

Northeast Michigan Community Mental Health Authority Board

Board Meeting [In-Person, Zoom, Uber Conference]

October 8, 2020

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: In Person: Lester Buza, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Gary Wnuk
Via Zoom: Bob Adrian,
Via Uber Conference: Bonnie Cornelius, Pat Przeslawski

Absent: Albert LaFleche

Staff & Guests: Lisa Anderson (Zoom), Dennis Bannon (Zoom), Carolyn Bruning (Uber), Connie Cadarette (Zoom), Richard Carpenter (Zoom), Mary Crittenden (Zoom and in-person), Erin Fletcher, Lynne Fredlund (Zoom), Cheryl Kobernik (Uber), Chelsea Paad (Zoom), Larry Patterson (Zoom), Cassandra Shaw (Zoom), Nena Sork, Brenda Stanton (Zoom), Peggy Yachasz (Uber), Jen Whyte (Uber)

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Eric Lawson appointed Gary Nowak as evaluator for this meeting.

V. Acknowledgement of Conflict of Interest

Bob Adrian noted he has a conflict with an item on the Consent Agenda related to NEMROC. He noted his wife is an employee of NEMROC.

Moved by Gary Nowak supported by Roger Frye, to allow Bob Adrian to abstain from the vote on the NEMROC contract. Motion carried.

Pat Przeslawski noted in the past she had a conflict of interest with the Thunder Bay Transportation contract on the Consent Agenda but is no longer a concern.

VI. Information and/or Comments from the Public

No information or comments were presented.

VII. Approval of Minutes

Moved by Gary Wnuk, supported by Lester Buza, to approve the minutes of the September 10, 2020 meeting as presented. Roll call vote: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Pat Przeslawski Gary Wnuk; Nays: Gary Nowak; Absent: Albert LaFleche. Motion carried.

VIII. Educational Session

Richard Carpenter was introduced to the Board. Mr. Carpenter is the consultant who has worked with our Agency in the financial conversion after the retirement of Cheryl Jaworowski. He currently consults with many of the community mental health centers across the state. He reported he has been working with this Agency over the past year to integrate the financial program the Agency used previously to the PCE software. It was anticipated this conversion would be complete by the end of FY19-20. There is a stall in the transition as the state has indicated new codes will be released this fiscal year which will impact much of the reporting in this fiscal year. Mr. Carpenter reported he was part of the group working to develop a

standardized model of reporting with training to occur in the middle of December 2020. This transition would continue throughout the remainder of the fiscal year. By completing the current project, it would mean we would need to again revise our structure to meet the new reporting requirements. He indicated moving forward, once the training is done in December, there will again be a push to finalize the project. There most likely will be a redesign in the Chart of Accounts along with how the medical records are set up and how they fill into the financial portion of the system. The reports will be submitted to the State three times a year. He noted of the \$70,000 allocated to this project, the majority of that funding is still at large as the development was stalled.

Mr. Carpenter fielded questions from the Board members. Gary Wnuk questioned if the electronic health records from a facility such as District Health Department would be something this Agency should explore. Nena Sork reported this Agency has an electronic health record already and we have capacity to use Great Lakes Health Connect to link to other electronic records from hospitals, etc. for admissions, discharges and transfers.

Roger Frye inquired as to how this will impact this Agency's budget. Mr. Carpenter noted there will be different variances based on location, time travel, etc. in service provision. The Department would like to see what value the community mental health brings to the area thought offering of targeted services based on the community's needs. This could allow for some regions to put more dollars towards the needed services versus a cookie cutter service array, which may not benefit communities equally.

IX. Consent Agenda

- A. Rite Aid Flu Shot Agreement**
- B. Catholic Human Services**
- ~~**C. NEMROC**~~
- D. MidMichigan Health Center**
- E. Straley Lamp & Kraenzlein PC**
- F. Thunder Bay Transportation**
- G. Autism of America**
- H. Touchstone Services**
- I. Bay View Center**

Moved by Gary Wnuk, supported by Terry Larson, to pull the NEMROC contract from the Consent Agenda. Roll call vote: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Albert LaFleche. Motion carried.

