

Northeast Michigan Community Mental Health Authority Board

Board Meeting

September 12, 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: Les Buza, Bonnie Cornelius, Steve Dean, Roger Frye, Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk

Absent:

Staff & Guests: Lisa Anderson, Dennis Bannon, Summer Berman, LeeAnn Bushey, Mary Crittenden, Lynne Fredlund, Chris Harper, Chris's mom, Ruth Hewett, Judy Hutchins, Larry Patterson, Nena Sork, Jen Whyte, Peggy Yachasz

III. Pledge of Allegiance

Attendees recited the Pledge of Allegiance as a group.

IV. Appointment of Evaluator

Eric Lawson appointed Bonnie Cornelius as evaluator for this meeting.

V. Acknowledgement of Conflict of Interest

Board members had no conflicts to acknowledge.

VI. Information and/or Comments from the Public/ Board Member Communication

There was no information or comments presented.

VII. Approval of Minutes

Moved by Gary Nowak, supported by Albert LaFleche, to approve the minutes of the August 8, 2019 minutes as presented. Motion carried.

Mark Hunter inquired as to the content of the meeting identified in the minutes the Director attended with the judge. Nena Sork indicated she met with Judge LaCross as a "Meet and Greet" and intends to meet with the judges in the other three counties soon.

VIII. Consent Agenda

1. Contracts

a. Partners in Prevention

i. Adult Trauma Training

ii. Mental Health First Aid Training

iii. Trauma Training Project and Suicide Prevention Education

iv. Caring for Children Who Experience Trauma

b. MRS Cash Match Agreement

c. Presidio Maintenance Contract

d. MITC Agreement

e. Microsoft Agreement

f. Rite Aid [Flu Shots]

Moved by Roger Frye, supported by Pat Przeslawski, to approve the Consent Agenda as presented. Roll call vote: Ayes: Les Buza, Bonnie Cornelius, Steve Dean, Roger Frye, Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None, Absent: None. Motion carried.

IX. FY19-20 Budget Public Hearing

Eric Lawson opened the meeting for the Public Hearing on the Budget.

Nena Sork reported due to the ever changing issues, she will request a continuation budget at this point with presenting a full budget to the Board at the October meeting. This is the same budget approved by the Board in May. She notes the rates have not yet been received from the state.

Moved by Gary Nowak, supported by Pat Przeslawski, to approve the FY19-20 continuation Budget as presented. Roll call vote: Ayes: Les Buza, Bonnie Cornelius, Steve Dean, Roger Frye, Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None, Absent: None. Mark Hunter stated a concern he had about the published advertisement noting the ad did not have a number published to alert interested parties how they could receive a copy of budget. While the Agency name and address were included in the advertisement and the budget documents were posted to the external website, he felt the ad could have provided a phone number to call for the documents as well. Motion carried.

X. Educational Session - Touchstone Services Inc.

Summer Berman, Fresh Start Clubhouse Supervisor of Ann Arbor, presented an update on what has been happening at Light of Hope Clubhouse since Touchstone Services assuming the management of the program. She notes Touchstone Services has been in business for 20 years. Their headquarters is located in Port Huron. Touchstone Services provides services such as peer support, job coaching, job development and vocational training. She notes the Port Huron Clubhouse operates a small gift shop across from their Clubhouse providing vocational training and revenue income. She reported 47 clubhouses are in Michigan and Touchstone Services operates four of those.

The three clubhouses Touchstone operates in lower Michigan are all accredited through Clubhouse International and Light of Hope Clubhouse just finished their accreditation survey last week. They will have their full report in a couple of months.

The Clubhouse model originated in Manhattan and originally begin by individuals being discharged from a state hospital facility. They did this to maintain some type of support network. WANA (We Are Not Alone) was the first clubhouse and is now called Fountain House. Clubhouse is a global movement and sites are being developed throughout the world. She reported SAMHSA has now recognized this program as an evidence-based practice. Ms. Berman noted when the evidence-based fidelity is met, research shows success in keeping individuals out of hospitals, jails, etc.

The Hilton Humanitarian Prize is the largest cash humanitarian prize in the world (\$1.5M) and is presented to nonprofit organizations judged to have made extraordinary contributions toward alleviating human suffering. This means the program impacts the world on a large level. In 2014, Fountain House/Clubhouse International received the award noting this program is dedicated to the recovery of men and women with mental illness by providing opportunities for members to live, work and learn, while contributing their talents through a community of mutual support.

