

Northeast Michigan Community Mental Health Authority Board

Board Meeting

August 10, 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 Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski

Absent: Steve Dean (excused), Judy Hutchins (excused)

Staff & Guests: Lisa Anderson, Dayna Barbeau, Carolyn Bruning, LeeAnn Bushey, Cheryl Jaworowski, Cathy Meske, Nena Sork, Christine Taylor, Kristin (WBKB-TV)

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Gary Nowak appointed Lester Buza as evaluator for this meeting.

V. Information and/or Comments from the Public

Bonnie Cornelius informed Board members of the success of the "Handi-Capable" Day at the Fair. She reported the carnival people were exceptional with the attendees. A lunch was served consisting of pulled pork sandwiches and salads. Bonnie Cornelius explained how the idea germinated here by mirroring some of the larger fairs where this event is held annually. The Horseman's Club and Fair Board participated in ticket sales at the Brown Trout Festival in which a portion of the proceeds were then routed back to the various service clubs. These funds were then used to cover the cost of services provided.

The Board applauded the Horseman's Club and the Alpena County Fair Board for their vision and inclusion for those individuals who might otherwise not have this opportunity.

VI. Approval of Minutes

Moved by Pat Przeslawski, supported by Roger Frye, to approve the minutes of the July 13, 2017 minutes as presented. Motion carried.

VII. Consent Agenda

1. Contracts/Grants

a. **Community Foundation for Northeast Michigan – Community Impact Grant**

2. Resolution

a. **Alpena Alcona Area Credit Union**

**CERTIFIED COPY OF RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY
RESOLUTION for ALPENA ALCONA AREA CREDIT UNION**

The Association named on this resolution resolves that:

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.

- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent names on this resolution. The term "alternative signatures and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

I certify I am the secretary of **NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY** and that the above is a true copy of a resolution adopted by a quorum of the board of directors of this corporation at a meeting held on the 10th day of AUGUST, 2017.

Moved by Eric Lawson, supported by Albert LaFleche, to pull the banking resolution off the Consent Agenda to obtain further explanation. Motion carried.

Moved by Eric Lawson, supported by Pat Przeslawski, to approve the Consent Agenda as presented. Motion carried.

Eric Lawson questioned the need for the resolution as to whether the Banking institution is being changed. Cheryl Jaworowski provided input as to the previous notification given to all banking institutions when Ed LaFramboise retired and Cathy Meske assumed the Director of this Agency; however, Alpena Alcona Area Credit Union did not make the change based on that notification. This account is used for the Agency VISA card and will allow us to look at the account online and provide more frequent monitoring.

Moved by Eric Lawson, supported by Roger Frye, to approve the Banking Resolution as presented. Motion carried.

VIII. Educational Session – Compliance Update

Christine Taylor provided Board members with training to satisfy the requirement of Compliance training conducted annually.

Kristin WBKB-TV arrived at 3:12 p.m.

Christine Taylor noted Northeast's Compliance Plan mirrors the NMRE's Compliance Plan. She reports this Plan is currently being revised at the PIHP.

Ms. Taylor reports the PIHP is responsible for conducting verification audits to test the integrity of the claims submitted by staff for services. This is conducted quarterly. She provided several examples of potential fraud circumstances. Christine Taylor is the contact person at this Agency to report suspicious or possible fraud.

Christine Taylor provided a printed report drafted by the Office of Inspector General to provide Board members with guidance of their duties. She notes "Duty of Care" addresses the responsibilities of Board members. She requested Board members read through this resource guide.

Christine Taylor reports when the new compliance plan is finalized, Board members will be provided with a copy or summary of the document. Christine Taylor provided Board members with information about future reports she will be providing periodically to Board members.

IX. August Monitoring Reports

1. Treatment of Consumers 01-002

The monitoring report for Treatment of Consumers was included in the mailed Board packet and Board members had no questions.

2. Staff Treatment 01-003

Board members reviewed the turnover report. Lisa Anderson noted compared to similar industry providers Northeast's turnover is pretty good compared to around a 20% turnover in their staffing.