NEMROC

Moved by Terry Larson, supported by Lester Buza, to approve the NEMROC contract as presented. Roll call vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Albert LaFleche, Abstain: Robert Adrian. Motion carried.

Moved by Gary Nowak, supported by Roger Frye, to approve the Consent Agenda with the removal of NEMROC due to above action. Roll call vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Albert LaFleche; Muted or Inaudible: Robert Adrian. Motion carried.

X. Autism Contracts/Agreements

Nena Sork explained to the Board the difficulties in providing autism services in-house with training staff only to have the staff be lured away by other providers. She noted ABA Pathways currently works with AuSable Valley. Autism Centers of Michigan, recently bought out by Acorn Health Company, also provides autism services. She reported we will be using one of these agencies to provide the testing and the other to provide the on-going services so they are not approving services for their own benefit.

- A. ABA Pathways**
- B. Acorn Health Company – Autism Centers of Michigan**

Moved by Gary Nowak, supported by Lester Buza, to approve the contracts for ABA Pathways and Acorn Health Company - Autism Centers of Michigan as presented. Roll call vote: Ayes: Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Albert LaFleche; Muted or Inaudible: Robert Adrian. Motion carried.

XI. October Monitoring Reports

1. Budgeting 01-004

Connie Cadarette reviewed the Statement of Revenue and Expense for month ending August 31, 2020. She notes at this point in the year 91.67% of the year has elapsed with our budget at 85% of revenues. She noted we are actually at 103% revenues of our budget due to extra COVID funding by the State. The numbers reflected in this report are as if we have paid back the NMRE the excess (\$2,037,334) in Medicaid. She notes General Funds have also had a turnaround and there will now be an excess in General Funds. She reported the underspending is actually overall \$3M to the good. Connie reported there will be a lot of expenses in September which will take care of some of the excess funds. Gary Wnuk requested reassurance that this accounting is a true picture due to past discoveries and was assured the Agency had worked very hard to get everything corrected. Nena Sork reported ethically she has spent what she can for staff and has purchased some equipment in advance which would be needed. Any Medicaid dollars that cannot be spent will be returned to the NMRE, which will go in their internal service funds. She notes the NMRE's Internal Service Fund had been almost depleted so the excess funds will replenish the internal service fund.

Larry Patterson reviewed the expenses noting there were many purchases made. He reports in the depreciation expense line there was about \$17,000 added during the last budget adjustment. He notes with the additional purchases we made in August this line will be adjusted and with September purchases this number will grow slightly. Gary Wnuk questioned the Property & Liability Insurance variance. Larry Patterson noted this is a timing issue related to the Asset Distribution.

Moved by Gary Nowak, supported by Roger Frye, to accept the October monitoring report as presented. Roll call vote: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Albert LaFleche. Motion carried.

XII. Board Policy Review and Self Evaluation

1. Annual Board Planning Cycle 02-007

Board members indicated they have met their own expectations related to this policy and requested no revisions to this policy.

2. Executive Director Job Description 03-003

Board members reviewed the policy and had no recommended changes. Eric Lawson noted this policy is very clear and he likes the statement "the Executive Director's performance will be considered to be synonymous with organizational performance as a total."

3. Monitoring Executive Performance 03-004

Eric Lawson reported the last revision changed the CEO references to Executive Director. He notes the monitoring reports directly evaluate the performance of the Director and he believes the Board does a good job on this.

4. Chairperson's Role 02-004

Eric Lawson reviewed the proposed changes to this policy after a review of the Open Meetings Handbook recently published by Dana Nessel, Attorney General for Michigan. Gary Nowak inquired with the proposed revisions, what the process would be for an allowance of an extension of time for someone to address the Board. Gary Wnuk noted if there are issues requiring addition time, a person could request to be on the agenda for a presentation. A suggestion was whether the last sentence that was suggested to be deleted remain in the policy..."The presiding officer may also extend the period of time with approval of the Board." After discussion, this sentence will remain in the policy.

