

**Northeast Michigan Community Mental Health Authority Board**

**Board Meeting**

**November 14, 2019**

**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: Les Buza, Bonnie Cornelius, Steve Dean, Roger Frye, Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Wnuk

Absent: Gary Nowak, Pat Przeslowski (excused)

Staff & Guests: Lisa Anderson, Dennis Bannon, Carolyn Bruning, LeeAnn Bushey, Connie Cadarette, Mary Crittenden, Lynne Fredlund, Margie Hale-Manley, Ruth Hewett, Judy Hutchins, Cassandra Shaw, Nena Sork, Lauren Tallant, Jen Whyte

**III. Pledge of Allegiance**

Attendees recited the Pledge of Allegiance as a group.

**IV. Appointment of Evaluator**

Eric Lawson appointed Bonnie Cornelius as evaluator for this meeting.

**V. Acknowledgement of Conflict of Interest**

Board members had no conflicts to acknowledge.

**VI. Information and/or Comments from the Public/ Board Member Communication**

There was no information or comments presented.

Gary Nowak arrived at 3:05 pm

**VII. Educational Session – Compliance Report**

Jen Whyte presented the Board with an Annual Compliance Report, which is a requirement. She reviewed the audits and reviews the Board undergoes during the year and the types of monitoring conducted internally.

She reported the Michigan Fidelity Assistance Support Team (MIFAST) conducted fidelity reviews for ACT and LOCUS during the year. Quarterly the NMRE conducts a Medicaid verification audit. She reported the three quarters reviewed in this calendar year achieved 100% compliance. The Medicaid verification audit takes a random sampling of claims submitted and services are checked to assure they are identified in the Plan of Service to warrant the charge.

Jen Whyte reported there were a couple of closures this year. One closure was due to retirement and one was a site closure. She reported one complaint did reach the desk of the Office of Inspector General. This resulted in a recoup of \$12,647.57 from the provider.

Mark Hunter inquired as to how large the compliance department is. Jen Whyte responded she is the only compliance person; however, she receives assistance from many staff within the agency and Lynne Fredlund provides Quality Improvement support for the department. Mark Hunter noted auditing is very important and agencies need to assure tools are available to do the job efficiently. He suggested this focus be part of the future budget development assure adequate resources are available.

**VIII. Approval of Minutes**

Revised minutes were distributed to correct a couple of areas with errors. *Moved by Gary Nowak, supported by Roger Frye, to approve the minutes of the October 10, 2019 meeting as presented.* Gary Wnuk abstained due to not attending the October meeting. Mark Hunter reported he voted "no" on Thunder Bay Transportation Authority contract during the Roll Call. *Moved by Gary Nowak, supported by Roger Frye, to approve the minutes of the October 10, 2019 meeting with correction to the Roll Call approving Thunder Bay Transportation Authority to reflect Mark Hunter as a "Nay" vote versus an "Aye" vote.* Motion carried.

**IX. Consent Agenda**

**1. Contracts**

- a. Centria Contract Extension
- b. Partnership for Behavior Change
- c. Autism of America
- d. RHC Consulting

*Moved by Gary Nowak, supported by Gary Wnuk, to approve the Consent Agenda.* Roll call vote: Ayes: Les Buza, Bonnie Cornelius, Steve Dean, Roger Frye, Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Gary Wnuk; Nays: None, Absent: Pat Przeslawski. Motion carried.

**X. November Monitoring Reports**

**1. Treatment of Individuals Served 01-002**

Judy Jones reported MidMichigan is establishing their own Recipient Rights Advisory Committee. The Appeals Committee will continue to serve as their appeal committee, however. The quarterly and annual reports were included in the materials distributed and reviewed.

**2. Budgeting 01-004**

Nena Sork introduced Connie Cadarette to the Board. Ms. Cadarette is handling many of the duties previously handled by Cheryl Jaworowski. Nena Sork reported Ms. Cadarette is very active in working with the group providing the transition to automate the general accounting system (Great Plains) with Majestic. She is an accountant as well as very familiar with computer systems and report writing.

