

# Northeast Michigan Community Mental Health Authority Board

## Board Meeting

February 9, 2017

### 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: Lester Buza, Bonnie Cornelius, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski

Absent: Steve Dean (excused)

Staff & Guests: Carolyn Bruning, LeeAnn Bushey, Ruth Hewett, Cheryl Jaworowski, Nena Sork, Cathy Meske

Gary Nowak requested a moment in silence to pay tribute to Albert LaFleche's daughter who passed away Wednesday morning.

### III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

### IV. Appointment of Evaluator

Gary Nowak appointed Bonnie Cornelius as meeting evaluator.

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

There was no information or comments presented.

### VI. Educational Session – Agency Structure

Nena Sork, Chief Operating Officer, presented Board members with an overview of the agency structure and programs. She reviewed the structure from Board members to direct care staff. Each county's office location was identified. The group homes directly operated by the Agency were also identified. Nena reviewed the Clinical Leadership structure noting there are four team lead positions responsible for various programs.

Eric Lawson inquired about the supervision of the team leads as it appears they are wearing many hats and supervising themselves. Nena Sork noted all the team leads report directly to her but also supervise staff and provide direct services to individuals served by the Agency.

### VII. Approval of Minutes

*Moved by Roger Frye, supported by Judy Jones, to approve the minutes as presented.*  
Motion carried.

### VIII. Consent Agenda

#### 1. Grants and/or Contract Approval

- a. Blue Horizons Management Agreement
- b. Building Health Communities Grant
- c. Michigan Child Collaborative Care (MC3) Grant Award

#### 2. April 2017 is Social Host Responsibility Month *(see attached)*

*Moved by Eric Lawson, supported by Roger Frye to approve the consent agenda.*  
Motion carried.

**IX. February Monitoring Reports**

**1. Treatment of Consumers 01-002**

Board members received the 1<sup>st</sup> Quarter Recipient Rights Reports along with minutes from the Recipient Rights Committee most recent meeting of January 26, 2017. Board members had no questions or comments.

**2. Staff Treatment 01-003**

The Turnover Report for calendar year 2016 was reviewed by Board members.

**3. Budgeting 01-004**

Cheryl Jaworowski reviewed the income report for month ending December 31, 2016. She reviewed the contract settlement amounts should the contract have to be settled as of that date. She notes the expenditures are overspent by \$28,192. Cheryl Jaworowski reviewed the variances in a deficit balance providing explanation of the negative variance.

Cheryl Jaworowski notes some of the line items will require a budget amendment. The budget amendment occurs typically two to three times a year. As we know our revenue, amendments are needed.

Cheryl Jaworowski reviewed the FY16 year-end balance sheet noting the year began with a \$1.6 million deficit and staff received raises and we balanced by year end with an income of \$103,910.

**4. Financial Condition 01-005**

Cheryl Jaworowski reviewed the quarterly Statement of Revenue with Board members and also the Community Foundation balance sheet for the quarter. The final statement of revenue for FY2016 was also presented. Cheryl Jaworowski noted this final statement is the statement the recent financial audit was based on.

Gary Nowak inquired about the endowment fund dollars and the outcome of those dollars should the agency dissolve. Cheryl Jaworowski noted the spendable portion are dollars we have control of; however, the remaining dollars are funds that would remain with the Community Foundation.

Judy Jones inquired about the costs of hospitalization the agency must pay. Cheryl Jaworowski reported the Agency pays the 10% County liability for state inpatient charges. The remaining balance is paid by the State. This had been changed a few years back and the State recalculated the General Funds to cover those expenses.

**5. Asset Protection 01-007**

This monitoring report will be addressed at the March meeting when the audit is presented.

*Moved by Judy Hutchins, supported by Eric Lawson, to accept the February monitoring reports as presented.* Motion carried.

**X. Board Policies Review and Self Evaluation**

**1. Asset Protection 01-007**

Board members reviewed the policy and recommended no revisions.

**2. Board Committee Principles 02-005**

Board members reviewed the policy and recommended no revisions.

**3. Delegation to the Executive Director 03-002**

Board members reviewed the policy and recommended no revisions.

