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**NORTHEAST
MICHIGAN
COMMUNITY
MENTAL HEALTH
AUTHORITY**



JANUARY BOARD MEETING

THURSDAY, JANUARY 9, 2025



3:00 PM

400 JOHNSON STREET
ALPENA, MICHIGAN 49707

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NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY BOARD

Meeting Agenda | Thursday, January 9, 2025 | 3:00 p.m.

MISSION STATEMENT

To provide comprehensive services and supports that enable people to live and work independently.

- I. Call to Order**
- II. Roll call & Determination of a Quorum**
- III. Pledge of Allegiance**
- IV. Appointment of Evaluator**
- V. Acknowledgement of Conflict of Interest**
- VI. Information and/or Comments from the Public**
- VII. Approval of Minutes (Pages 1 – 3)**
- VIII. Educational Session: Supported Independence Program (SIP) with Jess Barbeau (Presentation)**
- IX. January Monitoring Reports**
 - 1. Budgeting 01-004 **(Page 4)**
 - 2. Emergency Executive Succession 01-006 **(Page 5)**
- X. Board Policies Review and Self-Evaluation**
 - 1. Emergency Executive Succession 01-006 (Review) **(Pages 6 – 7)**
 - 2. Executive Director Role 03-001 (Review & Self-Evaluate) **(Page 8)**
- XI. Operations Report (Handout)**
- XII. Board Chair’s Report**
 - 1. Review Revision to Bylaws **(Pages 9 – 17)**
- XIII. Executive Director’s Report**
 - 1. Monthly Report **(Verbal)**
 - 2. GVSU Letter **(Pages 18 – 19)**
- XIV. Information and/or Comments from the Public**
- XV. Information and/or Comments for the Good of the Organization**
- XVI. Next NeMCMHA Board Meeting – Thursday, February 13 at 3:00 p.m.**
 - 1. Proposed February Agenda Items **(Page 20)**
- XVII. Meeting Evaluation (Verbal)**
- XVIII. Adjournment**

**Northeast Michigan Community Mental Health Authority Board
Board Meeting – December 12, 2024**

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: Bob Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Dana Labar, Eric Lawson, Kara Bauer LeMonds, Lloyd Peltier

Absent: Judy Jones (Excused), Gary Nowak (Excused), Terry Small (Excused)

Staff & Guests: Dennis Bannon, Connie Cadarette, Mary Crittenden, Rebekah Duhaime, Cheryl Kuch (via Teams), Nena Sork, Jen Walburn

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Dana Labar was appointed as evaluator of the meeting.

V. Acknowledgement of Conflict of Interest

No conflicts of interest were acknowledged.

VI. Information and/or Comments from the Public

There were no comments from the public.

VII. Approval of Minutes

Moved by Lester Buza, supported by Charlotte Helman, to approve the minutes of the November 14, 2024, Board meeting, as presented. Motion carried.

VIII. Consent Agenda

Moved by Bob Adrian, supported by Lynnette Grzeskowiak, to approve the December Consent Agenda.

Roll Call: Ayes: Bob Adrian, Les Buza, Bonnie Cornelius, Lynnette Grzeskowiak, Charlotte Helman, Dana Labar, Eric Lawson, Lloyd Peltier; Nays: None; Absent: Judy Jones, Kara Bauer LeMonds, Gary Nowak, Terry Small. Abstain: None. Motion carried.

IX. Rehmann: Staff Survey 2024 Results with Cheryl Kuch

Cheryl Kuch joined the meeting via Microsoft Teams. She has been the survey administrator for both Rehmann staff surveys the Agency has completed. The overall response rate on the survey fell from 66% in 2023 to 47% in 2024. The survey measures employee engagement, which Cheryl defined as employees feeling passionate about their jobs and being committed to their organization. There are three levels of employee engagement: engaged, not engaged, and actively disengaged. The Agency did see positive trends in that the engaged rate increased and the actively disengaged rate decreased. Cheryl shared the Staff Needs Pyramid, which starts at basic needs, then to management support, to teamwork, and finally to growth. The Agency ranks in the percentiles of 38th, 26th, 23rd, and 25th respectively. Staff answered the Gallup Q12 survey questions and seven Agency-specific questions, as well as four optional open-ended questions. Cheryl briefly reviewed the Agency's mean scores for each of the 12 questions. Cheryl ended the presentation with a review of some of the themes from staff comments.

Kara Bauer LeMonds entered the meeting at 3:21 p.m.

X. Educational Session: Annual Compliance Report & Training with Jen Walburn

Jen Walburn presented Compliance and Ethics Training for 2024. She reviewed Medicaid program

administration for behavioral health; compliance; fraud, waste, and abuse; laws (including the Federal False Claims Act); privacy and confidentiality of behavioral health records; HIPAA; and retaliation. Jen also reviewed the 2024 Annual Compliance Report with Board members. The Agency had 11 audits/reviews, 1 provider disenrollment, 3 contract terminations, 20 complaints (12 internal, 4 external, 2 Office of Inspector General, and 2 HIPAA), and 20 investigations (resulting in 3 terminations, 5 trainings/provided education, 2 documented counseling, and 2 failed background checks resulting in termination).

