

**Northeast Michigan Community Mental Health Authority Board
Board Meeting [In-Person, Zoom, Uber Conference]**

March 11, 2021

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: Les Buza, Bonnie Cornelius, Roger Frye, Lynnette Greskowiak, Judy Jones, Terry Larson, Eric Lawson, Pat Przeslawski, Terry Small
Via Zoom: Bob Adrian
Via Uber Conference: None

Absent: Geyer Balog, Gary Nowak (excused)

Staff & Guests: Lisa Anderson (ZOOM), Carolyn Bruning (Uber), LeeAnn Bushey (ZOOM), Connie Cadarette (ZOOM), Mary Crittenden, Erin Fletcher, Lynne Fredlund (ZOOM), Cacey Harper (ZOOM), Ruth Hewett (ZOOM), Cheryl Kobernik (ZOOM), Chelsea McConnell (ZOOM), Larry Patterson (ZOOM), Nena Sork, Jen Whyte (Uber)

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Pat Przeslawski was appointed as evaluator of this meeting.

V. Acknowledgement of Conflict of Interest

There was no conflict of interest to acknowledge.

VI. Information and/or Comments from the Public

No information or comments were presented.

VII. Approval of Minutes

Moved by Pat Przeslawski, supported by Les Buza, to approve the minutes of the February 11, 2021 meeting as presented. Motion carried.

VIII. Audit Report

Chelsea McConnell from Straley Lamp & Kraenzlein PC presented the audit report to the Board. Ms. McConnell explained the process of the audit. The Auditors issued an "unmodified opinion," the highest-level opinion to the Agency. Chelsea McConnell reviewed the Statement of Revenue, Expenses and Changes in Net Position. She noted the agency did end the year in a good position. She noted the expenses were higher in the salary area due to the direct care wage pass through and also some of the retention payments made to staff. She noted there was an increase in capital assets which impacted the Net Investments. She reported the Board approved the additional assets due to the funding availability.

Chelsea McConnell noted a ratio decrease in this year's numbers, which was due to a timing issue with a receivable to the NMRE last year. She assured Board members the decreases are nothing to be alarmed about. She reported there was also a decrease in the number of days of nonrestricted net assets with a total decrease of 5.5 days. Contributing to this decrease are higher expenses and the additional assets obtained a year-end.

Ms. McConnell reviewed Page 17 of the audit report indicating it is a required letter addressing material weaknesses if there were any identified. There were no deficiencies or material control issues identified during the audit.

Chelsea reviewed the Audit letter with Board members. She noted there was a postponement of effective dates for some of the standards due to COVID, which now will be necessary by September 2021. They will work with us if assistance is needed.

Moved by Roger Frye, supported by Pat Przeslawski, to accept and file the FY20 Audit Report as presented. Roll call vote: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Lynnette Greskowiak, Judy Jones, Terry Larson, Eric Lawson, Pat Przeslawski, Terry Small; Nays: None; Absent: Geyer Balog, Gary Nowak. Motion carried.

IX. Board Member Recognition

Board members were recognized for reaching milestones in service with the Board.

Eric Lawson presented Pat Przeslawski with the certificate from the CMHAM for her 20 years of services. This certificate would have been presented earlier but due to COVID was delayed until it could be presented in person. Eric Lawson presented Terry Larson with his 20-year certificate of service to this Board. After the presentations, Board member recessed briefly to allow for refreshments.

Recess at 3:16 p.m.

Resume at 3:26 p.m.

X. March Monitoring Reports

1. Treatment of Individuals Served 01-002

The satisfaction survey for I/DD individuals is conducted annually. The results of the survey were very positive. The rate of return increased from the previous year. Nena Sork reviewed the results. Areas surveyed went up in all areas. Next year there will be new questions presented as this set of questions have been used for several years.