Nena Sork reported the monitoring report for budgeting is a preliminary report as not all data is input during this soft close period. Revenues and expenses are still being input. The year-end, at this point, is in the black and it is forecast to remain in the black when the final close out occurs. Overall, the Agency ended the year with \$152,382 to the black in the soft close. She reported this Agency has done extremely well in managing the Medicaid Funds and Healthy Michigan Funds this year. It is projected to be only \$21,203 in deficit. The General Funds transfers to the two Boards were made, which was \$40,000 (\$20,000 each to Centra Wellness and Northern Lakes). The carryforward with the soft close in General Funds is \$5,478.

Mark Hunter inquired as to what degree Connie Cadarette has and it was noted she has a Bachelor's Degree. Larry Patterson is off today and will remain in charge of the expense portion of the Agency and Connie Cadarette will focus on revenues and state reporting. Larry Patterson, Connie Cadarette and Nancy Kearly [Reimbursement Officer] will all be cross-trained in the accounting needs.

**3. Financial Condition 01-005**

The Board reviewed the Statement of Net Position and Change in Net Position for month ending September 30, 2019, noting this is also preliminary. Eric Lawson inquired as to whether the

number of days of operating expense was a record noting 56 days is a healthy amount. This is a slight increase from the previous report.

#### 4. Ends 04-001

This report is the final report on the Ends for last fiscal year.

**Sub-End #1A – Services to Children** – “90% of all children who participate in service (targeted case management, outpatient counseling, Home-Based Services and Wraparound) will show a 20 point decrease in CAFAS scores at the completion of services.”

This goal was not met, as the original language did not take into account those individuals who left before treatment was complete due to unforeseen circumstances. The sub-end has been redrafted for FY20 to indicate this goal will be for those children who complete services, eliminating having to include those moving out of the area or just dropping out of treatment.

Mark Hunter questioned if there is any tracking on the children who drop out of service. Lauren Tallant reported she provides a monthly report at the supervisor’s meeting and tracking is done to determine the cause of the drop out from services. Due to the flaws identified, the revised sub-end will address the count on those completing services.

**Sub-End #2A – Services to Adults with Mental Illness and Persons with I/DD** – “Development of two additional contract residential providers within our catchment area to increase capacity for persons requiring residential placement.”

This goal was met and the Agency continues to work to develop additional residential facilities, with two new locations to open in FY20.

**Sub-End #2B – Services to Adults with Mental Illness and Persons with I/DD** – “Development of additional supported independent services for two individuals currently living in licensed Foster Care.”

This goal was met early in FY19; however, the Agency continues to develop additional independent living services.

**Sub-End #3A – Services to Adults with Co-Occurring Disorders** – “75% of those persons with a diagnosed substance use disorder will have one objective in their plan of service addressing treatment options or services.”

As explained earlier in this fiscal year, this goal was established believing the Agency would be providing medication-assisted treatment services during the fiscal year and able to measure this sub-end. As the Agency did not proceed with providing this service, this sub-end could not be tracked or measured. The FY20 Ends does not include this objective.

**Sub-End #3B – Services to Adults with Co-Occurring Disorders** – “100% of those persons prescribed Buprenorphine for opioid dependence will have an objective in their plan of service addressing medication assisted treatment.”

This sub-end relies on the self-reporting of the individuals receiving services. Some of the individuals were crisis only and did not return to have a plan of service developed, some of the individuals did not follow up with ongoing services and in one instance, the individual was participating in MAT but for non-opioid use disorder. Of the 16 qualifying cases, eight have an identified objective within their plan of service addressing substance use obtaining 50% of the goal. An adjustment to the FY20 sub-end to reflect 90% in lieu of 100% was made and staff

will need to review the BH-TEDS closer to determine if an individual has self-reported participation in a medication assisted treatment program to assure they are addressing objectives in the plan of service to reflect substance use.