XI. December Monitoring Reports

1. Ends 04-001

The Board received this monitoring report as a handout and reviewed it in the meeting.

2. Grants or Contracts 01-001

Nena reported all CMHSPs in the NMRE utilize the same contract template for consistency across the region.

Moved by Lloyd Peltier, supported by Charlotte Helman, to approve the December Monitoring Reports.

Motion carried.

XII. Board Policies Review

1. Grants or Contracts 01-011

The Board reviewed the policy and Eric ensured Board members were still comfortable with him approving contracts that have time constraints requiring a decision before the next full Board meeting. The Board was still in agreement with this procedure.

2. Board Member Recognition 02-011

No revisions were found necessary, and the Board felt they were still following the policy appropriately.

3. Board Member Orientation 02-015

Nena noted that a couple of the trainings are only available at in-person conferences, which can be exclusionary for those who may not be able to attend.

4. Staff Treatment 01-003

The suggested revision of adding “Fail to provide equal employment opportunities to all employees and applicants for employment and may not...” was approved by the Board.

Moved by Bonnie Cornelius, supported by Lynnette Grzeskowiak, to approve the revision to the Staff Treatment Policy. Motion carried.

XIII. Operations Report

Mary Crittenden reported on operations for the month of November. There were 56 routine requests for services and 1 urgent request. There are 51 individuals living in Agency-operated residential homes. Of the individuals living in other contracted residential services, 39 are from the I/DD population and 32 are from the MI population. Overall, the Agency served 1,006 unduplicated individuals in November.

XIV. Board Chair’s Report

1. Review Board Bylaws

The Board reviewed their bylaws section by section. A revision will be brought to the Board at the January meeting to update Section 6 – Materials to be Furnished to Board Members. Since half of the current Board members receive an electronic packet, and not a physical one in the mail, the section requires updating.

2. BoardWorks

Rebekah Duhaime prepared folders with available BoardWorks 2.0 handouts and evaluations for Board

members. Six folders were ready for today's meeting and the other six will be distributed at the January meeting. The CMHA will be transferring the responsibility of tracking BoardWorks to the individuals CMHSPs.

XV. Executive Director's Report

Nena reported on her activities for the last month, including her usual committees and boards. She attended the Presque Isle County Commissioners' meeting to present the Agency's annual report. She informed the Board there will be some big things happening at next week's NMRE Board meeting, which she will keep them apprised of. Dr. Hoffman is stepping down as medical director but will be staying with the organization as the child psychiatrist. CARF will be coming in early summer to do their three-year review. The general funds committee continues to meet multiple times a week to review those cases utilizing general funds for services. Dennis Bannon, IS Director, will be retiring on January 2. A new Board member was appointed to fill Judy Jones' seat when her time expires on March 31, 2025.

Dennis reviewed some specifics of the servers/server backup systems the Agency has in place, as well as some of its email security measures. He informed the Board the most information that would be lost if the main servers went down would be one hour's worth. Board members expressed confidence in the security measures in place.

Les Buza left the meeting at 4:59 p.m.

XVI. Information and/or Comments from the Public

None were presented.

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

None were presented.

XVIII. Next Meeting

The next meeting of the NeMCMHA Board is scheduled for Thursday, January 9 at 3:00 p.m.

1. January Agenda Items

The proposed January agenda items were reviewed.

Lloyd stated it has been a great year, and he has learned a lot. He thanked the Board for making him a better Board member, Charlotte for being a loyal representative of Montmorency County, and the staff for supporting the Board and making their job easier.

XIX. Meeting Evaluation

Dana reported everyone was prepared and on task. He appreciated the respect everyone showed in listening to others. He feels acronyms continue to be heavily used and often without explanation.

XX. Adjournment

Moved by Charlotte Helman, supported by Lloyd Peltier, to adjourn the meeting. Motion carried. This meeting adjourned at 5:07 p.m.

Bonnie Cornelius, Secretary

Rebekah Duhaime
Recorder

Eric Lawson, Chair

Northeast Michigan Community Mental Health Authority
Statement of Revenue and Expense and Change in Net Position (by line item)
For the Second Month Ending November 30, 2024
16.67% of year elapsed

