

**Northeast Michigan Community Mental Health Authority Board
Board/Strategic Planning Meeting
June 11, 2019**

[Due to COVID-19 this meeting was held using ZOOM/Uber Conference/In-Person]

- 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 (ZOOM), Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson (in person), Gary Nowak, Pat Przeslawski, Gary Wnuk (in person)

Absent: None

Advisory Council Members: Janet Freeman (ZOOM)

Staff & Guests: Lisa Anderson, Dennis Bannon (ZOOM), Carolyn Bruning, Connie Cadarette (ZOOM), Mary Crittenden (in person), Lynne Fredlund, Margie Hale Manley, Julie Hasse (in person), Cheryl Kobernik, Larry Patterson (ZOOM), Donna Roussin (ZOOM), Nena Sork (in person)

- III. **Pledge of Allegiance**
Attendees recited the Pledge of Allegiance as a group.

- IV. **Acknowledgement of Conflict of Interest**
No conflicts were identified.

- V. **Appointment of Evaluator**
Eric Lawson appointed Gary Nowak as evaluator for this meeting.

- VI. **Information and/or Comments from the Public**
There were no comments presented.

- VII. **Approval of Minutes**
Moved by Roger Frye, supported by Gary Nowak, to approve the minutes of the May 14, 2020 meeting as presented. Roll Call: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: None. Motion carried.

- VIII. **Consent Agenda**
 1. **Michigan Municipal Risk Management Authority (MMRMA) Agreement**
Moved by Gary Wnuk, supported by Pat Przeslawski, to approve the Consent Agenda as presented. Roll Call: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: None. Motion carried.

- IX. **June Monitoring Reports**
 1. **Budgeting 01-004**
Connie Cadarette reviewed the revenue portion of the Statement of Revenues and Expenses for month ending April 30, 2020. She reported the Agency is slightly higher in revenues in the line "Grants from Local Units," which is due to grant dollars the Agency received for COVID expenses not covered by Medicaid. She reviewed the settlement dollars for Medicaid, Healthy Michigan and General Funds. She reported we are at 51 days of unrestricted cash.

Larry Patterson reviewed the expense variances. He reported many of the negative variances are attributed to timing such as Employee Relations/Wellness and Miscellaneous Expenses and will resolve as the year goes on. Contract residential is over which may require a budget amendment. This is being monitored. The food line item is over due to group homes purchasing food due to COVID and needing to have a certain amount of food on hand during this time. The property and liability insurance will be resolved when the asset distribution is received. Depreciation expenses are higher due to a van purchased for one of our homes and we did not account for the depreciation in the initial budget.

2. Ends 04-001

The Board reviewed the semi-annual report on the Ends established last fall for FY2020. The status report is where the Agency is at this point of the year. More discussion on this topic will resume under the Strategic Planning discussion later in this meeting.

Moved by Lester Buza, supported by Pat Przeslawski, to accept the June monitoring reports as presented. Roll Call: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: None. Motion carried.

X. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meeting May 27, 2020

Eric Lawson congratulated Gary Nowak on his appointment as Chair of the NMRE Board. This occurred at the NMRE's May Board meeting. Nena Sork reported there was much discussion about the system redesign and it looks like this is not moving forward. She notes when COVID settles down there will most likely be another run for privatizing the system. Eric Lawson reported there appears to be an increase in liquor tax disbursements. This is what the dollars are for and the counties are pushing for utilizing the funds. Roger Frye noted there are still about \$5,000,000 still to be disbursed.

b. Board Meeting April 22, 2020

The minutes of the April 22, 2020 meeting were included in the packet sent to the Board.

2. Community Mental Health Association of Michigan (CMHAM)

a. Spring Conference Update

This conference has officially been cancelled. There is still some discussion related to whether there can be some type of virtual meeting for voting.

XI. Operation's Report

Mary Crittenden reported despite COVID our services are continuing similar to that of pre-COVID. No new state hospital admissions. This agency has two inpatient at the state facility currently, one of which will be transitioning out in the near future. The Agency provided services to 1,044 individuals in May.

XII. Chair's Report

1. CARF Standards for Strategic Planning

Board members had the CARF Standards associated with Strategic Planning to remind members what elements need to be addressed when conducting the planning sessions. Many of the citations will be incorporated into the final Strategic Plan.