In the early 90s Michigan created a service code which was able to be charged to Medicaid. She noted at that time many day treatment programs were converted to clubhouse programs.

Summer Berman noted clubhouse is more than just a place to go and spend time and hang out. She reports it is important to have self-efficacy and these skills are focused on during the clubhouse program. This is done by creating an environment promoting success. The day is a work-ordered day. It is operated somewhat like a co-op. The members and staff are responsible for running the organization collectively.

Clubhouse is a non-clinical program. There are no therapies conducted, no medication management and the services will focus on utilizing members strengths and driving their own recovery. Consensus decision making is used to determine what is done. Community is the therapeutic intervention. The clubhouse offers services to alleviate social determinants.

Chris Harper provided a synopsis of his life inside of Clubhouse. He likes to help people. He also listens and encourages people. He assists with technology and helps with phone usage, computer usage and has created many templates. He intends to make a difference in this world. He has been told he would be good at peer support. Clubhouse helps you know who you are and who you want to be. Clubhouse is open Monday-Friday and sometimes weekends. Clubhouse is also open on all holidays.

Summer Berman reported the dedication and passion of the members of clubhouse has was very noticeable when they began their management of the program. There are three regular employees and the director position is currently under recruitment. Transportation is available for those living in the country.

Chris Harper reported in the beginning of the year average daily attendance was five and it has increased to about twelve members daily. He notes the additional events, which are planned, seem to draw more participation. There is a kitchen area where lunch is provided and skills are taught, which prepares members for other employment opportunities.

XI. MDHHS/CMHSP FY20 Managed Mental Health Supports and Services Contract

Nena Sork noted the State now operates using EGRAMS for executing their agreements and there are short turnaround times to get the agreements executed. Eric Lawson suggested making this a blanket authorization to alleviate future timing issues. Steve Dean questioned if the Board would receive notification. Nena Sork assured them all executed agreements would be reported.

Moved by Pat Przeslawski, supported by Bonnie Cornelius, to approve the execution of FY20 MDHHS/CMHSP Managed Mental Health Supports and Services Contract by the director and designee through EGRAMS and make this a blanket authorization for future EGRAMS authorization needs. Motion carried.

XII. September Monitoring Reports

1. Budgeting 01-004

Larry Patterson provided Board members with a summary of the Statement and Revenue Expense for month ending July 31, 2019. Larry Patterson noted the salary line items with the largest negative variances were due to the staff retention allowances paid in early July along with leave payouts for some recent staff retirements. He also reported there were funds moved from one line to another which included wraparound and expenses for community educations. The community education portion of that line item was moved to Community Relations/Education causing a deficit in that line item. By leaving the community education expenses in that particular line item it caused rates for wraparound to be artificially inflated.

Mr. Patterson reports the month ended to the positive by \$221, 911. He reviewed the various bucket amounts.

He notes the amount of General Fund dollars lapsing back to the state at this point is \$51,771.

He reports the change in net position should increase some next month as a late July payment was received in August.

2. Emergency Executive Succession 01-006

Nena Sork reported this monitoring report was updated due to the change of roles within the agency. Nena Sork introduced Mary Crittenden as the new COO.

Moved by Roger Frye, supported by Albert LaFleche, to accept the September monitoring reports as presented. Mark Hunter inquired what the scenario would be when Mary Crittenden is off on her maternity leave. How long is temporary? It was noted there are other members of management team who would step in and this would be an internal selection. As far as how long is temporary would be a Board decision. Emergency Executive Succession defines the circumstances should the Board's only employee, the Director, be absent. Motion carried.

XIII. Board Policy Review and Self Evaluation

1. General Executive Constraint 01-001

Board members reviewed the policy and a revision to change the term "CEO" to "Executive Director" was made. Mark Hunter noted he has difficulty with the concept where the Board tells the Director to "not" do anything illegal and questioned the term imprudent. Gary Nowak reported the policies were developed through a Carver model. Under the Carver model, policies are written to state what the Director cannot do. Barring those limitations, the Director can then have the autonomy to manage the Agency without micromanagement from the Board.

2. Compensation and Benefits 01-008

Board members reviewed this policy and a revision to change the term "CEO" to "Executive Director" was made.

Steve Dean left the meeting at 4:00 p.m.

3. Board Committee Structure 02-006

Board members reviewed the policy and there were no recommended revisions.

