

**MINUTES OF THE BOARD**  
**September 20, 2018**  
**North Country Community Mental Health**  
**Board Room, 1420 Plaza Drive**  
**Petoskey, Michigan**

**BOARD MEMBERS PRESENT:** Ed Ginop, Christian Marcus, Patty Cox,  
Sr. Augusta Stratz, Joel Evans, Paul Liss,  
Louis Scholl, Robert Boyd, Dennis Priess,  
Michael Newman, Karla Sherman, Caroline Loper

**BOARD MEMBERS ABSENT:** Betsy White, Ron Iseler

**STAFF:** Christine Gebhard, Brian Babbitt, Amy Christie,  
Scott Shearer, Joe Balberde, Joan Booth

Mr. Ginop called the meeting to order at 4:00 p.m.

**ROLL CALL**

Mr. Ginop welcomed the Board members and staff to the meeting.

**PUBLIC COMMENT**

**CONSENT AGENDA**

**Financial Statement – Provider Operations - North Country CMH:**

Balance on Hand, July 31, 2018	\$7,187,250.94
Receipts, Adjustments & Transfers, August	\$4,232,851.64
Total Disbursements & Adjustments, August	\$5,362,456.07
Decrease in Cash Balance	\$ 929,604.43
Balance, August 31, 2018	\$6,257,646.51

**Information (I) Items from Committee Reports**

Information items were included in the committee minutes.

**Privileging Recommendations**

There were no privileging recommendations this month.

**MOTION BY DENNIS PRIESS, SECOND BY LOUIS SCHOLL, TO APPROVE THE  
CONSENT AGENDA. MOTION CARRIED.**

**COMMITTEE RECOMMENDATIONS – BOARD ACTION**

**Finance committee**

Interim financial statements were reviewed by Mr. Marcus.

**MOTION BY CHRISTIAN MARCUS TO APPROVE THE JULY FINANCIAL STATEMENTS. MOTION CARRIED.**

The preliminary budget for FY19 was reviewed by Mr. Shearer. This is a continuation budget as final rates for FY19 are not known at this time.

**MOTION BY CHRISTIAN MARCUS TO APPROVE THE PRELIMINARY BUDGET FOR FY19. MOTION CARRIED.**

Mr. Marcus reviewed the bids to replace five vehicles.

**MOTION BY CHRISTIAN MARCUS TO APPROVE THE BID IN THE AMOUNT OF \$107,728.40 FROM BROWN MOTORS FOR THE PURCHASE OF FIVE VEHICLES. MOTION CARRIED.**

Mr. Marcus reviewed the requests to replace flooring at White Pines AFC and Brackenwood AFC.

**MOTION BY CHRISTIAN MARCUS TO APPROVE THE REPLACEMENT OF FLOORING AT WHITE PINES AFC FROM HICKERSON FLOORING IN THE AMOUNT OF \$15,735.61 AND THE FLOORING AT BRACKENWOOD AFC FROM HIKERSON FLOORING IN THE AMOUNT OF \$10,504.97. MOTION CARRIED.**

Mr. Christian reviewed the following policies that contained minor changes:

- Control of Cash (Cash Receipts and Disbursements)
- Equipment Inventory
- Investment of Funds
- Maintaining and Handling Client Funds
- Mileage Reimbursement
- Reporting Requirements
- Safety Deposit Box
- Sound Financial Accounting

**MOTION BY CHRISTIAN MARCUS TO APPROVE THE ABOVE STATED POLICIES. MOTION CARRIED.**

**ACTION ITEMS – WITHOUT COMMITTEE REVIEW**

Mr. Ginop presented the membership application from Ron Iseler for the Recipient Rights Advisory/Appeals Committee. It was explained that it has been difficult to recruit new members to this committee. The Board members agreed that Ron Iseler will be a good candidate for this position. Mr. Ginop will notify Mr. Iseler of his appointment.

The Grant Agreement between MDHHS and NCCMH for FY19 was reviewed by Ms. Gebhard. CMS is requiring MDHHS to handle GF funding of CMHSPs as grants. There were no changes to contract language from the FY18 contract previously approved by the Board; however, funding did increase \$51,881.

**MOTION BY DENNIS PREISS, SECOND BY ROBERT BOYD, TO AUTHORIZE CHRISTINE GEBHARD, CHIEF EXECUTIVE OFFICER’S SIGNING THE GRANT BETWEEN MDHHS AND NCCMH FOR FY19. MOTION CARRIED.**

**PRESENTATION**

Mr. Balberde provided an update on the Information Technology Department’s FY18 accomplishments which included: IT Staffing/Support; Business Continuity/Disaster Recovery; Re-cabled Gaylord office; Deployed cloning software for rapid deployment of Surface tablets; Hardware & Software Life Cycle improvements; Systems Security; Cloud-Based Services; Electronic Health Record migration; Process Improvements for documentation; Data Intelligence design and software implementation; Support for New Hire On-boarding; Mobile Workforce Tools; staff training; and developing Strategic Partnerships on integration of physical health data.