2. Staff Treatment 01-003

The survey of current staff had not been conducted for several years. The Exit Survey has been reported for several years to the Board. Management Team suggested getting input from staff. The survey was sent out last August with the results tabulated the end of September/first of October. Nena Sork reported this survey will be given again at six months to determine if any improvements were made. Mary Crittenden reported the results of the survey were shared with staff once compiled. Mary reported a team looked at the themes submitted by employees. She noted there were many areas that could be resolved immediately. Eric Lawson inquired as to whether there are any statistics related to the reason responses are not submitted during the survey process. Mary Crittenden noted there were some concerns of staff not assured their responses would remain confidential. She noted the two days of the highest responses were the initial communication of the survey and the reminder day for the survey. Nena Sork reported this was conducted using Survey Monkey. Nena Sork noted many of the goals were already being worked on to improve and this survey only provided justification on the goals already in progress. She reports she has worked diligently to improve communication and since COVID, there are two calls each week where anyone can join to get updates. In addition, she sends out a communication to all staff each Friday.

The Exit survey responses were reviewed. This seems to be in line with results from the previous year's data. Nena Sork reported some quits are due to salary rates. It is difficult to compete with salaries at other competing facilities.

3. Budgeting 01-004

Connie Cadarette reviewed the Statement of Revenue and Expense for month ending September 30, 2020 with the audited numbers. She reported there are Medicaid funds which will be returned to the NMRE. In General Funds, we will also be paying the State back \$89,518. This is due to the method the State handled the spend-down last fiscal year. In the past, all spend-down costs were charged against General Funds and during COVID this was not how it was handled.

Connie Cadarette reviewed the variances in the expense portion of the year-end audited report. She noted the expenses ended up in a deficit of \$56,851. She noted there were some items that needed to be booked in this fiscal year, but was due to fixing the error from the previous years.

Connie Cadarette reviewed the Statement of Revenue and Expense report for month ending January 31, 2021. She reported the revenues were projected for less than what is currently being received. Some of the additional dollars are due to the direct care wage pass through. She notes we are lapsing Medicaid and General Fund dollars at this point. The spend-downs are still being covered by the State and not needing to be covered by General Funds. Larry Patterson reviewed the variances in expenses for office supplies, community and employee relations, contracted inpatient, contracted transportation (due to a \$7,000 ambulance charge), property and liability insurance – all of which are mostly attributed to a timing expense.

4. Financial Condition 01-005

Eric Lawson noted the Unrestricted Net Position is at 45 days. Connie Cadarette reported as the budget increases this number at times goes down somewhat.

5. Asset Protection 01-007

The Asset Protection is a monitoring report, which is covered under the Audit report presented earlier in this meeting.

Moved by Bonnie Cornelius, supported by Judy Jones, to accept the March monitoring report as presented. Motion carried.

XI. Board Policy Review and Self Evaluation

1. Budgeting 01-004

Board members reviewed the Budgeting policy. Eric Lawson reported one area to keep an eye on is defined in #4 of the policy.

2. Board Members Code of Conduct 02-008

This policy is one that is attested to annually and must be signed and returned to Diane Hayka.

XII. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meetings

i. Meeting of February 24, 2021

ii. Meeting of January 27, 2021

The minutes from the January 27th meeting were included in the mailing. Letters were sent to the legislators and Nena Sork reported she had received response from Senator Stamas' Office.

b. NMRE Contract Extension

Nena Sork reported the page sent for the extension has been replaced with an extension to include additional language to address the Section 928 issues. The February NMRE meeting had a detailed discussion related to the changes in language.

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

2. Community Mental Health Association of Michigan (CMHAM)

a. Spring Conference [June 15-16 – Grand Traverse Resort Acme]

The Spring Conference is still scheduled for a Tuesday/Wednesday. Board members were requested to begin thinking about attending this event so they can save time in their calendar. Each board is allotted two room at the event location until each Board has reserved. Additional rooms are then opened up if available.

XIII. Operational Report

Mary Crittenden provided a review of the Operational Report. Access had a busy month with 55 routine, 1 emergent, 2 urgent, 47 crisis and 41 prescreens. She noted there were 10 individuals admitted to the hospital. Overall, 1,026 received services during this month. Nena Sork informed Board members of the virtual options available in our parking lot to have telemedicine appointments when needed.