	Actual November Year to Date	Budget November Year to Date	Variance November Year to Date	Budget FY25	% of Budget Earned or Used
Revenue					
1 State Grants	32,169.91	45,225.34	\$ (13,055)	271,352.00	11.9%
2 Grants from Local Units	44,439.67	44,439.66	0	266,638.00	16.7%
3 NMRE Incentive Revenue	-	55,000.00	(55,000)	330,000.00	0.0%
4 Interest Income	(2,076.69)	1,000.00	(3,077)	6,000.00	-34.6%
5 Medicaid Revenue	5,339,484.40	5,479,522.34	(140,038)	32,877,134.00	16.2%
6 General Fund Revenue	200,464.00	200,464.46	(0)	1,202,787.00	16.7%
7 Healthy Michigan Revenue	402,906.11	237,892.84	165,013	1,427,357.00	28.2%
8 3rd Party Revenue	68,799.14	94,640.84	(25,842)	567,845.00	12.1%
9 Behavior Health Home Revenue	65,280.42	51,620.84	13,660	309,725.00	21.1%
10 Food Stamp Revenue	17,519.55	15,804.18	1,715	94,825.00	18.5%
11 SSI/SSA Revenue	107,763.00	111,989.00	(4,226)	671,934.00	16.0%
12 Revenue Fiduciary	45,186.94	0.00	45,187	0.00	0.0%
13 Other Revenue	17,036.52	8,467.00	8,570	50,802.00	33.5%
14 Total Revenue	6,338,973	6,346,067	(7,094)	38,076,399	16.6%
Expense					
15 Salaries	2,747,986.50	2,557,612.64	(190,374)	15,345,676.00	17.9%
16 Social Security Tax	75,677.57	106,459.66	30,782	638,758.00	11.8%
17 Self Insured Benefits	402,331.55	452,778.72	50,447	2,716,673.00	14.8%
18 Life and Disability Insurances	42,373.99	44,926.64	2,553	269,560.00	15.7%
19 Pension	126,703.98	238,382.32	111,678	1,430,294.00	8.9%
20 Unemployment & Workers Comp.	20,523.16	21,456.82	934	128,741.00	15.9%
21 Office Supplies & Postage	8,476.15	7,445.14	(1,031)	44,671.00	19.0%
22 Staff Recruiting & Development	7,086.05	21,878.44	14,792	131,268.00	5.4%
23 Community Relations/Education	11,761.96	11,145.66	(616)	66,874.00	17.6%
24 Employee Relations/Wellness	13,483.84	18,473.00	4,989	110,838.00	12.2%
25 Program Supplies	89,439.45	93,199.98	3,761	559,200.00	16.0%
26 Contract Inpatient	288,461.71	278,132.84	(10,329)	1,668,797.00	17.3%
27 Contract Transportation	34.50	2,337.50	2,303	14,025.00	0.2%
28 Contract Residential	926,948.65	855,978.50	(70,970)	5,135,871.00	18.0%
29 Local Match Drawdown NMRE	24,642.00	16,428.00	(8,214)	98,568.00	25.0%
30 Contract Employees & Services	1,107,139.69	1,197,052.66	89,913	7,182,316.00	15.4%
31 Telephone & Connectivity	38,521.06	36,790.98	(1,730)	220,746.00	17.5%
32 Staff Meals & Lodging	6,804.38	4,478.68	(2,326)	26,872.00	25.3%
33 Mileage and Gasoline	79,501.40	72,849.94	(6,651)	437,100.00	18.2%
34 Board Travel/Education	1,219.64	2,276.66	1,057	13,660.00	8.9%
35 Professional Fees	3,666.66	5,674.98	2,008	34,050.00	10.8%
36 Property & Liability Insurance	25,701.84	15,472.66	(10,229)	92,836.00	27.7%
37 Utilities	43,008.44	32,266.64	(10,742)	193,600.00	22.2%
38 Maintenance	24,092.84	24,054.62	(38)	144,328.00	16.7%
39 Interest Expense Leased Assets	7,069.48	7,183.32	114	43,100.00	16.4%
40 Rent	1,412.86	1,375.00	(38)	8,250.00	17.1%
41 Food	27,430.69	23,316.68	(4,114)	139,900.00	19.6%
42 Capital Equipment	6,593.61	2,216.62	(4,377)	13,300.00	49.6%
43 Client Equipment	5,396.59	3,833.34	(1,563)	23,000.00	23.5%
44 Fiduciary Expense	40,191.37	0.00	0.00	0.00	0.0%
45 Miscellaneous Expense	18,552.89	25,949.68	7,397	155,698.00	11.9%
46 Depreciation & Amortization Expense	161,789.22	162,638.18	849	975,829.00	16.6%
47 MI Loan Repayment Program	0.00	2,000.00	2,000	12,000.00	0.0%
48 Total Expense	6,384,024	6,346,067	2,234	38,076,399	16.8%
49 Change in Net Position	\$ (45,051)	\$ -	\$ (45,051)	\$ -	-0.1%
Contract settlement items included above:					
51 Medicaid Funds (Over) / Under Spent	\$ (23,367)				
52 Healthy Michigan Funds (Over) / Under Spent	(107,160)				
53 Total NMRE (Over) / Under Spent	\$ (130,527)				
54 General Funds to Carry Forward to FY25	\$ -				
55 General Funds Lapsing to MDHHS	(91,001)				
56 General Funds (Over) / Under Spent	\$ (91,001)				

POLICY CATEGORY:	Executive Limitations
POLICY TITLE AND NUMBER:	Emergency Executive Succession
REPORT FREQUENCY & DUE DATE:	Annual: January 2025

POLICY STATEMENT:

To protect the Board from a sudden loss of Executive Director services, the Executive Director may not have less than one other executive familiar with Board and Executive Director duties and processes.

