

Northeast Michigan Community Mental Health Authority Board

Board Meeting

September 14, 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, Albert LaFleche, Terry Larson, Gary Nowak, Pat Przeslawski

Absent: Eric Lawson (excused), Judy Hutchins (excused), Judy Jones

Staff & Guests: Lisa Anderson, Dennis Bannon, Carolyn Bruning, Lynne Fredlund, Ruth Hewett, Cheryl Jaworowski, Cathy Meske, Nena Sork

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Gary Nowak appointed Steve Dean as evaluator for this meeting.

V. Information and/or Comments from the Public

There was no information or comments presented.

VI. Approval of Minutes

Moved by Roger Frye, supported by Terry Larson, to approve the minutes of the August 10, 2017 minutes as presented. Motion carried.

VII. Consent Agenda

1. Contracts

- a. **Thunder Bay Transportation Authority**
- b. **MRS Cash Match Agreement**
- c. **NEMROC**

2. Grants

- a. **Community Foundation for Northeast Michigan**

Pat Przeslawski requested the contract for Thunder Bay Transportation Authority be removed from the consent agenda. *Moved by Pat Przeslawski supported by Albert LaFleche, to remove the Thunder Bay Transportation Authority contract from consent agenda.* Motion carried.

Moved by Albert LaFleche, supported by Bonnie Cornelius, to approve the Consent Agenda as presented. Motion carried.

Judy Jones arrived at 3:08 p.m.

Pat Przeslawski voiced her concern of approving a contract with Thunder Bay Transportation Authority. *Moved by Alan Fischer supported by Bonnie Cornelius to approve Thunder Bay Transportation Authority Contract.* Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Jones, Albert

LaFleche, Terry Larson, Gary Nowak, Nays: Pat Przeslawski, Absent: Judy Hutchins, Eric Lawson.

VIII. Educational Session – Strategic Plan Review

Cathy Meske reviewed the PowerPoint presentation related to the most recent Strategic Plan. She noted this format was adapted after seeing a Strategic Plan from another community mental health agency. The information contained on the slides covers the subjects addressed in the previous written plan. The information will be put in written plan format as well. The Mission, Vision and Core Values did not change from the previous year. Eric Kurtz had provided an environmental scan at the Strategic Planning meeting and the page entitled "Forces in the Environment Impacting Behavioral Health" was developed based on discussions from the presentation. The Goals and Barriers were reviewed along with opportunities and options available. The Ends were refined and criteria of how each sub-end would be measured were reviewed. Cathy Meske noted an additional agency goal this year will be to promote suicide awareness by conducting at least one community presentation on suicide assessment and prevention. In addition, staff training will be provided in assessing for risk of suicide.

Bonnie Cornelius inquired as to whether there are increased issues related to suicide as it seems to be hitting young adult males. Cathy Meske noted the population at greatest risk is older adult males. She will be working with Partners in Prevention to do outreach related to suicide and opioid dependence.

IX. Closed Session to discuss Union Negotiations

Moved by Bonnie Cornelius, supported by Albert LaFleche, to adjourn to closed session to discuss union negotiations. Roll Call Vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: Judy Hutchins, Eric Lawson. Motion carried.

Meeting adjourned to Closed Session at 3:15 p.m.

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

Meeting returned to Open Session at: 3:30 p.m.

X. FY16-17 Budget Amendment

Cheryl Jaworowski presented the FY17 Budget Amendment #1 to Board members. The Revenue Budget was reviewed comparing the preliminary budget with the actual budget. She reports the Agency received \$100,000 General Fund (GF) dollars from AuSable Valley Community Mental Health to address the deficit in the GF Revenue.

Judy Hutchins arrived at 3:35 p.m.

Steve Dean inquired the MI Supported Housing – Homeless Grant variance. Cheryl Jaworowski reports there are certain criteria for the slots available for homeless and if the openings are not filled the funds lapse. She noted this grant will be discontinued December 31, 2017.

Cheryl Jaworowski reviewed the expenditure by line item budget amounts. She reports the salaries variance is due to open positions, illnesses, etc. and the dollars for the proposed bargaining unit contract tentative agreements are not included in this amount so this will need to be adjusted once the contracts are ratified.

Cheryl Jaworowski reported she was notified yesterday from NMRE of the potential Medicaid dollars underspent. She reports the Finance Committee reviewed the process to determine any needs which are covered by Medicaid dollars and not yet purchased. She reports for Northeast the proposal would be to move the capitol items from next fiscal year such as computer equipment into this fiscal year.

Moved by Terry Larson, supported by Bonnie Cornelius, to approve purchasing capital equipment as determined necessary by the administrative staff contingent on the NMRE Board approval of this disbursement. Roll call vote: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: Eric Lawson. Motion carried.

