



# **NORTH COUNTRY**

## **COMMUNITY MENTAL HEALTH**

### **MINUTES OF THE BOARD**

**August 17, 2023, 4:00 PM**

**North Country Community Mental Health  
1420 Plaza Drive, Petoskey, Board Room**

### **BOARD MEMBERS ATTENDING:**

Caroline Loper, Michael Newman, Ron Iseler, Jarris Rubingh, Dana Wingo, David White, Annemarie Conway, Edward Belitz

**MEMBERS ATTENDING VIRTUALLY:** Robert Boyd, Karla Sherman

**BOARD MEMBERS ABSENT:** Edward Ginop, Gary Knapp

**STAFF:** Brian Babbitt, Nancy Rhue, Tim Stapp Jr., Amy Christie, Ann Friend, Joseph Balberde, Kim Rappleyea

**GUESTS:** None

Ms. Sherman called the meeting to order at 4:10 PM

### **ROLL CALL**

Ms. Sherman welcomed Board members and staff to the meeting. There is a quorum present.

**ACKNOWLEDGEMENT OF CONFLICT OF INTEREST:** No board members expressed a conflict with any agenda item.

**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. Items requiring approval will be placed on the meeting agenda.

**MOTION BY ROBERT BOYD TO APPROVE THE CONSENT AGENDA; SUPPORT BY MICHAEL NEWMAN**

**MOTION CARRIED.**

### **COMMITTEE RECOMMENDATIONS – BOARD ACTION\***

**Recipient Rights Advisory Council Minutes:** Mr. Iseler reviewed the minutes of the June 9<sup>th</sup> RRAC meeting.

**Program Committee Report:** Mr. Iseler reviewed the minutes of the July 27 Program Committee meeting where Ms. Dillon and Ms. Lenz presented an update on the Family Support Subsidy and Ms. Rappleyea presented the updated Compliance Plan Policy and MDHHS Corrective Action Plan.

**MOTION BY RON ISELER TO APPROVE THE UPDATED COMPLIANCE PLAN POLICY;  
SUPPORT BY JARRIS RUBINGH:**

**MOTION CARRIED**

**Personnel Committee Report:** Ms. Sherman reviewed the minutes of the August 1 Personnel Committee meeting in which Mr. Babbitt brought forward a new policy for employees to request a modified work week.

**MOTION BY JARRIS RUBINGH TO APPROVE THE MODIFIED WORK WEEK  
ARRANGEMENT POLICY; SUPPORT BY CAROLINE LOPER:**

**MOTION CARRIED**

**Finance Committee Report:** Mr. White reviewed the Statement of Cash on Deposit and Disbursements through July 2023; Interim Financial Statements as of June 30, 2023 Revenue and Expense by Fund Source; Trending Revenue and Expenses as of June 30, 2023; NMRE Funding Source Report

**MOTION BY DAVID WHITE TO APPROVE THE BUSINESS IMPACT ANALYSIS AND  
DISASTER RECOVERY PROPOSAL FROM RHEMANN IN AN AMOUNT NOT TO EXCEED  
\$12,300.00 (TWELVE THOUSAND THREE HUNDRED DOLLARS); SUPPORT BY  
ANNEMARIE CONWAY:**

**VOICE VOTE:  
YAY: UNANIMOUS  
NAY: NIL**

**MOTION CARRIED**

**MOTION BY DAVID WHITE TO APPROVE THE LEAN A3 PROBLEM SOLVING TRAINING  
FROM MICHIGAN MANUFACTURING TECHNOLOGY CENTER IN THE AMOUNT OF  
\$17,325.00 (SEVENTEEN THOUSAND THREE HUNDRED TWENTY-FIVE DOLLARS);  
SUPPORT BY DANA WINGO:**

