

**Northeast Michigan Community Mental Health Authority (NeMCMHA) Board
Board Meeting
December 8, 2022**

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: Robert Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Terry Larson, Eric Lawson, Lloyd Peltier, Pat Przeslawski, Terry Small

Absent: Judy Jones (Excused), Gary Nowak

Staff & Guests: Lisa Anderson, Carolyn Bruning, Connie Cadarette, Mary Crittenden, Erin Fletcher, Brooke Paczkowski, Larry Patterson, Abbey Podbielski, Nena Sork, Jen Walburn

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Terry Larson was appointed as evaluator for this meeting.

V. Acknowledgement of Conflict of Interest

No conflicts of interest were acknowledged.

VI. Information and/or Comments from the Public

Bonnie Cornelius wished everyone a Merry Christmas.

VII. Approval of Minutes

Moved by Les Buza, supported by Robert Adrian, to approve the minutes of the November 10, 2022 meeting. Motion carried.

VIII. Consent Agenda

1. Partners in Prevention

The Partners in Prevention contract was provided to the Board as a handout.

Moved by Pat Przeslawski, supported by Charlotte Helman, to approve the December Consent Agenda. Roll call: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Terry Larson, Eric Lawson, Lloyd Peltier, Pat Przeslawski, Terry Small; Nays: None; Absent: Judy Jones, Gary Nowak. Motion carried.

IX. December Monitoring Reports

1. Budgeting 01-004

Connie Cadarette stated they have completed a soft close of FY22. She reported on the Statement of Revenue, Expense, and Change in Net Position as of October 31, 2022. Revenues are looking good and the Agency's projection was close. The change in net position is \$6,338 to the good. Medicaid is underspent \$52,473, Healthy Michigan is underspent \$66,558, and general funds are underspent \$46,971.

Larry Patterson reported on expenses and reviewed line items with negative variances. Most variances are due to timing issues, and should clear up in a few months. Larry stated there will be a negative variance on the fiduciary expense all year as there weren't any funds allocated to the line item. With 8.33% of the year elapsed, the Agency is at 8% of expenditures.

2. Financial Condition 01-005

Connie stated the financial condition will not be available as it won't be accurate due to FY22 not being fully closed yet.

3. Grants or Contracts 01-001

Nena stated the Agency anticipates a lot of spenddowns coming back into play once the public health emergency ends. The Agency will get a 90-day notice when the change occurs. Nena stated this will give the

Agency extra Medicaid dollars for at least the first six months of FY23. The Board reviewed the procedure for contracts over \$25,000, and suggested a revision to the interpretation of #6 on the monitoring report. The Board will approve the monitoring report with the caveat that the interpretation of #6 be updated to match the policy.

Moved by Robert Adrian, supported by Bonnie Cornelius, to approve the December Monitoring Reports with the above correction to the interpretation on item #6 of the Grants or Contracts monitoring report. Motion carried.

X. Board Policies Review

1. Grants or Contracts 01-01

Eric reviewed the suggested revisions to the policy with the Board. The suggested revisions reflect the actual procedures the Board has been following. Robert asked if there is a process in place for grant review, and Nena stated the Agency doesn't typically write and apply for grants.

2. Board Member Recognition 02-011

There were no suggested revisions on this policy.

3. Board Member Orientation 02-015

Eric pointed the Board toward the revisions on this policy.

Moved by Pat Przeslawski, supported by Les Buza, to approve the revisions to the Grants or Contracts and Board Member Orientation Policies. Motion carried.

XI. Linkage Reports

1. NMRE – December 7 Board Meeting

Eric brought two handouts for the Board. One was regarding what PIHPs do and the other was the NMRE member newsletter. Eric stated the Network Adequacy Plan was reviewed at the NMRE Board meeting. The plan details if the NMRE has the necessary resources and staffing to meet the MDHHS requirements for services within their area of coverage. Terry Larson stated many people are becoming frustrated, as the problems keep being identified, but nothing is being done. He also reported there is a significant amount of liquor tax funding available for each county that is sitting unused. The funds have to be used for treatment and prevention of substance abuse. Nena stated the Agency can't apply for the money as it isn't a licensed SUD provider. The NMRE reported changes to PI, which Nena said she is not concerned about, as the Agency routinely excels with their PI. The narrative used to count for 40%, but has now been dropped to 25%. Mary Crittenden pays close attention to PI and corrects issues quickly when they fall off track.

2. Advisory Council Update – December 5 Meeting

Nena stated it was a short meeting, and they will be doing the video presentations at the next meeting. Currently, the NMRE doesn't have a committee as they don't have enough members. Advisory Committee discussed how to recruit more members so the committee can get up and running again.

