

# Northeast Michigan Community Mental Health Authority Board

## Board Meeting

July 12, 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, Pat Przeslawski

Absent:

Staff & Guests: Lisa Anderson, Dennis Bannon, Carolyn Bruning, Lee Ann Bushey, Lynne Fredlund, Cheryl Jaworowski, Cathy Meske, Nena Sork, Peggy Yachasz

### III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

### IV. Appointment of Evaluator

Gary Nowak appointed Eric Lawson as evaluator for this meeting.

### V. Acknowledgement of Conflict of Interest

Gary Nowak provided Board members with the reason for the addition of this item to our Agenda. This will continue to be an agenda item going forward. No conflicts were identified for today's meeting.

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

There was no information or comments presented.

### VII. Approval of Minutes

*Moved by Albert LaFleche, supported by Lester Buza, to approve the minutes of the June 14, 2018 minutes as presented.* Motion carried.

### VIII. Educational Session – Strategic Plan Review

Cathy Meske reports based on input from our planning session a draft plan was developed. She thanked Lynne Fredlund for leading this session. She proposed breaking Strategic Planning into a three-segmented process spanning three months next year with the Environmental Scan conducted in May, the Monitoring Report of the Ends be presented in June and then the development of the new Ends and final plan in July.

Cathy Meske reviewed the draft of the 2019 Plan. She addressed the reimbursement based on health outcomes noting this is ever important to capture the diagnoses for all our individuals receiving services as the Milliman rates are based upon the severity and complexity of the diagnoses.

Cathy Meske reviewed the addition of the barriers/challenges from the previous plan and the opportunities and options.

Cathy Meske reviewed the changes made to the sub-ends. It was noted some of the previous Ends in residential living supports have been met repeatedly so the new End will provide challenge by development of additional contract residential providers in our geographic area. Cathy Meske reviewed the Ends associated with co-occurring disorders to address treatment options. She noted

this will include providing Medication Assisted Treatment. She reports the methods for gathering the information to determine if the Ends are being met may need further focus as some elements will be more difficult to track and trend.

Cathy Meske also address the assistance the Agency will be providing to advocacy efforts and support of a local group in the establishment of a local NAMI.

Alan Fischer suggested more focus be made in the Mental Health First Aid for Adults and Youth. He noted not all the General Fund dollars were spent and this would be a good use of the funds. Cathy Meske noted she will be in contract negotiations with Partners in Prevention to add more opportunities. She will discuss this further when the contract is presented to the Board for approval. Cathy Meske noted Partners in Prevention is also providing trauma focused training in the Alcona County schools.

Roger Frye reported there are many children in the schools needing help but parents do not always admit to this need. Cathy Meske reported the Department issued a memo of notice for a block grant to provide services in schools. The grant is up to \$50,000. This was referred to the Leadership Team to determine how best to respond. Cathy Meske also reported our staff are participating in TRAILS and our staff will work with NEMSCA School Success to address mindfulness and stress issues in children. Cathy also notes she looks for some of the community partners to come forward and provide some resources as well.

Terry Larson inquired as to whether there are any refresher updates for Mental Health First Aid. Cathy Meske noted one could take the course over; however, the course outline is very prescriptive and they must follow the guidelines established. Cathy Meske noted she will discuss with Partners in Prevention to determine what types of training will be available for Suicide Prevention.

Judy Jones noted teachers sometimes view their lack of knowledge related to mental illness/trauma/suicide as a weakness and they need to be reassured there is assistance available.

## **IX. July Monitoring Reports**

### **1. Budgeting 01-004**

Cheryl Jaworowski reviewed the Statement of Revenue and Expense for month ending May 31, 2018. She reports there is a positive net position of \$79,677. She notes the PASARR and private contracts are running slightly behind. She reported on the incentive Medicare payment of \$17,000 due to our doctors meeting specific objectives. Cheryl noted the data in this report is based on the revenues we have been paid. She reports the negative variance in the Medicaid Revenue line item is still at the NMRE and will be coming our way when we overspend.

Cheryl Jaworowski notes she is working on a budget amendment to make adjustments discussed with the Board. She reports the contracted employees and services is 100% due to the Autism program related to some late billings but she believes they will be getting caught up soon. She reports MMRMA did send the check for about \$69,000.

She also noted the budget hole has closed and is only about \$100,000 in deficit; however, she is confident by year-end this will be down to \$0.00. She notes we will be very close to budget on General Funds but may be overspent slightly.

Cheryl Jaworowski reported the NMRE has requested bids be secured for the financial audit. She notes it would be preferred that one audit firm provide this service for the entire region. She notes our auditors came in just over \$75 from the low bid. She would recommend staying with our current auditors "Straley, Lamp and Kraenzlein."