- **Interpretation**

I interpret the policy to require plans to address two possible scenarios: 1) the temporary assumption of the Executive Director's responsibilities during, for example, a brief period of illness, and 2) the assumption of these responsibilities if the Executive Director's position were to be suddenly vacated.

- **Status**

Scenario 1: In the event of a temporary absence there should not be a significant problem with the current administrative staffing available at the Agency. The leadership teams (Management and Clinical Leadership), our program supervisors, and clinical staff are competent and capable of managing services on a day-to-day basis. The Chief Operations Officer would be the designee for any necessary signatures to operate the day-to-day business needs of the organization.

Scenario 2: The Chief Operations Officer (COO), with assistance of the leadership teams (Management and Clinical Leadership) and the Clinical Director, is well-qualified to step in as interim director while the Board considers its options. With many long-standing members of the Administrative Team, I am confident operations would not be adversely impacted under the COO's guidance.

Board Review/Comments:

Reasonableness Test: Is the interpretation by the Executive Director reasonable?

Data Test: Is the data provided by the Executive Director both relevant and compelling?

Fine-tuning the Policy: Does this report suggest further study and refinement of the policy?

Other Implications: Does this report suggest the other policies may be necessary?

NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY

POLICY & PROCEDURE MANUAL

EXECUTIVE LIMITATIONS

(Manual Section)

EMERGENCY EXECUTIVE SUCCESSION

(Subject)

Board Approval of Policy

August 8, 2002

Last Revision of Policy Approved

January 9, 2020

•1 POLICY:

In order to protect the Board from sudden loss of Executive Director services, the Executive Director may not have less than one other executive familiar with Board and Executive Director ~~issues~~ duties and processes.

•2 APPLICATION:

The Northeast Michigan Community Mental Health Authority Board

•3 DEFINITIONS:

•4 CROSS-/REFERENCES:

•5 FORMS AND EXHIBITS:

NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY
POLICY & PROCEDURE MANUAL

Board Approval of Procedure:

Dated: February 9, 2023

•6 PROCEDURE:

•6.1 APPLICATION:

The Executive Director's designee

•6.2 OUTLINE/NARRATIVE:

In the instance that the Executive Director's designee has assumed the responsibilities of the Executive Director for a period of more than 30 days, Human Resources shall meet with the designee to discuss increased compensation. This increased compensation may be retroactive back to the first date the designee assumed the Executive Director's responsibilities.

•6.3 CLARIFICATIONS:

•6.4 CROSS-/REFERENCES:

•6.5 FORMS AND EXHIBITS:

**NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY
POLICY & PROCEDURE MANUAL**

[../Index.doc](#)

BOARD STAFF RELATIONSHIP

(Manual Section)

EXECUTIVE DIRECTOR ROLE

(Subject)

Board Approval of Policy

August 8, 2002

Last Revision to Policy Approved by Board:

January 9, 2020

●1 **POLICY:**

The Executive Director is accountable to the board acting as a body. The board will instruct the Executive Director through written policies, delegating to him or her interpretation and implementation of those policies.

●2 **APPLICATION:**

The Northeast Michigan Community Mental Health Authority Board

●3 **DEFINITIONS:**

●4 **REFERENCES:**

●5 **FORMS AND EXHIBITS:**

NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY

BYLAWS

PREAMBLE

Recognizing the responsibility of the Alcona, Alpena, Montmorency, and Presque Isle County Boards of Commissioners to provide suitable mental health services to the above-named counties, the boards of commissioners have duly appointed a Community Mental Health Board as a Mental Health Authority according to Public Act 258, 1974, as amended.

Recognizing further the responsibility of this Authority in upholding the best interests of the citizens through concerted effort in providing and maintaining mental health services in accordance with Public Act 258, 1974, as amended, the Northeast Michigan Community Mental Health Authority hereby organizes in conformity with bylaws and regulations herein stated.

For the purpose of these bylaws, whenever the term "Authority" shall appear, it shall be interpreted to mean the Northeast Michigan Community Mental Health Authority, who shall have authority in the government of the county mental health services for the above-mentioned counties. Whenever the term "Board" shall appear, it shall be interpreted to mean the Board of Directors of the Northeast Michigan Community Mental Health Authority. Whenever the term "Department" is used, it shall be interpreted to mean the Michigan Department of Health and Human Services.

ARTICLE I - NAME

The name of this Board shall be NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY.

ARTICLE II - MISSION

To provide comprehensive services and supports that enable people to live and work independently.

ARTICLE III - DUTIES

This community mental health authority shall:

- A. Examine and evaluate the mental health needs of the counties it represents and the public and nonpublic services necessary to meet those needs.
- B. Review and approve an annual plan and budget for the program. (The format and documentation of the annual plan and budget shall be as specified by the Department.)
- C. Provide and advertise a public hearing on the annual plan and budget.
- D. Submit to each board of commissioners a copy of the Board's needs assessment, annual plan, and requests for new State funds.
- E. Take such actions as it deems necessary and appropriate to secure private, federal, and other public funds to help support the program.
- F. Approve and authorize contracts for services.