Moved by Gary Nowak, supported by Roger Frye, to revise Policy 02-004 – Chairperson’s Role with the sentence “The presiding officer may also extend the period of time with approval of the Board” remaining in the policy. Gary Wnuk is concerned as to whether this could constitute favoritism. He notes under public comment, the Board does not comment or respond. Roll call vote: Ayes: Robert Adrian, Bonnie Cornelius, Roger Frye, Judy Jones, Eric Lawson, Gary Nowak, Pat Przeslawski; Nays: Lester Buza, Terry Larson, Gary Wnuk ; Absent: Albert LaFleche. Motion carried.

XIII. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meeting September 23, 2020

The last Board meeting minutes were not yet available. Gary Nowak reported the NMRE approved many of the liquor tax disbursements. He reported the NMRE Director’s contract was approved with a 5% increase. Bob Adrian questioned about the liquor tax noting the District Health Department had submitted a request. Terry Larson noted the request would need to flow through a licensed provider such as Catholic Human Services to be approved.

b. Board Meeting August 26, 2020

The minutes of this meeting were included in the mailing.

2. Community Mental Health Association of Michigan (CMHAM)

a. Fall Board Conference – October 26 – 29 Virtual

This is to be a virtual conference and a room has been set aside should we have Board members interested in attending. Pat Przeslawski suggested this be avoided this year. Board members were requested to contact Diane Hayka if they wish to participate by the 15th of October so she can get them registered prior to her vacation, which begins on October 19th.

3. Advisory Council Update

The Advisory Council met Monday, October 5th. Lester Buza reported there was a new member joining the Council. The draft of the Strategic Plan was reviewed by Council members. Lester Buza noted there was a discussion about the isolation in the group homes during COVID. He notes the homes were creative to get the individuals out with some activities during this pandemic.

XIV. Operations Report

Mary Crittenden provided an overview of the services provided during the month of August. She highlighted programs with increases noting there were 1,092 unduplicated services provided. This is slightly down due to COVID but services are increasing as we go through the year.

XV. Chair’s Report

1. Setting Perpetual Calendar

The perpetual calendar was reviewed at the September meeting and there have been no requests for revisions.

Moved by Gary Nowak, supported by Gary Wnuk, to approve the FY20-21 Perpetual Calendar as presented. Roll call vote: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Albert LaFleche. Motion carried.

2. Strategic Plan FY20-21

Gary Wnuk questioned the deletion of the Alcona Health Center under “Goals” with Nena Sork noting the Agency works with several providers in the area. In addition, several of the sub-ends are revised to address new goals. The children’s services will focus on providing more home-based services versus targeted case management. The adult services will have sub-ends focused on the new Behavioral Health Home goals. The remainder of the sub-ends focusing on financial and community education will remain the same.

Moved by Lester Buza, supported by Gary Wnuk, to approve the FY20-21 Strategic Plan as presented. Roll call vote: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Albert LaFleche. Motion carried.

3. Schedule Nomination's Committee Meeting

Eric Lawson canvassed the members of the previous Nomination's Committee to determine if they were willing to continue with that assignment. Gary Wnuk indicated he may not be able to fulfill the entire timespan the Nomination's Committee will need to meet as he is up for election in November. It was noted his current term would go through March 31, 2021 even if he chose to not seek reappointment to the Board. He indicated he would be able to commit to the Nomination's Committee. Board members with terms expiring in March are Eric Lawson, Pat Przeslawski, Gary Wnuk and Albert LaFleche. Albert LaFleche has expressed his intent not to seek another term on this Board.

Nominations Committee members will be Terry Larson, Albert LaFleche, Pat Przeslawski and Gary Wnuk. The Committee will meet at 2:30 p.m., just prior to the November Board meeting on November 12.

XVI. Director's Report

1. Director Report

Nena Sork introduced Erin Fletcher, newly hired Clinical Director. She reported Erin lives in Hillman and had worked for this Agency in the past. She left to work at Thunder Bay Community Health Services and Catholic Human Services. She has done outreach outpatient services, some substance use services and other clinical services.

