

Northeast Michigan Community Mental Health Authority Board

Board Meeting

April 12, 2018

I. Call to Order

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

II. Seating of Board Members

Alan Fischer – Alcona County

Eric Lawson – Alpena County

Albert LaFleche – Montmorency County

Pat Przeslawski – Alpena County

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Gary Nowak appointed Judy Hutchins as evaluator for this meeting.

V. 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: None

Staff & Guests: Lisa Anderson, Carolyn Bruning, LeeAnn Bushey, Ruth Hewett, Cheryl Jaworowski, Cathy Meske, Nena Sork

VI. Report of the Nomination's Committee

Gary Nowak 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:

Gary Nowak, Chair
Eric Lawson, Vice Chair
Alan Fischer, Secretary
Roger Frye, Past Chair

Pat Przeslawski noted nomination's for officers can also be made from the floor.

VII. Election of Officers

Bonnie Cornelius nominated Roger Frye as Chair. Roger Frye declined the nomination.

Roger Frye nominated Gary Nowak for Chair position. Gary Nowak called for other nominations three times. ***Moved by Albert LaFleche, supported by Pat Przeslawski to close nominations and a unanimous ballot be cast for Gary Nowak for the Chair position.***
Motion carried.

Pat Przeslawski nominated Eric Lawson as Vice Chair. Gary Nowak called for other nominations three times. ***Moved by Roger Frye, supported by Pat Przeslawski to close the nominations and a unanimous ballot be cast for Eric Lawson for the Vice Chair position.***
Motion carried.

Albert LaFleche nominated Alan Fischer as Secretary. Gary Nowak called for other nominations three times. *Moved by Pat Przeslawski, supported by Steve Dean, to close the nominations and a unanimous ballot be cast for Alan Fischer as secretary.* Motion carried.

Roger Frye noted he is Chair of SUD Committee and Vice Chair of the NMRE Board and feels like holding those positions is ample.

VIII. Information and/or Comments from the Public

There were no comments made from the public.

IX. Approval of Minutes

Moved by Pat Przeslawski, supported by Steve Dean, to approve the minutes of the March 8, 2018 minutes as presented. Motion carried.

X. FY18 Budget Amendment

April Monitoring Reports

1. Budgeting 01-004

Cheryl Jaworowski addressed the April Budgeting Monitoring report focusing on the Statement of Revenue and Expenses for month ending February 28, 2018 which will lead up to the budget amendment. She reports the net income for February is \$53,233. Cheryl Jaworowski reviewed the various line items with variances and the bucket funds.

Steve Dean inquired about the variance in 3rd Party Revenue. Cheryl Jaworowski noted the new system allows for cleaner billing processes and in addition there is one child on the Children's Waiver which also attributes to this amount.

Budget Amendment #2

Cheryl Jaworowski addressed the Budget Amendment #2. She noted there is a \$2,377,277 increase in revenues overall. She reports the increase in Medicaid funding alone is \$2,825,719. She reports some of the funding amounts include dollars the Agency was able to carry forward from last year. Cheryl Jaworowski reports a CMHSP can carry forward 5% of their General Funds to the following year for use. Any dollars lapsed more than that amount must be returned to the State.

She reports the Healthy Michigan fund is overspent at this point. She reports this amendment reflects a 9% increase in revenues from the budget amendment approved last October.

Cheryl Jaworowski reviewed the line items with budget adjustments. She reports the salaries will be decreased by \$300,000 noting the lapse at the end of February was about \$360,000. The remaining dollars will be used to fund a full-time RN to accommodate new Child Psychiatrist beginning in July 2018 and a full-time contract manager. The adjustment in the self-insurance plans offered resulted in a cost-savings. Cathy Meske reviewed the change in health care coverage with a 1% to staff to smooth the process.

Cheryl Jaworowski noted the increase in contracted services is due to the increased services provided in the autism program.

Initially there was a \$3M plug in the FY18 budget and with this amendment that deficit is now \$258,890.