Approved by the Northeast Board – March 10, 1994

Last revision approved by the Northeast Board – ~~December 14, 2023~~ January 9, 2024

- G. Review and evaluate the quality, effectiveness, and efficiency of services being provided by the program.
- H. Appoint an Executive Director of the community mental health program who shall meet standards of training and experience as established by the Department in Administrative Rules.
- I. Establish general policy guidelines within which the Executive Director shall execute the program.
- J. Subject to the provisions of Chapter II of Public Act 258, 1974, as amended, the Authority may enter into contracts for purchase of mental health services with private or public agencies.

Contracts may be entered into with any facility or entity of the Michigan Department of Health and Human Services with the approval of the Michigan Department of Health and Human Services.

ARTICLE IV - MEMBERSHIP

Section 1. Appointment

The county boards of commissioners of the counties involved, being Alcona, Alpena, Montmorency, and Presque Isle, shall establish a 12-member community mental health authority Board of Directors. Each board of commissioners shall appoint the Board members from its county.

Section 2. Composition

The composition of the Board shall be as specified in the Mental Health Code, section 222.

Section 3. Terms; Vacancies; Removal of Member

The term of office of a Board member shall be three (3) years from April 1 of the year of appointment; however, terms of the initial Board members will be staggered, so that, in any one year, membership turnover shall not exceed 1/3. Approximately 1/3 of the members of the initial Board will be appointed for a term of one (1) year, 1/3 for a term of two (2) years, and 1/3 for a term of three (3) years; thereafter, all terms will be three (3) years. Vacancies shall be filled for unexpired terms in the same manner as original appointments. Board members are encouraged to attend all Board meetings. If a Board member misses two consecutive meetings without advance notice to the Board Chairperson or his or her designee, a letter from the Board Chairperson will be sent to the Board member inquiring about the member's intent to fulfill his or her term of office. If no response is received within 30 days, a second letter will be sent with a copy to the Chairperson of the appointing County Commission. If no response is received within 30 days, a letter will be sent to the Chairperson of the appointing County Commission requesting the removal of the Board member according to the requirements of the Mental Health Code, § 224, which states in part: A Board member may be removed from office by the appointing board of commissioners for neglect of official duty or misconduct in office.

ARTICLE V - OFFICERS

Section 1. Officers; Election; Term of Office

The officers of this Board shall consist of a Chair, Vice-Chair, and Secretary who shall perform the duties usually pertaining to such offices or as provided by the Board. All officers shall be elected for a term of one year and shall hold office until the next regular election; such election to be held at the April meeting of each year.

The annual election of Board Members to Board Offices shall be conducted in the following manner:

- By the October Meeting prior to the April election, the Chair will recommend to the Board, subject to the approval of the Board, a "Board Officers Nominating Committee", a Special Committee of the Board which shall exist for the sole purpose of nominating candidates to fill the positions of the Board's Offices; that Committee as needed to fill Board vacancies, the Chair will appoint a "Nomination/Board Member Composition Committee," which shall consist of at least four and no more than six Board Members, preferably one from each county.

This Committee shall review the terms of all Board members with terms expiring and identify the need for individuals with lived experience or a family member of an individual with lived experience for potential appointments. The committee shall attempt to recruit or identify candidates for membership who meet the requirements of Section 222 (1) of the Mental Health Code. These recommendations shall be communicated to the county boards of commissioners as necessary by the Board's Chair or his/her designee.

- By the March meeting, that Committee shall report its recommendations to the Board for its members' consideration prior to the April election meeting.
- During the April Meeting, a slate of candidates for the Board's three offices shall be placed in nomination first by the Nomination/Board Member Composition Committee, which shall give its report at the call of the Chair.
- Election of the Board's Chair for the next year shall be the first election, and shall be conducted by the current Chair, who shall state the Nomination/Board Member Composition Committee's nomination, then ask if there are any [further] nominations from the floor; if/when none is heard after *three* such invitations, then the Chair shall declare that nominations are closed and the election may proceed.
- Balloting may be by voice, by show-of-hands or by roll call at the request of any Board member, as the Board may determine in advance or by its majority vote at any time during the election process; a majority of votes cast shall determine the outcome of the election.
- Following the election of a new Chair (and assuming the current Chair does not succeed to the office), the immediate-past-Chair shall relinquish the chair to the new Chair, who shall conduct the balance of the elections in the same manner.
- Elections then proceed in this order:
Vice-Chair... then Secretary.
- Newly elected officers assume their offices immediately upon elections.
- If questions of procedure arise before or during the meeting or elections, the Board shall resolve these questions via reference to its By-Laws, Policies and/or Robert's Rules.

Section 2. Duties

Chair - The Chair shall be the presiding officer at all meetings of the Board; shall be an ex officio member of all committees; shall appoint the Chair of the standing and special committees; shall sign and execute in the name of the Board; shall call meetings of the Board; shall work with the Executive Director to create the meeting agenda; and shall perform such other duties as are required by the Board.