**VOICE VOTE:  
YAY: UNANIMOUS  
NAY: NIL**

**MOTION CARRIED**

**MOTION BY DAVID WHITE TO APPROVE THE AFC HOME FLOORING REPLACEMENT PROPOSAL IN THE AMOUNT OF \$56,156.00 (FIFTY-SIX THOUSAND ONE HUNDRED FIFTY-SIX DOLLARS); SUPPORT BY MICHAEL NEWMANN:**

**VOICE VOTE:  
YAY: UNANIMOUS  
NAY: NIL**

**MOTION CARRIED**

**MOTION BY DAVID WHITE TO APPROVE THE LEASE OF 9 JEEP COMPASSES IN THE AMOUNT OF \$76,912.20 (SEVENTY-SIX THOUSAND NINE HUNDRED TWELVE DOLLARS AND TWENTY CENTS) ANNUALLY REPLACING THE PREVIOUS ORDER OF 9 FORD ESCAPES; SUPPORT BY MICHAEL NEWMAN:**

**YAY: CAROLINE LOPER, EDWARD BELITZ, DANA WINGO, DAVID WHITE, MICHAEL NEWMAN, ANNEMARIE CONWAY, RON ISELER  
NAY: JARRIS RUBINGH  
NOT VOTING: KARLA SHERMAN, ROBERT BOYD  
ABSENT: ED GINOP GARY KNAPP**

**MOTION CARRIED**

Ms. Sherman requested the financial reports be placed on file for audit.

**PRESENTATION – Information Technology- Joseph Balberde:** Mr. Balberde gave an overview of NCCMH's IT structure, philosophy, accomplishments, and future projects. Members of the IT department fall under one of two categories: Data, Communications, and System Management, or Network and Tech. The Data, Communications and Systems Management team includes the IT Business Analyst, the Systems Analyst, and the Media and Communications Specialist. The Network and Tech team includes the IT Network Manager, the Network Administrator, and the Network Technicians. The IT Department's philosophy is to be customer service oriented, and to focus on education, innovation, and security. NCCMH's IT team is the regional leader in IT, data systems, and media communications. Past accomplishments of NCCMH's IT department include a robust and ready Covid-19 response as NCCMH was already working on remote work and telehealth technology, increased social media presence, the NCCMH communication center, partnership with Northern Lakes CMH for the Tools for Resilience virtual seminars, increased security and infrastructure, improved clubhouse technology, the integrated health dashboard, and electronic health record enhancements. Future projects for the IT team include telehealth upgrades, phone system upgrades, the outcomes framework dashboard, EHR modules, website upgrades, SharePoint Enhancements, and IT remote management improvements.

**ACTION ITEMS WITHOUT COMMITTEE REVIEW:** At the previous meeting it was agreed to bring a potential time change for the Finance meeting and Board Meeting to the board to vote on. The proposed time of the Finance Committee meeting would be 2:00 PM on the 3<sup>rd</sup> Thursday of each month and the proposed time of the Board meeting is 2:30 also still on the 3<sup>rd</sup> Thursday of each month.

**MOTION BY JARRIS RUBINGH TO APPROVE THE CHAGE IN TIME OF THE FINANCE COMMITTEE MEETING TO 2:00 PM ON THE THIRD THURSDAY OF THE MONTH WITH THE BOARD MEETING FOLLOWING AT 2:30 PM; SUPPORT BY MICHAEL NEWMAN:**

**ROLL CALL VOTE:**

**YAY: EDWARD BELITZ, RON ISELER, DANA WINGO, MICHAEL NEWMAN, CAROLINE LOPER, DAVID WHITE, JARRIS RUBINGH**

**NAY: ANNEMARIE CONWAY**

**NOT VOTING: KARLA SHERMAN, ROBERT BOYD**

**ABSENT: ED GINOP, GARY KNAPP**

**MOTION CARRIES**

The updated Telehealth/Telemedicine policy was also included in the packet. Updates included the addition of telemedicine to the language, changing clients served to individuals served, “health services approved for telehealth/telemedicine by MDHHS” and updated links to the appropriate references.