4. Chief Executive Officer Search Process 03-005

Board members reviewed the policy and a revision to change the term "CEO" to "Executive Director" was made. This will also involve changing the policy name from Chief Executive Officer Search Process to Executive Director Search Process.

Moved by Pat Przeslawski, supported by Gary Nowak, to revise policies 01-001 General Executive Constraint, 01-008 Compensation and Benefits and 03-005 Executive Director Search Process to reflect Executive Director versus CEO. Opposed: Mark Hunter. Motion carried.

XIV. Linkage Reports

1. Northern Michigan Regional Entity (NMRE)

a. Board Meeting August 28, 2019

Roger Frye and Terry Larson reported many approvals were made for liquor tax disbursements. Mark Hunter inquired as to whether our counties spend their liquor tax allocations. Roger Frye reported the dollars must flow to agencies which are certified to provide substance use services. Terry Larson reported the SUD Board encourages use of the dollars frequently. Catholic Human Services in certified in our area to receive these funds. There is also criteria for use of these funds. This would be handled much like a grant writing process.

b. Board Meeting July 31, 2019

The minutes from the NMRE's July 31, 2019 meeting were included in the materials for this meeting.

2. CMHAM (Community Mental Health Association of Michigan)

a. Fall Board Conference – October 21 & 22 – Traverse City

There is still no printed material released for the upcoming Fall Board Conference to be held at the Grand Traverse Resort in Acme. The Association has released two rooms for each Board for reservations. Additional rooms may be available after September 16th. Registration for the conference is also scheduled to be open as of September 16. Board members were requested to check their schedules to determine if they plan to attend and notify Diane Hayka. They have not requested to have us appoint Voting Delegates; however we did appoint two – Roger Frye and Judy Jones were appointed as delegates. Roger Frye, Judy Jones and Bonnie Cornelius are planning to attend the conference.

XV. Operational Report

Mary Crittenden reviewed the Operational Report for month ending August 31, 2019. She noted outpatient counseling has increased. In addition, she reported the pre-screens conducted after normal office hours have decreased. She reported clubhouse currently has 75 members enrolled which is an increase from 59 members, when Touchstone assumed management.

XVI. Chair's Report

1. Eric Lawson addressed a concern from a person from the public attending last meeting citing Board members did not express proper decorum. Eric Lawson cautioned board members on their behaviors in the meeting and also in the public.

2. Setting Perpetual Calendar

Eric Lawson requested the review of the perpetual calendar including determining the process used this year in breaking Strategic Planning down to span over three months – May, June and July. Consensus was to keep strategic planning over the three-month period. Board members will be requested to approve the FY19-20 Perpetual Calendar at their October meeting.

3. Board Self-Evaluation Report

Eric Lawson reviewed the results of the most recent board survey. Eric noted board members attended many events over the course of the year outside of the regular board meetings such as employee recognition, attending commissioner meeting, lunch for a cause, etc.

Gary Nowak questioned the comment in D. 4. He expressed his concern about the way the comment was written indicating he felt it was negative. After discussion, it was felt this could be interpreted in a couple of ways, most likely not meant to be negative.

Pat Przeslawski noted there are several questions in which there was at least one individual or maybe more than one expressing their dissatisfaction with many of the questions. She suggests using these questions to discuss what concerns are. She believes our board needs to make all board members accepted. Eric Lawson suggested Board members bring this document to Board meetings and as our policies are reviewed and topics discussed these concerns can be addressed. Pat Przeslawski reported we need to assure all board members input is valued and they feel like they are an equal part of the board.

Lester Buza left the meeting at 4:25 p.m.

Eric Lawson suggested we keep this on our radar. Next year we may want revise the survey to ask more detailed questions.

XVII. Director's Report

1. Director's Report Items

Nena Sork provided an update on her recent activities. She attended the NMRE OPS meeting on August 20th. The state is encouraging the development of a Parent Peer Support position and a Youth Peer Support position. She notes there are interviews scheduled for the Parent Peer Support job.

Nena Sork provided information on the certified health workers. She was able to teach one segment of the program and six of Northeast's staff are graduating from the program on Friday. This funding was provided through General Funds, which the Board approved at the May 9, 2019 Board meeting.

She noted Richard Carpenter was also here reviewing our accounting system to move that project forward. The General Ledger Consulting Agreement was received and the cost for this transition will be approximately \$70,000.

