

MINUTES OF THE BOARD

April 18, 2019

**North Country Community Mental Health
1420 Plaza Drive Petoskey**

BOARD MEMBERS PRESENT: Ed Ginop, Sr. Augusta Stratz, Ron Iseler, Karla Sherman, David White, Christian Marcus, Caroline Loper, Patty Cox, Michael Newman, Paul Liss, Robert Draves, Ed Ginop, Louis Scholl, Robert Boyd

BOARD MEMBERS ABSENT: Dennis Priess

STAFF: Christine Gebhard, Brian Babbitt, Scott Shearer, Stacey Chipman, Amy Christie, Joe Balberde, Vikki Butler, Natalie Weber, Lorraine Manary

GUESTS: Maureen Clore, Antrim/Charlevoix/Emmet DHHS Director

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

ROLL CALL

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

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

The Consent Agenda included the agenda overview, minutes of the previous Board meeting, and signed contracts since the last Board meeting.

Motion to accept the consent agenda as presented by Christian Marcus, Support by Karla Sherman; MOTION CARRIED.

COMMITTEE RECOMMENDATIONS – BOARD ACTION*

Personnel Committee*

The Personnel Committee met on April 3 to review the CEO evaluation. Ms. Cox presented the aggregated results of Ms. Gebhard's evaluation. Twelve evaluation forms were received. With the exception of a few "*unsures*", all performance variables were scored as "yes". Based on Board members' suggestions, Ms. Gebhard will take the following actions; 1) add a place for Board Comments and Staff Comments at the end of the board agenda; 2) provide a written summary of highlights from the meeting for county commissioners; and 3) provide a written summary of key legislation and policy initiatives impacting CMHSPs.

Motion by Patty Cox, to concur with the committee recommendation and recognize Ms. Gebhard’s dedication, work ethic, and professionalism, and that she continue in her role as CEO in fulfillment of her employment contract. MOTION CARRIED.

Finance Committee

The Finance Committee met today at 2:30 PM. Mr. Marcus gave the following report:

Statement of Cash on Deposit and Bills through February 28, 2019

Balance on hand February 28, 2019	\$3,801,292.71
Receipts through Feb. 28, 2019	\$4,129,416.15
Expenditures through Feb. 28, 2019	\$3,353,035.10
Ending Balance as of Feb. 28, 2019	\$3,637,617.01
Increase (decrease) of	(\$163,675.70)

Mr. Marcus reviewed the Interim Financial Statement’s through February 28, 2019, including the Statement of Net Position; Revenue by Funding Source; Expenditures by Line Item; and Statement of Cash Flows. Medicaid is over expended by \$544,754; HMP is under expended by \$322,144; GF is over expended by \$176,493.

Mr. Ginop asked members if there are any questions about the report. Hearing none, Mr. Ginop directed that the report be placed on file for audit.

Rehmann Group Proposals. Mr. Marcus and Ms. Gebhard discussed two proposals, they were joined by Mr. Richard Carpenter of Rehmann Robson via Skype.

- **General Ledger Conversion Proposal**
Mr. Carpenter explained that he and his team will conduct an assessment of current financial reporting processes, current general ledge system setup, chart of accounts structure, alignment with other systems, i.e. electronic health record and payroll system. A written report of recommendations will be developed, and assistance provided with implementation. The target date for completion of this project is October 1, 2019.
- **Interim CFO services**
Mr. Carpenter explained his proposal to assume the role of Interim CFO. The team will consult with finance department and executive team to determine level of support and oversight needed. There are two components: strategic oversight of the finance department and assurance that finances of the organization are going in the right direction. The day-to-day operations oversight will be provided by a manager-level staff from Rehmann Robson on-site two days per week. Mr. Carpenter will provide oversight to this individual. The first couple months will be focused on a FY2019 budget amendment, FY2020 budget preparation, and year-end reporting. The Committee directed Ms. Gebhard to initiate recruitment of a CFO immediately.

Motion by Christian Marcus to approve the proposal from Rehman Robson for consultation on conversion of the general ledger at a cost not to exceed \$70,800.00 and the proposal from Rehmann Robson to provide Interim CFO services at a monthly cost not to exceed \$55,200. Support by Augusta Stratz. MOTION CARRIED.

Audit Report

Trina Edwards, Partner with Dennis, Gartland & Niergarth, gave an overview of both the FY 2018 Financial and Compliance Audits during the March 2019 board meeting, which were not approved by the Board at that meeting.

Motion by Patty Cox, Support by Robert Boyd to accept the 2018 FY Financial and Compliance Audit reports as presented. MOTION CARRIED.