**Sub-End #4 – Financial Outcomes** – “The Board’s agency-wide expenses shall not exceed agency-wide revenue at the end of the fiscal year...”

As of the September 30, 2019’s preliminary report, agency-wide revenues exceed expenses by \$152,382. This amount may be adjusted somewhat as reporting is finalized.

**Sub-End #5A – Financial Outcomes** – “Medicaid Revenue: Expenses shall not exceed 100% of revenue unless approval in advance by the Board and PIHP.”

As of the September 30, 2019’s preliminary report, Medicaid and Healthy Michigan funds were over- and underspent by (\$364,417) and \$343,214 respectively. This will result in a cost settlement with the PIHP from available carryforward Medicaid funds or risk funds. Per the Board members who also sit on the NMRE Board, our partner boards are all in a deficit in overall Medicaid funding.

**Sub-End #5B – Financial Outcomes** – “Non-Medicaid Revenue: Any over-expenditure of non-Medicaid revenue will be covered by funds from the Authority’s fund balance with the prior approval of the Board.”

As of the September 30, 2019’s preliminary report, General Funds were underspent by \$5,500 after the transfers made to Centra Wellness and Northern Lakes of \$20,000 each. The transfers had to be finalized prior to the end of the fiscal year and based upon July projections a lapse of \$40,000 would occur. Each Board is able to carryforward a percentage of General Funds into the next fiscal year and must return any additional funds to the Michigan Department of Community Health. There could be some adjustments to this number, as the fiscal year will not be fully closed until November. Board members will be updated on final numbers when available.

**Sub-End #6A – Community Education** – “The Board will provide community education. This will include the following: “... at least one Report to Community annually.”

The Annual Report published in May 2019 and is posted to the Agency’s website, distributed through e-mail as well as hard copies available for offices, commissioners, collaborative members and those requesting a hard copy.

**Sub-End #6B – Community Education** - “The Board will provide community education. This will include the following: “...Develop and coordinate community education in Mental Health First Aid for adults and youth, trauma and the effects of trauma on individuals and families, suicide prevention, co-occurring disorders and the increasing violence in our society.”

This Agency contracts with Partners in Prevention to conduct the trainings involved in this sub-end. A listing of the trainings held during the last fiscal year were provided in this report.

**Sub-End #6C – Community Education** - “The Board will provide community education. This will include the following: “...Support community advocacy.”

Steve Dean noted the Community Education provided by the Agency is tremendous.

*Moved by Lester Buza, supported by Steve Dean, to accept the November monitoring reports as presented.* Motion carried.

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

**1. Treatment of Individuals Served 01-002**

The proposed revision changes CEO to Executive Director. In addition, a grammatical correction was suggested in #6. To add an "s" to individual.

**2. Staff Treatment 01-003**

The proposed revision changes CEO to Executive Director. In addition, a couple of grammar corrections were made to make the sentences clearer.

**3. Ends 04-001**

The proposed revision to the Ends policy updates the sub-ends based on the Strategic Plan adopted last month by the Board.

*Moved by Gary Wnuk, supported by Bonnie Cornelius, to revise policies 01-002 Treatment of Individuals Served and 01-003 Staff Treatment to reflect Executive Director versus CEO and correct some grammar and policy 04-001 to reflect the new sub-ends for this fiscal year.* Motion carried.

**XII. Linkage Reports**

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

**a. Board Meeting October 23, 2019**

Roger Frye reported the Governor vetoed Section 298 and as a result, the Michigan Department of Health and Human Services (MDHHS) has ended the pilot. An award was presented to Eric Kurtz and Sara Sircely for their work in the development of the Opioid Health Home, the first one to receive an award in the state. Mr. Frye also reported Eric Kurtz's contract was renewed for five more years.

