

Northeast Michigan Community Mental Health Authority Board
October 14, 2021

I. Call to Order

Chair Eric Lawson called the meeting to order in the Board Room at 3:00 p.m.

II. Roll Call and Determination of a Quorum

Present: Geyer Balog, Les Buza, Bonnie Cornelius, Roger Frye, Lynette Grzeskowiak, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Terry Small

Absent: Robert Adrian, Pat Przeslawski (Excused)

Staff & Guests: Lisa Anderson, Carolyn Bruning, Lee Ann Bushey, Connie Cadarette, Mary Crittenden, Rebekah Duhaime, Erin Fletcher, Lynne Fredlund, Morgan Hale, Mickey Knoch, Larry Patterson, Jaelen Rodgers, Kelsi Shea, Nena Sork, Jen Whyte, Jill Busha & Guest from Bayview joined at 3:10 p.m.

Robert Adrian joined at 3:02 p.m.

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Gary Nowak was appointed as evaluator for this meeting.

V. Acknowledgement of Conflict of Interest

Robert Adrian declared he had a conflict of interest related to the NEMROC Contract agenda item.

VI. Information and/or Comments from the Public

There were no comments presented.

VII. Approval of Minutes

Moved by Robert Adrian, supported by Les Buza, to approve the minutes of the September 9, 2021 meeting as presented. Motion carried.

VIII. Educational Session – Assertive Community Treatment (ACT)

The ACT program staff provided Board members with an educational session related to the ACT Program. Nena Sork introduced Mickey Knoch, ACT Supervisor. Mickey introduced her staff RNs Jaelen Rodgers, and Kelsi Shea. In addition to the two RNs, she has a social worker who is the crisis person today and unable to attend. Mickey shared a story with Board members related to the provision of a lifesaving event recently with one of the individuals receiving services by this program.

Jaelen reviewed the ACT Team composition noting a physician must provide psychiatric coverage for all individuals provided services through ACT. Dr. Spurlock provides the psychiatric physician services within the Agency. The Team must have a registered nurse, a team lead/supervisor with a minimum of a master's degree, a social worker registered or certified by the state and other staff that may include Certified Peer Support Specialists and an Employment Specialist. The ratio does not include the use of the peer staff. The team also has an Administrative Assistant keeping the team on track.

Jaelen Rodgers and Kelsi Shea provided board members with a brief overview of their experience with working with ACT.

The ACT program is an evidence-based model. The ACT program services began in the early 1970's to address the needs of individuals transitioning into community living from a state hospital with our Agency starting the program in 1988.

The fidelity measures of the ACT program were reviewed with Board members. One measure is to provide greater than 80% of time with individuals meeting in the community. Our Agency's measurement for meeting that particular fidelity measure is 94%.

Goals of the ACT program includes: recovery through community treatment and rehabilitation; decreased risk of hospitalization and incarceration; increased independence with the community, at work and at home; and psychiatric stabilization through medication management, assistance and support. Team members provided criteria for admission and discharge to the ACT program and explanation for individuals not appropriate for receiving ACT services.

Mickey Knoch provided a summary of the Integrated Dual Diagnosis Treatment (IDDT) group noting this group is currently paused due to COVID.

IX. Consent Agenda

A. MRS Cash Match Agreement

B. Bay View Center

C. ABA Pathways

D. Touchstone Amendment for FY21

E. Catholic Human Services Amendment for FY21

F. Straley, Lamp & Kraenzlein PC

G. Hospital Agreements/Amendments

BCA Stone Crest	Cedar Creek
Forest View	Harbor Oaks
Havenwyck	Healthsource of Saginaw
War Memorial	MidMichigan Health
Pine Rest (Adult)	Pine Rest (Child/Adolescent)
Marquette General Hospital (Marquette – UP Health Systems)	

Moved by Gary Nowak, supported by Geyer Balog, to approve the Consent Agenda as presented. Roll call vote: Ayes: Robert Adrian, Geyer Balog, Les Buza, Bonnie Cornelius, Roger Frye, Lynette Grzeskowiak, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Terry Small; Nays: None; Absent: Pat Przeslawski. Motion carried.

