

Northeast Michigan Community Mental Health Authority Board

Board/Strategic Planning Meeting

July 11, 2019

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: Lester Buza, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk

Absent: Steve Dean (excused), Roger Frye (excused), Bonnie Cornelius, Mark Hunter

Staff & Guests: Lisa Anderson, Dennis Bannon, Carolyn Bruning, LeeAnn Bushey, Mary Crittenden, Laura Gray, Margie Hale-Manley, Ruth Hewett, Lisa Orozco, Larry Patterson, Nena Sork, Lauren Tallant, Jen Whyte, Peggy Yachasz

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Eric Lawson appointed Pat Przeslawski as evaluator for this meeting.

V. Acknowledgement of Conflict of Interest

No conflicts were identified.

VI. Information and/or Comments from the Public

There were no comments presented.

VII. Approval of Minutes

Moved by Gary Nowak, supported by Pat Przeslawski, to approve the minutes of the June 13, 2019 meeting as presented with correction of year related Mental Health Code. Motion carried.

VIII. Educational Session – Compliance Update

Jen Whyte provided the Board with the annual compliance training. She reported the Northern Michigan Regional Entity (NMRE) prepares this training for all partner boards. Jen reports she attends regular compliance meetings with the member boards and Jodie Balhorn is the Compliance Officer at the NMRE. Jen reviewed the seven elements of compliance. She notes not all compliance issues are intentional as many just may be processes used and when a deficiency is identified the process is corrected and education to staff is conducted.

She reviewed the Deficit Reduction Act requirements and how it applies to the Board. She also provided details related to the Federal False Claims Act. She reported the Office of Inspector General (OIG) is increasing auditing of claims to cut down on wrongful billing, etc.

Jen reports if there is a conflict of interest in an investigation she needs to conduct, the Director would complete the investigation. If there is a complaint filed related to the Director, she may use the Board Chair to assist in the investigation. The NMRE may also assist during conflicts if needed.

The attestation form was distributed for signatures.

Strategic Plan Review

Board members reviewed a draft of the FY19-20 Strategic Plan in a PowerPoint format developed based on input at the June meeting. Diane Hayka noted some areas of the report will show "No Changes" and

some areas will have red lettering which indicates it is either an addition or revision. The Mission Statement, Vision and Core Values had no recommended revisions.

In the section entitled "Forces in the Environment Impacting Behavioral Health" the payors/payment reform Section will have 298/298 added. Nena Sork explained the Section 298 and 928 issues more thoroughly with the Board.

Under Current Goals, the first goal is "To reduce the risk of metabolic syndrome in both adults and children." It was proposed to add the two PIHPs Quality Assessment Performance Improvement Projects (QAPIPs). The first of the projects address follow-up care for children prescribed ADHD medication. The second of the projects address screening for diabetes for adults prescribed psychotropic medications for more than six months. Gary Wnuk inquired if there is a relationship between psychotropic drugs and diabetes and this was affirmed.

Diane Hayka noted the second of the current goals identifies a partnership with Thunder Bay Community Health Services to provide services for children within the local schools. It is proposed to remove Thunder Bay from the statement as they provide those services directly. We will continue to partner with Alcona Health Center and local school systems to provide children services.

The next seven goals will have no revisions from last year. Nena Sork reported the Agency will be bringing training to the area in Applied Suicide Intervention Skills Training (ASIST). This is a two-day interactive training in suicide first aid. Nena noted in all her training suicide classes are not a requirement for licensure or graduate studies. If it was felt our staff would greatly benefit from this training.

Eric Lawson inquired about the hold ups on the Michigan Health Information Network (MiHIN). Initially, there were several options available to interface with the MiHIN. Dennis Bannon reports there are still some issues in connectivity between the clearinghouse handling the various data exchanges. He reports we now are getting Admission, Discharge and Transfers (ADTs) data from the hospital on a regular basis.