Nena Sork reported the Behavioral Health Home kickoff training was held in Gaylord and the program began October 1, 2020 for this Agency.

The annual staff luncheon was held in an outdoor picnic setting. The following day a staff appreciation picnic was held. Because group home staff could not leave the home setting to attend the picnic, she and Diane Hayka went to Knaebe's and picked up cider, doughnuts and apples which were dropped off at each home. Staff all received a token of appreciation as well.

She reported she participated in the Emergency Management meeting. The employment program, which had been affected by COVID, is in the process of being overhauled. Some staffing changes have been incorporated into the new budget. She notes her goal was to get all salaries to the average based on the salary survey. The past year she has focused achieving this goal. She is hoping to continue in the next fiscal year. She reported the salary scales have been reorganized and condensed. The Management Team and Advisory Council both met earlier this week.

The Agency is getting more involved in community events. Alpena County had their first suicide prevention walk and the Agency supported all staff who participated in the walk. There were 125 individuals participating and 36 were from community mental health. Staff participating were given a yellow t-shirt to wear during the walk to distinguish them as part of our agency. She notes this Agency is getting more visible in the community. The next event scheduled is "The Take Back Event," which is scheduled for later October.

Nena Sork informed the Board of needed approval for legal counsel changes. An attorney the Agency frequently used, Chris Cooke, moved from one firm to Secret Wardle. This firm traditionally has a retainer fee established for their clients. She would like approval for a \$20,000 retainer fee for Secret Wardle to continue our relationship with this particular attorney. Gary Nowak questioned if the Agency had a local attorney they traditionally use. Nena Sork reported the Agency has used Chris Cooke for several years.

Moved by Gary Wnuk, supported by Pat Przeslawski, to authorize the establishment of a retainer for legal services by Secrest and Wardell not to exceed \$20,000. Roll call: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Pat Przeslawski, Gary Wnuk; Nays: Gary Nowak; Absent: Albert LaFleche. Motion carried.

Another item requiring Board action is an Agreement between the Agency and HUB. HUB coordinates all the healthcare benefits for our employees. Due to an oversight, the consulting fee was inadvertently not billed to the Agency in the fiscal year. This agreement will allow for the payment of the fee in a lump sum, taking care of the outstanding fees the Agency was not billed for. The amount of this payment is \$20,000.

Moved by Pat Przeslawski, supported by Gary Wnuk, to authorize the Director to sign a revised agreement for HUB due to an oversight of consulting fees in the amount of \$20,000. Roll call: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Albert LaFleche. Motion called.

Nena Sork distributed water bottles to Board members as a token of the Agency's appreciation for the Board. Eric Lawson thanked her for not getting a coffee cup.

XVII. Information and/or Comments from the Public

Lynne Fredlund reported Dave Szydowski, NEMROC's CEO, had intended to come to the Board and to thank the Board for their support of NEMROC in their employment services.

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

Pat Przeslawski noted the Director is doing a good job and the staff appreciate the leadership. The Board is a good Board and Gary Nowak noted this board is also a good one with much participation.

Gary Wnuk reported he has enjoyed sitting on this Board as a commissioner and feels it is very important to have that connection. He believes it is really important to have a commissioner remain on the Board.

XIX. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, November 12, 2020 at 3:00 p.m.

1. Set November Agenda

The November agenda items were reviewed.

XX. Evaluation of Meeting

Gary Nowak noted the meeting began on time. Board members received good information and all participated. This was a good meeting and all Board meeting lately have been good meetings.

XXI. Adjournment

Moved by Gary Wnuk, supported by Lester Buza, to adjourn the meeting. Motion carried. This meeting adjourned at 4:35 p.m.

[signed by Bonnie Cornelius electronically 11/12/20]
Bonnie Cornelius, Secretary

[signed by Eric Lawson on 11/12/20]
Eric Lawson, Chair

Diane Hayka
Recorder