2. Strategic Plan Review

Sub-End #1.A

75% of all children who complete treatment (targeted case management, outpatient counseling, Home-Based Services and Wraparound) will show 20 point decrease in CAFAS scores at the completion of services.

Eric Lawson indicated the sub-end for children seems to have many who do not complete services. Nena Sork reported some of this occurs due to the child being in the system for short

periods of time. Mary Crittenden noted some of the families also move out of the area and are transitioned to another community mental health services program. Nena Sork reported services to children are very important. She reports historically the Agency has had difficulty is recruiting credentialed staff for this program and now we have staff available. We may want to increase caseloads to Home Based services rather than children's casemanagement. Another possibility would be to focus more on the provision of the services in locations other than the school setting and increase the amount of time spent with the child in the home environment which would draw in the family into treatment. Gary Wnuk questioned in families would have resistance to having staff come in the homes versus service provision in the schools. Nena Sork reported there could be some resistance but it is more important in building relationships with the family and having trust. She reported best practices would be to engage the whole family in treatment.

Eric Lawson inquired about whether individuals have been resistive to services within the home. Mary Crittenden reported it's about 50% of telephone contacts and 50% face to face visits.

Sub-End 2A.

Development of two additional contract residential providers within our catchment area to increase capacity for persons requiring residential placement.

Nena Sork noted having the priority of developing foster care homes in the community has really been good. Since the end was established, we have met and/or exceeded the development. She notes during COVID there could be difficulties with licensing issues. We may want to set the goal to one for the next fiscal year but strive for two.

Sub-End 2B.

Development of additional supported independent services for two individuals currently living in licensed Foster Care.

Supported independence expansion is part of what the agency does and we believe this should continue.

Sub-End 3A.

90% of those persons prescribed Buprenorphine for opioid dependence will have an objective in their plan of services addressing their substance use recovery goals.

The initial intent of this goal was established when it appeared the Agency would be licensed for a medication assistance treatment service; however, our provider did not get licensed to provide this service. Only a few of the individuals receiving services have offered their participation in this type of treatment through other providers. In those few cases, a goal was established but we have to rely on self-reporting to even measure this goal. Consensus was to eliminate this sub-end and replace it with something more reflective of the services we are providing.

Sub-End 4

The Board's agency-wide expenses shall not exceed agency-wide revenue at the end of the fiscal year (except as noted in 5.B).

Sub-End 5A & 5B

The Board's major revenue sources (Medicaid and Non-Medicaid) shall be within the following targets at year-end.

- A. *Medicaid Revenue: Expenses shall not exceed 100% of revenue unless approved in advance by the Board and the PIHP.*
- B. *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.*

Board members indicated these sub-ends related to budget would remain.

Sub-End 6

The Board will provide community education. This will include the following:

- A. Disseminate mental health information to community utilizing available technology and at least one Report to Community annually.
- B. 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.
- C. Support community advocacy.

Board members indicated the goals for community education seem to be applicable and should continue.

As we eliminate the co-occurring sub-end, Nena Sork suggested the Board may want to consider a goal for integrated health care. This could include various health conditions or comorbid conditions such as BMI, managing A1C, using WHAM [Whole Health Action Management] groups for those with chronic health conditions and there are many more opportunities. Eric Lawson inquired whether we have worked with MSU as they have many programs associated with health conditions. Nena Sork reported the Agency works closely with Alcona Health Center and Thunder Bay Community Health Services for integrated services. The Agency is targeted to be a pilot for a Behavioral Health Home in the next fiscal year.

Nena Sork reported the Behavioral Health home kick off is schedule for mid-July and there will be training in August. This would be a good educational session for possibly September/October. Additional funding is provided for the behavioral health home program which would not be affected by budget cuts.