X. NEMROC Contracts

A. Supported Employment

B. Community Living Supports

Moved by Terry Small, supported by Lynette Grzeskowiak, to approve the NEMROC contracts as presented. Roll Call Vote: Ayes: Geyer Balog, Les Buza, Bonnie Cornelius, Roger Frye, Lynette Grzeskowiak, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Terry Small; Nays: None; Abstain: Robert Adrian; Absent: Pat Przeslawski. Motion carried.

XI. MDHHS Contract Amendment #1 and FY22 Contract

Nena Sork informed the Board of the Amendment to the FY21 contract and the FY22 contract with the Michigan Department of Health and Human Services. The FY22 contract includes a slight increase in funding of \$100,580. Typically, contracts are not executed prior to board action; however, the State required the contracts be executed prior to the beginning of the fiscal year. She reported she contacted the chair to provide notification of this requirement.

Moved by Les Buza, supported by Terry Small, to approve Amendment #1 to the MDHHS Contract and to approve the FY22 MDHHS contract authorizing the Executive Director to execute associated documents as presented. Motion carried.

XII. October Monitoring Report

1. Budgeting 01-004

Connie Cadarette reviewed the Statement of Revenue and Expense for month ending August 31, 2021 with 91.67% of the year lapsed with one month left for reporting this fiscal year. Revenues keep increasing every month with the Agency doing its best to spend the money appropriately. Connie reported several ticket items have been completed and retention payments to staff and providers have occurred; however, there is still dollars unspent. The Agency only can retain a percentage of General Funds and return the rest to the State and for Medicaid any additional funds need to be returned to NMRE. NMRE only has a percentage of unspent Medicaid they can retain as well before they must return dollars to the State. Connie reported the Agency currently has \$3.2 million to send back to NMRE as of the end of August. Accounts payable trying to get all expenses into September. September payment was more than budgeted. Most Boards are sending money back this year. Connie noted the budget amendment increased the revenues to what was being received; however, even with the increased revenues in the amendment, there are still higher revenues coming in. Connie noted it is too late to spend any more money. Nena Sork reported with the Board approval of the Director having the authority to make some of the adjustments and purchases with notification it was easy for the Agency to make purchases to spend the extra money. Roger Frye can remember when they didn't have enough money to make payroll. The NMRE is looking for CMH to come up with ways to spend money that would not be recurring into the future.

Robert Adrian inquired about the discussions he had heard related to Medicaid in regards to upping Medicaid rates to be the higher Medicare rates. He wondered if these services fell under that noting his concern would be even a greater amount of unspent dollars. Nena Sork noted this Agency's Medicaid is provided under a capitation rate based on number of individuals enrolled in Medicaid, not fee-for-service reimbursement. NMRE receives the Medicaid dollars for its member boards and then passes the dollars to each member board. Nena Sork noted much of the lapsed dollars is due to lack of staff. If the vacant positions were filled and the benefits for those positions paid, the lapse would be much less. Nena also noted mileage and out of town conference attendance was affected by COVID. Per Lisa Anderson, there are approximately 60 – 70 open positions.

Larry Patterson reviewed the variances in the expense line items noting the Agency is trying to spend money as quick as possible. Larry reviewed the line items with variances. He reported the variance items include Staff Recruiting and Development, Contracted Inpatient, Contracted Residential, Property and Liability Insurance, Rent and Capital Equipment. The Agency anticipates the recruiting line to increase even more due to the aggressive recruitment underway. The contracted inpatient is slightly higher than budgeted; however, it is slightly under the percentage of budget at this point in the year. Contracted residential is also percentage-wise under budget but there is a negative variance for the period. This is attributed to serving more individuals through self-determination than initially budgeted [102 individuals budgeted; 125 individuals enrolled]. The Asset distribution received from our carrier was not as high as anticipated resulting in the variance for the property and liability insurance. Larry reported the year to date expenses are at 87.7% of the budgeted amount, even with the additional purchases in capital equipment with 91.67% of year gone.

2. Compensation and Benefits 01-008

Nena Sork reported the Board Association conducts a salary survey every three years. When she became director, she checked the Agency's salary compared to the survey and has worked to bring all positions up to the average; however, the new survey came out and the Agency is again behind. Nena said this will be one of her primary objectives during this next fiscal year would be to lift salaries back up to the average of the survey so the Agency can stay somewhat competitive for recruiting staff. She noted she has been conservative, but with the staffing crisis there needs to be a competitive salary and benefits for recruitment. Robert Adrian inquired what the Agency's COVID leave provides staff. The Agency provides 40 hours of leave if COVID related. There is a committee that reviews the request. This will continue this fiscal year.

