

Northeast Michigan Community Mental Health Authority Board

Board Meeting

May 11, 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, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Eric Lawson, Gary Nowak

Absent: Terry Larson (excused), Pat Przeslawski (excused)

Staff & Guests: Lisa Anderson, Dennis Bannon, Carolyn Bruning, Lee Ann Bushey, Ruth Hewett, Cheryl Jaworowski, Cathy Meske, Nena Sork, Peggy Yachasz

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Gary Nowak appointed Albert LaFleche as evaluator for this meeting.

V. Information and/or Comments from the Public

There were no comments made from the public.

VI. Approval of Minutes

Gary Nowak reported there is a correction to the minutes on page 3 replacing the words "balance sheet" with the word "statement."

Moved by Roger Frye, supported by Lester Buza, to approve the minutes of the April 13, 2017 minutes with noted correction on Page 3. Motion carried.

VII. Consent Agenda

1. Leases and/or Contract Approval

- a. **Alcona County Office Lease**
- b. **myLearning Point**

Moved by Steve Dean, supported by Bonnie Cornelius to pull the Alcona County Office Lease from the Agenda and also myLearning Point. Motion carried.

Steve Dean inquired about the rental cost of the Alcona County office. Cheryl Jaworowski noted this is a slight increase from the previous year. Steve Dean also inquired about the myLearning Point agreement. Lisa Anderson reported this is the method the agency uses to provide staff training via an online process. The Agency is able to utilize existing training modules as well as agency specific training. This system also provides a tracking mechanism for training completed by staff.

Moved by Judy Hutchins, supported by Albert LaFleche, to approve the Consent Agenda as presented. Roll Call vote: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Eric Lawson, Gary Nowak; Nays: None; Absent: Terry Larson, Pat Przeslawski. Motion carried.

VIII. Information and/or Comments from the Public

Bonnie Cornelius notified Board members of the availability of tickets in support of the "Handicapable Day" at the Alpena County Fair via the Brown Trout Festival promotion.

IX. Educational Session – Majestic Unveiled

Nena Sork provided a brief overview of the journey through Majestic, the new electronic health record (EHR) system, from the beginning stages nine months ago to "Go Live" on May 1. Nena Sork reported a total of 372 staff (20 at a time) were trained in the month of May prior to "Go Live."

Board members viewed a PowerPoint presentation of the events leading up to implementation of the new system. Cathy Meske thanked Nena for her leadership and all the staff in their willingness to make this one of the best possible rollouts of the new EHR. Dennis Bannon and Nena Sork reported the success was due to everyone's efforts.

X. May Monitoring Reports

1. Treatment of Consumers 01-002

Steve Dean requested information related to the "Other" category on the Recipient Rights Report and what type of incidents are included in the "Other" category. Ruth Hewett reported she will be looking at narrowing the "Other" category of incident reports.

2. Budgeting 01-004

Cheryl Jaworowski reviewed the Statement of Revenue and Expenses for month ending March 31, 2017, six months into the fiscal year. Cheryl Jaworowski reported inpatient peaked in March and this is not exclusive to our Board; many of our partner Boards also experienced a similar spike. She reports there is a \$13,544 deficit in March. She reviewed the various revenue stream balances.

3. Financial Condition 01-005

Cheryl Jaworowski reviewed the 2nd Quarter Statement of Net Position. Cheryl Jaworowski reports we have received just under \$400,000 less in Medicaid than we received last year. There are 50 days of operating cash to operate should no additional funding come into the system.

Cheryl Jaworowski noted the state now changes Medicaid rates every quarter this fiscal year. She reports this is due to various factors – population, demographics, etc. She reports having these adjustments quarterly makes it very difficult to develop budgets.

Gary Nowak noted the spendable money in the Foundation is at \$7,772.81. Cathy Meske reported there is a team reviewing requests for use of these funds. The Board receives a report on these in February and August.

Gary Nowak inquired as to where the request is at from the NMRE regarding lapsed dollars. Cheryl Jaworowski reported she received positive feedback from the Finance Director. Next step will be the Ops Committee approval to present to the NMRE Board.

Moved by Bonnie Cornelius, supported by Albert LaFleche, to accept the May monitoring reports as presented. Motion carried.

