

## Northeast Michigan Community Mental Health Authority Board

### Board Meeting

October 12, 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, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski

Absent:

Staff & Guests: Lisa Anderson, Dennis Bannon, Carolyn Bruning, LeeAnn Bushey, Lynne Fredlund, Ruth Hewett, Cheryl Jaworowski, Vicki Konczak-Miltz, 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 Eric Lawson as evaluator for this meeting.

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

There was no information or comments presented.

#### VI. Educational Session – ACT Update

Cathy Meske introduced Vicki Konczak-Miltz, Assertive Community Treatment (ACT) Supervisor, noting Ms. Konczak-Miltz has been in this position for just six months. Ms. Konczak-Miltz provided Board members with her background, which included her educational and professional career. She notes ACT is designed by the State to help those who suffer from chronic mental illness to reduce hospitalizations, incarcerations, and focuses on recovery. The ACT Team consists of a team of seven which include nursing staff and case managers. She notes services are provided to 36 individuals currently with a maximum capacity in the program for 45 individuals. She notes the reason for the lower census at this point is due to previous staffing retention issues and the program has just recently been fully staffed. Due to the program's fidelity criteria, staffing ratios must be maintained and not exceeded.

ACT services are provided in the Agency's four-county region. Terry Larson reports the area covered by the Agency is bigger than some states. Judy Hutchins noted many of the ACT individuals attend Bay View Center and she notes the good work done by the Team. Cathy Meske also notes Ms. Konczak-Miltz is one of the facilitator's for the IDDT group and the last group session had an attendance of 17 individuals. This particular group is held at the Fletcher Street Office. Transportation is included in the individual's supports if needed.

Ms. Konczak-Miltz notes the ACT Team will generally have two or three contacts with individual's served daily in this intensive program. Cathy Meske reports Dr. Arora is the psychiatrist assigned to the ACT program and Vicki is the only clinician able to provide therapy with the individuals in the program.

#### VII. Approval of Minutes

*Moved by Bonnie Cornelius, supported by Eric Lawson, to approve the minutes of the September 11, 2017 minutes as presented.* Motion carried.

## VIII. Consent Agenda

### 1. Contracts

- a. **Greenway Fuels, LLC**
- b. **Bay View Center**
- c. **Centria**

*Moved by Roger Frye, supported by Terry Larson, to approve the Consent Agenda as presented.* Motion carried.

## IX. FY17-18 Budget Amendment #1

Cheryl Jaworowski noted last month the Board approved a continuation budget for FY18. A budget amendment is being presented to identify the budget in more detail. She noted the revenue budget will not have a General Fund carryforward that we had last year and the autism revenue will be higher than depicted however those rates are not definitive yet. She reports Healthy Michigan revenue will also be increasing. She notes the last week of October will be the first payment from the State so revenues will be able to be determined more accurately.

Cheryl Jaworowski reported last month Eric Kurtz, NMRE Director, encouraged the Boards to loosen their budget somewhat and spend additional funds. She notes further in the budget presentation Board members will see the impact of that directive as some purchases planned for FY18 were completed in FY17.

Cheryl Jaworowski reviewed the expenditure budget and provided explanation on the increases of salaries. Cheryl provided a detailed explanation of the various changes in salaries which included the direct care wage increase mandated by the legislature. Cheryl notes there is typically a lapse in wages due to open positions, short-term disability, etc. She stated at this point in the year most of our open positions are filled.

Cheryl Jaworowski reviewed the changes in the health care benefit plans noting the Community Blue PPO Plan will be eliminated beginning January 1. In addition, there will be some additional changes in prescription provider coverage which will be addressed in the Director's Report.

Cheryl Jaworowski noted contracted transportation is currently being reviewed and may result in a credit back to the agency due to clarification addressing bus aides.

Cheryl Jaworowski noted other salary related benefits such as workers' compensation, pensions, etc. was also affected due to the direct care wage increase.

Cheryl Jaworowski reported the telephone, internet costs will be increasing due to the tablets currently being used by staff in Majestic requiring connectivity capacity.

Cheryl Jaworowski reports with the current expenses the budget is short by approximately \$3M. She reports last year's budget began with a \$1.2M deficit. She reports some of the deficit will be made up with lapsed wages and requesting additional funding from the NMRE.

Cheryl Jaworowski reviewed the budget by program noting there is no real big increase by program. She reports almost half of the programs on this report are impacted by the legislative direct care wage increase. Cathy Meske reported statewide it is \$63.9M and the legislature approved \$45M. They did not pass through any additional funds to cover the impact of increased pensions, social security or other related wage costs.

Cheryl Jaworowski reviewed the variances by program division: MI, I/DD, and Administration. She reports overall the Administration expenses will be decreasing.

Cheryl Jaworowski reported the Board had authorized some accelerated spending from last year's budget. The Capital purchases for FY18 are reduced as a result of this. Cheryl Jaworowski noted the current vehicle policy is under review. She reports all vehicles for replacement in FY18 are over the five year time span identified in policy. She notes most will also have over the 120,000 mile criteria by the time the vehicles are traded in as well. Vehicle purchases must be depreciated so only a portion of the actual cost impacts the annual budget.