Moved by Pat Przeslawski, supported by Eric Lawson, to approved the FY 2018 Budget Amendment 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.

XI. Open Discussion

Gary Nowak the meeting held with the Executive Committee and other Board members resulted in a discussion and it was decided to provide time on the agenda for open communication. Steve Dean reported there were many references in the minutes from that meeting related to the Director needing more input from the Board. Cathy Meske reported she suggested to the Committee to have training on the basics of Policy Governance. The training has been scheduled for next Thursday, April 19th beginning at noon with a luncheon and the training to follow; possibly up to 5:00 p.m.

Gary Nowak reported in this meeting it was identified he sometimes moved too quickly. Pat Przeslawski noted Board members need to have some time to absorb before taking action. Gary Nowak requested input from Board members. Gary Nowak suggested Board members come to the meeting prepared. Albert LaFleche suggested the Board Chair repeat the motion to assure all Board members can hear the actual motion.

Alan Fischer reported he feels the meetings are run well and sees no problem with the flow of the meeting.

XII. Consent Agenda

- 1. Millcreek Lease Agreement**
- 2. Alcona Health Center Lease Agreement**
- 3. City of Harrisville Lease Update**
- 4. Masud Labor Law Group**

Eric Lawson and Steve Dean requested some items be removed from the agenda so each item could be explained in more detail.

Eric Lawson questioned the Alcona Health Center Lease Agreement and as to whether we requested a reduction in the lease or the health center. Cathy Meske noted the health center did as we have reduced our usage of their facility.

Cathy Meske informed the Board the Millcreek lease was for a three-year agreement.

The City of Harrisville lease contains an evergreen clause and the Agency has been unsuccessful in getting an updated lease agreement.

Cathy Meske reported the Masud Labor Law Group was discussed at the last meeting and this is an Agreement to make it formal.

Moved by Eric Lawson, supported by Steve Dean, to approve the Consent Agenda 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.

XIII. April Monitoring Reports

1. Budgeting 01-004

This report was covered prior to the Budget Amendment.

2. Communication and Counsel 01-009

Cathy Meske noted last year during her report she was informed item #8 and #9 were not identified. She noted she felt this was an opportune time to address the communication

between the Director and the Board. She reports this monitoring report also highlighted the fact of the value of getting outside providers and programs to provide educational opportunities for the Board.

Moved by Pat Przeslawski, supported by Judy Jones, to accept the April monitoring reports as presented. Motion carried.

XIV. Board Policy Review and Self Evaluation

1. Financial Condition 01-005

Board members reviewed the policy. There were no recommended revisions.

2. Communication and Counsel 01-009

Board members reviewed the policy. It was noted this policy was reviewed in the monitoring report and discussed.

3. Governing Style 02-002

Board members reviewed the policy. Diane Hayka noted #4 of this policy directs the Board to self-monitor which includes comparison of board activity and discipline to policies in Governance Process and Board-Staff Relationship.

4. Cost of Governance 02-013

This policy was updated to include the most current budget detail related to the cost of governance.

Moved by Pat Przeslawski, supported by Albert LaFleche, to approve the revision to Policy 02-013, Cost of Governance, as presented. Motion carried.

XV. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Regional Board Meetings

i. March 28, 2018

Gary Nowak reported the NRME meeting of March 28th, the CEO informed the Board members, Northeast would be receiving about \$177,000 in incentive payments for meeting the performance objectives. Cathy Meske reported the good thing about this money is it can be used across population groups and not just earmarked for Medicaid or General Funds.

Gary Nowak reports Eric Kurtz, CEO at NMRE, is a welcome addition. He has a vast knowledge base. Terry Larson reports his observation is Mr. Kurtz knows how to work well with the Board.

ii. February 28, 2018

The minutes of the February 28th meeting were included in the mailing.

2. Board Association

a. Spring Conference – May 1 & 2 – Novi

Rooms have been reserved and the Early-Bird deadline for registration is April 20. Board members were requested to complete the workshop selection form provided to them as the current registration process requires identifying the workshop you intend to attend.