***Moved by Roger Frye, supported by Eric Lawson, to approve Straley, Lamp and Kraenzlein as auditors for the next three years.*** 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.

**2. Asset Protection 01-007**

Steve Dean inquired as to where the clinical records are stored offsite. Dennis Bannon reported these records are stored in Detroit and Chicago. Our local records are stored offsite at one of the group homes.

Eric Lawson inquired about the organization's fleet of vehicles. He notes many vehicles now are lasting longer than the mileage identified in the service life in this report. Cathy Meske notes there have been some instances where due to rust and repairs the vehicles do not last. Cheryl Jaworowski notes due to the multiple drivers using our vehicles more wear and tear can occur. In addition, it is common to have three or four vehicles in a repair shop at one time. She notes there may be some instances where there will be a need for an accelerated purchase. In addition, the bidding process determines the make and types of vehicles secured.

Steve Dean requested clarification of some of the insurance liability statements related to the SIR and deductibles. Cheryl Jaworowski provided explanation and noted we have a retention fund held by MMRMA, the insurer.

**3. Community Resources 01-010**

Cathy Meske reports this Monitoring Report truly addresses the Ends as far as community involvement.

*Moved by Eric Lawson, supported by Lester Buza, to accept the July monitoring reports with correction to Asset Protection Monitoring Report in removing "of" at the end of the sentence on page 3.* Motion carried.

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

**1. Community Resources 01-010**

Board members reviewed this policy and had no recommendations for revision.

**2. Public Hearing 02-010**

Board members reviewed this policy and had no recommendations for revision.

**XI. Linkage Reports**

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

**a. Regional Board Meetings**

**i. June 27, 2018**

The minutes from the June meeting were not available. Cathy Meske reported there will be a kick off of the Opioid Health Home on July 30<sup>th</sup> in Traverse City. The NMRE has been approved to be an Opioid Health Home. She reports Carrie Standen, Lisa Orozco and herself will be attending this meeting. Carrie has indicated an interest in being a prescriber for Medication Assisted Treatment.

Cathy Meske also addressed the Rural Community Opioid Planning Grant. She notes she has attended some planning sessions and became part of a consortium. She reports there are 11 counties identified in our northern region which have been identified as high risk for HIV and Hepatitis C. She reports there have been 220 counties identified at being at high risk and they include three of this agency's four counties. Those counties are Alcona, Montmorency and Presque Isle counties.

Eric Lawson inquired as to what local providers are authorized to dispense suboxone. Cathy Meske noted the Freedom Clinic working with Alcona Health Center and possible Dr. Beatty. Cathy Meske noted NMSAS prescribe but they are

located in Gaylord and the only methadone clinic in the area. There has been some discussion about having a satellite clinic set up to provide an alternative to travel.

Cathy Meske will bring back a report from the Opioid Health Home presentation at the August meeting.

ii. **May 23, 2018**

The minutes of the May 23<sup>rd</sup> meeting were included in the mailing.

**2. CMHAM**

**a. CMHAM FY19 Dues**

The Member dues for FY18-19 were released by the Community Mental Health Association of Michigan (CMHAM). Northeast's dues for the upcoming year will be \$13,166; \$9 less than the previous year.

*Moved by Albert LaFleche, supported by Lester Buza, to approve the CMHAM Dues Assessment of 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.

**b. CMH PAC Update**

The results of the recent CMH PAC campaign were shared with Board members. Sanilac County was awarded the prize of the Detroit Tiger tickets this year.

**XII. Operational Report**

Nena Sork reviewed the Operational Report through June 2018. She reported the ACT decrease is attributed to staff vacancies in the ACT program. Due to fidelity of the program, we must stay within certain ratios. She reported the ACT Supervisor position has been difficult to fill due to two other community mental health agencies in the area also having a vacancy for the ACT Supervisor.

Nena Sork reviewed the "by county" numbers of individuals receiving services. Steve Dean requested clarification on the numbers provided. Nena Sork reported the numbers indicate the number of open cases not how many contacts were made during the month.

The quarterly employment report was included in this report.

**XIII. Chair's Report**

**1. Planning for the CEO Evaluation**

Board members were informed next month is the CEO Evaluation. Board members requesting any review of the monitoring reports provided during the year can contact Diane Hayka and they will be provided. Diane reported all monitoring reports have been presented according to the schedule. Next month the Director will receive a positive evaluation unless there is other discussion.