XIV. Nomination/Board Member Composition Committee Report

Terry Larson reported this group met just prior to the Board meeting and after discussion from the last Board meeting the recommendation will be to keep the current officers in place for the next operating year of the Board.

XV. Chair's Report

Eric Lawson provided a tidbit of Roberts Rules related to debate without a motion on the floor. He notes it is fine to talk about items and provide some debate prior to a motion.

1. CMH PAC Campaign

Usually a campaign is underway to have Board members donate to the CMH PAC fund to assist in lobbying campaigns to represent the interests of the people served. Traditionally the suggested amount is a per diem. Due to COVID, the Board Association is working to add an online portal for this campaign so they are off to a slower start.

XVI. Director's Report

1. Director's Update

Nena Sork provided an update on her recent activities. She attended the February Operations Committee meeting. She participated in the Emergency Managers COVID call on February 22 where they discussed strategies related to COVID. She reported this Agency is working collaboratively with the District Health Department and supplying staff to assist in the scheduling, manning phones, shot clinics with one clerical staff daily and two nurses for the shot clinic days. She attended the NMRE Board meeting. She also participated in a conference meeting with VOYA, the Agency's Deferred Compensation and Pension group. The Department hosted an EGrAMS training with Larry Patterson, Nena Sork, and Diane Hayka attending.

The week of March 1, Nena Sork reported Mary Crittenden, Nicole Kaiser (new group home administrator) and she visited each of the agency-operated group homes. She reported this was the first time they were able to enter the homes in over a year and our maintenance department was not able to make some updates during this time as well. She reported there are many areas to upgrade/replace to bring the homes up to good shape. This will be more than what our maintenance department can handle so it will be necessary to arrange for contractors to provide some of the services.

Nena informed Board members of a favorable budget again this year and noted areas to be improved include technology, staff training, and maintenance areas. She also noted some of the larger wheelchair vans are aging and we will look at replacements. In addition, looking at a new phone system. She noted our current system has outlived our needs and with working from home needs, a new system would be beneficial as most are now cloud-based systems.

She informed Board members of preliminary discussion with management related to a COLA increase for staff. In addition a percentage will be allocated to a deferred compensation account in which each staff is auto-enrolled to pave the way for possible retirement planning for our staff.

Nena reported 58.7% of staff have been vaccinated. All staff wanting the vaccine have been scheduled for their vaccine or have received the vaccine. Some staff have chosen not to get the vaccine.

Seven CMHs, of which Northeast was one, were selected to be part of a learning community through the state. This will be a Cultural Linguistic Learning collaborative and begins March 17th. The

Behavioral Health Home program has six enrollees and there are three more in the process. The Agency has received their first payment for this program.

As a community project, the Agency is working on doing a local blood drive. April 24th will be another Take Back Event [a day where individuals can safely drop off unwanted medications].

Nena Sork reported staff were not able to have a Christmas gathering [due to COVID] or winter carnival [due to no snow], so management is planning a staff picnic for June 21st, the first day of summer. The picnic will be held at the Fletcher Street Office.

XVII. Information and/or Comments from the Public

Bob Adrian thanked Nena Sork and the staff for helping DHD # \$ out with the shot clinics in the region.

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

Pat Przeslawski commented on how early the meetings were falling in recent months.

XIX. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board is Thursday, April 8, 2021 at 3:00 p.m.

1. Set April Agenda

Board members reviewed the April agenda items.

XX. Evaluation of Meeting

Pat Przeslawski noted the meeting started on time. She enjoyed the information presented in the Audit Report and the data for the staff survey. Board members were alert and all participated. She noted it was great to be in person again.

XXI. Adjournment

Moved by Pat Przeslawski, supported by Terry Small, to adjourn the meeting. Motion carried. This meeting adjourned at 4:30 p.m.

[signed by Bonnie Cornelius on 4/08/2021]

Bonnie Cornelius, Secretary

[signed by Eric Lawson on 4/08/2021]

Eric Lawson, Chair

Diane Hayka
Recorder