Vice-Chair - The Vice-Chair, in the event of the incapacity or absence of the Chair, shall assume the duties prescribed to the Chair. In the absence of the Chair from a meeting of the Board, the meeting shall be called to order by one of the officers of the appointed Board, designated as temporary Chair, in the following order of precedence:

Vice Chair ... then Secretary.

If the Chair does arrive, the temporary Chair shall surrender the chair to him/her.

Secretary - The Secretary or his/her designee shall send appropriate notices, shall act as custodian of all records and reports, and shall be responsible for the keeping and reporting of adequate records of all meetings of the Board.

Section 3. Additional Officers

The Board may elect or appoint such other officers or agents as it may deem necessary for the transaction of business of the Board, and for terms to expire the same as other officers provided for in these Bylaws.

Section 4. Removal of an Officer

The Board may remove an Officer for just cause by the majority of the Board (7). A member removed from office shall remain a member of the Board unless he or she is removed from the Board by the appointing board of commissioners according to Article IV, Section 3.

Section 5. Replacement of an Officer

Should an Officer be unable to finish their term of office, the Board Chair will appoint a replacement for the position vacated, preferably from the same County to assure equal representation on the Executive Committee. If the appointee rejects the appointment, the Chair will appoint another Board member.

ARTICLE VI - MEETINGS

Section 1. Regular Meetings

The Board of Directors of Northeast Michigan Community Mental Health Authority shall hold at least twelve regular meetings annually at a time and place to be designated by the Chair of the Board. All meetings of the Board shall be open to the public and shall be held in a place available to the general public. All meetings shall be held in accord with 1976 P.A. Act 267 (the "Open Meetings Act") and 1976 P.A. 422 (the "Freedom of Information Act"). Within ten days after the April meeting of the Board in each year, the Secretary shall post a public notice stating the dates, times and places of its regular meetings.

If there is a change in the schedule of regular meetings of the Board, there shall be posted within three days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

Upon written request, at the same time a public notice of meeting is posted, the Secretary shall provide a copy of the public notice of that meeting to any newspaper published in the state and to any radio and television station located in the state, free of charge.

Other requirements pertaining to regular meetings of this Board contained in Public Act 267, 1976 shall be adhered to.

The agenda for regular meetings of the Board may include the following:

- Call to Order
- Roll Call and Determination of a Quorum
- Pledge of Allegiance
- Appointment of Evaluator
- Acknowledgement of Conflict of Interest
- Information and/or Comments from the Public
- Approval of Minutes
- Educational Session
- Consent Agenda
- Monitoring Reports
- Policy Review, Approval & Self-Evaluation (if any)
- Linkage Reports
- Operations Report
- Chair's Report
- Executive Director's Report
- Information and/or Comments from the Public
- Information and/or Comments for the Good of the Organization
- Next Meeting – Setting Agenda
 - Meeting Evaluation
- Adjournment

Section 2. Special Meetings

Special meetings of the Board may be called by the Chair or upon written request of any three members of the Board filed with the Secretary or his/her designee. Notices of a special meeting shall be given by one of the following means or as required by the Open Meetings Act:

- a. Personal notice by telephone or otherwise to each Board member at least 24 hours before such meeting.
- b. Public notice at least eighteen hours before such meeting, stating date, time, and place.
- c. As otherwise determined by the Chair.

Each notice of a special meeting shall state the time, place, and purpose thereof.

The agenda for special meetings of the Board may include the following:

- Call to Order
- Roll Call and Determination of a Quorum
- Statement of Purpose of Meeting
- Transaction of Business According to Stated Purpose
- Adjournment

Section 3. Closed Meetings

A 2/3 majority roll call vote of appointed Board members shall be required to call a closed session, for purposes stated in Section 8, Public Act 267, 1976. The roll call vote and the purpose or purposes for calling the closed meeting shall be entered into the minutes of the meeting at which the vote is taken.

Section 4. Meeting by Remote Communication

A Board member may participate in a meeting by conference telephone or any similar communication equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this Section constitutes presence in person at the meeting.

Section 5. Minutes

The Board shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting.

Minutes shall be public records open to public inspection and shall be available at the address designated on posted public notices pursuant to Section 1. Copies of the minutes shall be available to the public at a reasonable estimated cost for printing and copying.

Proposed minutes shall be available for public inspection no later than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved by the Board.

A separate set of minutes shall be taken by the Secretary or his/her designee at the closed meeting; these minutes shall not be available to the public and shall only be disclosed if required by a civil action filed under Section 10, 11, or 13 of Public Act 267, 1976. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed meeting was approved.

Section 6. Materials to be Furnished Board Members

Insofar as possible, all members of the Board shall ~~be mailed~~receive a copy of the proposed agenda and copies of all materials s to be considered at regular Board meetings in advance of such meetings; however, any Board member or the Executive Director may place an item on the agenda by requesting the Chair to include such item or items. Board members may receive materials physically via postal mail or electronically via email. Each Board member may choose their preferred method for receiving Board materials.