Nominating Committee

Mr. Scholl reported that the committee recommends keeping the slate of officers the same as the previous year, as follows: Ed Ginop, Chair; Karla Sherman, Vice-Chair and Sr. Augusta Stratz, Secretary.

Motion by Mr. Scholl, Support by Karla Sherman to keep the officers the same as last year, Ed Ginop, Chair; Karla Sherman, Vice-Chair and Sr. Augusta Stratz, Secretary. MOTION CARRIED.

ACTION ITEM(S) WITHOUT COMMITTEE REVIEW:

There were no action items without review.

PRESENTATION

Maureen Clore, Antrim/Charlevoix/Emmet DHHS Director, presented the latest on “Building a Trauma-Informed Community”. Ms. Clore shared the Strategic Plan created in March 2019 by the Resilient and Trauma-Informed Community Task Force of Charlevoix & Emmet Counties. Membership of this group includes many local non-profit organizations, including NCCMH with Natalie Weber as the representative. The groups purpose is to collaborative build and implement a trauma-informed system of care that is responsive to the unique needs of all families and is integrated throughout the community.

Natalie Weber, NCCMH Center Supervisor described what our other communities are doing. Ms. Weber discussed Adverse Childhood Experiences (ACE) and how they can continue to be disruptive even as those impacted become adults. She noted that in order to build a trauma informed System of Care, we need all people associated with a family and community to be able to recognize and respond to the varying effects and impacts trauma has on children, their caregivers, and others involved in their life.

Ms. Clore ended by sharing a monthly email update from the task force. These updates are led by a different agency each month; NCCMH will be the lead in May in recognition of May is Mental Health Month.

CHIEF EXECUTIVE OFFICER'S REPORT/COMMUNICATIONS

Ms. Gebhard referred to a few items from her written report: She brought the Board's attention to the many meetings that have occurred with county administrators and sheriff's regarding local funding for jail services. Ms. Gebhard discussed her advocacy with our legislators on removal of Section 928 (local match drawdown) from the budget boilerplate. Ms. Gebhard was interviewed by 9&10 news for a story related to a Crain's business article on the *Systemic Underfunding of Michigan's Public Mental Health System*. Two advocacy documents prepared by the CMHAM were

CORRESPONDENCE, ARTICLES, AND INFORMATIONAL ITEMS

Ms. Gebhard shared several items, bringing the board's attention to the many activities being planned for May is Mental Health Month. Ms. Gebhard also recognized Emily Ramirez & Julie Moran for their efforts in securing a MARO Innovation Grant. Through this grant North Country Community Mental Health will partner with MI Works! Regional Business Resource Network and Spectrum Human Services, a residential contract provider, to increase employee recruitment and retention of direct care workers.

QUALITY IMPROVEMENT UPDATE

Ms. Christie described results of the Northern Michigan Regional Entity's (NMRE) quarterly claims verification audit. Twenty claims in the amount of \$11,616.86 were audited for services provided in the first quarter of FY19 (October 1, 2018 – December 31, 2018) with 100% of services validated and 100% of total dollars validated. Each claim was reviewed against six qualitative elements and all achieved 100% compliance. No billing adjustments were required.

Ms. Christie updated the Board on Lean process improvement projects. The Access Center project, which is post implementation and currently in standardization, has resulted in soft savings, i.e. staff time. The other projects are in the analyze and improve stages, and have begun investigating root causes and formulating potential financial savings to the agency.

Lean Champion participants, Barb Woodhams and Amy Christie will be presenting at the Improving Outcomes Conference in June 2019. The topic is *Implementation of Lean within a Behavioral Health Environment: Successes, Challenges, and Plans to Sustain the Culture of Lean*.

NORTHERN MICHIGAN REGIONAL ENTITY

The minutes of March 27, 2019 the Northern MI Regional Entity board meeting were shared. Ms. Gebhard and Mr. Ginop attended. The NMRE received the FY18 Incentive payment from MDHHS in the amount of \$1.3 million, which will be distributed among the CMHSPs in April. Expansion of the Behavioral Health Home to all 21 counties in the NMRE is looking favorable for the second quarter in FY2020.

OLD BUSINESS

There was no old business brought to the board.

NEW BUSINESS

There was no new business brought to the board.

BOARD & STAFF COMMENTS

Robert Boyd asked if there was any action being taken to bring a clubhouse to Cheboygan, noting there is nothing like it in that area and would be a benefit. Ms. Gebhard indicated there are no plans to do so at this time.

ADJOURNMENT

There being no further business to come before the board, the meeting is adjourned at 5:25 pm by Board Chair, Ed Ginop.


Edward Ginop, Board Chair