**XI. Linkage Reports**

**1. MACMHB**

**a. CMH PAC Campaign**

Gary Nowak reported the CMH PAC campaign has kicked off. Board members were requested to consider a donation to this fund and can do so by giving their checks to Diane Hayka. Cathy Meske reported she will match up to \$400.

**2. Northern Michigan Regional Entity**

**a. Board Meeting Update – January 25, 2017**

Gary Nowak reported three candidates for the Director of the NMRE will be interviewed on February 17<sup>th</sup>.

**b. Board Meeting Update – December 23, 2016**

The minutes of the December 23, 2016 meeting were included in the mailing.

**3. Consumer Advisory Council**

Cathy Meske reported the Consumer Advisory Council met Monday and the Public Hearing for program input was held in conjunction with their meeting. Ms. Meske summarized input from the Public Hearing below:

Cathy Meske reported Hope Shores Alliance was in attendance and voiced concern of lack of groups available for children experiencing trauma or secondary trauma. Cathy Meske noted when treating children with trauma best practices are to provide services individually.

Another group in attendance was principals from the Alpena Public Schools system. Their common concern related to the significant behaviors children have, especially in kindergarten and first grade.

Cathy Meske noted a family member provided testimony about a child losing their life in an out of home setting and the need for local services.

Another family member provided testimony related to her experience with a spouse experiencing dementia. One area of help would be to develop a brief guide or pamphlets to provide contact agencies should these symptoms occur, etc.

Cathy Meske reports a change has been made in the Mental Health Code to allow for a little easier method for family members to communicate with the treatment team.

Cathy Meske noted partnerships with ESD, Alcona Health Center, Thunder Bay Community Health Services, schools and our agency need to be strengthened. Cathy informed Board members that a meeting was set up for February 17<sup>th</sup> to discuss trauma training for other school professionals.

Roger Frye noted Hillman schools also experience behavior problems in children. Cathy Meske reported Dr. Meno of Thunder Bay Community Health Services has offered to provide trainings for schools in that agency's catchment area.

**XII. Director's Report**

**1. Director's Report Summary**

Cathy Meske provided information on a grant entitled "Building Healthy Communities Grant" included in the consent agenda. She reports this will be focused at the Clubhouse initially

and will provide consultation to develop healthier eating in other offices. She also noted she is working to develop other grant opportunities with AuSable Valley, etc.

Cathy Meske reported the Governor's budget has been released and there appears to be a small decrease in Medicaid, an increase in Autism (however not enough to cover the current services) and nothing additional for substance use disorders.

**2. Endowment Fund Grant Awards**

Cathy Meske reviewed the Endowment Fund Grant awards provided during the past six month.

**XIII. Chair's Report**

**1. Winter Board Conference (Feb 7 & 8 – Kalamazoo)**

Gary Nowak reported Steve Dean was the only Board member attending from this Board. An update will be provided at the March Board meeting.

**2. Officer Interest**

Gary Nowak requested Board members to contact a member of the Nominating Committee should they have an interest in an officer position for the next year. The Nomination's Committee will meet prior to the March Board meeting.

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

There was no information presented.

**XV. Next Meeting – Thursday, March 9, 2017 at 3:00 p.m.**

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, March 9, 2017 at 3:00 p.m.

**1. Set March Agenda**

The Agenda for March was reviewed. Eric Lawson inquired about the potential of having an educational session on the effects of diet on mental health disorders. He provided a brief summary of the effects of using a gluten-free diet. He reports he also is dairy-free and is amazed at the transformation he has undergone. He believes this would be a good topic for a future educational session.

**2. Meeting Evaluation**

Bonnie Cornelius provided the meeting evaluation noting she enjoyed the educational program as it was very good and informative but must have been complicated in development. She reports all members participated. Bonnie provided a short story of her experience with a recent medical concern. Her advice, "Move, move, move."

**XVI. Adjournment**

*Moved by Lester Buza, supported by Pat Przeslawski, to adjourn the meeting.* Motion carried. This meeting adjourned at 4:10 p.m.

*[signed by Alan Fischer 03/09/2017]*  
Alan Fischer, Secretary

*[signed by Gary Nowak 03/09/2017]*  
Gary Nowak, Chair

Diane Hayka  
Recorder