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

**a. Fall Board Conference Report**

Judy Jones reported the conference was very good. She attended a meeting about what happens to children in the formative young years. She noted she adopted three children when the children were older and the information in this segment was very informative. Bonnie Cornelius noted several trauma workshops were held. Roger Frye noted he attended a workshop on coding of services.

Bonnie Cornelius noted the Key Note speakers were good. Nena Sork reported Robert Gordon, Director of MDHHS, was there and it was good to hear from him as the new Director for the Department. She reported the Spring Conference will also be held at Grand Traverse Resort.

Judy Jones noted there are dollars available in the State for opioid treatment and Boards were cautioned to assure treatment include both opioid and alcohol addiction.

**b. FY19/20 Membership Dues**

The FY19/20 membership dues invoice was received from the Community Mental Health Association of Michigan for \$13,412.00.

*Moved by Gary Nowak, supported by Albert LaFleche, to approve the FY19/20 Membership Dues as presented.* Roll call vote: Ayes: Les Buza, Bonnie Cornelius, Steve Dean, Roger Frye, Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Gary Wnuk; Nays: None; Absent: Pat Przeslawski. Motion carried.

**XIII. Operational Report**

Mary Crittenden reviewed the Operational Report for month ending October 31, 2019. She reported there are some discrepancies she discovered in previous reports and this report has been redesigned to reflect more understandable numbers. She reported the previous report included all individuals open to the program and not those actually receiving services during the identified period. She reported Touchstone Clubhouse numbers are the numbers enrolled in the program and due to this provider being outside our system, the data is not input as quickly as internal data. She also noted the residential services would not have many variances.

Eric Lawson reported this report is clearer to understand.

Mark Hunter requested clarification of the term state hospital. Mary Crittenden provided information on state hospital admissions and locations. Nena Sork reported the Agency pays 10% of the costs if an individual is hospitalized at in a state facility.

**XIV. Nomination's Committee Report**

Terry Larson reported there are four board members with terms expiring March 2020 – Bonnie Cornelius, Steve Dean, Gary Nowak and Roger Frye. Steve Dean had informed the Board he would not be seeking reappointment. Terry Larson reported letters would be sent out to the Board of Commissioners with a recommendation to reappoint for three of the counties. This Committee will meet again in February when their charge will be to present a Slate of Officers for consideration during elections in April.

Mark Hunter inquired as to procedure to follow should a potential candidate be identified for Alpena County's vacancy. Alpena County advertises for the positions and includes the Board Chair when interviewing candidates for appointment. If an individual is identified prior to Alpena County's process, a letter could be sent to recommend the candidate as well. The individual would still have to submit an application to the county.

**XV. Chair's Report**

Eric Lawson presented Gary Nowak with his recognition certificate from the Board Association for his 20 years of service. Nena Sork noted Gary Nowak's name was up in lights during the Fall Conference.

**XVI. Director's Report**

**1. Director's Report**

Nena Sork reported she has begun attending the Human Service Coordinating Council (HSCC) meetings in the various counties. She wants to become familiar with the workings of these committees. She reported she has attended the Alpena and Alcona meetings thus far.

She reported she met with Partners in Prevention and the Suicide prevention The Ripple Effect will begin showings in December. A guided session will be held after the viewing. Board members were provided with a flyer identifying three locations for this venue.

Nena Sork reported she attended a meeting with our healthcare consultant and the stop/loss options were reviewed. She reports the rates are somewhat less than anticipated. She explained the stop/loss policy the Agency currently has. This includes medical only at this point. The Agency is looking at possibly adding a prescription stop/loss.

Nena Sork reported she has participated in a Critical Incident Stress Management (CISM) event for a group of EMTs and First Responders. A second CISM occurred three days later and Cathy Meske provided this debriefing. This was also first responders and firefighters.

Nena Sork reported she met with Bay View Center and looked at ways to market their program to increase attendance. She also reported the ACT Supervisor role has been filled and Barb Olsen will start on November 20.

