

**Northeast Michigan Community Mental Health Authority Board  
Board Meeting  
April 14, 2022**

**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**

Robert Adrian – Alpena County  
Les Buza – Presque Isle County

Judy Jones – Alpena County  
Terry Larson – Presque Isle County

**III. Roll Call and Determination of a Quorum**

Present: Geyer Balog, Bonnie Cornelius, Roger Frye, Lynnette Grzeskowiak, Judy Jones, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Terry Small

Absent: Robert Adrian

Staff & Guests: Lisa Anderson, Carolyn Bruning, Connie Cadarette, Rebekah Duhaime, Erin Fletcher, Lynne Fredlund, Tim Gray, Chelsea McConnell, Heather Miller, Larry Patterson, Nena Sork

**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 Judy Jones as evaluator for this meeting.

**VII. Report of the Nomination’s Committee**

Gary Nowak reported the Nomination’s Committee made their recommendations for officers at the March meeting. A memo from that meeting indicates the recommendations to be:

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

**VIII. Election of Officers**

*Moved by Gary Nowak, supported by Geyer Balog, to cast a ballot for Eric Lawson for the Chair position, Roger Frye for the Vice Chair position and Bonnie Cornelius as the Secretary position, which would leave the Past Chair as Gary Nowak.* Eric Lawson called for other nominations from the floor three times for the officer positions. Board members did not present any other nominations. Motion carried.

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

Lisa Anderson introduced Nichole Keyes, Human Resource Specialist, who will be focusing on recruitment efforts for all programs and assisting with orientation of new hires.

**X. Approval of Minutes**

*Moved by Gary Nowak, supported by Pat Przeslawski, to approve the minutes of the March 10, 2022 meeting as presented.* Motion carried.

**XI. Compliance Audit Presentation**

Due to an error in the report, reports included in the mailing were collected and the revised Compliance audit was distributed. Chelsea McConnell, of Straley Lamp & Kraenzlein, provided explanation of the reason for the replacement due to how the NMRE handled the Behavioral Health Home funds. She provided the Board with a summary of the report. She reported the unmodified opinion is the best opinion that can be awarded in this type of audit. Internal control over compliance with laws and regulations are the responsibility of management of the entity. She explained what material compliance issues would be reported. She noted there were no deficiencies identified in the audit. There were no examination adjustments.

***Moved by Lynnette Grzeskowiak, supported by Terry Small, to accept and file the FY 20-21 Compliance Audit.*** Motion carried.

Roger Frye, on behalf of the Board, thanked staff for their efforts.

**XII. Educational Session – CARF Standards**

Lynne Fredlund, Quality Improvement Coordinator, provided Board members with an overview of the CARF Governance Standards. She reported the State of Michigan requires the Community Mental Health Service Programs to be certified and the boards accredited through an accrediting body is accepted as deemed status. She reported our current accreditation expires June 30, 2022. CARF requested to extend our review until July or August 2022. She reported this consultation will be conducted virtually. We currently have two consultants working to review our policies and documentation to ensure standards are met. With the number of new staff employed at this Agency it was felt this consultation would be invaluable.

CARF's Governance Standards ensure the Board is providing effective and ethical leadership on behalf of its owners/stakeholders; the owners being the people in the community served by the Agency.

Lynne Fredlund reviewed Standard #1 in Board Governance. She reviewed the evidence supporting this standard. She notes Board members need to put their wants aside and put the needs of individuals receiving services from the Agency in the forefront.

She reported Standard #2 includes many elements, which are included in the Board's by-laws. This standard also includes the Board's self-assessment, written and signed attestations for conflict of interest and code of conduct statements. The standard addresses meeting evaluation, orientation process and the importance of speaking with "one voice." The Board conducts an annual assessment and reviews the results of the responses annually.

CARF Governance Standard #3 addresses the relationship between the Director and the Board. Standards #4 and #5 focus on the development of the agenda for the Board meeting and the policy process the Board uses to review policies periodically. Standard #6 related to executive compensation addresses various requirements in determining a salary for the executive director. Lynne Fredlund reported the consultants have suggested to modify the Monitoring Executive Director Performance policy to more clearly match the CARF requirements. Eric Lawson suggested the Executive Committee might be the group to gather to draft language to address these concerns. Gary Nowak questioned if the Committee of the Whole could be brought together especially with new Board members on the Board. This would be very educational. Eric Lawson suggested this be possibly done at a lunch type meeting. Consensus was to hold this workshop prior to the June meeting beginning at 1 p.m. The policy could be approved then at the June meeting.