XI. Board Policy Review and Self Evaluation

1. Board Job Description 02-003

Board members reviewed the policy. Eric Lawson requested clarity on the correspondence with the County Commissions. Cathy Meske reported she attends a meeting with them at least annually. In addition, they receive copies of all minutes of the Board meetings. There were no recommended changes suggested.

2. Board Core Values 02-014

Board members reviewed the policy. Members had no recommendations for revision to the policy.

XII. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Regional Board Meetings

i. April 26, 2017

Gary Nowak reported it was a good meeting. Election of officers was conducted. Roger Frye is now the Vice Chair on the NMRE Board.

b. NMRE Subcontract

Cathy Meske reported the FY16-17 Subcontract was received on Tuesday of this week. She addressed the revisions to the contract which address the Supports Intensity Scale and the 1115 Waiver of the Flint Water System. The Core Indicator projects increased the interview requirement from 400 to 500 face-to-face interviews. The Autism payment will be funded at 100% cost for those assessments determining eligibility for services.

Moved by Albert LaFleche, supported by Judy Hutchins, to authorize the Director to execute the FY16-17 Subcontract with NMRE.

XIII. Executive Committee Report

Cheryl Jaworowski reported the Executive Committee met on April 24, 2017 to address the potential of reducing the selling price from \$125,000 to \$113,500 for the property at Second Avenue in Alpena. In addition, authorization was granted to reduce up to 10-12% beneath that amount if necessary.

2. Board Association

a. Association Dues Structure Analysis/By-Laws

Cathy Meske noted this item is a continuation of the discussion from the April meeting. She noted she did an analysis and recommends Option #5. This will impact Northeast by \$82. Steve Dean inquired as to the dues and what those dollars encompass. Cathy Meske provided explanation.

In addition, the by-laws will have some housekeeping revisions and will be voted on at the Member Assembly meeting.

Eric Lawson also inquired about the election process. Gary Nowak noted, Joe Stone, a Board member at AuSable Valley Community Mental Health Authority is nominated for the President of the MACMHB Board.

XIV. Chair's Report

1. Strategic Planning Discussion

The menu options for the Strategic Planning session were completed and turned in. The planning session will begin with lunch at 12:30 p.m.

XV. Director's Report

1. Director's Report Items

A. Section 298 and Section 234 Update

Cathy Meske reviewed the most recent movement within the Budget bills moving through Lansing. The Senate version and the House version are slightly different. Pilot areas will be established. She reported the House did take into consideration some of the Section 298 report in their recommendations.

B. Home and Community Based Services

Cathy Meske reported CMS recently released a bulletin moving the date to 2022 to be in compliance with the new standards. She reports Christine Taylor will be contacting Belinda Hawks to determine if the B3 recipients will still need to be surveyed in June.

2. Huntington Bank Resolution

Copy of Official Resolution attached to the minutes of this meeting. Cheryl Jaworowski reported First Merit Bank merged with Huntington Bank back in January requiring a new banking resolution.

Moved by Steve Dean, supported by Judy Jones, to authorize the Director to execute the resolution required by Huntington Bank to "Open and Maintain a Bank Account" (Public Entity) as presented. Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Eric Lawson, Gary Nowak; Nays: None; Absent: Terry Larson, Pat Przeslawski. Motion carried.

3. QI Council Update

The minutes for the QI Council dated April 17, 2017 were included in the mailed Board packet. Cathy Meske reported Lynne Fredlund and Julie Hasse recently completed their Master's Degree from Michigan State. Kuddos to both staff on their achievement.

XVI. Information and/or Comments from the Public

Cheryl Jaworowski reported she had intended to present a budget amendment at this meeting; however, she has not had time to prepare an amended budget.

Diane Hayka reminded Board members of the opportunity for direct deposit for mileage expenses. Forms were sent to Board members earlier for completion.

XVII. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, June 8, 2017 at 12:30 p.m.

1. Set May Agenda

The June meeting will be the Strategic Planning Session and will begin at 12:30 p.m. with a lunch and meeting to immediately follow.

XVIII. Evaluation of Meeting

Albert LaFleche reported the meeting started on time. He noted this was a very good meeting and all Board members participated. He notes this Agency appears to run smooth with good staffing.

XIX. Adjournment

Moved by Judy Hutchins, supported by Albert LaFleche, to adjourn the meeting. Motion carried. This meeting adjourned at 4:05 p.m.

