



**MINUTES OF THE BOARD**  
**August 19, 2021, 4PM**  
**North Country Community Mental Health**  
**1420 Plaza Drive, Petoskey**

**BOARD MEMBERS PRESENT:**

Karla Sherman, attending remotely from Wilson Wyoming, Sr. Augusta Stratz, David White, Michael Newman, Robert Boyd, Gary Knapp, Caroline Loper, Paul Liss, Katina Banko, Robert Draves, Ron Iseler

**BOARD MEMBERS ABSENT:** Ed Ginop, Dennis Priess, Christian Marcus

**STAFF:** Christine Gebhard, Brian Babbitt, Kevin Hartley, Amy Christie, Lorraine Manary

**GUESTS:** None

Ms. Sherman called the meeting to order at 3:58 p.m.

**ROLL CALL**

Ms. Sherman welcomed Board members staff to the meeting, there were no guests in attendance. A quorum was present.

**PUBLIC COMMENT:** None

**CONSENT AGENDA**

The consent agenda includes the agenda overview, minutes of the previous meeting, privileging recommendations and contracts signed in the past month.

**MOTION BY ROBERT BOYD TO ACCEPT THE CONSENT AGENDA AS PRESENTED, SUPPORT BY KATINA BANKO.**

**MOTION CARRIED UNANIMOUSLY.**

**COMMITTEE RECOMMENDATIONS – BOARD ACTION\***

**Program Committee Report:** No verbal report was provided, no board action was needed, the board proceeded with the agenda.

**Personnel Committee Report:** Mr. Liss provided an overview of the August 3 committee meeting. Details of the proposed retirement plan changes were provided along with the rationale for allowing in-service staff to make withdrawals at age 65, reduced from the current 70.5 years.

**MOTION BY COMMITTEE CHAIR PAUL LISS TO APPROVE ALLOWING IN-SERVICE WITHDRAWALS FROM AN INDIVIDUAL'S 401A PLAN BEGINNING AT AGE 65, SUPPORT BY DAVID WHITE.**

**MOTION CARRIED UNANIMOUSLY.**

Mr. Liss went on to discuss a proposed change in the agencies holiday schedule. Most of NCCMH holiday days off coincide with Federal holidays. Mr. Babbitt purposes changing the current Spring Day, the Friday before Easter, to the new Federal holiday of Juneteenth. This change preserves the number of holidays staff have off.

**MOTION BY COMMITTEE CHAIR PAUL LISS TO APPROVE CHANGING THE HOLIDAY SCHEDULE BY ELIMINATING SPRING DAY AND ADDING JUNETEENTH, SUPPORT BY ROBERT BOYD.**

**AYES:** Caroline Loper, Gary Knapp, Katina Banko, Mike Newman, Paul Liss, Robert Boyd, Sr. Augusta Stratz, Ron Iseler

**NAYS:** David White, Robert Draves

**MOTION CARRIED.**

**Finance Committee Report:** Mr. Liss reviewed the minutes of the July 26, 2021, Finance Committee meeting, specifically the bids for paving two NCCMH AFC homes in Gaylord, Pinehaven Red and Green which was tabled at the July 15 board meeting. The committee moved to recommend board approval to contract with Payne & Dolan to replace the asphalt drive serving Pinehaven green and red AFC's for \$39,275.

**Executive Committee Report:** An Executive Committee meeting was called in order to expedite the approval of the repaving project at the Pinehaven Red and Green properties. The vendor would not hold the bid past the end of July, requiring action outside of a regular board meeting. The Executive Committee approved the bid from Payne & Dolan to replace the asphalt drive at the Pinehaven Green and Red AFC's for \$39,275, and work is under way.

**Finance Committee Report:** Mr. Liss reviewed the minutes of the August 19, 2021, Finance Committee meeting, including the statement of cash on hand, check register, interim financial statements, and the NMRE funding report. The committee also reviewed the bids for an annual audit during FY21, FY22, and FY23, recommending the board approve a three-year contract with Roslund Prestage & Co. An update on the standard cost allocation project and local match drawdown was provided. Much of the work will be done behind the scenes to avoid disrupting the regular flow of financial systems. The NCCMH retirement fund has changed its name from ICMA RC to Mission Square. The fund has grown sufficiently to warrant a move from the R3 pricing structure to R5, lowering the expense burden on agency staff by approximately 0.29%.

**MOTION BY PAUL LISS TO APPROVE CONTRACTING WITH ROSLUND PRESTAGE & CO. TO COMPLETE THE AGENCIES FINANCIAL AUDITS FOR FY21, FY22, AND FY23, AT A COST OF \$72,750, SUPPORT BY KATINA BANKO.**

**MOTION CARRIED UNANIMOUSLY.**

Ms. Sherman thanked committee chairs for their reports. The finance report will be placed on file for audit.

**ACTION ITEM(S) WITHOUT COMMITTEE REVIEW\***

**Rule, Regulations and Bylaws** – policy revision. Ms. Gebhard discussed the need for clear and strong transparency within the agency and its leadership. Toward this end, she recommends the board update the current Rules, Regulations and Bylaws to include an acknowledgement of conflict of interest as an ongoing agenda item.