Lynne Fredlund suggested thought be made to identification of Board members who will meet with the CARF reviewers. As this is a virtual consult, the meeting will be by Microsoft Teams.

**XIII. Consent Agenda**

- 1 War Memorial Hospital**
- 2 Valenz Assurance EPStaffCheck Software Service**

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

**XIV. April Monitoring Reports**

**1. Budgeting 01-004**

The Board reviewed the Statement of Revenues and Expense for month ending February 28, 2022. Connie Cadarette reviewed the revenue line items. She reported some areas the revenue is coming in higher. She addressed Blue Horizons and also food stamp revenue. The incentive payment posted in March so that will show up in the next report. She reviewed the underspending of Medicaid and General Funds.

Larry Patterson reviewed the expenses with Board members. Line items with negative variance were reviewed individually with explanation. A budget amendment will address the variances. Overall, the Agency is in a good position.

**2. Communication and Counsel 01-009**

The Board reviewed the monitoring report related to Communications and Counsel to the Board. Eric Lawson noted the monitoring reports are the method the Board uses to evaluate the Executive Director. He reported the Behavioral Health Home update was interesting in this report. He noted the Director indicated in the report Board members handled concerns from community individuals appropriately.

*Moved by Les Buza, supported by Judy Jones, to approve the April Monitoring Reports as presented.* Motion carried.

**XV. 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**

This policy was the subject of the Monitoring Reports earlier in this meeting.

**3. Governing Style 02-002**

This policy requires self-evaluation. Roger Frye believes Board members are abiding by this policy. Pat Przeslawski noted this Board is a well-run board, while we may not always agree we are able to discuss openly. Bonnie Cornelius noted this helps to remind the Board they are the embodiment of the population in our counties.

**4. Cost of Governance 02-013**

The budget numbers have been adjusted for the current fiscal year in this policy revision. Board members felt they were abiding by this policy.

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

**XVI. Linkage Reports**

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

**a. Regional Board Meetings**

**i. February 23, 2022**

**ii. March 23, 2022**

The minutes from the February NMRE Board meeting were included in the materials in the Board packet for this meeting. The March minutes were distributed to Board members at this meeting. Roger Frye reported the March meeting was delayed slightly as they had to wait to have a quorum. Eric Lawson noted from the minutes, the Carter Kits are provided to many more emergency response personnel. Nena Sork reported 2,000 kits were ordered. Northeast was the frontrunner in distributing to our fire and law enforcement departments.

**b. Appointment of NMRE Board members**

Eric Lawson requested interest in the position on the NMRE Board. Terry Larson's term expired March 31, 2022. He did agree to continue as no other Board member expressed an interest in serving in this role.

**2. Community Mental Health Association of Michigan (CMHAM)**

**a. Spring Conference – June 7 & 8**

There is no additional information released on this conference.

**3. Advisory Council**

The minutes of the most recent Advisory Council meeting were distributed at this meeting. A flyer addressing the Day of Mental Health Education scheduled for May 20<sup>th</sup> was included in the mailed packet. Les Buza reported the Council members heard a presentation about the Behavioral Health Home presented by Lisa Orozco. Board members can read more about it on page 2 of the minutes.

**XVII. Operations Report**

Erin Fletcher reviewed the services provided by staff for the month ending March 31, 2022. She reviewed the Case Management noting MI served 160 and IDD served 196. She reported outpatient counseling and children numbers are down due to staffing shortages. She reported the Agency has hired two new staff in the past month. In total, there were 1,055 individuals provided services during the month of March.

**XVIII. 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. Disclosure of Ownership Forms**

As most Board members are required to submit updated forms, this form was sent to all Board members to complete so the expiration of the forms would not be staggered. Board members were requested to submit their forms to Diane Hayka.