Judy Hutchins and Judy Jones will be the voting delegates.

b. Annual Dues Request

Cathy Meske reported the annual membership dues for the Community Mental Health Association of Michigan were just received. The amount for this fiscal year is \$13,175.00.

Moved by Pat Przeslawski, supported by Eric Lawson, to approve the Dues Assessment in the amount of \$13,175 for the Community Mental Health Association of Michigan 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.

XVI. Operational Report

Nena Sork reviewed the Operational Report through March 2018. She reports the revised report contains a monthly average column and this will be continued with providing an average per month since January when the reports began. She provided Board members with input as to how to read the reports and provided detailed explanation using doctor's services.

She reviewed the unduplicated counts by county. Steve Dean suggested the headings be identified by a time range i.e., May 1, 2017 – January 30, 2018 in the future.

Judy Hutchins inquired about the MI Residential. Nena Sork provided information related to providers for MI Specialized Residential such as Beacon, Premier Care and Hope Network. Judy Hutchins inquired as to whether there are targeted end dates when placing individuals in specialized residential. Nena Sork reported the goal is always to provide services in the least restrictive environment but each case is reviewed as to individual needs.

Steve Dean inquired as to how the numbers correlate from the first page to page 2 "Number of Consumers Served at NeMCMH" as the numbers do not quite match. Nena Sork notes this is still being tweaked to determine where there are variances.

Steve Dean inquired as to whether there are any plans to close residential homes. At this point, the number of homes we operate is adequate for our needs. Carolyn Bruning noted there are four individuals with an I/DD diagnosis on a waiting list for residential homes.

XVII. Linkage Reports (continued)

3. Consumer Advisory Council

The minutes from the Consumer Advisory Council's Monday meeting were distributed. Cathy Meske reported Eileen Tank and Laura Gray will be attending the NAMI conference in Traverse City in May. A local workgroup met and eight individuals attended to discuss forming a local NAMI group. It is hopeful a group will be formed to provide services in the area.

The Walk A Mile in My Shoes rally is scheduled for May 2nd. Cathy Meske reports at the Spring Conference a box lunch will be provided to Board members to facilitate the Board members to go to Lansing and participate in the rally should they want to. Cathy Meske reports she will not be attending the rally.

XVIII. Chair's Report

1. CMH PAC Final Call

Gary Nowak reported this is the last month to contribute to the PAC. Board members are requested to get their contribution if they wish to Diane Hayka.

2. Section 222 & Conflict of Interest

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

3. Governance Training/Strategic Planning Discussion

This was addressed earlier in the meeting. Cathy Meske reported Lynne Fredlund will be doing the presentation. The Strategic Planning facilitator will be Lynne Fredlund as well. Gary Nowak requested all Board members make an attempt to stay the entire training time. Cathy Meske reported at the Executive Committee brought up the opioid epidemic so this might be an End developed this year.

XIX. Director's Report

1. Update on the Michigan Employment First Initiative Rate Restructuring Technical Assistance

Cathy Meske reported a meeting was held with the Michigan Employment First Initiative Rate Restructuring Technical Assistance team and it was very successful. She reported our providers NEMROC and Greenway were included. The team observed individuals in their employment and provided suggestions to meet certain goals. Cathy Meske reported NEMROC has 25 individuals working in enclaves/mobile crews. Enclaves are not considered integrated employment. Cathy Meske reports she provided notice to NEMROC of the Evergreen clause being eliminated from their current contract. The enclave model of employment will not be allowable under the HCBS rules. She reports she provided information to NEMROC 19 months ago. There are 13 Board that applied for this program and we were one of four chosen.

2. Spring Conference

Cathy Meske reported the Voting delegates at the Spring Conference will need to be there by 5:30 p.m. on April 30th.

3. Lakeshore Regional Entity (LRE)

Cathy Meske reported the State provided notice to LRE that the State would be terminating their contract as the State did not feel the PIHP could get all compliance issues could be corrected. LRE appointed an interim transition manager who is a member of the LRE Board and a Pine Rest employee, which is a private entity individual overseeing a public entity. Cathy Meske reported since 2013 Lakeshore has been struggling.