The sub-ends were reviewed with proposed revisions to some. The following will be the sub-ends for FY19/20:

Sub-end #1: Children with serious emotional disturbances served by Northeast will realize significant improvement in their conditions.

How this will be measured...

75% of all children who complete treatment [targeted case management, outpatient counseling, Home-Based Services and Wraparound] will show a 20 point or more decrease in CAFAS scores. [This would eliminate having to count those individuals who move out of the area, drop out of services, placed in detention facilities, etc. from the equation.]

Sub-end #2: Individuals needing independent living supports will live in the least restrictive environment.

How this will be measured...

- a. Development of two additional contract residential providers within our catchment area to increase capacity for persons requiring residential placement.*
- b. Development of additional supported independent services for two individuals currently living in licensed foster care.*

Sub-end #3: Adults with co-occurring disorders will realize significant improvement in their condition.

How this will be measured...

90% of those persons prescribed Buprenorphine for opioid dependence identified as participating in a Medication Assisted Treatment program in their record will have an objective in their plan of service addressing their substance use recovery goals.

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

How this will be measured...

- a. *Medicaid Revenue: Expenses shall not exceed 100% of revenues unless approved 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.*

Sub-end #6: The Board will provide community education. This will include the following:

- a. *Disseminate mental health information to the community utilizing available technology and at least one Report to the Community.*
- 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.*

The FY19/20 Strategic Plan will be developed into a formal document and Board approval will be sought in October.

IX. July Monitoring Reports

1. Budgeting 01-004

Larry Patterson reviewed the Statement of Revenue and Expense for month ending May 31, 2019. Mr. Patterson reviewed the line items with variances. He noted line 16 Pension – this is most likely a timing issue and might be attributed to the incentive payments made to staff. The Staff Recruiting and Development line has a slight deficit variance; Nena Sork reported we have several open positions in clinical staff and we are now advertising online again to fill those positions. The deficit is covered by lapsed salaries. Larry Patterson noted the contract residential line item is slightly over budget. Nena Sork reported contract residential and inpatient services are items which are areas of risk due to an inability to predict the utilization but they are continually monitored. The Rent line item deficit was explained by Cheryl Jaworowski last month and will require a budget amendment to correct. This is due to the arrangement we have with Touchstone Services in the running of the Clubhouse. Larry Patterson reported the Property and Liability Insurance line item (MMRMA) a timing issue. He noted the Asset Distribution is typically received around this time of year from MMRMA which will offset this deficit. Overall, the Net income for the month of May is \$172,411.

Larry Patterson provided a summary of the contract settlement funds if closeout were to occur based on the current status.

He reported General Funds surplus decreased in May as expenditures were made for the staff scholarship which was approved by the Board previously. He also reported next month this will most likely drop again as the Agency transferred some funds to the Bay View Center Drop In for services to individuals not covered by Medicaid that attend.

2. Asset Protection 01-007

Board members reviewed the monitoring report related to Asset Protection. Diane Hayka reported the vehicle numbers were decreased from 65 to 64. The Risk Plan and the Coverage with MMRMA was updated to reflect the most current documents.

3. Community Resources 01-010

Board members reviewed the monitoring report. This reports identifies the many collaborative ways the Agency participates in community needs and education.

Moved by Lester Buza, supported by Pat Przeslawski, to accept the July monitoring reports as presented. Motion carried.

X. Board Policy Review and Self Evaluation

1. Community Resources 01-010

Board members reviewed the policy. A change reflecting the director as Executive Director rather than CEO was presented.

Moved by Pat Przeslawski, supported by Albert LaFleche, to approve the revision to policy 01-010 – Community Resources. Motion carried.

2. Public Hearing 02-010

Board members reviewed the policy. This policy should have a self-evaluation element to it as well. There was no discussion related to this policy.