[signed by Alan Fischer on 06/08/2017]
Alan Fischer, Secretary

[signed by Gary Nowak on 06/08/2017]
Gary Nowak, Chair

Diane Hayka
Recorder



Account Number SEE ATTACHED

Copy of Resolution to
Open and Maintain a Bank Account
(Public Entity)

The undersigned hereby certifies to The Huntington National Bank that: I am the
Executive Director
(insert official title)

and, as such, I am familiar with the records and proceedings of:
NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY
(insert name of governmental entity)

(the "Public Entity"), a governmental entity duly organized and existing under the laws of the
State of MI

the following is a true, accurate and compared copy of resolutions duly adopted by the Public Entity, and that the resolutions have not been rescinded, modified or revoked and are in full force and effect.

RESOLVED, that:

- (i) The Huntington National Bank (the "Bank"), as a national banking association, is qualified under applicable law and regulations to be a depository for the Public Entity and is hereby designated as a depository of the Public Entity;
- (ii) one or more account(s) may be opened and maintained in the name of the Public Entity, in accordance with the rules and regulations or procedures of the Bank pertaining to such accounts as amended by the Bank from time to time, or as otherwise amended by a written agreement between the Public Entity and Bank;
- (iii) any of the individuals whose names are set forth in (iv), below or, whose genuine signatures appear on separate cards dated and filed with the Bank, (collectively the "Authorized Signatories" and individually an "Authorized Signatory") are hereby authorized to act individually on behalf of the Public Entity and in its name to:
 - a. sign checks, drafts, notes, bills of exchange, acceptances, or other orders for payment of funds from any account maintained by the Public Entity;
 - b. indorse checks, drafts, notes, bills, certificates of deposit, or other instruments owned or held by the Public Entity for deposit in any such account, or for collection or discount by the Bank;
 - c. identify, approve and guarantee the indorsements of any and all checks and drafts drawn by the Public Entity;
 - d. waive demand, protest, and notice of protest, or dishonor of any check, draft, note, bill, certificates of deposit or other instruments made, drawn, or indorsed by the Public Entity;
 - e. act for the Public Entity in the transaction of all other business (whether or not it is of the kind, nature or character specified in this certificate) on the Public Entity's behalf with the Bank, including but not limited to executing contracts and delegating person to engage in transaction in connection with such contracts;
 - f. open and maintain an account in the name of the Public Entity (any account so opened shall be bound by the provisions of this certificate);
 - g. certify to the Bank the names of the Authorized Signatories and shall certify such change to the Bank, and the Bank shall be fully protected in relying on such certification, or refusing to honor the signature of any individual not so certified;
 - h. delegate other person(s) to perform any of the foregoing acts;

(iv) **Names or Titles of Authorized Signatories:**

CHERYL JAWOROWSKI

CATHY S MESKE

JOELL ANTHONY

(When only titles are used, this resolution must be accompanied by an Incumbency Certificate)

FURTHER RESOLVED, that

(i) the Bank is authorized to honor, receive, certify, or pay all instruments signed in accordance with this certificate even though drawn or indorsed to the order of an Authorized Signatory signing the same, tendered for cash, or in payment of a personal obligation or for deposit into a personal account of said Authorized Signatory and the Bank is not required or obligated to inquire into the circumstances of the issuance or use of any instrument signed in accordance with this certificate, or the application, or disposition of such instrument, or the proceeds thereof;

(ii) overdrafts, if any, shall not be considered to be a loan; and

(iii) the provisions of this certificate shall remain in full force and effect until written notice of its amendment or rescission shall have been received by the Bank and the Bank has a reasonable amount of time to act upon such notice, and that receipt of such notice shall not affect any action taken by the Bank prior thereto.

FURTHER RESOLVED, that the undersigned be, and hereby is, authorized and directed to certify to the Bank the foregoing resolutions and that the provisions thereof are in conformity with the laws and regulations governing the Public Entity.

I further certify that there is no provision in the law or regulations governing the Public Entity which limits the power of the Public Entity to pass the foregoing resolutions and that the same are in conformity with the law and regulations governing the Public Entity, have not be modified or rescinded and are in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 11th day of May, 2017.

Public Official:

Cathy Meske

Witness:

[Signature]

State of Michigan
County of Alpena

On this 11th day of May 2017, before me personally appeared Cathy Meske and Gary Nowak to me known to be the person who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free act and deed.

(Signed) Diane M. Hayka
Notary Public