Nena Sork reported she and Mary Crittenden attended a meeting at MidMichigan Regional Center with consultants related to emergency services and the interface with Pointe East. The purpose of this meeting was to assure needed services are being provided and address deficiencies our Agency may experience in service provision.

In addition, she noted she had a follow-up meeting with judges and jail personnel. Transportation difficulties were addressed and this will be a continued conversation.

Eric Kurtz is making rounds and meeting individually with each of the member directors. Nena Sork met with Mr. Kurtz on September 3. On September 6, the Alpena Chamber of Commerce hosted the United Way Kick Off breakfast at the APlex. She attended this breakfast along with Diane Hayka. Attendance allows for a good networking opportunity.

An Agency newsletter was revitalized with the first edition distributed to staff on September 9. Board members received a copy in the materials distributed at this meeting. Cheryl Kobernik will be attending our October 12th meeting. On September 11, the MiFast review of ACT was conducted and we are meeting fidelity. She reported we are still down ACT staff and are working to recruit nurses and an ACT supervisor.

Nena Sork reported the Agency will possibly have some lapsing GF funds and, if so, would like authorization to engage in a Section transfer 236 versus lapsing funds to the state, the funds could be transferred to other Boards within our region. **Moved by Gary Wnuk, supported by Pat Przeslawski, to allow for a Section 236 transfer to a board in need within our region.** Roll call vote: Ayes: Bonnie Cornelius, Roger Frye, Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Les Buza, Steve Dean. Motion carried.

Nena Sork noted Management Team is working on updating our webpage and have a project team reviewing options. The recommendation from the Team was to engage with Flightpath as a vendor to further develop. The amount on this project will be between \$10,000 - \$14,000. This was not a budget item and will require Board approval to proceed. **Moved by Gary Nowak, supported by Judy Jones, to approve up to \$14,000 for web-page development.** Mark Hunter noted there needs to be a high level of security on the web page. Roll call vote: Ayes: Bonnie Cornelius, Roger Frye, Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Les Buza, Steve Dean. Motion carried.

The final item needing Board action is for the + Group. The goal is to be automated by October 1. The cost of the services will be approximately \$70,000. Gary Nowak reported he spoke with the Finance Director at NMRE and was assured of the efficiency in time savings the Agency will realize once transitioned. ***Moved by Gary Nowak, supported by Judy Jones, to authorize the Director to execute the agreement with Rehmann Group.*** Gary Wnuk requested clarification of the project the Rehmann group would be doing. Roll call vote: Ayes: Bonnie Cornelius, Roger Frye, Mark Hunter, Judy Jones, Albert LaFleche, Terry Larson, Eric Lawson, Gary Nowak, Pat Przeslawski, Gary Wnuk; Nays: None; Absent: Les Buza, Steve Dean. Motion carried.

2. QI Council Update

The minutes from the most recent QI Council meeting were distributed and Board members had no concerns or comments.

XVIII. Information and/or Comments from the Public/Board Member Communication

Gary Nowak reported at the NMRE Board meeting, the Board talked about getting more information out to the public related to services provided in the community by community mental health. Eric Lawson questioned whether there are events the NMRE is doing which our Agency could piggyback off. Gary Nowak also suggests doing public articles. Mary Crittenden reported she has scheduled an interview with WBKB on suicide prevention. Roger Frye requested the liquor tax allocations be provided to Board members next meeting.

XIX. Next Meeting

The next regularly scheduled meeting of Northeast Michigan Community Mental Health Authority Board will be held Thursday, October 10, 2019 at 3:00 p.m.

1. Set October Agenda

The October agenda items were reviewed.

XX. Evaluation of Meeting

Bonnie Cornelius provided the meeting evaluation. She reports she always comes away with a better understanding of services. She noted there was good participation. The Touchstone presentation from the individual receiving services at the Clubhouse was very good and appreciated. This is uplifting.

Roger Frye noted he is the Chairman for the upcoming tootsie roll drive for the Knights of Columbus in Montmorency County. He requested input as to a worthy organization for the proceeds from this drive. Nena Sork will get input and notify Roger Frye.

XXI. Adjournment

Moved by Albert LaFleche, supported by Pat Przeslawski, to adjourn the meeting. Motion carried. This meeting adjourned at 4:55 p.m.

[signed by Bonnie Cornelius on 10/11/2019]

Bonnie Cornelius, Secretary

[signed by Eric Lawson on 10/10/2019]

Eric Lawson, Chair

Diane Hayka
Recorder