**MOTION BY PAUL LISS TO REVISE THE RULES, REGULATIONS AND BY-LAWS POLICY TO ADD “ACKNOWLEDGEMENT OF CONFLICT OF INTEREST” TO THE BOARD AGENDA, SUPPORT BY CAROLINE LOPER.**

**PRESENTATION - Stepping Up Initiative.** Ms. Gebhard presented on the Stepping Up Initiative currently being implemented in Charlevoix, Emmet, Cheboygan, and Antrim Counties. Stepping Up provides tools to develop data-driven strategies to reduce the number of people with mental illness and co-occurring substance use disorders in jail. The Wayne State Center for Behavioral Health and Justice continues to provide technical assistance to these counties. Ms. Gebhard noted the social determinants of health which impact those with mental illness and who are jailed rather than treated. The sequential intercept model was reviewed. A tool for testing when an inmate is identified is one component used for initial data collection. The Charlevoix County workplan was distributed as an example of the work the other counties will be undertaking. The county uses the K6 and is gathering baseline data. Charlevoix, Cheboygan and Emmet counties have all purchased the same jail management software which will aid in data collection and regional consistency.

Ms. Gebhard provided an update on progress in local jail diversion. She met with Judge Deegan who is supportive of a Mental Health Court. They will meet again in January to continue the discussion. A second jail liaison was hired through grant funding. A juvenile justice specialist has also been hired to address youth interacting with law enforcement. Ms. Gebhard is planning to invite the local Sheriffs together to discuss the current status of Stepping Up, identify regional goals, and to review the recommendations from the crisis assessment report provided by TBD Solutions.

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

Ms. Gebhard referred to several items in her report. On July 28 she attended a leadership meeting with the Northern Caucus of the Michigan House of Representatives. A document outlining the efforts to redesign the county-based public mental health system and alternative solutions for rural Northern Michigan was shared at the leadership meeting and distributed in the board packet. On September 15 Representative Whiteford will be in Gaylord as part of a listening tour. Ms. Gebhard will share details when they are available and encouraged board members to attend.

On August 2 Penny Foster-Fishman conducted the initial Outcomes Project meeting which was well received by the staff in attendance. Ms. Foster-Fishman will be holding an all-staff town hall on August 31.

Ms. Gebhard attended the ribbon cutting for McLaren Northern Michigan’s new expansion. She and Laura Daniels from McLaren NM will visit a crisis unit in Grand Rapids, this center has implemented the EmPATH Concept for service provision.

**QUALITY IMPROVEMENT UPDATE**

Ms. Christie provided a review of the most recent Access Timeliness report. The report compares the past four quarters performance monitoring 14 performance indicators. NCCMH met the performance target for 6 indicators which currently have targets. MDHHS will be using FY20 3<sup>rd</sup> quarter numbers as a baseline for those that do not currently have a target. The

Children's Crisis Mobile team continues to provide services to those families and children after a crisis screening in the emergency department. The goal is to have children scheduled for an appointment within two days. MDHHS distributed the 2<sup>nd</sup> quarter performance indicator report and NCCMH performed above the state average on all five indicators. The agency is aware of areas where indicators were not met and are addressing them. The Quality Improvement committee, Information Technology and Center Supervisors are working together to improve data collection and monitoring.

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

The Board minutes, Operations Committee minutes, and financials relating to NCCMH were shared. NMRE efforts continue to be focused on the current proposed legislation. Ms. Sherman indicated the NMRE finances are on track. Milliman is projecting a 0% increase in FY22. The implementation of the statewide crisis line (MiCal) has been discussed. This crisis line will connect to the national 988 number, although there are some questions concerning the interface with local crisis lines.

#### **OLD BUSINESS**

##### **COVID Update**

Mr. Babbitt shared the updated back to work plan for the agency. Once again masks are required in common areas at all sites. Clients continue to be seen in the office if they would like, masks and other precautions are taken when seeing clients in the office or community. He stated the original NCCMH plan has worked well. The primary reason for moving back to mandating masks in common areas is the MIOSHA requirement that businesses are responsible for a safe workplace. There have been two staff members testing positive in the past week; if an outbreak were to occur a center office could easily need to close. Ms. Gebhard noted the board is unable to conduct business virtually without a state of emergency or executive order, although committees can meet virtually. Options for future board meetings were discussed.

#### **NEW BUSINESS**

**Board Retreat:** This typically is held in conjunction with the November board meeting. The board agreed to hold the meeting at Stafford's Perry Hotel, followed by a break and scheduled speakers.

Ms. Gebhard mentioned that the planned Sept. 20 all-staff training will now be held virtually.

#### **BOARD & STAFF COMMENTS**

Mr. Babbitt shared his appreciation for the positive interventions for staff which were approved by the Board.

Ms. Gebhard stated she will be on vacation next week; any issues or concerns should be addressed to Mr. Babbitt in her absence.

#### **ADJOURNMENT**

**The meeting was adjourned at 5:32 p.m. by Board Vice Chair, Karla Sherman.**



Karla Sherman, Board Vice Chair