3. Budgeting 01-004

Cheryl Jaworowski reviewed the Statement of Revenue and Expense for month ending June 30, 2017. She reports the deficit the agency began the fiscal year with has been resolved. She reports the negative variance in Board Travel/Education is leveling out somewhat. As more Board members are attending conference, more dollars will need to be included in the budget to avoid future negative variances.

Cheryl Jaworowski reports she is anticipating two General Fund transfers from our member Boards in the PIHP to help cover our potential deficit in that funding stream.

An amended balanced budget will be presented next month. She reports the beginning of this fiscal year indicated a negative balance of \$1,190,567, which at the end of June the negative balance has been eliminated.

4. Financial Condition 01-005

Cheryl Jaworowski reviewed the Statement of Net Position noting the Cash and cash equivalent shows a large change and this is due to the timing of receiving our payment from the PIHP. She notes we have 51 days of operating dollars, which is good.

Cheryl Jaworowski reviewed the Foundation Financial Statement and reviewed the spendable dollars in the fund for use. An update on the use of this fund will be provided under the Director's Report later in this meeting.

Moved by Bonnie Cornelius, supported by Pat Przeslawski, to accept the August monitoring reports as presented. Motion carried.

X. Board Policy Review and Self Evaluation

1. Chairperson's Role 02-004

Board members reviewed the policy and had no concerns and requested no revisions.

2. Board Member Per Diem 02-009

Cathy Meske reported a survey was conducted of our four county region and our member boards to provide a comparison on per diem, mileage and meal reimbursements. The Board appears to be in line with others. No changes were recommended to the policy

3. Board Self-Evaluation 02-012

A report will be discussed under the Chair's Report related to self-assessment. No revisions were recommended for this policy.

XI. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Regional Board Meetings

i. July 26, 2017

Gary Nowak reports the CEO of the member Boards have taken a more active role in the Board meetings, which is problematic. Terry Larson reported there was much discussion about SUD and the liquor tax disbursements. Terry Larson reported he represents Presque Isle County, Roger Frye represents Montmorency County and Eric Lawson previously represented Alpena County on the SUD Advisory Board. Terry Larson provided explanation of how liquor tax can be utilized and notes the SUD Board must approve the disbursements. Once approved by the SUD Board, the NMRE Board then also needs to approve.

2. MACMHB

There were no updates related to the MACMHB Fall Conference. A poll was taken to determine interest in attendance for this event. Cathy Meske noted Nena Sork and possibly Cheryl Jaworowski will attend as staff. Alan Fischer, Judy Jones, Judy Hutchins, Roger Frye, and Gary Nowak all expressed interest in attending this conference as well.

3. Consumer Advisory Council

The draft minutes of the recent Consumer Advisory Council meeting held Monday evening were distributed. The Council members also received an educational session by Christine Taylor on compliance. In addition, they were informed of the Patient Portal under development which will be operational by October 1 allowing individuals to access their electronic health records.

XII. Chair's Report

Gary Nowak reported he received a thank you from a staff member regarding the employee recognition luncheon. Mr. Nowak noted he attended the luncheon in Hillman along with Roger Frye and Albert LaFleche; Judy Jones and Alan Fischer attended the Alpena/Alcona luncheon held at the APlex.

1. CEO Evaluation

Diane Hayka noted the Director's evaluation process is a process occurring over the 12-month period through provision of monitoring reports. Board members were provided opportunity to review any of the past monitoring reports should they wish in making their final determination of a positive evaluation or otherwise. Board members concurred Cathy Meske receive a positive evaluation for FY17.

Moved by Terry Larson, supported by Pat Przeslawski, to authorize the Board Chair to sign the CEO Evaluation. Motion carried.

2. Begin Board Self-Evaluation

The memo included in the mailing is the first part of the Board's Self-Evaluation. Each month, based on the perpetual calendar, policies are reviewed and some policies require Board members to assess their compliance to the policy in the same manner as the director when monitoring the Executive Limitations policy. The excerpts from the minutes providing discussion on the policy are included in the memo. The second part of the evaluation process will be concluded by a survey of Board members answering questions, which will be compiled and presented at the September Board meeting.

