

Northeast Michigan Community Mental Health Authority Board

Board Meeting

April 8, 2021

[Due to COVID-19 this meeting was held in-person, ZOOM and/or using Uber Conference]

I. Call to Order

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

II. Seating of Board Member

Terry Small – Alcona County

Eric Lawson – Alpena County

Pat Przeslawski – Alpena County

Geyer Balog – Montmorency County

III. Roll Call and Determination of a Quorum

Present: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Lynnette Greskowiak, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Terry Small

Absent: Geyer Balog, Judy Jones

Staff & Guests: Lisa Anderson, Carolyn Bruning (ZOOM), Lee Ann Bushey (ZOOM), Connie Cadarette (ZOOM), Mary Crittenden, Lynne Fredlund, Casey Harper (ZOOM), Ruth Hewett (UBER), Larry Patterson (ZOOM), Lauren Smith (ZOOM), Nena Sork, Nicole Kaiser, Jen Whyte (UBER)

IV. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

V. Acknowledgement of Conflict of Interest

No conflicts were identified.

VI. Appointment of Evaluator

Eric Lawson appointed Terry Larson as evaluator for this meeting.

VII. Report of the Nomination's Committee

Terry Larson reported the Nomination's Committee made their recommendations for officers at the March meeting. A copy of the minutes of their meeting was included in the mailing indicating the following recommendations for the Slate of Officers:

Eric Lawson, Chair
Roger Frye, Vice Chair
Bonnie Cornelius, Secretary
Gary Nowak, Past Chair

VIII. Election of Officers

Terry Larson requested a motion for the slate of officers as a whole be elected as recommended.

Moved by Terry Larson, supported by Pat Przeslawski, to cast a unanimous ballot for Eric Lawson for the Chair position, Roger Frye for the Vice Chair position, Bonnie Cornelius as the Secretary position and the Past Chair will remain as Gary Nowak. Eric Lawson called for other nominations from the floor three times. No other nominations were presented. ***Moved by Roger Frye, supported by Terry Small, to close nominations and cast a unanimous ballot for Eric Lawson for the Chair position, Roger Frye for the Vice Chair position, Bonnie Cornelius as the Secretary position and the Past Chair will remain as Gary Nowak.*** Motion carried.

IX. Information and/or Comments from the Public

There were no comments presented.

X. Approval of Minutes

Moved by Roger Frye, supported by Les Buza, to approve the minutes of the March 11, 2021 meeting as presented. Gary Nowak abstained due to his absence at the meeting.
Motion carried.

XI. Educational Session – CARF Standards – Strategic Planning

Lynne Fredlund, Quality Improvement Coordinator, provided Board members with an overview of the CARF Standards related to components of Strategic Planning. She reported as the Agency is accredited by CARF, which is a nationally accepted accrediting body, the Agency receives “deemed status” by the Department of Health and Human Services which lessens the audit needs on their part.

Lynne Fredlund provided a summary of “What is Strategic Planning?” and reviewed the three standards CARF has as it relates to Strategic Planning. Our Agency conducts our planning over three months. The May meeting focuses on an environmental scan provided to Board members by an external source, the June meeting will include the Advisory Council and together the current Ends will be reported on and the July meeting will be the development of Ends for the next fiscal year. The Strategic Plan is shared with community and other collaborative partners as well as posted to the Agency’s website.

Gary Nowak thanked Lynne Fredlund for the job she does in keeping this Board ready for CARF and others reviewing entities.

XII. Consent Agenda

- 1 Employee Assistance Center**
- 2 Blue Horizons Management Agreement**
- 3 Resolution – Group Home Administrator**

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

XIII. April Monitoring Reports

1. Budgeting 01-004

The Board reviewed the Statement of Revenues and Expense for month ending February 28, 2021. Connie Cadarette noted when the budget was developed the Agency did not have solid figures for revenues. She noted the Agency budgeted very conservatively and the report indicates a variance of almost \$1.2 million in additional revenue. She noted we did not budget for any revenues for the Behavioral Health Home, only expenses.

Larry Patterson reviewed the negative variances in expenses. He reported the contract residential variance contains some prior months charges mainly due to the Direct Care Wage Pass through and also a late invoice received. He noted the Telephone & Connectivity includes some disputed charges and has actually been reduced by half. He reports the Property & Liability Insurance is a timing issue and clears up when the asset distribution is received usually in July / August.

2. Communication and Counsel 01-009

The Board reviewed the monitoring report related to Communications and Counsel to the Board. Eric Lawson noted he likes this monitoring report as it provides much detail. Nena Sork reported the 298 is circling back again. Alan Bolter will provide the environmental scan for our May Strategic Planning and explain in further depth the impact of this type of legislation. Nena notes it will most likely be reinvented and named something other than 298. Nena Sork noted it is so

important to keep the local dollars available for services not covered by Medicaid. She noted each county is different. Nena provided some background related to the early onset of integrated health and how this Agency is positioned to continue providing the services as they are done efficiently.