Cheryl Jaworowski reviewed the staffing and reviewed the new positions added. Cathy Meske reported this is the first time in many years Northeast has a full staff.

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

**X. October Monitoring Reports**

**1. Budgeting 01-004**

Cheryl Jaworowski reviewed the Statement of Expense and Revenues for month ending August 31, 2017. She reported this report includes the amended FY17 budget approved at the September meeting. She reports this shows \$174,409 profit.

She notes a correction in line 47 related to the Healthy Michigan Funds which should reflect Over Spent not Under Spent.

***Moved by Albert LaFleche, supported by Pat Przeslawski to accept the October monitoring reports as presented.*** Motion carried.

**XI. Board Policy Review and Self Evaluation**

**1. Annual Board Planning Cycle 02-007**

Board members reviewed the policy. Cathy Meske noted this is the time to make changes if needed and more input is requested from Board members. Roger Frye requested consideration of resuming the legislative luncheons. Cathy Meske reports Nena Sork and Eric Lawson recently attended a forum hosted by Representative Sue Allor in Mackinac City. She reports we need to continue having a loud voice and attending venues such as this forum.

**2. Chief Executive Job Description 03-003**

Board members had no comments regarding this policy.

**3. Monitoring Executive Performance 03-004**

Board members reviewed the policy and had no concerns or comments related to content. The Monitoring Schedule was updated to reflect the addition of the Disclosure of Ownership policy which will mirror the perpetual calendar to be adopted. ***Moved by Pat Przeslawski, supported by Judy Jones, to approve revision to Policy 03-004 as presented.*** Motion carried.

**XII. Linkage Reports**

**1. Northern Michigan Regional Entity (NMRE)**

**a. Board Meeting September 27, 2017**

The minutes of the meeting are not yet available. Cathy Meske reports the SUD presentation was very interesting and notes Catholic Human Services received some of the liquor tax dollars

to keep the provision of some of the services locally. She notes the NMRE Board did take the recommendation of the SUD Oversight Committee and approved recommendations.

Cathy Meske also noted the fund balance was addressed to assure we stay within budget and continue being good stewards of the budget to assure future rates are not negatively affected.

## 2. MACMHB

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

Board members are registered and have received their confirmations for hotel accommodations. Diane Hayka reported some may receive an e-mail indicating they did not sign up for workshops; however, this can be updated. This is the first time the registration requested advance notice of workshop attendance. This will assist MACMHB in determine the size of room needed for each workshop and the number of materials needed as well. Steve Dean reports he will be unable to attend and has notified MACMHB in time for a refund.

## XIII. Chair's Report

### 1. Setting Perpetual Calendar

Gary Nowak requested input for future educational sessions. Diane Hayka reported November's training will include an introduction to the patient portal and compliance reporting. Pat Przeslawski suggested suicide prevention and Mental Health First Aid and Trauma Focused Services. Cathy Meske reported Partners in Prevention has contracted with the agency to provide various educational community opportunities. Judy Jones also requested information on Jail Services. Nena Sork reported Amy Pilarski recently attended a training sponsored by MMRMA and while the fidelity of the training requires a two-day training, it would not be possible in the rural areas to maintain fidelity. Officers would not be able to commit time to attend a two-day training. There will be elements of the training that can be incorporated into a shortened version of training.  
*Moved by Pat Przeslawski, supported by Judy Jones, to adopt the Perpetual Calendar for FY17-18 as presented.* Motion carried.

### 2. Nomination's Committee Appointment

Gary Nowak appointed Pat Przeslawski, Alan Fischer, Roger Frye, and Terry Larson to this year's Nominations Committee.

### 3. Strategic Plan

Cathy Meske noted the Strategic Plan featured last meeting was transferred into a report plan. The final numbers will be added in the sub-ends where appropriate. Steve Dean inquired about the Other Agency Goal #1 inquiring as to whether this was new. Cathy Meske reported this is a continuation; however, when first developed the rate was 10% and now 100%

*Moved by Pat Przeslawski, supported by Eric Lawson, to approve the FY17-18 Strategic Plan as presented.* Motion carried.

## XIV. Director's Report

### 1. Director's Report Items

#### A. MiPAD (Michigan Inpatient Psychiatric Admissions Discussion) Update

Cathy Meske noted September/October have been very busy. She is involved in the MiPAD initiative at the State level. Cathy Meske reviewed the sub-groups of the main workgroup – Physical Plant, Staffing and Team-Based Care, Continuum of Care, Interoperability, Financing and Reimbursement and Registry Development. Registry Development would focus on psychiatric admissions, discharges and transfers to determine a real-time response to bed availability.

