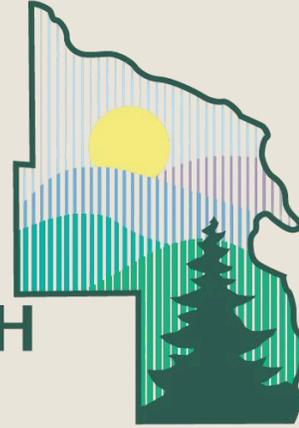


NORTHEAST
MICHIGAN
COMMUNITY
MENTAL HEALTH
AUTHORITY



JANUARY BOARD MEETING

January 8, 2026
3:00 p.m.

400 Johnson St.
Alpena, MI 49707

(989) 356-2161



(800) 968-1964

NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY BOARD

Meeting Agenda | Thursday, January 8, 2025 | 3:00 p.m.

- 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. January Monitoring Reports**
 - 1. Budgeting 01-004..... **(Handout)**
 - 2. Emergency Executive Succession 01-006 **(Page 4)**
- IX. Board Policies Review**
 - 1. Emergency Executive Succession 01-006 [Review]..... **(Pages 5 – 6)**
 - 2. Executive Director Role 03-001 [Review & Self-Evaluate] **(Page 7)**
- X. Operations Report (Handout)**
- XI. Board Chair’s Report**
 - 1. Review Revisions to Board Bylaws Article V - Officers **(Page 8)**
- XII. Executive Director’s Report(Verbal)**
- XIII. Information and/or Comments from the Public**
- XIV. Information and/or Comments for the Good of the Organization**
- XV. Next NeMCMHA Board Meeting – Thursday, February 12 at 3:00 p.m.**
 - 1. Proposed February Agenda Items **(Page 9)**
- XVI. Meeting Evaluation(Verbal)**
- XVII. Adjournment**

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

**Northeast Michigan Community Mental Health Authority Board
Board Meeting – December 11, 2025**

- I. **Call to Order**
Vice Chair Lloyd Peltier 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, Bonnie Cornelius, Jennifer Graham, Lynnette Grzeskowiak, Charlotte Helman, Lloyd Peltier, Terry Small, Lauren Tompkins
Absent: Dana Labar, Eric Lawson, Kara Bauer LeMonds
Staff & Guests: Morgan Allen, Carolyn Bruning, Rebekah Duhaime, Erin Fletcher, Cheryl Kuch (Teams), Nena Sork, Kara Steinke, Jen Walburn, Jennifer Wieczorkowski
- III. **Pledge of Allegiance**
Attendees recited the Pledge of Allegiance as a group.
- IV. **Appointment of Evaluator**
Charlotte Helman 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**
None were presented.
- VII. **Approval of Minutes**
Moved by Charlotte Helman, supported by Terry Small, to approve the minutes of the November Board meeting. Motion carried.
- VIII. **Consent Agenda**
Moved by Bob Adrian, supported by Lynnette Grzeskowiak, to approve the December Consent Agenda.
- IX. **Educational Session: Behavioral Health Home (BHH)**
Morgan Allen provided the Board with an overview of the BHH program. Their main goal is care coordination between mental and physical health. They work with individuals to set them up with a primary care provider and make sure appointments are made for other healthcare providers (podiatrist, ophthalmologist, dentist, etc.). There are currently 122 individuals enrolled in BHH, up from 38 two years ago. Individuals must have full Medicaid and a qualifying mental health and physical health diagnosis to be enrolled in BHH. BHH staff provide whole health education to enrollees and support them with their health goals.
- X. **2025 Staff Survey Results with Cheryl Kuch from Rehmann**
Cheryl Kuch presented the 2025 Employee Engagement Survey results to the Board. The Agency's data was compiled by Gallup and compared to national data. According to Gallup, 30% of the current workforce in the US and Canada is actively engaged. The Agency's percentage increased this year, surpassing Gallup's average at 41%. 43% are not engaged ("quiet quitters") and 16% are actively disengaged ("loud quitters"). The Agency's response rate for 2025 was 45%, which is the lowest turnout over the three years Rehmann has been administering the survey. The base 12-question survey from Gallup, ranked on a 1-5 scale, had a grand mean of 3.81 for 2025, which is up from the original score of 3.70 in 2023 and 3.72 in 2024. Cheryl provided samples from open-ended questions and shared that staff focus groups will be the next step.

XI. December Monitoring Report

1. Grants or Contracts 01-011

The Board reviewed the monitoring report and did not have any questions or concerns. Nena thinks the current policy serves its purpose and meets the needs of the organization.

XII. Executive Director's Contract

The Board received a handout regarding the proposed salary for the Executive Director's new three-year contract. Lloyd reviewed the comparisons between the Executive Director's current salary and what Executive Directors at comparably sized CMHs are making. Nena's current salary is 15% below the salary average. Eric Lawson and Lloyd discussed how to bring the salary up to the average with Nena, and they would like to make a 5% adjustment in the first year and a 3% adjustment in the second year. Per the contract, she would also receive cost-of-living-adjustments as staff receive them. Nena has worked to increase staff salaries to the average and had to do so in steps, so she feels it is right to increase her salary in steps, as well, and not all at once. Board members discussed that they would have liked to have more time to review the terms of the contract, rather than receiving the information for the first time right before having to take action.