Cheryl Jaworowski reported with the additional purchases the portion of General Funds associated with the purchased will also increase thus it is possible to over spend our General Funds. This deficit would need to be covered by the Agency's fund balance.

Moved by Albert LaFleche, supported by Roger Frye, to approve the FY16-17 Budget Amendment #1 as presented. Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: Eric Lawson. Motion carried.

XI. FY17-18 Budget Hearing

Cheryl Jaworowski reported due to the ever changing issues, she will request a continuation budget at this point with presenting a full budget to the Board at the October meeting. She provided Board members with information related to the various funding streams noting some increases and other decreases. The Direct Care Wage increase is also not clearly defined at this point.

Moved by Alan Fischer, supported by Pat Przeslawski, to approve a continuation budget for the FY17-18 Budget as presented. Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: Eric Lawson. Motion carried.

XII. September Monitoring Reports

1. Budgeting 01-004

Cheryl Jaworowski reviewed the Statement of Expense and Revenues for month ending July 31, 2017. She reviewed the variance line items with Board members. She noted the Autism Underfunded amount will be cost settled with NMRE.

2. Compensation and Benefits 01-008

Cathy Meske reviewed the comparison of wages with other CMH Boards noting the lags between various years. The Paraprofessional comparison does not include the proposed wage increase nor the Direct Care Wage increase. This would bring the hourly wage in that classification closer in line to the averages.

Moved by Roger Frye, supported by Alan Fischer to accept the September monitoring reports as presented. Motion carried.

XIII. Board Policy Review and Self Evaluation

1. General Executive Constraint 01-011

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

2. Compensation and Benefits 01-008

Board members had no comments regarding this policy. The monitoring report related to this same policy covered any discussion.

3. Board Committee Structure 02-006

Board members reviewed the policy and had no concerns or comments related to content.

4. Chief Executive Officer Search Process 03-005

Board members reviewed the policy. Steve Dean inquired about a succession plan if needed due to a catastrophic incident. This is addressed in the Emergency Executive Succession Policy which is reviewed in January of each year.

XIV. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meeting August 23, 2017

Cathy Meske reported the NMRE Board discussed the Direct Care Wage increase. They also addressed the LARA rule requiring homes receiving CLS services with more than three beds needing to be licensed. She also noted there was discussion about changes in DAB (Disabled and Blind) and the state is working to get the data corrected.

Roger Frye reported the 298 Pilot program was discussed. Cathy Meske reported there are four pilots identified. She reports Kent County has been selected and the other pilots must be a stand-alone county and in those counties all the Medicaid Health Plans would need to participate. This would not include Northeast. She reports this Agency and our partner Boards are focusing on becoming a Behavioral Health Home.

b. Board Meeting July 26, 2017

The minutes of this meeting were included in the mailing.

2. MACMHB

a. Fall Board Conference – October 23 & 24 – Traverse City

There is still no printed material released for the upcoming Fall Board Conference to be held at the Grand Traverse Resort in Acme.

i. Appoint Voting Delegates

Judy Jones and Judy Hutchins were appointed as the Voting Delegates for this conference.

XV. Chair's Report

1. Setting Perpetual Calendar

Diane Hayka reported a compliance report will be added to the perpetual calendar for November.

Gary Nowak requested input for future educational sessions. Suggestions include: suicide prevention, autism, Sunrise Mission and Sunrise Center.

Cathy Meske reported Sunrise Mission is a dry mission which means you cannot be under the influence of drugs or alcohol and they do not recruit residents to this area.

2. Board Self-Evaluation Report

Pat Przeslawski reported there were three Board members not completing the survey this year. She reports there is quite a variance between years. Cathy Meske reported the more dialogue during meetings the more vested Board members become. She notes she needs feedback from Board members related to how they would like to see things run in the Agency. The comments section was reviewed.

Moved by Gary Nowak supported by Albert LaFleche to send a thank you to AuSable Valley for receipt of \$100,000 General Funds via the 236 Transfer. Motion carried.

XVI. Director's Report

1. Director's Report Items

A. MiPAD (Michigan Inpatient Psychiatric Admissions Discussion) Update

Cathy Meske reported this Workgroup was convened by the Michigan Department of Health and Human Services (MDHHS) in an effort to develop short- and long-term recommendations for improving access to inpatient psychiatric services. This is a time limited workgroup and will wrap up by the end of October. There are six sub-workgroups: Steering Committee, Physical Plant, Staffing and Team-Based Care, Continuum of Care, Interoperability and Financing and Reimbursement.

Ms. Meske reported she and Lynda Zeller co-chair the sub-committee focused on the continuum of care and will explore ways to expand the availability of treatment options across the regions which will allow individuals to receive services in the most appropriate setting for the individual's health and wellness needs. This group will be looking at admission and discharges, as well as crisis plans. The first meeting of the sub-group will be held on September 19 in Lansing.

