

Northeast Michigan Community Mental Health Authority Board

Board Meeting

May 10, 2018

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: Lance Abbett, Lisa Anderson, Dennis Bannon, Peggy Boldrey, Carolyn Bruning, Jolie Danielson, Lynne Fredlund, Cheryl Jaworowski, Jane Lawson, Jason Lepper, Cathy Meske, Peggy Yachasz, Christine Taylor, Jen Whyte, Patti St. John, Nena Sork,

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group. Cathy Meske directed

IV. Appointment of Evaluator

Gary Nowak appointed Bonnie Cornelius as evaluator for this meeting.

V. Information and/or Comments from the Public

Cathy Meske informed the Board of a picture competition held to showcase the four counties in our catchment area focusing on the four seasons. Staff were requested to submit their photos and leadership staff selected a photo from each season and county. Staff were requested to attend this meeting to be introduced with their winning photos; however two staff were providing services and could not be here. Brenden Keetch took the summer picture of the Alpena Harbor break wall. Renee Curry took the spring picture of the old Bailey School in Alcona County. Peggy Boldrey and Lance Abbett were introduced. Peggy Boldrey took the picture of the Brush Creek Mill in the winter representing Montmorency County and Lance Abbett took the fall picture of the apple tree at Knaebe's Mmmunchy Krunchy Apple Farm in Presque Isle County.

Moved by Gary Nowak, supported by Roger Frye to thank all staff participating in the photo contest recognizing their efforts in a job well done. Motion carried.

VI. Approval of Minutes

Gary Nowak noted there was a handout making a slight correction to the minutes included in the mailing.

Moved by Albert LaFleche, supported by Steve Dean, to approve the minutes of the April 12, 2018 minutes as corrected. Motion carried.

VII. FY19 MDHHS Contract Authorization & Amendment #2 to FY18 Contract Authorization

Eric Lawson inquired as to the scope of the contract to be authorized for use of egrams. Cathy Meske provided explanation of the FY19 General Funds contract will begin a new process of execution by using the egrams method of signing contracts. Per correspondence received by the Department this will need to be signed in early June.

Moved by Steve Dean, supported by Judy Jones, to authorize the Director or designee to execute the FY19 MDHHS contract when received and approve Amendment #2 to the

FY18 MDHHS Contract. 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.

VIII. Educational Session – Compliance Update

Christine Taylor noted this annual training is required for all Board members. The OIG, both federal and state, requires a Compliance Plan and designated Compliance Officer. She notes there is a regional Compliance Committee comprised of Compliance Officers from all partner boards.

Christine reviewed the various components affecting Board members noting the reasons for assuring Board members are not sanctioned and also the completion of the Disclosure of Ownership forms.

Christine Taylor reviewed examples of items falling under potential fraud items.

The Board Responsibilities were reviewed with Christine Taylor highlighting the basic roles the Board members need to be aware.

Christine Taylor noted each fall an annual compliance report is presented to Board members.

Christine Taylor noted she will be leaving this Agency June 1. Cathy Meske noted she has paved the way to put the Agency on the right track. Jen Whyte, Christine's successor, was introduced to the Board.

IX. Open Discussion

Roger Frye stated reports from Compliance are good to have. Cathy Meske noted everything is going quite well.

X. May Monitoring Reports

1. Treatment of Consumers 01-002

Board members had no questions. Steve Dean was available to answer questions. Eric Lawson liked the table explaining the various codes.

2. Budgeting 01-004

Cheryl Jaworowski reviewed the Statement of Revenue and Expense for month ending March 31, 2018. She noted the variance in the Staff Recruiting and Development line item was due to the fee associated with the recent acquisition of a psychiatrist. The line item "Contracted Inpatient" is also with a negative variance due to long inpatient stays for two children. One other large negative variance is on the Property and Liability Insurance line. This is a timing issue and the anticipated net distribution has not been communicated to the Agency as of yet.

Cheryl Jaworowski reviewed the contract settlement items. She noted the State has changed their stance and will now allow PIHPs to use unspent Medicaid dollars to cover any deficits in Healthy Michigan.

She also reported the initial budget approved in the fall included 10 vehicles to be purchased. This has been reduced to six after further study.

Cheryl Jaworowski informed the Board of a need to replace the copy machine at the Fletcher Street Office. Bids were received with the cost for the machine coming in at \$4,698. This equipment was not included in the initial budget and will need Board approval to purchase.

Steve Dean inquired about the Medicaid and 3rd Party revenue variance. Cheryl Jaworowski provided explanations noting carry forward and incentive funds have not been distributed yet by the PIHP and there is an increase in the 3rd Party Revenue due to the way Majestic handles

claims on a cash basis vs. an accrual basis. These services were included as revenues and will be adjusted when the claims are paid.