XIII. Director's Report

1. Director Report Summary

a. Banking Resolution for Agency's 2nd VISA Card

Last fall, the Agency was in the process of securing a second VISA card for use for traditional purchases. It was then announcement the person in that position was retiring. The Agency wanted to assure the individual hired to replace that position would remain in employment and pass probation prior to processing paperwork for this second VISA. The staff person in this position is now off probation. This is at Huntington Bank VISA card with an amount of up to \$50,000. Connie Cadarette noted the bank has agreed to waive the fees associated with the card if a minimum dollar amount is not charged to this card. Gary Nowak inquired as to whether the Agency should look into securing a bond to cover nefarious charges. Connie Cadarette reported our current insurance agency bonds the agency for issues that may arrive.

Moved by Gary Nowak, supported Pat Przeslawski, to authorize the execution of banking resolutions as proposed and authorize the individual signatures necessary to complete the banking resolutions. Roll Call: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: None. Motion carried.

b. Other Updates

Nena Sork informed the board of meetings she has attended with COVID Emergency Management in Alpena County, OPS meeting, Medical Directors Advisory Meeting, MDHHS COVID meetings and a meeting with consultant regarding the CCBHC [Certified Community Behavioral Health Clinic] certification process. She reports the Agency has finalized the pandemic plan the state requires, created a return to work plan from pandemic and are currently tweaking that plan based on feedback from Management Team.

Nena Sork reported the year started with a balanced budget and with COVID and staff on temporary layoffs, CARES Act dollars and other funding for COVID expenses, the budget has resulted in extra dollars available for this Agency. As of May, the Agency has almost \$1.5 million in excess in the budget; a large portion of this in the salary line. At year end, the excess dollars must be returned and a portion of those dollars can be retained by the NMRE in

their internal service fund (ISF). She reports this Agency has for many years contributed to the ISF at the NMRE. She would like to assure this Agency wisely uses this year's excess in order to prepare the organization for the challenges the next couple of years will bring. She believes it to be prudent to assure Northeast staff are taken care of and future needed purchases for scheduled replacement needs are able to be made knowing the future revenues will most likely be impacted due to COVID and anticipated budget cuts.

Due to the potential cuts in funding next year, she would like to be proactive and do some purchases which were planned for in next fiscal year's budget. The vehicle replacements would be amount to approximately \$140,000. This would be above what is budgeted in this fiscal year. In addition, replacing copy machines, servers, fax machines which would be placed in the near future and other larger ticket items will be investigated.

Moved by Gary Wnuk, supported by Pat Przeslawski, to approve purchases which would have been planned for the future within this year's current budget assuring the budget is not exceeded. Roll call vote: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: None. Motion carried.

Nena Sork reported the staff received a cost of living raise this year of 3%. She reports next year there will most likely not be a way to provide a raise to add to the budget with the potential cuts. Staff retention payments are proposed to be awarded to staff working during this pandemic time. This would apply to all the staff who did not draw unemployment. This would be staying within the budget.

Staff reinvestment payment would be made to staff at the end of this fiscal year as most likely the Agency will not be able to provide a raise with the forecasted budget cuts in FY 2021. The payments would stay within the current budget.

Moved by Pat Przeslawski, supported by Gary Nowak, to support the provision of Staff retention and Staff reinvestment awards while maintaining a balanced budget. Roll call vote: Ayes: Robert Adrian, Les Buza, Bonnie Cornelius, Roger Frye, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: None. Motion carried.

Nena Sork reported the staff have been phenomenal during this COVID crisis and individuals receiving services are well taken care of.

XIV. Information and/or Comments from the Public

There was no information or comments presented.

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

Roger Frye reported he is glad staff are receiving awards. Janet Freeman reported the new website is good and Agency posted jobs are easily found.

XVI. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, July 9, 2020 at 3:00 p.m.

1. Set July Agenda

The July agenda items were reviewed. Strategic Planning continues with Part III focusing on development of "Ends" for next fiscal year.

XVII. Evaluation of Meeting

Gary Nowak reported this meeting was a good meeting with all members participating. He is glad staff are getting taken care of. Pat Przeslawski would like to have an in-person meeting at some time.

XVIII. Adjournment

Moved by Roger Frye, supported by Gary Nowak, to adjourn the meeting. Motion carried. This meeting adjourned at 4:10 p.m.

{Bonnie Cornelius signed electronically 7/09/201

Bonnie Cornelius, Secretary

[signed by Eric Lawson on 7/09/201

Eric Lawson, Chair

Diane Hayka
Recorder