

Northeast Michigan Community Mental Health Authority Board

Board Meeting

December 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, Judy Hutchins, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak,

Absent: Pat Przeslawski (excused)

Staff & Guests: Dennis Bannon, Carolyn Bruning, Lee Ann Bushey, 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 Terry Larson as evaluator for this meeting.

V. Information and/or Comments from the Public

There was no information or comments presented.

VI. Educational Session – Bylaw Review

This month Board members reviewed the current bylaws. Gary Nowak noted the reference to the “Boards Officer Nominating Committee” indicates the Board or Executive Committee appoints members for this; however, the Chair has been appointing committee members. Language will be revised to indicate the Board Chair will make a recommendation to the Board for approval of members to this Committee. Concerns were raised as to whether current officers should be allowed to serve on this committee and consensus was this would not be an issue.

The agenda items for regular meetings was discussed. The Medical Director’s Report (if any) will be changed to the Operation’s Report (if any). This will include information which was previously reported under a Clinical Services and Supports Report. Board members will be provided with information as to number of individuals served breaking down by county if desired, numbers served by populations groups, etc. Nena Sork noted Majestic is able to provide much information. The Clinical Services and Supports Report had been discontinued due to unreliable reporting of the various statistics due to the report writing complexity.

Board members questioned if the second paragraph of Article VI, Section 8. Decorum during Debate was necessary. Gary Nowak suggested this paragraph remain as this does provide the Chair with direction should there be a disorderly individual in attendance.

Article VII – Committees – language will be removed in parentheses to eliminate the reference of the appointment of the Board Officers Nominating Committee as the Board Chair has been recommending Committee appointment.

Article IX, Section 2. Rules of Order – language will be revised to indicate Robert’s Rules of Order will be a “guideline” versus the “authority” for all matters.

Article IX, Section 8. Assurances – the discrimination list was reviewed with questions about the “record of arrest without conviction” being identified as something the Board or Authority would not discriminate against. Cathy Meske noted the charges and history of an individual would need to be reviewed. Eric Lawson reported “deferred adjudication” is sometimes used to plea bargain down to a less severe charge. Christine Taylor will be consulted to determine the appropriateness of this non-discrimination mandate.

VII. Approval of Minutes

Moved by Albert LaFleche, supported by Roger Frye to approve the minutes of the November 9, 2017 minutes as presented. Motion carried.

VIII. Consent Agenda

1. Contracts

- a. NASPO ValuePoint (formerly WSCA)
- b. North Country – Software Hosting and Support Agreement
- c. Tunstall Agreement
- d. Partners in Prevention
 - i. Children’s Friendship Services
 - ii. Mental Health First Aid Training
 - iii. Trauma Training Project and Suicide Prevention Education
 - iv. Public Safety Mental Health Certification
 - v. Caring for Children Who Experience Trauma

2. Grant Applications

- a. Block Grant Application for PSR (Psychosocial Rehabilitation)

Moved by Eric Lawson, supported by Steve Dean, to approve the Consent Agenda. 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; Nays: None; Absent: Pat Przeslawski. Motion carried.

IX. December Monitoring Reports

1. Budgeting 01-004

Cheryl Jaworowski reviewed the Statement of Expense and Revenues for month ending October 31, 2017 noting this is a very preliminary report. She highlighted the line items with the largest variances. The variance in the Private Contracts is related to the MC3 grant staffing vacancy. Contracted Inpatient is over budget. Board Travel/Education expenses are timing issues due to the Fall Conference. Most line items over budget are due to timing issues.

Cheryl Jaworowski reported with these preliminary numbers Medicaid and Healthy Michigan Funds are over budget and General Funds are under budget. The Medicaid and Healthy Michigan funds will be cost settled with the NMRE and are hoping to receive some excess dollars they have in reserve.

2. Grants or Contracts 01-011

Cathy Meske provided Board members with a review of the Grants or Contracts monitoring report. Last year the Board revised the policy slightly resulting in the addition items related to grants and emergency approval of contracts. This monitoring report addresses those new additions under #6 and #7.

Moved by Steve Dean, supported by Judy Hutchins, to accept the December monitoring reports as presented. Motion carried.

X. Board Policy Review and Self Evaluation

1. Grants or Contracts 01-011

Board members reviewed this policy and had no recommended changes. Each bulleted item of the policy was included in the monitoring report just provided.

2. Board Member Recognition 02-011

Board members had no comments regarding this policy. The 20-year "appropriate" gift is a monetary gift based on years of service similar to that of agency staff.

3. Board Member Orientation 02-015

Board members had no comments regarding this policy.

XI. Linkage Reports

1. CMHAM

Section 298

Cathy Meske reported the Department is actively encouraging Boards to step up and volunteer to be a pilot for 298. She reports Boards are reluctant to volunteer as they don't know what impact it would have on funding. She reports there will be a meeting in Cadillac with Senator Darwin Booher and other legislative members from northern Michigan to address concerns related to the pilot.

Judy Hutchins inquired as to what happened with the dual eligible project. Cathy Meske reported our Board is not in the pilot program.