Cathy Meske noted one vehicle to be replaced is under the mileage; however, due to the extent of the repairs needed, it needs to be replaced versus repaired.

Steve Dean inquired about the maintenance line item balance and Cheryl Jaworowski noted much of the maintenance occurs during the summer months so this should even out.

3. Financial Condition 01-005

Cheryl Jaworowski notes the large decrease in cash and the large increase in accounts receivable is due to the timing of receiving allocations from the NMRE. She provided explanation of the reasoning for the number of days of operating funds decreasing four days from the last report.

Cheryl Jaworowski reviewed the Community Foundation Balance Sheet. Gary Nowak inquired as to what happens to the endowment fund should this Agency close. The endowment fund dollars would remain with the Community Foundation as it was set up as an endowment.

Moved by Bonnie Cornelius, supported by Steve Dean, to accept the May monitoring reports as presented. Motion carried.

Moved by Albert LaFleche, supported by Lester Buza, to approve the purchase of the copy machine for \$4,698. 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.

XI. Board Policy Review and Self Evaluation

1. Board Job Description 02-003

Board members discussed the description under 2.A. Ends: It was determined to revised the sentence to say "Organizational products, impacts, benefits, outcomes, recipients, and the relative worth of these ends or products (what good for which needs at what cost).

Moved by Eric Lawson, supported by Steve Dean to amend the policy 02-003 Board Job Description, as discussed. Motion carried.

Judy Hutchins inquired about the contact with the County Board of Commissioners. Cathy Meske noted Board members and herself attend Board meetings at the various counties. Board members are alerted to when she is scheduled to present and many times attend with her.

2. Board Core Values 02-014

Judy Hutchins inquired about item #4 and the phrase "Recognition of...". Cathy Meske notes the intention is for Board members to not become complacent. Steve Dean suggested changing the wording to "Understanding that..." Alan Fischer suggested it just be "Understanding..." and not include "that."

After discussion, the word Recognition will be replaced with Understanding.

Moved by Alan Fischer, supported by Lester Buza to amend the policy 02-014 Board Core Values as discussed. 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.

XII. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Regional Board Meetings

i. April 25, 2018

The minutes from the April 25th meeting are in draft form and distributed. Judy Hutchins inquired about the Section 298 issues. Cathy Meske noted that there is new language proposed which would make the Medicaid Health Plans have more leverage in the providers they contract with but in the same token still holding the community mental health boards in the pilot to be compliance in all the requirements for crisis services, etc. This would allow some providers to “cherry pick” the services they wish to provide and leaving the other difficult services to the community mental health boards. In addition, they are attempting to make the pilots three years in duration.

ii. March 28, 2018

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

2. Board Association

a. Spring Conference Update

Judy Hutchins reported this conference focused on mental health services in the corrections system. She is optimistic there will be improvement. She noted there was a good presentation on human trafficking as well. Alan Fischer reported the “insanity clause” and “history of alcohol” were included in some of the workshops he attended. He also attended a workshop on audit preparations and it brought him back to his days in statistics. He also questioned the number of staff attending as some of the workshops are over the head when presenting and do not always focus on Board level knowledge. Gary Nowak suggested to Joe Stone to have shorter sessions.

Alan Fischer also reported Joe Stone had a discussion about mass shootings and the relationship to mental health. He reports many statements are made that the majority of the perpetrators are not generally those served by the mental health agencies; however, these are the people that should be served. He would like to see a future educational session on how mental health is dealing with violence in our society. Cathy Meske reported a document was received about “angry people” and noting that “angry people” do not have a mental health diagnosis. She will get the document out to Board members either electronically or through snail mail and then at Strategic Planning this could be discussed further. This could be incorporated in an Ends. Nena Sork reported one this she took away from the article is “Not identified as a mental health issue YET.” Eric Lawson noted any other situation similar to this type of action would be identified as a disease.

Cathy Meske reported in her Director’s report she will address a Department of Justice grant opportunity available which she sent to Alpena Sheriff Steve Kielieszewski. She will be meeting with him on Monday to discuss further. This grant would provide funding to address 1) Collaborative County Approaches to Reducing the Prevalence of Individuals with Serious Mental Illnesses in Jails; 2) Strategic Planning for Law Enforcement and Mental Health Collaboration; and 3) Implementation and Expansion. Cathy Meske noted she will also inform the other county sheriff’s offices. Contract person for Presque Isle is the undersheriff, Joe Brewbaker. This is a federal grant and there are local dollars needed to provide match funding. This grant is specific to criminal justice and making the officers more aware of what type of individual is being presented today.