**MOTION BY CAROLINE LOPER TO APPROVE THE UPDATED TELEHEALTH/TELEMEDICINE POLICY; SUPPORT BY DANA WINGO:**

**MOTION CARRIES**

**CHIEF EXECUTIVE OFFICER’S REPORT/COMMUNICATIONS:** Mr. Babbitt referred to several items in his report. On July 21<sup>st</sup> he spent a day in the field at North Country Enrichment Center (NCEC) for their annual yard sale. He stated that several of the clients were also selling their micro enterprise items along side the program yard sale. On August 2<sup>nd</sup> he attended a town hall/local office hour in Traverse City that Senator Damoose held. He extended an invitation to the Senator to tour our offices and offered to serve as resource as mental health related legislation is brought forward. He brought to senator Damoose’s attention the lack of children’s state hospital beds and the 300-person long wait list for forensic psychiatry and the fact that these persons are being housed in jails while they await evaluation for competency. On August 3<sup>rd</sup> he had a conversation with Otsego County Administrator Matt Barresi regarding the Alpine Center and an article that was published in the Petoskey News Review that made it sound like the Alpine Center would need to be vacated by the end of December, this is not the case. He also had a meeting with NMRE CEO Eric Kurtz regarding the Alpine Crisis Residential Unit and there is now a path forward for staffing and opening the unit. Mr. Babbitt drew attention to the 3 year MDHHS certification letter handed out ahead of the meeting and a communication regarding the Conflict Free Access and Planning listing sessions that were held. They were very restricted and difficult for those with technology access issues to attend. The communication states that they are working on additional listening sessions. Mr. Babbitt then drew attention to a rate setting PowerPoint for FY24 from Milliman for MDHHS. He drew attention to the sections regarding CCBHCs and also changes in capitation rates. He stated rates are very late this year

and we may not have good numbers prior to approval of the preliminary budget. Budget amendments may be necessary.

**QUALITY IMPROVEMENT UPDATE** – Ms. Christie shared an update on the myStrength app which is an overall app for wellness. She stated that as of June 2023 there were 766 active users and that the number continues to grow each month. Data shows that primary use is by females and those between the ages of 18 and 44. The myStrength grant helps fund television and radio ads, as well as the regional billboards. These marketing tools help us get NCCMH's access number and the agency to people. With these campaigns there has been an increase in phone calls to the access center, however, an increase in access calls does not always mean an increase in services. The access team also provides referrals for community-based services for those who do not meet NCCMH criteria for enrollment. A 2024 Recovery Technology Funds grant was recently submitted which supports the myStrength and NCCMH promotional campaigns. Ms. Christie also shared the most recent regional data on the 14 performance indicators. In 12 out of 14 indicators NCCMH scored at or above the average percentages for the NMRE affiliation. NCCMH also scored higher than the state average on the same 12 indicators. She explained the results surrounding the 14-day windows for intake after access and first service after intake, MDHHS took away all exceptions which made allowances for no shows and cancellations.

**NORTHERN MICHIGAN REGIONAL ENTITY- NMRE** Financials through June 2023 were included in the board packet. Draft Minutes of the July NMRE Board Meeting were handed out at the meeting.

**OLD BUSINESS** – Mr. Babbitt shared the preliminary drawings for the proposed Kalkaska building with KMHC. Right now we are on hold until we have a legal agreement from KMHC. Their legal team is working on it currently, but we do not have anything to look at right now. Handed out at the board meeting was our 3 year certification letter from MDHHS as well.

**NEW BUSINESS** – Mr. Babbitt discussed hosting a board retreat for strategic planning in November. He stated that Ms. Rhue has been in contact with a few different venues for both the Board Retreat and the Board Holiday Dinner.

**BOARD & STAFF COMMENTS** – Ms. Sherman thanked the board for their time and thanked Mr. Stapp for helping facilitate the technology for her to chair the meeting virtually.

**ADJOURNMENT**

The meeting was adjourned at 5:27 PM by Board Vice Chair Karla Sherman

  
Ed Ginop, Board Chair