4. Change in Allocation of General Funds (GF)

Cathy Meske reported this change in General Fund allocation will transition over a period of five years. She reports some Boards will be having significant reductions. The five-year transition will aid in smoothing this new formula for distribution.

5. NMRE Incentive Payment

This topic was addressed under Linkage Reports.

6. Dr. Anastasia Banicki-Hoffman

Cathy Meske informed the Board of securing a child psychiatrist. Dr. Banicki-Hoffman will begin July 23rd in Rogers City. Dr. Liu's contract will be discontinued effective around the same time. Bonnie Cornelius suggested she attend a future Board meeting to make acquaintance.

Gary Nowak inquired about whether the jail in Rogers City can accommodate video out of the jail. Cathy Meske reported the prisoners are currently taken to the Rogers City Office and video-conferenced to the doctors here.

Cathy Meske provided a brief history of the recruitment process in obtaining this psychiatrist.

7. University of Michigan MC3 Grant

Cathy Meske reported Linea Brege fills the position identified in this grant. She works with the primary care physicians to link them with child psychiatrists at University of Michigan. This is a grant funded position.

Moved by Albert LaFleche, supported by Lester Buza, to approve the MC3 Grant as presented between The Regents of the University of Michigan and this Agency. 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.

Steve Dean requested further explanation on the General Fund allocation worksheet to understand the formulas. Cheryl Jaworowski provided the Board with the committee's work to determine a formula to be used to readjust the fairness of the distribution. She notes the last time there was an adjustment to the General Fund the adjustment lasted one year. Cheryl reports in this workgroup, boards like Detroit-Wayne, Oakland had one voice at the table equal to that of other Boards. In the Legislature, Detroit-Wayne has many voices.

XX. Information and/or Comments from the Public

Judy Hutchins reported Virginia DeRosia passed away recently. Gary Nowak requested a moment of silence. A sympathy card was circulated for signatures.

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.

Moved by Bonnie Cornelius, supported by Albert LaFleche, to set the meeting date as the second Thursday of the month beginning at 3:00 p.m. Motion

2. Appointment of Standing Committees

Gary Nowak appointed the following members to the Board's Standing Committees:

Recipient Rights Committee

Pat Przeslawski , Board Representative
Judy Jones, Board Representative
Steve Dean, Alternate
Tom Fredlund
Renee Smart-Sheppler
Lorell Whitscell
Frank Walter
Ruth Hewett, Recipient Rights Officer

Nominations Committee

Bonnie Cornelius
Steve Dean
Albert LaFleche
Terry Larson

By consensus, the Board concurred with the Chair's appointments.

3. Appointment of Delegates

Gary Nowak reported he had appointed Judy Jones and Judy Hutchins as the voting delegates to the Board Association for the Spring Conference meeting. ***By consensus, the Board concurred.*** It was noted the delegates will be required to be at the Spring Conference on April 30th by 5:30 p.m. as the Member Assembly meeting has been changed to be held the day before the conference.

XXII. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, May 10, 2018 at 3:00 p.m.

1. Set May Agenda

Compliance training will be held at the May meeting. Bonnie Cornelius requested the Child Psychiatrist attend a future meeting.

XXIII. Evaluation of Meeting

Judy Hutchins reported the meeting began on time. She noted there was a lot of good discussion and Board members will be learning a lot at the upcoming training. All Board members participated.

Pat Przeslawski reported the Chair did a good job of sharing and the meeting was conducted well.

XXIV. Adjournment

Moved by Pat Przeslawski, supported by Albert LaFleche, to adjourn the meeting. Motion carried. This meeting adjourned at 4:30 p.m.

[signed by Alan Fischer on 05/10/18]
Alan Fischer, Secretary

[signed by Gary Nowak on 05/10/18]
Gary Nowak, Chair

Diane Hayka
Recorder