The following will be some of the issues the sub-group will explore:

1. What happens to a person when they go to ER
2. What happens to a person before they go to ER
3. How are they treated by criminal justice system
4. How are they being treated in ER? What is the lag time?
5. Psychiatric bed capacity? How long does it take to find a bed?
6. What do we have to do to increase our work force to address issues?

Cathy Meske reported the State is putting in place a Mobile Crisis Intervention Team which require two staff with one needing to be a master's level clinician to respond within two (2) hours to a crisis in a person's home, etc. She notes compliance will be unattainable in rural settings. She notes the Clinical Leadership Team will be putting together a plan as to what portion of compliance can be attained.

She notes being a part of this workgroup will be beneficial for the northern rural areas of Michigan.

B. Commissioners Annual Meetings

Cathy Meske reports she has begun her meetings with the commissioners with Montmorency County Commissioners being the first of the four. She met with Montmorency County commissioners yesterday. Diane Hayka will e-mail Board members with dates of the remaining three county's meetings.

2. Second Avenue Update

RESOLUTION TO SELL REAL ESTATE

WHEREAS, Northeast Michigan Community Mental Health Authority owns certain real estate no longer needed for the operation of the business and it would further be desirous to sell some; be it:

RESOLVED, that the Northeast Michigan Community Mental Health Authority sell real estate known or described as 919 N. Second Avenue, Alpena to Beacon Specialized Living Services, Inc. for the purchase price of \$107,000, in accordance with the terms of the Sales Contract dated August 31, 2017, and that the closing documents in connection therewith be in such a form as Cathy Meske, Director of Northeast Michigan Community Mental Health Authority may deem advisable; and that the Director be authorized to execute and deliver such documents.

The undersigned hereby certifies he is the duly elected and qualified Secretary of the Northeast Michigan Community Mental Health Authority Board and that the foregoing is a true record of a resolution duly adopted at a meeting held on September 14, 2017 held in accordance with state law and the Bylaws of the above named entity.

IN WITNESS WHEREOF, the Secretary of the Board is directed to enter a copy of this Resolution in the minutes of this meeting.

Moved by Lester Buza, supported by Terry Larson, to approve the Resolution to Sell Real Estate as presented and authorize the Director to execute necessary documents required for real estate transfer. Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: Eric Lawson. Motion carried.

3. Contract Approvals

a. Rite Aid

Cathy Meske reported the Agency provides flu shot clinics each year and this year Rite Aid will provide the service at \$26/vaccine. Last year the Agency had 135 individuals receive a flu vaccine. Roger Frye inquired as to whether the Health Departments were considered for this service. Lisa Anderson noted Rite Aid has given a good rate recently and we have worked previously with the hospital and others. As Rite Aid is located in various communities, this year it was determined Rite Aid was the best option.

Moved by Albert LaFleche, supported by Judy Jones, to authorize the Director to enter into a contract with Rite Aid for the Vaccine Administration Program as presented. Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: Eric Lawson. Motion carried.

b. MORC, Inc.

Cathy Meske informed Board members of the recent hire of a SIS Assessor who looks at the needs for individuals with developmental disabilities or intellectual disabilities. Training is required to conduct SIS assessments. The individual hired has made a commitment to the Agency and should she leave prior to the end of the commitment will repay the Agency the training dollars.

Moved by Judy Hutchins, supported by Pat Przeslawski, to authorize the Director to enter into a contract with MORC, Inc. for the SIS Training Program as presented. Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: Eric Lawson. Motion carried.

4. QI Council Update

The minutes from the most recent QI Council meeting were included in the mailing. Lynne Fredlund reported the CRS and Home-Based Staff are fully staffed for the first time in five years. She also reported the Patient Portal is being developed and will be operational shortly so individuals will be able to access their health care record. Cathy Meske reported October 1 is the deadline to have this up and running or Medicare will be able to penalize us which will affect funding.

Roger Frye noted he attended a SUD meeting this week and several liquor tax requests were approved. Terry Larson reported Catholic Human Services and Sunrise Center are the only

substance use providers eligible for applying for these dollars. Alcona Health Center has recently received an endowment fund grant to provide SUD services.

XVII. Information and/or Comments from the Public

There was no information presented.

XVIII. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, October 12, 2017 at 3:00 p.m.

1. Set October Agenda

The October agenda items were reviewed.

XIX. Evaluation of Meeting

Steve Dean reported the meeting began actually two minutes early. Steve noted the Strategic Plan was done. Good meeting and much discussion. He reported the CEO requested more discussion and input.

XX. Adjournment

Moved by Pat Przeslawski, supported by Judy Hutchins, to adjourn the meeting. Motion carried. This meeting adjourned at 4:47 p.m.

[signed by Alan Fischer on 10/12/17]

Alan Fischer, Secretary

[signed by Gary Nowak on 10/12/17]

Gary Nowak, Chair

Diane Hayka
Recorder