Insofar as possible, all members of the Board shall be ~~mailed~~sent copies of the agenda to be considered at special Board meetings, unless this requirement shall be waived by unanimous consent of all Board members.

Section 7. Quorum and Voting

One-half plus one of the appointed Board members, which shall include one officer, shall constitute a quorum of the Board. Consistent with Robert's Rules of Order, motions made during Board and committee meetings shall require a second in order to be considered. The affirmative vote of the majority of the votes cast shall be required for the passage of any motion or resolution at any meeting of the Board or its committees. The Chair of the Board will be allowed to vote.

It shall be the prerogative of any Board member to require a roll call vote on any motion.

Section 8. Decorum during Debate

Board members shall confine their remarks to the question, be courteous in their language and behavior, not arraign the motives of another Board member and emphasize it is not the individual, but the measure which is subject of debate. The Chair will assure enforcement of these behavioral guidelines.

The Chair shall call to order any person who is being disorderly by speaking or otherwise disrupting the meeting proceedings by failing to be courteous, by speaking longer than a reasonable time or by speaking vulgarities. Such person shall thence be warned by the Chair that he/she may be expelled from the meeting, and he/she shall not be permitted to speak further at the same meeting except upon special request of the Board. If the person continues to be disorderly and disrupt the meeting, the Board Chair or a designee shall contact local law enforcement to have said individual removed from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

ARTICLE VII - COMMITTEES

The Board of Directors shall establish the following standing committees: Executive Committee and Recipient Rights Committee. The standing committees shall perform such functions and duties as designated by the Board.

At the annual organizational meeting of the Board, the Chair of the Board shall appoint the Chair and members of the standing committees; those persons shall be members of the Board, except that the Recipient Rights Committee membership may include Community Mental Health Board members, staff personnel, government officials, attorneys, mental health consumer interest group representatives, or other persons, at the discretion of the Board Chair.

The Chair shall appoint the chair and members of special committees, subject to the approval of the Board; those persons need not be members of the Board, shall be counted for quorum and shall be eligible to vote on committee matters. The Chair of the Board shall be the only ex officio member of any and all standing committees, shall be included in counting for quorum, if present, and shall be eligible to vote.

The Board may establish such other committees as it deems proper.

All standing and special committees shall meet upon the call of the committee Chair, with the concurrence of the Board Chair, to consider whatever business is before said committee in order to recommend appropriate action to the Board.

Committees of the Board may meet by teleconference providing all requirements of the Open Meetings Act are met including providing and announcing a location at which members of the public may attend and hear the entire deliberations of the committee and all committee members.

Matters reported by a committee may be reported with a recommendation for Board action, or solely for the information of the Board.

Tenure on standing committees shall be for a one-year term beginning in April or until the appointment of a new committee; however, nothing herein shall be construed to prevent reappointment of any committee member.

Nothing contained in this Article shall be construed to deny any Board member the right to attend any meeting of any standing or special committee.

For Board committees a quorum shall be defined as equal to at least fifty percent (50%) plus one of the committee membership.

Notices to the public regarding committee meetings shall be posted pursuant to Section 5, Public Act 267 of 1976, and Article VI of these Bylaws.

Section 1. Executive Committee

The Executive Committee shall consist of four members: the Chair, Vice-Chair, Secretary of the Board and immediate past Chair. If the immediate past Chair is no longer a current member of the Board, the Board shall elect an additional Board member to serve as an at-large member of the Committee. It is the preference of the Board to have all four counties represented on the Committee. This committee shall have authority to act on behalf of the Board during the period between meetings of the Board, subject to any prior limitation imposed by the Board and with the understanding that all matters of major importance be referred to the Board.

At the request of the Board (by consensus or majority vote) or the Chair, this Committee may research and apprise Board members of proposed, pending and current legislation pertaining to mental health services, and shall recommend a Board position.

Section 2. Recipient Rights Committee

This Committee shall advise the Board and Executive Director concerning implementation of policy as it relates to the Recipient Rights system and shall review the operation of the Office of Recipient Rights in accordance with Section 757 of the Mental Health Code. This Committee shall serve as the Appeals Committee under Section 784. Preference is to have at least two Board representatives as members of this Committee.

ARTICLE VIII - EXECUTIVE DIRECTOR OF COMMUNITY MENTAL HEALTH AUTHORITY

The Executive Director of the Northeast Michigan Community Mental Health Authority shall be selected by the Board. The Executive Director shall be given the necessary authority and responsibility to operate all mental health services and carry out all policies as may be adopted by the Board, or any of its committees to which it has delegated authority. The Executive Director shall ensure that appropriate orientation programs for new Board members and continuing education programs for all Board members are carried out and shall represent the Board in all areas in which the Board has not formally designated some other person to so act.

ARTICLE IX - MISCELLANEOUS

Section 1. Amendment and Adoption of Bylaws

These Bylaws may be amended or repealed by the affirmative vote of a majority of the members of the Board present at any regular or special meeting of the Board if notices of the proposed amendment or repeal are contained in the written notice of the meeting, such notice to be given prior to such a meeting by ordinary mail. Bylaws may also be amended without notice by a three-fourths vote of the Board members present.