Moved by Bonnie Cornelius, supported by Gary Nowak, to approve the April Monitoring Reports as presented. Motion carried.

XIV. Board Policy Review and Self Evaluation

Eric Lawson informed the new Board members of the process used recently to update the title of the Director from CEO to Executive Director

1. Financial Condition 01-005

Board members reviewed the policy and noted this was revised last calendar year to update the title. There were no recommended revisions.

2. Communication and Counsel 01-009

Pat Przeslawski questioned the "unaware" statement in item #2. The Board policies are written in a negative format in policy governance, which provide guidelines on what the Executive Director cannot do.

3. Governing Style 02-002

This policy requires self-evaluation. Eric Lawson reported the Board is functioning in one voice so is abiding with this policy.

4. Cost of Governance 02-013

The budget numbers have been adjusted for the current fiscal year in this policy revision. The budget numbers in 2.C. have increased significantly due to a transfer of dollars related to the Partners in Prevention Contract transferred to community education. Nena Sork noted previously the dollars were reported under Children's Services as the Agency contracted with Partners to provide Children's Friendship Training. This artificially inflated the unit cost in service provision in the Children's department. The dollars have been transferred to the public relations portion of our budget which accurately reflects the community service element.

Moved by Gary Nowak, supported by Pat Przeslawski, to approve the revision to Policies 02-013 Cost of Governance. Motion carried.

XV. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Regional Board Meetings

i. March 24, 2021

ii. February 24, 2021

The minutes from the February NMRE Board meeting were included in the materials in the Board packet for this meeting.

Roger Frye noted the NMRE had much discussion on attempt to revive 298. Eric Lawson questioned the MLR acronym on page 2 of the February minutes. MLR is "medical loss ratio." Gary Nowak reported financially, the NMRE is in good shape. Nena Sork reported the NMRE Board agreed to pay for CE-CERT [Components for Enhancing Clinician Experience and Reducing Trauma] training for staff of the five boards.

2. Community Mental Health Association of Michigan (CMHAM)

a. Spring Conference – June 9 & 10 – NOW VIRTUAL

Board members were disappointed in the change of this conference to a virtual conference.

3. Advisory Council

The minutes of the most recent Advisory Council meeting along with a flyer on the Virtual Day of Recovery Education were distributed at this meeting. Les Buza reported the Council members viewed the current Traveling Art Show. He reported "The Walk a Mile in My Shoes Rally" has been postponed to September and will be a Facebook event. The Day of Recovery, sponsored by the NMRE, has also been scheduled as a virtual event this year. The theme for this event will be Personal Responsibility and Self-Advocacy.

XVI. Operations Report

Mary Crittenden reviewed the services provided by staff for the month ending March 31, 2021. She noted there were 63 individuals seeking new services from the Agency. She reported there was one individual admitted to the state hospital during this period. Roger Frye questioned if services have increased due to COVID and Mary Crittenden noted it was slower in the beginning of the pandemic but numbers are picking up now.

XVII. Chair's Report

1. Section 222 & Conflict of Interest

This survey is an annual requirement and Board composition must be certified. This form also addresses conflict of interest. Board members were requested to submit their paperwork to Diane Hayka so the certification can be finalized.

2. Strategic Planning Discussion

Eric Lawson noted in May Alan Bolter will present the environmental scan for the Board. He noted Lynne Fredlund touched on the components CARF looks for in Strategic Planning and provided an outline of the three meetings the board uses in developing the Strategic Plan. The June Board meeting will continue in the strategic planning process with a report on the current Ends and the progress toward those Ends. Nena Sork will then work with the Board at the July meeting to develop Ends for the next fiscal year and further development of the Board's Strategic Plan.

XVIII. Director's Report

1. Director Report Summary

Nena Sork introduced Nicole Kaiser, Home Administrator, and provided a summary of all the tasks Nicole has had to fill during her first few months with the Agency.

Nena Sork reported she continues to participate in the Emergency Managers conference call and the Agency continues to provide support to District Health Department #4 with nursing and clerical staff. She reported the Agency is collaborating with MidMichigan on working to get grant dollars to develop a telehub. She participated in a virtual meeting with Governor Whitmer's office.

Management Team met and discussed providing a "Finders Fee" to staff who refer candidates for recruitment in hopes of having another avenue to attract new hires. The "Finders Fee" would be paid to the referring staff after the new hire has maintained employment for a set number of months. Nena Sork reported we are also working on recruiting a psychiatrist who is still in school. She notes the Agency's revenue budget was very conservatively developed. Due to this conservative budget, we are able to provide a 3% cost of living increase to staff retroactively to the beginning of the fiscal year. This will be provided in the April 22nd payroll check.