3. Meeting Date and Time Discussion

After discussion, discussion it was felt the meeting time for this meeting should be left at 3 p.m. Gary Nowak noted some variance in the winter months may be beneficial. Bonnie Cornelius and Terry Larson provided reasons for keeping the 3 p.m. meeting to assure consistency in public awareness. Consensus was to leave meeting times at 3:00 p.m.

XIII. Director's Report

1. Director's Report Items

A. 298/NMRE Pilot

Cathy Meske reported this time the proposed pilot may be a reasonable endeavor regardless of the State's pilot. She reports Northeast would apply to become a Behavioral Health Home for our population only. Nena Sork, Lisa Orozco and Cathy Meske will be meeting with others at the NMRE to determine what steps are needed to become certified as a Health Home provider. Material was included to provide additional explanation of the pilot and definitions of a Health Home.

B. Staff Appreciation

Cathy Meske reports the Staff Appreciation luncheons were well attended and she did recognize the many number of years staff had provided services for this Agency.

C. Strategic Planning

Cathy Meske reported Lynne Fredlund and Management Team are working to finalize the plan. She reports next year the planning process may be handled over a two-month period versus one. She would like to get more input from the Board in the development of this plan.

D. House CARES Task Force

Cathy Meske provided Board members with information related to the House CARES Task Force (Community, Access, Resources, Education, and Safety). She reports we will be entering into a

grant application with the Children's Trauma Assessment Center (CTAC) Group. This grant would provide trauma-focused treatment for families impacted by substance use whose children are at risk of removal due to caregivers substance use disorder. Community partners include DHHS, CTAC, Alcona Health Center and NeMCMHA.

E. COFR Rule changes

Cathy Meske reported in reviewing the contract Amendment #1 for FY17 (which was received in July), it was discovered there were rule changes addressing COFR for children in placement. Cathy Meske noted in the past the county where the child resided prior to placement was responsible for payment. The new rule indicated effective October 1, 2016 the county of where the child was placed was responsible for the costs of services. Under those effective dates, Northeast would need to go back to last October to determine financial responsibility. After making inquiries about the effective date, a directive has since been received to make this effective as of August 1, 2017.

2. Endowment Fund Grant Awards

Board members received a listing of the awards made with the spendable funds from our Community Foundation Endowment Fund. Over the past six months, \$1,929.16 was awarded to individuals needing assistance with items not otherwise covered by insurance or other agencies. An internal committee reviews applications as they are submitted to determine authorizations.

XIV. Information and/or Comments from the Public

There was no information presented.

XV. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, September 14, 2017 at 3:00 p.m.

1. Set September Agenda

The September agenda items were reviewed.

XVI. Evaluation of Meeting

Lester Buza reported the meeting started on time. Board members participated. He reported the Compliance training was good. He suggested Board members review the handout Christine Taylor provided with the compliance training materials.

3. Closed Session [Union Negotiations]

Moved by Eric Lawson, supported by to adjourn to Closed Session to discuss union negotiations.

Roll Call Vote: Ayes: Lester Buza, Bonnie Cornelius, Alan Fischer, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: Steve Dean, Judy Hutchins. Motion carried.

Meeting adjourned to closed session at 4:18 p.m.

Moved by Judy Jones, Albert LaFleche, to return to Open Session.

Meeting returned to open session at 4:30 p.m.

Roll Call to Open Session: Present: Lester Buza, Bonnie Cornelius, Alan Fischer, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: Steve Dean, Judy Hutchins.

XVII. Adjournment

Moved by Eric Lawson, supported by Albert LaFleche, to adjourn the meeting. Motion carried. This meeting adjourned at 4:31 p.m.

[signed by Alan Fischer on 09/14/2017]
Alan Fischer, Secretary

[signed by Gary Nowak on 09/14/2017]
Gary Nowak, Chair

Diane Hayka
Recorder