She reports she is the co-facilitator of the Continuum of Care workgroup. She notes there are seven features they will be focusing on during this initiative. She notes the wait times in the ER have increased and the bed capacity has decreased. Her workgroup will be focusing on – 1) How a person moves within the system; 2) What is the interaction between public mental health and the criminal and juvenile justice system for individuals; 3) Increased capacity for psychiatric beds with improved competencies; 4) Emergency room treatment practices; 4) Linkage such as “How we talk to each other,” 5) Workforce; and 6) Focus on specialized population groups such as I/DD, I/DD Behavioral and medically compromised geriatric.

This process will be concluded by the end of October.

**B. TRAILS (Transforming Research & Action to Improve the Lives of Students) Program**

Cathy Meske reported she participated in a conference call related to TRAILS. The TRAILS Program will include teachers providing mindfulness cognitive therapy to children and adolescents affected by mental illness. School professionals will be trained to use evidence-based mental health practices. Participating in this process will go with our Strategic Plan to have a greater presence in the local school systems. She reports two staff will be going to Traverse City for training.

**C. Director’s Forum**

Cathy Meske reported she attended the recent Director’s Forum and Section 298 was once again a topic covered. An RFI will be released to determine interest in participating in a pilot for this process. MACMHB will be collecting the information for this and working with the Department.

**D. Home and Community Based Services Transition**

Cathy Meske reported no new providers can be added within the provider network without provisional approval. All of our homes and most of our contract providers must provide a plan of correction to address as we did not meet the heightened scrutiny required to be in compliance with the new rules. Cathy Meske notes there is an agreement the state had approved related to the citation; however, one of the reviewers did not accept that agreement. When the letters specific to those sites are received, we will submit for reconsideration.

**E. Direct Care Wage Increase**

Cathy Meske reported Direct Care staff received their wage increase as of October 1 and the State has requested a listing of staff to prove this increase was indeed passed through.

**F. CARES Task Force**

Cathy Meske reported Nena Sork and Eric Lawson attended the CARES Task Force Forum recently held in Mackinac organized by Representative Sue Allor. Eric provided some information related to how the law enforcement officers in some areas have to deal with those individuals out of control and the event can be quite traumatic.

**G. Psychiatric Inpatient Site Reviews**

Cathy Meske informed Board member of an agreement reached between all PIHPs to accept a single psychiatric inpatient site review protocol. The evaluation protocols will be standardized and reciprocity will occur.

**H. Commissioners Annual Meetings Update**

Cathy Meske reported she has now met with all four county’s Board of Commissioners.

**2. Second Avenue Update**

Cathy Meske provided an update on Second Avenue. The purchaser requested a phase II environmental survey. The purchaser counteroffered with a purchase price of \$105,500, which is \$1,500 less, to cover the cost of the environmental scan. She notes this survey took place today. Cathy Meske reports the potential buyers requested the Phase II environmental scan based on the recommendations of Phase I environmental scan that was completed earlier.

Terry Larson inquired as to what the future would be should the sale fall through. Judy Hutchins inquired about the potential for a drop-in center to purchase property. Cathy Meske noted other alternatives could be developed as well.

**3. VISA Card Credit Increase**

Cathy Meske provided Board members with the reasoning for requesting this increase.

*Moved by Albert LaFleche, supported by Pat Przeslawski, to authorize the Director to increase the credit limit on the Agency's VISA card to \$30,000 as requested.* Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: None. Motion carried.

**4. Presidio [Security Agreement]**

Cathy Meske reported the dollars for this Agreement are included in the FY18 Budget just approved. Presidio will provide the consultation service for the Agency for \$5,000. Cathy Meske reported in addition the purchase order covers a SaaS subscription, which will be needed to cover the various tablets.

*Moved by Roger Frye, supported by Bonnie Cornelius, to authorize the Director to execute the agreement with Presidio as presented.* Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: None. Motion carried.

**5. CDW Government LLC**

Dennis Bannon reported this Agency will be assisting in the migration of the Agency's e-mail system to the "cloud" and the IS Department requested support from a company knowing the ins and outs of such a migration. Steve Dean inquired about the security risks for hosting e-mail in the cloud. Dennis Bannon indicated Microsoft has an authentication system which is quite secure.

*Moved by Eric Lawson, supported by Pat Przeslawski, to authorize the Director to execute the agreement with CDW as presented.* Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger Frye, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: None; Absent: None. Motion carried.

**6. Pharmacy Benefit Provider**

Cathy Meske reported HUB provides consultation to our Agency related to health care benefits. Each year they look at various vendors in the provision of services to assure reasonable rates are obtained. Their recommendation this year is to discontinue using Envision as a pharmacy benefit provider and engage RX Benefits to provide that service. Cathy Meske noted the increase from Blue Cross Blue Shield of Michigan is 12% this year and with this pharmacy plan the Agency should realize a savings of approximately \$39,000.

*Moved by Lester Buza, supported by Steve Dean, to authorize the Director the required documents to change the Pharmacy Benefit Provider from Envision to RX Benefits as presented.* Roll call vote: Ayes: Lester Buza, Bonnie Cornelius, Steve Dean, Alan Fischer, Roger