Nena Sork attended the Director's Forum in Lansing last week. She notes our membership dues are very important and she is glad to see support from this Board. She reported the Board Association is the working voice for community mental health in fighting off some of the potential detrimental changes the state has tried to implement. The rate increase we will see this year is due to the support from CMHAM and their efforts to justify the increase. Section 928 on the local match draw down will be transitioned over the next four years and each year the dollar amount we have to send to the State will be reduced until it is dissolved. In addition, 298 advocacy was spearheaded by CMHAM and was heard.

Northern Michigan Opioid Response Consortium Board covers northern Michigan and she now sits on the Board and is a member on the prevention committee.

Nena Sork reported the second VISA card, which was approved at the October meeting, has been put on hold as one of the authorized users has since announced her retirement. This will be requested again once the new staff member is in place.

Mark Hunter requested further information on the Northern Michigan Rural Opioid Response Consortium and how appointments are made. Nena Sork noted this is funded under a grant and there are many providers represented on the Board and she is the representative for community mental health programs. The consortium covers a 16-county region. It includes representatives from hospitals, clinics, Community Mental Health agencies, local Public Health agencies and others. Cathy Meske was the representative for community mental health previously and Nena Sork has assumed her position on the Board.

## **2. QI Council Update**

The minutes from the October QI Council meeting were included in the materials distributed for this meeting. Board members had no questions or concerns.

## **XVII. Information and/or Comments from the Public/Board Member Communication**

Mark Hunter noted Chris Harper, the man who provided the Clubhouse presentation previously to the Board, provided him with a tour of the Clubhouse and an invitation to come back for lunch.

Gary Nowak proposed an opportunity to improve visibility in the community would be updating the sign for the Agency. He reports the sign does not provide what type of services are provided within. Nena Sork reported communication is very important to her and she notes a new website is under development, which will address some of the visibility issues the Agency encounters.

Gary Nowak also provided the Board with information related to an individual served, whom he encountered recently, and the changes she has undergone since the passing of her mother. He reported the changes in the individual, both physically and her outgoing personality, were most notable and she is very happy with her current living situation.

Mark Hunter questioned if the funding would increase if more services were provided. Nena Sork reported we are limited in those we serve as we must serve a certain population group. Under Managed Care, funding is provided and the Agency must manage the funding to cover whatever services are needed for those that qualify for services. Nena notes the HSCCs are good venues to work collaboratively with other human services organizations to understand the limitation and/or services each organization can provide.

Gary Nowak noted the signs still could use an update to be more visible.

Nena Sork reported we are a “no wrong door” organization and see individuals presenting for treatment. If they do not meet criteria, a soft handoff is provided to a referral agency/provider.

Mark Hunter requested information as to the Director’s private practice and if the private practice continues. Ms. Sork noted she has scaled back in practice but had told the Board at the time of hire, she would like to continue a small practice.

**XVIII. Next Meeting**

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, December 12, 2019 at 3:00 p.m.

**1. Set December Agenda**

The December agenda items were reviewed.

Gary Wnuk left the meeting at 4:25 p.m.

**XIX. Evaluation of Meeting**

Bonnie Cornelius reports the meeting did start on time. All members had opportunity to speak. She noted she does enjoy going to conferences and learns so much. She is sorry to hear of Steve Dean’s decision not seek reappointment. She has herself questioned whether she wanted to continue and was encouraged to request reappointment.

**XX. Adjournment**

*Moved by Bonnie Cornelius, supported by Judy Jones, to adjourn the meeting.* Motion carried. This meeting adjourned at 4:35 p.m.

*[signed by Bonnie Cornelius on 12/12/2019]*  
Bonnie Cornelius, Secretary

*[signed by Eric Lawson on 12/12/2019]*  
Eric Lawson, Chair

Diane Hayka  
Recorder