**3. Strategic Planning Discussion**

Eric Lawson noted Eric Kurtz, the NMRE Director, would provide the Environmental Scan and Part 1 of Strategic Planning at the May Board meeting. The meeting is scheduled at the Fletcher Street Office due to some building renovation at the main office. The Strategic Planning Process was reviewed.

## **XIX. Director's Report**

### **1. Director Report Summary**

Nena Sork informed Board members of her attendance at NMRE OPS, CMHA Member Services Committee and CMHA MDHHS Reorganization meeting since the last Board meeting. She reported she met with the Blue Horizons president to address their financial concerns. She reported they are looking at attempting to relocate to be able to downsize and make it more affordable for them.

The Public Hearing for stakeholders was held on March 28 and input was received. Nena reported the Management Team will develop the Priority List based on the feedback received from the public. Board members will receive a copy of the Annual Submission when complete. Nena Sork reported she also attended the Director's Forum in Lansing the last week of March.

The first week of April, Nena reported she attended the Northern Michigan Opioid Response Consortium (NMORC) Prevention Workforce committee and also their Board meeting. She is working on our Annual Report.

This past Monday, the Alpena Emergency Manager's met. The purpose of these meetings is to discuss COVID tactics. Due to the reduced COVID rate in our counties, the Emergency Managers meeting will be suspended until next Fall.

Nena reviewed with Board members of the one-year accreditation for Approved Continuing Education (ACE) through the Association of Social Work Boards to be able to provide training to allow staff to receive CEs for their license. This accreditation was recently extended for an additional 3-year accreditation. This accreditation allows the Agency to develop curriculum for trainings and offer CEUs. She noted we hosted a Human Trafficking training and several law enforcement officers attended.

Nena Sork provided information about coffee sleeves the Agency had printed and reported we are collaborating with Cabin Creek Coffee for May is Mental Health month. Cabin Creek will put the sleeve on all the coffee they sell and will sponsor a coffee flavor to acknowledge mental health for the month. In the future, the development of a 5K run may be hosted in May.

Nena Sork reported the Agency is projected to lapse approximately \$2.5 M. She reported the Agency will be replacing carpet in hallways and high traffic areas, upgrading the computer lab and IS office area and renovation of office space in the accounting area to enclose offices. She noted with virtual trainings and meetings, confidentiality is important and the enclosed office space will allow for staff to participate at their workstations.

Nena Sork reported she will not be present at the May Board meeting as her daughter's wedding is scheduled for then. She informed the Board of the need to hold the May Board meeting at the Fletcher Street Office due to the renovation at this office resulting in the Board Room becoming temporary offices for accounting/reimbursement.

Judy Jones inquired as to the Agency's involvement with services at the jail. Nena Sork reported the jail has their own provider to prescribe medications when individuals are incarcerated. Catholic Human Services provides the substance abuse services in the community and works in that field. We would provide screening services to assess for suicidality. Nena Sork reported the agencies do not want to compete with each other but partner with the agencies to provide services.

### **2. QI Council Update**

The minutes from the last QI Council meeting were included in the mailed materials for this meeting.

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

There was no information and/or comments presented.

**XXI. Information and/or Comments for the Good of the Board**

Gary Nowak requested the per diem be addressed. Diane Hayka will contact the county to get the details. Gary Nowak wished attendees a Happy Easter.

**XXII. 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 Gary Nowak, supported by Bonnie Cornelius, to set the meeting date as the second Thursday of the month beginning at 3:00 p.m.* 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

**XXIII. Next Meeting**

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, May 12, 2022 at 3:00 p.m. at the Fletcher Street Office.

**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**

Judy Jones reported the meeting began on time. The Compliance Audit presented indicated the Agency does a good job. Lynne Fredlund did a great job of explaining CARF and improvements will be made to policy.

**XXIV. Adjournment**

*Moved by Les Buza, supported by Bonnie Cornelius, to adjourn the meeting.* Motion carried. This meeting adjourned at 4:30 p.m.

*[Signed by Bonnie Cornelius on 05/12/2022]*

Bonnie Cornelius, Secretary

*[Signed by Eric Lawson on 05/12/2022]*

Eric Lawson, Chair

Diane Hayka  
Recorder