2. Northern Michigan Regional Entity (NMRE)

a. Board Meeting November 22, 2017

The minutes for this meeting is a handout today. Roger Frye reported there is a new Veteran's Navigator, Brian Martinus. Cathy Meske reported Brian will be providing this Board with an educational presentation in the future. Gary Nowak reported this Board had written a letter to CMHAM suggesting the elimination of the Winter Conference and instead provide regional opportunities. Cathy Meske reported Members Services Committee will be looking at the recommendations. She noted Member Services is also looking at a new location in Novi to host the Winter Conference rather than in Dearborn.

Cathy Meske noted concern based on the minutes of the November 22nd meeting related to the "Dedicated and Reliable SUD Funding" where a portion of the liquor tax (4%) would be used to fund SUD services. This would mean 4% of each county's current liquor tax allocation would be redirected with no guarantee those dollars would actually flow back into those counties. Further clarification will be requested during the next NMRE Board Meeting.

b. Board Meeting October 25, 2017

This meeting was reported on last month; however, the hard copy of the minutes was not available. The minutes were included in the packet for this meeting.

3. Consumer Advisory Council

The minutes of the most recent meeting held on Monday were reviewed with no comments.

XII. Chair's Report

The December meeting's Chair's report traditionally is a review of the by-laws, which was handled as the Educational Session addressed earlier in this meeting.

XIII. Director's Report

1. Director's Report Items

A. Operation's Report

Cathy Meske noted Nena Sork and she had been discussing bringing back a form of the Clinical Services and Support report and discussed other items which may interest Board members. Nena Sork provided Board members with data which could be included in a monthly report to the Board. Currently there are 1,559 active consumers currently served. In October staff provided 1,245 services and in November 1,071 services. The agency serves 1,220 individuals with an SMI diagnosis and 339 with an I/DD diagnosis. There were 268 Access appointment or phone calls between October and November. Access staff received 152 phone calls in October and 142 in November (294 total) with 26 persons were referred elsewhere. Crisis services for October included 135 services (87 were walk- ins, 48 hospitalization needs) and in November 93 services (65 were walk- ins, 28 hospital prescreens).

The Agency currently has two individuals in the state hospital and is actively working to get one transitioned out back to the community.

The ACT program has 33 participants. Nena notes the Agency is trying to increase capacity in ACT now that it is fully staffed. Nena reports the Agency is also trying to blend more services so capacity is evened out. Case Managers may serve those individuals with a SMI and also an I/DD diagnosis.

Nena Sork provided some information on how a crisis appointment might occur.

Steve Dean inquired as to how the caseloads compare. Some individuals may require contact daily and others require less frequent contacts. ACT generally makes contacts daily.

Cathy Meske reported there could be reports broken down by county as well. She requested if Board members have any particular report request, please get that information to her. Cathy Meske noted when she attends the Commissioners meetings annually, she does stress the number of individuals served in that county, etc.

Bonnie Cornelius inquired as to whether this time of year is more intense than other. Cathy Meske noted October and April have traditionally been the peak service months.

B. MIPAD (Michigan Inpatient Psychiatric Admissions Discussion) Update

The recommendations for the Continuum of Care Sub-Workgroup and the recommendations from the project workgroup were included in the mailing. Cathy Meske reports this was focused on inpatient beds and the availability. During the project it was identified that hospitals are only at 60% capacity at any given time. The other 40% beds sit idle due to staffing issues, patient census and their treatment needs and their medical health needs, etc. Recommendations were submitted and it is hoped these issues will be resolved over a two year timeframe.

C. DABs (Disabled, Aged and Blind) and TANF (Temporary Assistance for Needy Families) Migration

Cathy Meske reported individuals on Medicaid annually complete a recertification process. The State of Michigan did an upgrade to their system and the new software assigns a class of Medicaid to the individual based on some responses made during the recertification process not based on what their current class was. She noted this is affecting the funding received by the agency as the new system automatically determines Healthy Michigan as their class of Medicaid when it should be DAB. Cathy Meske notes the minutes from the NMRE addressed this same

issue. Cathy reported next month she will get the rates for DABs and Healthy Michigan to let Board members know the impact this has on our funding.

D. Grant Approval

Cathy Meske informed Board members the Autism Grant for \$895 submitted to the Community Foundation for Northeast Michigan was approved. This grant will provide supplies for the autism program.

E. CARO Hospital

Cathy Meske reported at the recent Director's Forum meeting, Directors were informed the new state facility hospital will be built on the grounds of the current CARO facility.

2. QI Council Update

The minutes from the last meeting were included in the mailing. Board members had no questions. Cathy Meske notes Lynne Fredlund is really keeping the agency informed on Risk and CARF to assure compliance is maintained.

XIV. Information and/or Comments from the Public

Diane Hayka informed Board members of the receipt from Montmorency County of the reappointment of Albert LaFleche beginning a three-year term April 1, 2018. Cathy Meske noted the Strategic Plan booklet was distributed in final format to Board members.

XV. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, January 11, 2018 at 3:00 p.m.

1. Set January Agenda

The January agenda items were reviewed.

XVI. Evaluation of Meeting

Terry Larson reported this was a good meeting and started on time. Bonnie made wonderful cookies. Going through the by-laws as a group was a good exercise.

XVII. Adjournment

Moved by Bonnie Cornelius, supported by Albert LaFleche, to adjourn the meeting. Motion carried. This meeting adjourned at 4:08 p.m.

Signed by Alan Fischer on 1/11/2018

Alan Fischer, Secretary

Signed by Gary Nowak on 1/11/2018

Gary Nowak, Chair

Diane Hayka
Recorder