Agency and the balances of all pension plans were outlined in the report. This Agency has a defined contribution plan versus a defined benefit plan.

Moved by Linda Canfield, supported by Pat Przeslawski, to accept the October monitoring reports as presented. Motion carried.

VII. **Strategic Plan**

There were two documents included in the mailing – one in a strike and underline format so changes from the previous plan could be identified and one with the changes accepted. Next month, when the Ends are defined for next year, those changes will be included and the plan can be finalized.

Linda Canfield inquired as to what is done with the data when it is collected as identified in some of the goals. Ed LaFramboise reports, he, Cathy Meske and Nena Sork are working with the McLaren Health Plan to review data for those common individuals to assure proper services are being provided to the individuals and focus can be concentrated to assure better services for the

individual. Ed LaFramboise notes population data is also being reviewed – for example, if an individual served by this agency is having frequent visits to the hospital emergency room, those individuals will be reviewed to determine how to reduce the number of visits, etc. Judy Hutchins reports this goal could be elaborated on by working with their primary care physicians. Ed LaFramboise noted through Care Connect 360 the Medicaid encounters are available to this agency and the nurses and case managers have access to this data.

Eric Lawson inquired if Care Connect 360 was the same as Great Lakes Health Connect. Dennis Bannon reviewed how the information would be accessed. Admission, Discharge and Transfer information will be the first information available through the system. Board members inquired as to whether an individual could deny allowing access to their records for one health care facility. Dennis noted there is a consent form in MIHen and an individual can identify information they do not want released.

VIII. Board Policy Review and Self Evaluation

1. Annual Board Planning Cycle 02-007

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

2. Chief Executive Job Description 03-003

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

3. Monitoring Executive Performance 03-004

Board members reviewed the policy. This policy identifies how the Director is monitored during his evaluation process.

IX. Linkage Reports

1. Northern Michigan Regional Entity (NMRE) Update

a. Board Meeting – September 23

Gary Nowak reported the Conflict of Interest statement was resolved by a majority of votes; however, Centra Wellness members still have their concerns. Ed LaFramboise reports the Northern Michigan Regional Entity is struggling to get information related to the budget. He notes we know what our funding will be for the month of October. The information from the State keeps changing. He reports seven days into the new fiscal year, this agency was informed there would be another cut of \$350,000. He reports Management Team will be discussing the budget situation on Monday. He reports Medicaid rates are still being reworked. There are always winners, losers and those unaffected. This agency has experienced all of those categories. Until April 1, 2016, we may not know what the impact will be.

b. Board Meeting – August 26

The minutes of the August 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 Hutchins, Judy Jones, and Gary Nowak have signed up to attend the conference.

b. FY16 Membership Dues Approval

Ed LaFramboise reports the membership dues were increased for Northeast as the dues structure is based on total budget.

Moved by Roger Frye, supported by Terry Larson, to approve the FY16 Membership Dues to the Michigan Association of Community Mental Health Boards as presented. Roll call vote: Ayes: Linda Canfield, Bonnie Cornelius, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Marie LaLonde, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: Albert LaFleche. Motion carried.

c. BoardWorks Modules

A report was included in the mailing crediting board members with modules completed in the Board Works training videos. The DVDs are available for check out should Board members desire. Ed LaFramboise reported Roger Frye is the only Board member remaining on the Board when it was certified under BoardWorks 1.0. In 1998-1999 a portion of each of the Customer Services Committee meetings was dedicated to viewing one DVD until all were complete, certifying the entire Board.

3. Clinical Services and Support Report

Cathy Meske reports she will be meeting with IT to develop a revised report going forward to include program numbers for the Autism program. She reports recidivism to inpatient services did increase. She notes improvement efforts are being made.

X. Ad Hoc CARF Committee Report

1. Minutes of Ad Hoc Committee

The minutes of the Ad Hoc Committee were included in the meeting. Pat Przeslawski reports the meeting evaluation needs to be beefed up to garner more discussion at the end of the meeting. The workgroup suggests an evaluator be appointed at the beginning of the meeting to allow for participation by all and there would be no preconceived ideas of what would be reported. Pat Przeslawski noted it was felt this method of evaluation would encourage members to prepare more thoroughly prior to the meeting.

2. Conflict of Interest Revision

Linda Canfield reported a signature needs to be added to the current conflict of interest.

3. Code of Conduct Statement

Lynne Fredlund reported a signature of this policy needs to be added as this policy is reviewed each year but Board members do not sign anything. Diane Hayka will make the revisions in the policy and have a clean copy for signature at the next meeting. This policy will then be signed each year when the policy is reviewed per the perpetual calendar.

Moved by Judy Hutchins, supported by Marie LaLonde, to revise Policy 02-008 Board Members Code of Conduct as recommended. Motion carried.