Nena Sork reported with the excess in revenues, we are again at a good standing and would like to get another approval from the Board to catch up on some construction projects within the homes and other purchases for vehicles if possible, phone system, technology, tractor, lifts and other identified items. She requested a temporary waiver of Board approval for items over \$5,000 which are not already included in the approved budget. The Board would be notified of the purchases as they occur but this would eliminate some lag time in getting

the items in place prior to the end of the fiscal year. She noted we would assure the Board the purchasing would not exceed the adopted budget. *Moved by Bonnie Cornelius, supported by Terry Small, to authorize the Director to exceed the purchasing limits established with a report to the Board monthly as long as we stay within the limitations of the budget.* Roll call vote: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Lynnette Greskowiak, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Terry Small; Nays: None; Absent: Geyer Balog, Judy Jones. Motion carried.

Nena Sork reported the Agency is participating in an April Take Back Event. This provides a venue for residents to dispose of prescription medications safely. The event is scheduled for April 24th. The Agency is also arranging a blood drive in May using Versiti. The tentative date for the blood drive is May 18th. Mary Crittenden reported 98% of the blood stays in Michigan. She noted if there is a national disaster it may be sent to another state.

Nena Sork provided an update of her meeting with Representative Sue Allor and provided information on the issues covered with her during this meeting. Rep. Allor thanked this Board for the nomination for the "Go To Bat Award."

2. **Annual Submission**

Nena Sork reported the Annual Report is completed annually and the Agency must provide this information to Board members and County Commissioners annually. Eric Lawson noted the error in the previous report related to population has been corrected; however, the overall populations for our four-county area has decreased.

XIX. Information and/or Comments from the Public

There was no information and/or comments presented.

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

Eric Lawson reported the lack of Robert's Rules time for today was only noticed by one person.

XXI. New Business

1. **Establishment of Regular Meeting Date**

The consensus was to keep the meeting date and time the same. The Board will continue to meet the second Thursday of the month at 3:00 p.m. The November meeting is scheduled for an Agency holiday, Veteran's Day. Discussion ensued as to whether to combine the November and December Board meeting as the December meeting falls early in the month. The consensus of the Board was to move the November meeting up one week to November 4th. It was acknowledged that the financial and operational reports would not be available for November. *Moved by Gary Nowak, supported by Roger Frye, to move the November meeting to the week prior, November 4, 2021 with the Chair having authority to cancel the November meeting if needed.* Motion carried.

2. **Appointment of Standing Committees**

Eric Lawson appointed the following members to the Board's Standing Committee:

Recipient Rights Committee

Pat Przeslawski, Board Representative

Judy Jones, Board Representative

Tom Fredlund

Renee Smart-Sheppler

Lorell Whitscell

Barbara Murphy

Ruth Hewett, Recipient Rights Officer

XXII. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, May 13, 2021 at 3:00 p.m.

1. Set May Agenda

The May agenda items were reviewed. The next few months the major focus will be on Strategic Planning.

2. Evaluation of Meeting

Terry Larson reported the meeting started on time and we accomplished much business in the time spent at the meeting. The majority of the Board did learn from the meeting and participated. He reported this is a good board and the staff are excellent.

XXIII. Adjournment

Moved by Terry Small, supported by Pat Przeslawski, to adjourn the meeting. Motion carried. This meeting adjourned at 4:10 p.m.

[signed by Bonnie Cornelius on 05/13/2021]
Bonnie Cornelius, Secretary

[signed by Eric Lawson on 05/13/2021]
Eric Lawson, Chair

Diane Hayka
Recorder



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RESOLUTION

At its regular meeting on April 8, 2021, the Northeast Michigan Community Mental Health Authority Board designated the following individuals as Administrator and Licensee Designee per Rule 400.14103 (1) (g).

Nicole Kaiser is the Administrator and Carolyn Bruning is the Licensee Designee for the following licensed homes:

Brege	License #AS710012893
Cambridge	License #AS040010156
Harrisville	License #AS010010123
Millcreek	License #AS010010124
Pine Park	License #AS600012181
Princeton	License #AS040095845
Thunder Bay	License #AS600377762
Walnut	License #AS040313092

CERTIFICATE

The undersigned certifies that:

1. I am the duly elected Secretary, and
2. The foregoing is a true and exact copy of the excerpts of minutes of a regular Board meeting of the Northeast Michigan Community Mental Health Authority Board held on April 8, 2021.

Dated: April 8, 2021

/signed by Bonnie Cornelius on 04/08/2021
Bonnie Cornelius, Secretary