Mr. Balberde thanked the Board for their support and the Board members complimented him and his team on accomplishing so much during the past year.

**CHIEF EXECUTIVE OFFICER’S REPORT/COMMUNICATIONS**

Ms. Gebhard referred to her report on page 28 delineating her activities. She has been holding *open door* office hours for staff who can ask her questions, make suggestions and discuss concerns. This is part of a Communications Improvement Action Plan developed by the Executive Team following the employee survey. Ms. Gebhard provided an update from the CMH Association’s Policy and Legislative Committee. As part of an initiative by the CARES Task Force, there is discussion on locating a 50-bed State hospital facility in northern Michigan. She also reviewed a paper from MARO (Michigan Association of Rehabilitation Organizations) describing workforce issues for direct care workers. SB745 is an important bill that will provide a statutory basis for up to four unrelated persons to live in their own home without requiring an AFC license. A diagram reflecting the current PIHP/CHSP funding System vs. Section 298 Pilot Projects was distributed.

**CORRESPONDENCE, ARTICLES AND INFORMATIONAL ITEMS**

Ms. Gebhard referred to other items that were included in the packet:

- A VCMH Letter to MDHHS requesting a transfer of \$91,000 in GF funds to North Country CMH
- MDHHS Memo on the Electronic Visit Verification implementation
- MDHHS Memo on three-year certification of NCCMH’s Home-Based Program
- MDHHS Memo regarding Behavioral Health Fee Schedule Project Rationale
- MDHHS Memo on approved Telepractice Services effective October 1, 2018.
- MDHHS Press Release announcing Dr. George Mellos will serve as the Senior Deputy Director for Behavioral Health (replacing Lynda Zeller)

**QUALITY IMPROVEMENT UPDATE**

Ms. Christie presented the September 2018 Quality Improvement Council Update report. The quarterly claims verification audit was reviewed with 100% of services validated in 2Q FY18. Trend data were also reviewed. The MDHHS Mission Based Performance Indicator System for

Access Timeliness for 3Q FY18 were presented; four of the fourteen measures were narrowly not met. She is working with supervisors and staff on performance improvement. Mr. Priess asked if the actual numbers could be included as they are often small, i.e. 1 person out of 4. Great strides were made in the implementation of LEAN process improvement with 153 staff participating in a LEAN healthcare simulation. A two-year training plan for LEAN integration into the Quality Improvement Plan is being developed.

#### **NORTHERN MICHIGAN REGIONAL ENTITY**

Ms. Gebhard referred to the August 22<sup>nd</sup> minutes in the packet. The NMRE Board approved a leasing office space in Gaylord and, thus, will be relocating its staff from NCCMH's Plaza Drive facility. Ms. Gebhard reminded the Board that staff being leased to the NMRE will be terminated and re-hired by the NMRE effective January 1, 2019. NCCMH plans to bring the Access Center function in-house.

#### **OLD BUSINESS**

Ms. Gebhard reviewed the Emergency Behavioral Health Services Cost Sharing Agreement. Three hospitals have signed, and McLaren Hospital has indicated it will sign this week. This Agreement will fund two positions for preadmission screening for inpatient hospitalization during the day Monday through Friday. Emergency Services afterhours staff (weekdays) will also be located in the hospitals. Telehealth equipment is being purchased so these services can be provided remotely to other hospital emergency departments.

#### **NEW BUSINESS**

Ms. Gebhard asked if the November 15<sup>th</sup> Board meeting needed to be rescheduled due to opening of deer season; consensus to keep it on the 15<sup>th</sup>. Ms. Gebhard would like to schedule a board retreat in November; consensus to schedule it on a different date than the Board meeting.

Ms. Booth informed the Board members about the upcoming CMH Association Conference in Traverse City on October 22 & 23. If Board members wish to attend they need to let her know before October 12 and cancellations need to be made at least three days prior to the conference.

Ms. Gebhard passed around an article from the Petoskey News Review on suicide prevention, which was co-sponsored by NCCMH.

**MOTION BY KARA SHERMAN, SECOND BY LOUIS SCHOLL, TO ADJOURN THE MEETING AT 5:20 P.M. MOTION CARRIED.**

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Ed Ginop, Board Chair