XI. Chair's Report

1. Perpetual Calendar Adoption

Board members reviewed the perpetual calendar last month. This month the calendar is presented for adoption. *Moved by Pat Przeslawski, supported by Linda Canfield, to adopt the Perpetual Calendar as presented.* Motion carried.

2. Nomination's Committee Appointment

Gary Nowak appointed the Nomination's Committee for this year: Alan Fischer, Pat Przeslawski, Marie LaLonde, and Roger Frye. The Nomination's Committee will meet just prior to the November Board meeting.

XII. Director's Report

1. **Director's Report Summary**

State Innovation Model (SIM)

Ed LaFramboise reports this was addressed in the Friday Facts.

Fiscal Year 2016

This was briefly covered earlier in this meeting.

Senator Jim Stamas

This was covered under the Educational Session earlier. This will also be covered in the Presque Isle Advance.

Certified Community Behavioral Health Clinic

Michigan did apply for the planning grant and, if awarded, will include 10 sites within the state – one in a tribal community setting, one at a FQHC, and eight at community mental health settings.

Marie LaLonde left the meeting at 4:35 p.m.

Early Retirement

Ed LaFramboise reported four staff took advantage of the early retirement incentive: Tom Hainstock, Maureen Sweet, Janet Wood and Lois Crooks.

IT Security Report

Ed LaFramboise noted the Board report of the recent security audit was included in the mailing. He reports we scored very well for a first time audit. There were some weaknesses identified and resolutions to those areas identified are currently being corrected. He also reports Dennis spent one week in training to be certified as a White Hat Hacker. This is a security process to assure our system is secure.

Ed LaFramboise reports this is one of the due diligence processes used to prove the Board is being proactive to assure security is maintained.

2. **Dewar Lease Closeout**

Ed LaFramboise reports the Dewar Group Home has closed. Cheryl Jaworowski reports a new lease was signed in July and this lease did not have an adequate break clause considering consumer moves and mortality that has taken place. This is an early lease break. If staying in the lease, the amount would be \$55,583.88 and the Director was able to negotiate a settlement with the owner for \$29,476.30.

Recruitment of employees to staff this home was difficult.

Moved by Eric Lawson, supported by Judy Jones, to terminate the lease of the Dewar Home at a negotiated closeout settlement of \$29,476.30 as presented. Roll call vote: Ayes: Linda Canfield, Bonnie Cornelius, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: Albert LaFleche, Marie LaLonde. Motion carried.

3. **Mill Creek Renovations**

Ed LaFramboise reviewed the need to make some renovations to the Mill Creek Home to accommodate wheel chair access to the common area. By removing a section of wall between the living room and family room, freedom of movement would be available as currently wheelchairs are bumping into walls or other wheelchairs.

Moved by Pat Przeslawski, supported by Judy Hutchins, to approve up to \$5,000 for renovations of the Mill Creek Home to accommodate the safety needs of residents. Roll call vote: Ayes: Linda Canfield, Bonnie Cornelius, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: Albert LaFleche, Marie LaLonde. Motion carried.

4. Northland Area Federal Credit Union – Purchase of Certificate of Deposit Authorization

Cheryl Jaworowski reported the Agency would like to open an account at the Northland Area Federal Credit Union to purchase certificate of deposits (CDs). Currently their CDs are yielding a higher interest rate than our current banking institutions.

Moved by Roger Frye, supported by Alan Fischer, to approve opening an account at the Northland Area Federal Credit Union for the sole purpose of purchasing CD's of no more than \$250,000 in principal amount. Signers on the account will be Ed LaFramboise (Director), Cheryl Jaworowski (Finance Director), and Joell Anthony (Staff Accountant). Roll call vote: Ayes: Linda Canfield, Bonnie Cornelius, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: Albert LaFleche, Marie LaLonde. Motion carried.

XIII. Information and/or Comments from the Public

There was no information present from the public.

XIV. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, November 12, 2015 at 3:00 p.m. in the Board Room at the Alpena Office.

1. Set November Agenda

The November agenda items were reviewed.

XV. Evaluation of Meeting

Roger Frye really enjoyed the educational session provided at this meeting. Gary Nowak reported it is really gratifying to see the individuals served working and being so proud of their efforts. Pat Przeslawski reported one individual received instruction through one of her programs about 20 years ago and still remembered her. Pat Przeslawski reports there was much discussion about many items and the meeting was very educational. Gary Nowak noted all members participated. Eric Lawson reports this Board does a particular good job of responding to concerns Board members have if they do not understand something. There are no wrong questions.

XVI. Adjournment

Moved by Eric Lawson, supported by Terry Larson, to adjourn. Motion carried. This meeting adjourned at 5:00 p.m.

[signed by Alan Fischer on 11/12/15]
Alan Fischer, Secretary

[signed by Gary Nowak on 11/12/15]
Gary Nowak, Chair

Diane Hayka
Recorder