

**Northeast Michigan Community Mental Health Authority Board**

**Board Meeting**

**January 10, 2019**

**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, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski

Absent: Roger Frye (excused), Judy Jones (excused), Judy Hutchins

Staff & Guests: Lisa Anderson, Dennis Bannon, Carolyn Bruning, LeeAnn Bushey, Lynne Fredlund, Ruth Hewett, Mark Hunter, Cheryl Jaworowski, Cathy Meske, Nena Sork, Jen Whyte

**III. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance as a group.

**IV. Appointment of Evaluator**

Gary Nowak appointed Pat Przeslawski as evaluator for this meeting.

**V. Acknowledgement of Conflict of Interest**

No conflicts were identified.

**VI. Information and/or Comments from the Public**

There were no comments presented. Gary Nowak introduced Mark Hunter who will be replacing Judy Hutchins as Alpena County Board Representative in April 2019.

**VII. Approval of Minutes**

*Moved by Albert LaFleche, supported by Bonnie Cornelius, to approve the minutes of the December 13, 2018 meeting as presented.* Motion carried.

**VIII. Educational Session – CARF**

Lynne Fredlund provided Board members with an overview of the CARF Governance Standards. This Agency will be surveyed by CARF sometime between May 1 and June 30 of this year.

The Agency needs to be accredited by a body such as CARF so the State recognizes the Agency to be in compliance with expected standards of a community mental health program. She notes the area of standards addressing Board governance is the Aspire to Excellence Section. She informed Board members the agency is accredited in 21 programs. Lynne reported one program included in the 21 programs is Clubhouse which was recently transferred to Touchstone for management. Touchstone will now seek independent accreditation through CARF and will have this calendar year to complete the accreditation process.

Lynne Fredlund noted there will be at least two Board members who will meet with the CARF surveyors and possibly more. Lynne Fredlund reported Board Governance contains seven standards which it must meet. Lynne Fredlund reviewed each of the standards and the location of evidence to address each standard. She noted she was unable to find evidence of Code of Ethics signatures for Board members. Gary Nowak suggested a form be developed to present to the Board for signature.

Lynne Fredlund reported binders are developed to address the various standards with copies of any document providing evidence of each standard. Board members participating in the survey process will be provided a copy of the binder prior to their meeting with the surveyor.

Judy Hutchins arrived at 3:20 p.m.

**IX. Consent Agenda**

**1. Contract**

**a. MiDeal Member Agreement**

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

**X. January Monitoring Reports**

**1. Emergency Executive Succession 01-006**

Steve Dean inquired as to the summary statement "...staffing restructuring is currently underway. He inquired as to whether Board members are aware of the restructuring. Cathy Meske reports restructuring is always looked at when vacancies occur and the Department continues to fund based on PMPM and also the ABA services have not been covered entirely by the state funding. She reports it is very important to always look at efficiencies when vacancies occur as we must get our budget to match the PMPM.

*Moved by Lester Buza, supported by Albert LaFleche, to accept the January monitoring reports as presented.* Motion carried.

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

**1. Emergency Executive Succession 01-006**

Board members reviewed the policy. There were no recommended revisions or any further discussion on this policy.

**2. Chief Executive Role 03-001**

Board members reviewed the policy. There were no recommendations for revisions.

**XII. Linkage Reports**

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

**a. Board Meeting December 12, 2018**

The minutes of the last Board meeting of the NMRE were distributed with materials at this meeting. Cathy Meske reported budget discussions occurred at this meeting along with SUD budgets. She noted the Veterans Navigator role was also addressed. The NMRE will be relocating to Gaylord in the near future.

**XIII. Operation's Report**

Nena Sork reviewed the Operation's Report for month ending December 31, 2018. She reports some of the numbers for December will be lower due to the holidays and also staff vacations during the month.