XII. Operations Report

Mary reported on November operations numbers. There 41 routine requests for services and one urgent request. Employment Services served 57 individuals for I/DD and 23 for MI. There were 91 contacts for Touchstone Clubhouse. The total number of unduplicated individuals served in November was 1,032.

XIII. Chair's Report

1. Bylaws Review

Eric stated Rebekah Duhaime brought up the question of pronoun usage in accordance with APA style. Eric prefers usage of the Chicago Manual of Style, which does not endorse usage of the singular "they." Eric asked the Board if they would like to change "he/she" to "they," leave it as is, or make it ungendered. The Board was in agreement to leave the pronouns as they currently are.

2. Educational Sessions

Eric asked the Board what they would like to hear about for educational sessions in the coming year. Pat

would like to hear about Clubhouse again. Terry Larson asked about doing a presentation for a presentation on the liquor tax program. Nena stated the Agency can't use the liquor tax money unless Catholic Human Services receives the funds and funnels it to the Agency. NeMCMHA does serve those with a dual diagnosis of mental illness and substance use disorder. Catholic Human Services, Sunrise Center, and possibly Alcona Health Center can use the funds locally. Eric asked Board members to let himself or Nena know if they come up with any ideas for educational sessions.

XIV. Executive Director's Report

1. Executive Director's Update

Nena provided the Board with an overview of her activities for the last month. She is the Chair of the CMHA Member Services Committee, and attended its meeting in Lansing during the week of November 14, as well as attending the CMHS Contract and Finance meeting the NMRE Operations Committee meeting. For the week of November 21, she continued to work on job descriptions with HR. They have already revised over 100 job descriptions, and are getting closer to the end of the project. Nena stated Teresa Elowsky, Self-Determination Supervisor, would be retiring the following week, and she has been employed with the Agency for over 42 years, so she spent time working on that transition. During the week of November 28, Senate bills 597 and 598 were voted down. Nena met with ACC to continue working on the three credit course available to NeMCMHA staff. Management Team is considering offering scholarships to cover the credit hour costs. ACC and WMU will be working together on BSW and MSW degrees.

The Agency is working with WBKB on two commercials. Nena wanted to get them out around Thanksgiving, but there are still some issues to work out. She also participated in the Nursing Home Monitoring meeting and the CMHS Board of Directors meeting. During the current week, she attended the NMORC Prevention/Workforce meeting, Advisory Council, and the NMRE Board meeting. Nena reported that NeMCMHA was voted the number one mental health provider in the Sunrise Side's Best for 2022. The search for an office in Alcona County continues, and Nena received notice of a building for rent in Harrisville that used to be a medical clinic. She will be going down to look at the building, as there are concerns about parking availability.

2. Foster Swift

Nena provided the Board with a handout on Foster, Swift, Collins & Smith, P.C. The Agency's retirement company recommended the Agency work with an attorney to find a new TPA, as the previous retirement fund manager passed away. The third party administrator would help keep the retirement programs in IRS compliance. Signing the engagement letter will allow Foster Swift to work on projects for the Agency.

Moved by Les Buza, supported by Charlotte Helman, to approve signing the engagement letter for Foster Swift. Roll call: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Terry Larson, Eric Lawson, Lloyd Peltier, Pat Przeslawski, Terry Small; Nays: None; Absent: Judy Jones, Gary Nowak. Motion carried.

3. QI Council Update

Eric pointed Board members toward the QI Council minutes in their packets that are from the August QI meeting. There were no questions.

XV. Information and/or Comments from the Public

There were no additional comments.

XVI. Information and/or Comments for the Good of the Organization

Nena drew the Board's attention to the handout they received on value of CMHA. She stated the Board has typically had 100% participation in the PAC in the past, and hopes to get back to that point. Nena would like to have a conversation with the Board at the next meeting.

XVII. Next Meeting

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

1. Set January Agenda

The proposed January agenda items were reviewed.

2. Meeting Evaluation

Terry Larson stated the meeting started on time and Board members absolutely came out of the meeting with new understanding. The majority of the Board participated and Terry stated the Agency has a great staff and the Board is great to be a part of. Terry thinks it is an honor to serve on this Board.

XVIII. Adjournment

Moved by Les Buza, supported by Pat Przeslawski, to adjourn the meeting. Motion carried. This meeting adjourned at 4:13 p.m.

[Bonnie Cornelius signed 01-12-2023] _____

Bonnie Cornelius, Secretary

[Eric Lawson signed 01-12-2023] _____

Eric Lawson, Chair

Rebekah Duhaime
Recorder