Moved by Lynette Grzeskowiak, supported by Gary Nowak, to accept the October Monitoring Report as presented. Motion carried.

XIII. Board Policies Review & Self-Evaluation

1. Annual Board Planning Cycle 02-007

There were no revisions or comments provided. Board members agreed they were adhering to the policy.

2. Executive Director Job Performance 03-003

Board members believe this policy looks good. Board members indicated the Director's performance on ends meeting objectives set and that the organization is operating within established ethics.

3. Monitoring Executive Performance 03-004

There were no suggested revisions to this policy.

XIV. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meeting September 22, 2021

Roger Frye noted NMRE is having the same issue with the finances in underspending of funds. Gary Nowak indicated grants needed for SUD to spend some of the PA2 funds. Some of the approvals made at the August meeting can be found in board packet, page 28. Nena was not in attendance at the meeting due to the director's forum.

b. Board Meeting August 25, 2021

The minutes for the August 25, 2021 meeting were included in the materials for this meeting.

2. Community Mental Health Association of Michigan (CMHAM)

a. Fall Board Conference – October 25 & 26 [Grand Traverse Resort]

Eric Lawson reported the Fall Board Conference remains an in-person conference at the Grand Traverse Resort. He appointed two voting delegates to attend the Member Assembly meeting on Sunday, October 24 at 5:30 p.m. The voting delegates will be Roger Frye and Lynette Grzeskowiak.

3. Advisory Council Update

Les Buza shared that the Council viewed a video with the Key Note Speaker [Annette Downing] at the Walk a Mile in My Shoes held in Lansing. She gave a great report on the importance of Walk a Mile advocacy. Les Buza reported she shared there are 330,000 people served by mental health in Michigan. Nena Sork reported Annette is now the Director of Community Living Services

XV. Operations report

Mary Crittenden reviewed the data from the August and September reports, noting the August report was not available at the September meeting due to the early date of that meeting. In August 1,026 individuals received a service from the Agency. The September report, included in the materials for this meeting, included 63 Access calls, 64 crisis contacts, 67 prescreens with 19 admissions, 428 received doctors' services with a total of 1,016 services provided in this month.

Terry Small left 3:53 p.m.

XVI. Chair's Report

1. Perpetual Calendar Adoption

At the last Board meeting, Board members were presented with a proposed FY22 Perpetual Calendar for adoption. This month action will be needed to approve the calendar.

Moved by Gary Nowak, supported by Robert Adrian, to adopt the FY22 Perpetual Calendar as presented. Motion carried.

2. Strategic Plan

The Board has worked over several months to develop the FY22 Strategic Plan. The plan included in the materials for this meeting is the final version of the plan as discussed during the various segments of the planning process. *Moved by Terry Larson, supported by Gary Nowak, to approve the Strategic Plan as presented.* Motion carried.

3. Ends Policy 04-001

This policy updates the sub-ends as identified in the Strategic Plan. *Moved by Roger Frye, supported by Gary Nowak, to approve revisions to Policy 04-001 Ends as presented.* Motion carried.

4. Appoint Nomination/Board Member Composition Committee

Eric Lawson reported the Nomination/Board Member Composition Committee is made up of at least four members, preferably one from each county. Traditionally, a Board member who has a term expiring is not included in the four to avoid any type of conflict. The committee usually meets in November. Gary Nowak will replace Terry Larson on the committee from the committee make-up of March. Eric Lawson noted the Board members with terms expiring are Robert Adrian, Judy Jones, Les Buza and Terry Larson. Gary Nowak thinks should send out letters early as commissioners try to fill vacancies early. Robert Adrian reported the Commissioner's Personnel meeting is usually in January. Gary Nowak will chair the committee and call a meeting. Due to not having a board meeting in November, Gary Nowak called the meeting for Wednesday, November 10 at 2:00 p.m. All Board members with terms expiring are interested in continuing. Gary Nowak suggests the recommendation letters come from the Board Chair versus the Committee Chair as it might carry more power. The letters can be drafter and Eric can come and sign them if needed. Eric Lawson noted Diane Hayka would not be back until November 12 so Rebekah Duhaime will fill in for this meeting.