Nena Sork reported effective January 1 the after-hours crisis line was transferred from Third Level to ProtoCall. She reports under the new provider, Masters' Level clinicians field the calls and many of the pre-screens should be diverted. She notes she will be tracking the stats on this over the next few

months to determine the success of this goal. She notes the number of hospital prescreens should decrease.

Nena Sork also reported myStrength training occurs next week and the Agency will go live in mid-February. She would like to present this training to the Board after all is up and running. She notes aggregate reports will be able to be retrieved and the reports can be broken down by counties.

**XIV. Chair's Report**

**1. Executive Committee Update**

Gary Nowak reported the Executive Committee met in December as there is a requirement for the Director to provide a six-month notice with her retirement from the Agency.

Lisa Anderson reported the job was advertised in all the newspapers in the northern area. It is posted on the Agency's external website. Gary Nowak suggested Lester Buza and Laura Gray be the Consumer Advisory Council representatives to participate in the Selection Committee, if available. The Selection Committee identified in the CEO Search Process may need to be adjusted as there might be members applying for the position which would constitute a conflict of interest. He reports the candidates will be vetted and four applicants identified by the Selection Committee will be interviewed by the full board. Lisa Anderson reported any external applicants will be requested to fill out an agency application so some preliminary background checks can be conducted prior to interviews being scheduled.

**XV. Director's Report**

**1. NEMROC Update**

Cathy Meske reported the NEMROC contract has been signed; however, there was some challenges identified in past practice and our current expectations for the transition from consumers moving from employment in enclaves to competitive integrated employment. Cathy Meske reviewed the issues of concern noting the new contract is drafted providing incentives for accomplishing various goals.

Currently 33 individuals are provided employment services through NEMROC with 22 of those individuals working in an enclave. She reported the contract provides incentive dollars for work toward establishing employment options outside of the enclave practices and where individuals employed would be paid from the employer where the services are being provided. Currently NEMROC is the employer of record for these 22 individuals. She reports the letter received from the NEMROC Board noting their concerns will be filed with the contract correspondence.

**2. Touchstone LLC**

Cathy Meske reports the transition of clubhouse services has transitioned nicely. She reports the new provider has hired three of the previous staff from Clubhouse. They are still looking for a director with a potential candidate identified.

**3. OPEIU**

Cathy Meske reported Charles Terry past away around the holidays and flowers were sent from the Board and Staff of Northeast to the OPEIU office.

**4. Director of Department**

Cathy Meske reported Governor Gretchen Whitmer appointed Robert Gordon as the new director for the Michigan department of Health and Human Services. He was previously associated with President Obama serving as acting deputy director at the U.S. Office of Management and Budget and was also involved in the U.S. Department of Education.

Gary Nowak inquired about Lynda Zeller. Cathy Meske noted Ms. Zeller is not with the Department any longer and now works for the Michigan Health Endowment Fund.

**XVI. Information and/or Comments from the Public**

There was no additional information provided

**XVII. Next Meeting**

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, February 14, 2019 at 3:00 p.m.

**1. Set February Agenda**

The February agenda items were reviewed. The special education session planned for the December meeting will be held in February.

**XVIII. Evaluation of Meeting**

Pat Przeslawski provided the evaluation of the meeting noting the CARF educational session was very informative. She noted Lynne Fredlund is a very good presenter. She also noted the information from the Operation Report was informative.

She noted the Board will need to follow-up in developing a Code of Ethics for Board members to sign to satisfy CARF standards. This will be an assignment to the Director for next month.

**XIX. Adjournment**

*Moved by Steve Dean, supported by Albert LaFleche, to adjourn the meeting.* Motion carried. This meeting adjourned at 3:55 p.m.

*[signed by Bonnie Cornelius on 02/14/2019]* \_\_\_\_\_

Bonnie Cornelius, Secretary

*[signed by Gary Nowak on 02/14/2019]* \_\_\_\_\_

Gary Nowak, Chair

Diane Hayka  
Recorder