**2. Employee Recognition Luncheons**

The Annual Employee Recognition events are scheduled for July 24<sup>th</sup> and July 26<sup>th</sup>. On July 24<sup>th</sup>, the staff receiving recognition from Montmorency County or Presque Isle County will gather at the Thunder Bay Golf Resort at 11:30 a.m. On July 26<sup>th</sup>, the staff receiving recognition from Alcona County and Alpena County will gather at the APlex in Alpena at 11:30 a.m. Board members were polled to determine attendance. Lester Buza, Roger Frye, Albert LaFleche, Terry Larson and Gary Nowak will attend the recognition on July 24<sup>th</sup>. Bonnie Cornelius and Judy Jones will attend the recognition on July 26<sup>th</sup>.

### **3. Board Member Laptops**

Gary Nowak reported many of the NMRE Board members use laptops at the meeting. He requested input as to whether this Board should consider using this method for their board materials versus paper copies. There was no interest in changing distribution methods.

## **XIV. Director's Report**

### **1. Directors Update**

Cathy Meske reported in the materials distributed in the mailing, a memo from Lynda Zeller was included addressing the Individual Placement and Support Report which included recognition of Northeast and Mary Jameson's program.

### **2. RFP - Clubhouse**

Cathy Meske noted the lease of our current Clubhouse is for another few years (2021) and the numbers of participants in our program have decreased. She notes there may be a provider who would be able to manage and clubhouse and market it to increase participation that might be a better option. She requests consideration for issuing an RFP to determine what may be available.

*Moved by Eric Lawson, supported by Roger Frye, to authorize the release of a Request for Proposals for operation of the Clubhouse program as presented.* Motion carried.

### **3. Third Level/ProcoCall Update**

Cathy Meske reports the NMRE recently issued an RFP for after-hours crisis services. She reports this agency has used Third Level for several years and notes the issues recently experienced with the processes used. Nena Sork reports many calls routed through Third Level are mostly referred back to the local clinical staff or the callers are sent to the Emergency Room. They have also been reported to put individuals on hold when the caller identifies as suicidal.

Cathy Meske reported she has checked references on ProtoCall with the boards currently using that provider and they are all happy with the experience they have had. The ProtoCall staff are willing to work through issues before referrals to local staff are made. Cathy Meske recognizes the difference in today's population using this service.

She requests Board approval for a contract with ProtoCall for the after-hours crisis provision.

Cathy Meske reports there would be a one-time startup fee of \$2,500. The other fees are based a monthly retainer based on number of call allowances. She reports we would need to meet with ProtoCall to get actual numbers; however, she is estimating this would cost approximately \$59,000/year.

*Moved by Judy Hutchins, supported by Terry Larson, to approve entering into an agreement for ProtoCall, 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.

### **4. MidWest Recruiting**

Cathy Meske reported two or three years ago MidWest Recruiting was used to assist in recruitment efforts for a Child Psychiatrist. She recommends we do this again to secure an adult psychiatrist. Steve Dean inquired how long this campaign lasts. Cathy Meske reported it is a one-time mass mailing. Lisa Anderson reported this would be a similar process to our previous recruitment effort. Cathy Meske reports we also work with Dianne Simms in the final recruitment process.

*Moved by Judy Hutchins, supported by Alan Fischer, to approve entering into an agreement for psychiatrist recruitment 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.

Cathy Meske reported the Reinvestment Plan with the NMRE includes the costs associated with this recruitment.

**5. QI Council Update**

Lynne Fredlund reported many of the contracts in the past have included evergreen clauses which would extend the contract on a month-to-month basis should the expiration date occur before a new contract could be negotiated. This evergreen clause will be removed from the contracts during future negotiations for most contracts. She reports the CARF Conformance Report was completed and submitted.

Lynne Fredlund reported the results from the recent satisfactions surveys have been received.

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

Bonnie Cornelius reported the "Handicapable Day" will be held again as part of the Alpena County Fair. More information should be coming in the near future.

**XVI. Next Meeting**

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, August 9, 2018 at 3:00 p.m.

**1. Set August Agenda**

The Veteran's Navigator has confirmed his attendance for the August meeting making this the educational session in August.

**XVII. Evaluation of Meeting**

Eric Lawson inquired about the stopping on time on the evaluation form. Should this be changed? He reported this meeting was especially rich and the opportunities in the schools is good. The discussion of the Strategic Plan was good as well.

He reports there were some good questions and in depth discussion. Today was especially robust. He noted the clarification of the Operations Report was helpful.

**XVIII. Adjournment**

*Moved by Albert LaFleche, supported by Bonnie Cornelius, to adjourn the meeting.*  
Motion carried. This meeting adjourned at 4:34 p.m.

*[signed by Alan Fischer on 08/09/2018]*

Alan Fischer, Secretary

*[signed by Roger Frye on 08/09/2018]*

Roger D. Frye, Past Chair

Diane Hayka  
Recorder