5. CMH PAC

Eric Lawson reminded Board members of the CMH PAC campaign underway. He noted the Board Association is at 40% of normal goal for the campaign. Board members can participate by making their pledges through a credit card payment this year or mail in. The recommended pledge is equal to one per diem, which for this Board is \$40.

XVII. Director's Report

1. Staff Salaries/Economic Adjustments

Nena Sork noted based on information reported earlier related to the salary survey, etc. an economic adjustment was built into the budget for FY22. She reported the NMRE is not concerned with budget next year due to the excess dollars this year and amount of savings they currently have to allow for economic adjustments in member boards and have encouraged an economic adjustment of 5% for this fiscal year. By awarding this adjustment at the beginning of the fiscal year, it would eliminate the need to figure retroactive pay later. Gary Nowak asked if a bonus could be given instead of a raise. Nena Sork provided bonuses instead of raises over the past few years has had an effect on our salaries being lower than the average. To fix salaries to at least get to the average, the raise would need to be applied to the base. Staff retention payments in last fiscal year did go out as a lump sum payment. NMRE believes we can do the adjustments and financially will be fine. Nena reported she is trying to lift all salaries to average based on the salary survey by the end of the fiscal year.

2. Director Update

Nena Sork reported she and Eric Lawson had an exciting afternoon with a presentation from Alpena Alcona Area Credit Union (AAACU) of a donation to the Agency \$2,093.88. She reported the credit union conducts fund raising efforts with their staff and we were the latest group to receive the funds from this effort. The funds received were collected to support mental health services in the community. She reported contract negotiations have been ongoing. She attended the Bay View Center open house. Leadership and supervisor trainings are being hosted locally with Jackie Krawczak providing leadership training to several staff. She attended the Director's Forum in Lansing. The Agency also hosted SUD training with Dr. Harrison at Alpena Community

College. She noted the goal would be to have other community providers attend trainings arranged by our Agency and they may pay a nominal fee or no fee to attend. She reported Agency staff participated in two Suicide Prevention Walks. The remaining Carter kits have arrived for the volunteer fire departments and will be distributed soon. Nena Sork announced Dr. Hoffman has accepted the Medical Director role for the Agency effective October 1. Dr. Hoffman has lots of goals and training ideas for the future. Dr. Rajasekhar is stepping down from the Medical Director role but will remain with the Agency and provide a limited amount of services. He has provided the Agency with 38 years of service. Terry Larson requested a letter of thanks for Dr. Rajasekhar be drafted with signature from the Board Chair. October 23rd is the "Take Back Event" in collaboration with the fire department, city police and Alpena Senior Citizens Center. This event provides an avenue to dispose of unwanted medications assuring the medication does not fall into hands for misuse.

Eric Lawson provided input as to the staff salary increases noting inflation will most likely eat up some of the increases for staff.

XVIII. Information and/or Comments from the Public

Bonnie Cornelius asked for prayers for her son, Brocht, as he is very ill.

XIX. Information and/or Comments for the Good of the Board

Les Buza and Terry Larson commented on the newsletter Diane Hayka created to capture the history of the Agency in a birthday edition.

Roger Frye shared the Knights of Columbus in Montmorency County Tootsie Roll drive was a success and checks will be forthcoming for Pied Piper and Special Olympics.

XX. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, December 9, 2021 at 3:00 p.m.

1. Set December Agenda

The December agenda items were reviewed.

XXI. Evaluation of Meeting

Gary Nowak stated that the meeting started and stopped on time, and that he hopes everyone walked away with new understanding. He stated that it was a good meeting and the majority of the board participated.

XXII. Adjournment

Moved by Les Buza, supported by Geyer Balog, to adjourn the meeting. Motion carried. This meeting adjourned at 4:30 p.m.

[signed by Bonnie Cornelius on December 9, 2021]

Bonnie Cornelius, Secretary

[signed by Eric Lawson on December 9, 2021]

Eric Lawson, Chair

Rebekah Duhaime/Diane Hayka
Recorder