XI. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meeting June 26, 2019

Gary Nowak reported the NMRE Board will be having a Strategic Planning session later this month. He reported Dennis Priess has left the Board due to illness in his family. Gary Nowak suggested if the Board has any items they want discussed at the regional level, strategic planning time would be the time to address. Board members suggested veterans services be addressed focusing on collaboration of the entities and how we can better serve those in need. Nena Sork can discuss this at the OPS meeting on July 16th. Gary Nowak suggested a letter be sent to the NMRE Board as an item to be discussed and doing it in letter form would be beneficial. We have three Board member participating in the Strategic Planning to address this subject as well. No action was taken to address method to relay this information.

b. Board Meeting May 22, 2019

The minutes of the May 22nd meeting were included with the meeting materials for this meeting.

2. Community Mental Health Association of Michigan (CMHAM)

a. CMH PAC Update

A memo recapping the CMH PAC campaign was distributed. Ten individuals contributed to the campaign with a total of \$530.00. Northeast did not win the prized Tiger suite tickets.

XII. Operation's Report

Nena Sork reviewed the Operation's Report for month ending June 30, 2019. She notes prescreens are being monitored closely. She reports the numbers dropped by 20. She also informed Board members of the increase of the Clubhouse census to 75. The numbers are pretty consistent with the averages for this year.

XIII. Chair's Report

1. Employee Recognition Luncheon/Lunch for a Cause

Eric Lawson noted he attended the employee recognition luncheon on June 27, and there was a strong board member presence at the event. A memo was distributed detailing the years of service by the employees of this agency, totaling 1,015 years. He also addressed the Lunch for a Cause event held on June 24, noting \$835.00 was raised during this event. Eric Lawson also reported several board members showed up in support of Cathy Meske and Nena Sork attending the Alpena County Board of Commissioners meeting on June 25.

XIV. Director's Report

1. Director Report

Nena Sork reported the last week of June was very busy with many scheduled events. She noted the Alpena County Commissioners were the last of the circuit in commissioners' meetings. She reported Cheryl Jaworowski's last day was Tuesday July 9th. Cheryl has agreed to come back in a contractual arrangement to assist in transition. On Monday, Eric Kurtz and other Finance Directors and NMRE staff will be here to review the current accounting system and we may be working with other vendors to automate some of the accounting tasks and make the system integrated.

2. CARF Update

Nena Sork reported CARF finished their survey the day after the June Board meeting and there will be some recommendations. The reviewers were very complimentary of the programs and board during the exit conference. The final report will arrive in approximately six weeks. Nena Sork reported Lynne Fredlund was phenomenal in the organization of the survey process.

3. QI Council Update

The minutes of the most recent QI Council meeting were distributed. Board members had no concerns related to the minutes.

XV. Information and/or Comments from the Public

There was no information or comments presented.

XVI. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, August 8, 2019 at 3:00 p.m.

1. Set August Agenda

The August agenda items were reviewed. Eric Lawson request input as to future educational sessions so they can be planned. Suggestions include Dr. Hoffman, Touchstone Services, and Jail Diversion/Training.

XVII. Evaluation of Meeting

Pat Przeslawski reported the educational session was well presented and the strategic plan review was well done and understandable. She notes there was good participation. The Board covered much of the landscape of what CMH is.

Terry Larson noted this month was a reminder of how dedicated our staff are with years of service and the hard work on CARF. Nena Sork reported she participated in a leadership series for board development over the past year. She reported this board was scored at the highest level #4. She noted it really validated what a great board this board is.

Moved by Gary Nowak, supported by Albert LaFleche, to thank all the staff for their valued work and dedication. Motion carried.

XVIII. Adjournment

Moved by Pat Przeslawsk, supported by Judy Jones, to adjourn the meeting. Motion carried. This meeting adjourned at 4:20 p.m.

[signed by Bonnie Cornelius on 08/08/2019]
Bonnie Cornelius, Secretary

[signed by Eric Lawson on 08/08/2019]
Eric Lawson, Chair

Diane Hayka
Recorder