Albert LaFleche reported there is a mentoring program in Montmorency County and has been quite successful.

Cathy Meske reported the author of the article "Anger Isn't a Mental Illness..." might be able to be secured to present and possibly if she already has an appearance scheduled in Michigan we could piggyback off this appearance.

XIII. Operational Report

Nena Sork reviewed the Operational Report through April 2018. She reported last week the Agency celebrated the one-year birthday for our electronic health record. Nena provided information about Safe House and noted this crisis children's service was not available in the past. This helps to keep hospital admissions down as in the past a hospital admission was our only option.

Albert LaFleche inquired as to whether this is more or less than what was provided about five years ago. Cheryl Jaworowski noted adults are down slightly and children are up. Nena Sork also noted the culture has changed and some are discharged as they are doing well. Cathy Meske also noted the population census is also lower than it was in the past. Cathy Meske noted the increase in children ages 0-6 is due to the autism services offered and in addition, children are presenting quicker with the behavior issues.

Steve Dean inquired about the frequency of the report and it was determine the report itself will be monthly and the employment report quarterly.

XIV. Chair's Report

1. Strategic Planning Discussion

Cathy Meske reported the Strategic Planning meeting will begin at noon on June 14th, the regularly scheduled day for monthly Board meetings. Take Five Deli will be contacted again for the luncheon. Eric Kurtz will be providing an environmental scan and Lynne Fredlund will facilitate the Strategic Planning session. The Consumer Advisory Council, Management Team and those leadership members responsible for the Ends will also attend. Board members are requested to plan to stay until 5 p.m.

XV. Director's Report

1. myStrength Services

Cathy Meske reported myStrength is an "app" which would be available for the individuals served by the agency, the staff and family members and the community at large. Jason Lepper and Dennis Bannon were available and provided a demonstration of the "app." At this point, we have a one-month trail to test out the "app." The dollars for this expenditure would come from the incentive payment recently approved through the NMRE. If the Agency decides to adopt this product, a two-year contract would need to be signed. Jason Lepper provided a brief overview of the options available within the app. Cathy Meske noted she will be recommending the Board try out this feature during the trial period. Nena Sork reported this app will be available for all individuals in the four-county area and would not have to be individuals served by this Agency.

Eric Lawson left the meeting 4:35 p.m.

Steve Dean inquired whether the individuals served by this agency with a smart phone could use this system. Cathy Meske reported the agency would receive aggregate data from the usage. Dennis reported this can be accessed by a smartphone, tablet, iPad, laptop, or computer. The 30-day trial period is free.

2. ProtoCall Services

Cathy Meske reported NMRE conducted an RFI to address after hours crisis response services. She reports after receiving the RFI it was determined ProtoCall had the better offering as far as service provision. She reports we will be obtaining more of the details related to funding and will be coming back to the Board in July for action.

3. M-CEITA

Cathy Meske reported phase II of the M-CEITA [Michigan Center for Effective IT Adoption] process. The \$600 fee covers technical assistance to support efforts of meaningful use through consultations, custom deliverables, tools and workbooks, and education modules.

Moved by Bonnie Cornelius, supported by Judy Hutchins, to authorize the Director to enter into an agreement with M-CEITA in the amount of \$600 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, Nays: None; Absent: Pat Przeslowski;. Motion carried.

4. Draft of Report to Community

A draft of the Report to Community was distributed. Cathy Meske and Diane Hayka will be reviewing the document prior to printing and distributing to community partners.

5. Supported Employment Clarification

She reported in the Amendment # 2 of the MDHHS contract a focus on employment is included and the definition of integrated employment is the same and the interpretation as Northeast has taken. It does not include providing employment services through enclaves.

XVI. Information and/or Comments from the Public

There was no information or comments presented.

XVII. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, June 14, 2018 at 12:00 p.m.

1. Set June Agenda

The June meeting will be in conjunction with Strategic Planning. Eric Kurtz will conduct an environmental scan with Lynne Fredlund facilitating the remainder of the meeting.

XVIII. Evaluation of Meeting

Bonnie Cornelius noted the meeting started on time. She notes she learns much from the presenters. She observed good participation and questions. She really liked the pictures acquired for the Board Room and the involvement of staff for that process.

XIX. Adjournment

Moved by Albert LaFleche supported by Judy Hutchins, to adjourn the meeting. Motion carried. This meeting adjourned at 4:50 p.m.

[signed by Alan Fischer on 06/14/18]
Alan Fischer, Secretary

[signed by Gary Nowak on 06/14/18]
Gary Nowak, Chair

Diane Hayka
Recorder