

**MINUTES OF THE BOARD**  
**January 18, 2018**  
**North Country Community Mental Health**  
**Board Room**  
**1420 Plaza Drive**  
**Petoskey, Michigan**

**BOARD MEMBERS PRESENT:** Dennis Priess, Ed Ginop, Bob Boyd, Betsy White, Mike Newman, Karla Sherman (via phone), Christian Marcus, Sr. Augusta Stratz, Joel Evans, Louis Scholl, Ron Iseler, Caroline Loper, Patty Cox

**BOARD MEMBERS ABSENT:** Paul Liss

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

Mr. Ginop called the meeting to order at 4:30 p.m.

**ROLL CALL**

Mr. Ginop welcomed the Board members and staff.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

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

Balance on Hand, Nov. 30, 2017	\$5,651,738.03
Receipts, Adjustments & Transfers, Dec.	\$3,996,886.82
Total Disbursements & Adjustments, Dec.	\$3,880,900.81
Decrease in Cash Balance	\$ 115,986.01
Balance, Dec. 31, 2017	\$5,767,724.04

**MOTION BY DENNIS PRIESS, SECOND BY BOB BOYD, TO APPROVE THE CONSENT AGENDA. MOTION CARRIED.**

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

Information items were included in the committee minutes.

## **COMMITTEE RECOMMENDATIONS – BOARD ACTION**

### **Finance Committee**

Mr. Evans reviewed the Interim Financial Statement of 11/30/17.

Mr. Evans reviewed the Revenue and Expenditure Report and Bills through 11/30/17.

Mr. Evans reviewed the unemployment insurance audit findings and explained that it was determined that several persons hired as independent contractors did not meet their 20-factor test and should be treated as employees. This has been addressed and resolved.

Mr. Evans reviewed the plan and expenditures needed to relocate the Petoskey data center and to upgrade the Gaylord data center. This is an ongoing project.

**MOTION BY JOEL EVANS TO APPROVE THE RELOCATION OF THE PETOSKEY DATA CENTER AND UPGRADES TO THE GAYLORD DATA CENTER NOT TO EXCEED \$116,764. MOTION CARRIED.**

### **ACTION ITEMS – WITHOUT COMMITTEE REVIEW**

There were none this month.

### **PRESENTATION**

#### **2018 Information Technology Strategic Plan**

Joe Balberde introduced himself and reviewed progress on the 2018 Information Technology Plan. The new electronic health record, NorthStar, is making very good progress. The SharePoint implementation date has been set back until March 2018. The Microsoft cloud email migration is moving ahead as scheduled. Office 2016 and windows 10 deployment is also going ahead. He explained the status of the infrastructure and Data Center moves. The Petoskey Data Center will be moved in March to the second floor. The Gaylord Data Center is also being moved and expanded. He explained End User Technologies and the status of each such as the Surface Pro deployment and smartphone distribution to mobile staff. The development of a remote worker and hardware policy is also scheduled for the spring. He also explained that the IT department is working on developing a recurring training program for staff to help increase general computer knowledge. The team is also working on developing an IT focused HIPAA training course.

### **CHIEF EXECUTIVE OFFICER'S REPORT**

Ms. Gebhard reported that she and Ms. Chipman met with the supervisor of North Country Residential (NCR) and informed her of the changes that are planned for that facility. They later met with NCR to explain changes and opportunities for their continued employment.

Ms. Gebhard and Ms. Chipman met with Munson Hospital/Charlevoix CEO, Joanne Schroeder, and staff from the Health Department Northwest to

Ms. Gebhard indicated that the agency has hired an HR Director who will start in February.

Ms. Gebhard attended the Policy and Legislative Committee and reported that Alan Bolter put together a spread sheet for the next board meeting packet. The CARES Task Force report came out today and she will email it to them.

## **MEMORANDUMS, ARTICLES AND INFORMATIONAL ITEMS**

Ms. Gebhard referred the Board members to the memo to staff on the cost of living wage increase and comments received from the staff.

She also referred to the Mental Health Matters article, which included an interview with Stacy Chipman, that appeared in both the Petoskey News Review and the Gaylord Herald Times.

An article by Jan Proudfoot, who provided infant mental health services, was published in the Michigan Association for Infant Mental Health journal.

## **QUALITY IMPROVEMENT UPDATE**

Ms. Gebhard referred to the written report and noted that the agency was out of compliance in 9 of 14 access timeliness performance indicators for the 4<sup>th</sup> quarter, most of which are impacted by emergency services. She reviewed the remainder of the report and answered questions.

## **NORTHERN MICHIGAN REGIONAL ENTITY**

Ms. Gebhard referred to the minutes that were included in the mailing. The NMRE will develop three Requests for Information for the region: one for after-hours telephone crisis services; one to locate an Institute for Mental Disease (free standing psychiatric unit); and one for a managed care partner in a potential Accountable Care Organization. The NMRE Board approved the staff and building lease agreement with NCCMH.

## **OLD BUSINESS**

Ms. Gebhard discussed Section 330.1402a in the Mental Health Code on inpatient screening for persons with private insurance. Inpatient hospitals may accept and treat persons with private insurance without a preadmission screening by the CMH. Thus, we are providing this service as a courtesy without reimbursement and with negative impact on staff and outpatient clinics. Mr. Priess commented on his concern with the liability we incur with this practice. The topic was discussed at length with various opinions. Ms. Gebhard will bring data and additional information to the February Board meeting.

**NEW BUSINESS**

Ms. Gebhard indicated that the 2018 Board meeting calendar was included in this month's Board mailing. Quarterly Program Committee meetings and Association conferences have been included on the calendar.

Ms. Gebhard reminded the Board members of the winter CMHA conference in Kalamazoo and asked that anyone who wishes to attend to let Ms. Booth know as soon as possible.

Ms. Gebhard noted that Ms. Loper has not been assigned to a committee. Mr. Ginop will review the committees and make an assignment in February.

**MOTION BY SR. AUGUSTA STRATZ, SECOND BY CHRISTIAN MARCUS, TO  
ADJOURN THE MEETING AT 5:20 P.M. MOTION CARRIED.**

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Ed Ginop, Board Chair