Section 2. Rules of Order

Robert's Rules of Order shall be the parliamentary guideline for all matters of procedure not specifically covered by the Bylaws or by specific rules or procedures adopted by this Board.

Section 3. Conflict of Interest

No Board member shall in any way be a contractor for purposes of remuneration of this Authority or its contracting agencies unless a competitive bid process is utilized, the Board member discloses the association and affiliation, and a two-thirds (2/3) majority vote of the Board supports such a contract.

Section 4. Employment

Employment of a Board member or any member of his or her immediate family is prohibited.

Section 5. Suspension of Rules

The rules governing all matters of procedure of the Board provided in the Bylaws and in subsequent governing resolutions may be temporarily suspended at any time by the unanimous consent of the members present to facilitate the accomplishment of any legal objectives of the Board.

Section 6. Depository

As a Mental Health Authority, the Board may act as its own depository of funds, or, at its discretion, designate a county willing to act as depository.

Section 7. Per Diem and Reimbursement

Board members shall be paid in accord with the payment schedule for Northeast Michigan Community Mental Health Authority.

Section 8. Assurances

With respect to both employment practices and services rendered, the Authority will not discriminate against persons because of religion, race, color, national origin, age, sex, height, weight, marital status, political affiliation, sexual orientation or physical or mental handicap.

No service or program provided by the Authority will be withheld from any person on the basis of residence in a county other than Alcona, Alpena, Montmorency, and Presque Isle counties. If a person cannot meet financial obligations incurred by such program or service, the county of residence will be billed.



Grand Valley State University (GVSU) Physician Assistant Studies (PAS) Program
CHS 220
301 Michigan St NE
Grand Rapids, MI, 49503

December 1, 2024

Northeast Michigan Community Mental Health
400 Johnson Street
Alpena, MI 49797

Dear Jeffrey Wirgau, Genny Grimshaw, and Medical Staff,

The GVSU PAS program faculty would like to acknowledge and commend you for your exceptional service as a supervised clinical practice experience site, which significantly benefits both the program and the profession. Each year, program faculty complete a rigorous self-assessment process to identify programmatic strengths and areas needing improvement. This process includes a comprehensive review of supervised clinical practice experience sites.

We are pleased to inform you that your clinical site has emerged as a standout strength in this evaluation. Notably, your site has consistently exceeded the quantitative benchmarks on the Student Evaluation of Clinical Sites for three or more years.

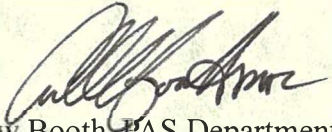
Moreover, we triangulated data from the Student Evaluation of Clinical Sites with other data sources, including student capacity, student performance, Faculty Evaluations of Clinical Sites, and Student Evaluations of Preceptors who work at your clinical site. This analysis supported the finding that your clinical site is a strength of our program.

Data on student capacity reveals that your site has successfully precepted at least two students annually for three or more years. Moreover, all students who rotated through your clinical site passed their end-of-rotation examination and received favorable Preceptor Evaluations. The benchmarks were also met for the Faculty Evaluations of Clinical Sites and the Student Evaluations of Preceptors at your clinical site.

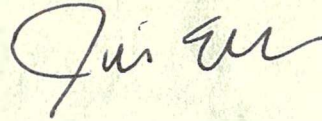
The faculty at GVSU would like to commend you for your dedicated efforts and acknowledge the significant time commitment. Your work is genuinely making a difference in the lives of our future physician assistants. Our program's ongoing success would not be possible without your contributions. Thank you for your continuing commitment to the GVSU PAS Program!

Sincerely,

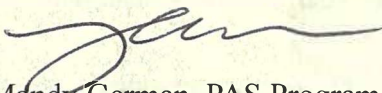
GVSU PAS Program Faculty

A handwritten signature in black ink, appearing to read "Andrew Booth".

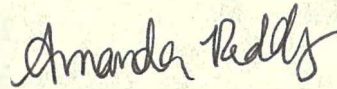
Andrew Booth, PAS Department Chair and
PAS Program Clinical Faculty

A handwritten signature in black ink, appearing to read "Jill Ellis".

Jill Ellis, PAS Program Director

A handwritten signature in black ink, appearing to read "Mandy German".

Mandy German, PAS Program Clinical
Faculty

A handwritten signature in black ink, appearing to read "Amanda Reddy".

Amanda Reddy, PAS Program Clinical
Faculty

A handwritten signature in black ink, appearing to read "Patrick Smith".

Patrick Smith, PAS Program Clinical Faculty

FEBRUARY AGENDA ITEMS

Policy Review

Asset Protection 01-007

Policy Review & Self-Evaluation

Board Committee Principles 02-005

Delegation to the Executive Director 03-002

Monitoring Reports

Treatment of Individuals Served 01-002 (Recipient Rights Report)

Staff Treatment 01-003 (Turnover Report)

Budgeting 01-004 (Finance Report)

Linkage Reports

NMRE Board

Advisory Council

Educational Session

TBD