Moved by Jennifer Graham, supported by Lauren Tompkins, to approve the Executive Director's Contract for 2025 - 2028. Roll Call: Ayes: Bob Adrian, Bonnie Cornelius, Jennifer Graham, Lynnette Grzeskowiak, Charlotte Helman, Lloyd Peltier, Terry Small, Lauren Tompkins; Nays: None. Absent: Dana Labar, Eric Lawson, Kara Bauer LeMonds. Motion carried.

XIII. Board Policies Review

1. Grants or Contracts 01-011

The Board reviewed the policy and did not note any necessary revisions.

2. Board Member Recognition 02-011

No revisions were requested.

3. Board Member Orientation 02-015

The Board reviewed the suggested revisions, which included corrections to module titles and updates to bring procedures up to date.

Moved by Lynnette Grzeskowiak, supported by Jennifer Graham, to approve the revisions to the Board Member Orientation Policy. Motion carried.

XIV. Linkage Reports

1. NMRE Board

The November and December NMRE Board meetings were combined. There was continued discussion of Northern Lakes CMHA and the lawsuit/hearing.

2. Advisory Council

Lloyd reported it was a great meeting, and they had a quorum for the second time in a row. They had a presentation on court ordered mental health treatment that Lloyd would like to see presented to the Board.

XV. Operations Report

Erin Fletcher reported on operations for the month of November. There were 25 crisis contacts and 44 prescreens were completed. Of those, 18 individuals were admitted to the hospital, including 3 children. The total of unduplicated individuals served for the month of November was 916.

XVI. Board Chair's Report

1. Review Board Bylaws

The Board reviewed member questions regarding the bylaws, but no revisions were deemed necessary.

XVII. Executive Director’s Report

Nena reported on her activities for the last month, including chairing the CMHA Member Services Committee and attending the CMHA Contract and Finance meeting. She had an interview with The Alpena News regarding the lawsuit which has since been published in the paper. Kara Steinke has been working to deliver Carter Kits to the schools, and Nena went with her to deliver 55 kits to the AMA School District. Carter Kits contain items to assist with keeping children and adults with autism spectrum disorders safe and supported in differing situations. Every school in the catchment area has now been provided with eight kits. The kits were given out to law enforcement and fire/EMS about five years ago.

Nena provided an update on the lawsuit, as the hearing occurred downstate earlier this week. She gave her testimony on Monday. Those who attended the hearing are hopeful the result will benefit the CMHs and that the hearing went favorably for them. They believe the judge understands the region’s position and concerns, and his decision should be released soon.

XVIII. Information and/or Comments from the Public

Nothing was presented.

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

Jennifer brought up a question regarding the section in the bylaws about the Nominations Committee. Nena and Rebekah will bring proposed revisions to the next meeting.

XX. Next Meeting

The next meeting of the NeMCMHA Board is scheduled for Thursday, January 8, 2025, at 3:00 p.m.

1. January Agenda Items

The proposed January agenda items were provided.

XXI. Meeting Evaluation

Charlotte reported that she felt Board members came prepared and everyone was actively engaged with meaningful conversation. She was satisfied with what the Board accomplished, and she looks forward to hearing about more programs during educational sessions. She would have liked more time to review Nena’s contract and look at the salary data.

XXII. Adjournment

Moved by Terry Small, supported by Lynnette Grzeskowiak, to adjourn the meeting. Motion carried.

This meeting adjourned at 4:52 p.m.

Bonnie Cornelius, Secretary

Eric Lawson, Chair

POLICY CATEGORY: Executive Limitations
POLICY TITLE AND NUMBER: Emergency Executive Succession
REPORT FREQUENCY & DUE DATE: Annual: January 2026

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 Administrative Officer would be the designee for any necessary signatures to operate the day-to-day business needs of the organization.

Scenario 2: The Clinical Director, with assistance of the leadership teams (Management and Clinical Leadership) and the Chief Administrative Officer, 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 Clinical Director’s guidance with support from the Management Team.

Board Review/Comments:

<p><u>Reasonableness Test:</u> Is the interpretation by the Executive Director reasonable?</p> <p><u>Data Test:</u> Is the data provided by the Executive Director both relevant and compelling?</p> <p><u>Fine-tuning the Policy:</u> Does this report suggest further study and refinement of the policy?</p> <p><u>Other Implications:</u> Does this report suggest the other policies may be necessary?</p>

NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH AUTHORITY

POLICY & PROCEDURE MANUAL

EXECUTIVE LIMITATIONS

(Manual Section)

EMERGENCY EXECUTIVE SUCCESSION – POLICY 01-006

Board Approval of Policy

August 8, 2002

Policy Last Reviewed:

January 9, 2025

Last Revision to Policy Approved by Board:

January 9, 2025

•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 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 – POLICY 03-001

Board Approval of Policy

August 8, 2002

Policy Last Reviewed:

January 9, 2025

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:**

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 ~~and,; that Committee,~~ as needed, to fill Board vacancies,; ~~I~~ 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.

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