



Administrative Office, 105 Hall Street, Suite A, Traverse City, MI 49684

Board of Director's Meeting Minutes

December 16, 2010

6:00 PM

1. CALL TO ORDER:

Northern Lakes Community Mental Health, 105 Hall Street, Traverse City, Michigan. Melissa Fournier called the meeting to order at 6:08 p.m.

Board Members Present: Dave Stephenson, Jack Mahank, Melissa Fournier, Juanita Farr, Don Halvorsen, Al Cambridge, Bill Ancel, Les Barnes, Jane Whitney, Helen Stimson, Pat McLaughlin, Mary Lee Pakieser, Frank Tosiello, David Marshall, and Beth Friend.

Board Members Absent: Nina Zamora.

Others Present: Greg Paffhouse, Chief Executive Officer; Deb Lavender, Executive Secretary; Mary Hubbard, Chief Operations Officer for Children and Families; Dave Branding, Chief Managed Care Officer; Joanie Blamer, Chief Operations Officer for Crawford, Missaukee, Roscommon and Wexford Counties; Leslie Sladek, Customer Services; and Misty Wright, Intern.

The Pledge of Allegiance was spoken. Beth Friend was appointed timekeeper. Confirmation of a Quorum.

2. APPROVAL OF AGENDA:

MOTION:	Approve the Agenda of December 16, 2010 as written.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	David Marshall
SECONDER:	Don Halvorsen

3. CONFLICT OF INTEREST DECLARATION:

No Board members declared a conflict of interest for tonight's business.

4. CONSENT AGENDAS – MANAGEMENT AND BOARD:

A. Consideration of Management Consent Agenda.

MOTION:	Approve the Management Consent Agenda of December 16, 2010.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jack Mahank
SECONDER:	Mary Lee Pakieser

B. Consideration of Board Consent Agenda.

MOTION:	Approve the Board Consent Agenda of December 16, 2010.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	David Marshall
SECONDER:	Jack Mahank

5. OWNERSHIP LINKAGE:

A. Citizen Comment
None.

B. Ownership Communication

County Commission meetings – Greg identified that we have met with four of the six County Commissions (Grand Traverse, Wexford, Missaukee and Crawford). Board members were present at each of the presentations. The focus of the presentations was to discuss jail services and an initial draft agreement between the County, Sheriff Department and Northern Lakes CMH specifically to address the Attorney General’s Opinion. The 2010 Jail Services Annual Report was also shared. Greg identified that the draft agreement was well received and feels we will end up with agreements with the counties. Concerns had been expressed whether this agreement would replace the Enabling Resolution. The Grand Traverse County Administrator will provide some proposed revised language on behalf of all counties. There was also discussion about the August 3 meeting with the six county jail administrators. Greg identified that there was also discussion regarding the correctional medical program used in Grand Traverse County. Board members provided comments. The 2010 County Commission Survey Results had been reviewed identifying that 22 of the 44 county commissioners had completed the survey. Responded to the following questions/concerns: transportation of inmates to offices for psychiatric services, other services provided in Grand Traverse County Jail, use of medication for physical constraints – treatment versus control, desire for more services, focus on recovery, response related to the County Commission Survey, concern related to costs of medications and services, scholarships for medications, amount of county funding and services received. Greg identified if there is not a decision on the Attorney General’s Opinion next year we will be in the same predicament. Although next year there will be further reductions for General Funds and Medicaid. Greg identified that Roscommon and Leelanau County meetings are scheduled in January. It was identified that the State Court Administrator’s Office is waiting for feedback regarding the Mental Health Courts and in the long run will save dollars. Noted the need for getting other counties involved.

MOTION:	Receive and File the 2010 Jail Services Annual Report.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Lee Pakieser
SECONDER:	Don Halvorsen

6. CONSIDERATION OF PIHP ITEMS:

Customer Services Activity Summary FY 10 – Report was included in the Board Packet for information. Dave Branding identified the FY 09/10 Customer Services Summary Report is a monitoring report that is done quarterly and also included the Grievance and Appeal Activity. Referenced the increase in the number of contacts of customer services. Greg identified that our staff response timelines are remarkable compared to some of the State’s benchmarks. Staff provide a meaningful resolution in a timely manner. Responded to questions regarding appeals, nature of contact, purpose of the report, how do we use the report.

MOTION:	Receive and File the Customer Services Activity Summary for FY 10.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jack Mahank
SECONDER:	Mary Lee Pakieser

7. ASSURANCE OF ORGANIZATIONAL PERFORMANCE:

A. Receipt of CEO Monitoring Report
Policy 1-2-00 Global Executive Limitations

MOTION:	Approve to Receive and File the Policy 1-2-00 Global Executive Limitations and CEO Response Showing the Board feels the Agency is in Full Compliance.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jack Mahank
SECONDER:	Pat McLaughlin

B. *New Operational Worries*
None.

C. *December Monitoring Assignment*

Monitoring Report 1-2-06 Community Resources should be completed and turned in. Greg encouraged Board members to read the monitoring report in regards to integrated health care. He noted that this report looks at who we coordinate within the community in regards to healthcare. This report reflects compiled data from the Cadillac Office. There were 52 organizations that provided services to 900+ people. There were 143 named providers and 88 persons who had no primary care provider identified at all. Just a little under 10% we serve do not have health care. It is important to note the number of persons with whom we coordinate care. The top 8 providers with over 35% of the people being served by the federally qualified health clinic across the street from the Cadillac Office. Mary Lee noted that there is a growing shortage of physicians choosing not to do primary health care. Movement towards Advanced Practice Nursing and Physicians Assistants to move in to primary care. The barriers to practice will cause a grave log jam and the people who need care will not get it. There will be some huge fights as to who will be delivering primary care in the United States. This will effect the majority of the people in rural areas. She noted that this information is very timely and will need to respond to who will get care, who will deliver care, etc.

8. BOARD MEANS SELF-ASSESSMENT:

A. *Receipt of Board Monitoring Report*
Policy 1-3-02 Governance Style

MOTION:	Approve to Receive and File the Policy 1-3-02 Governance Style Showing the Agency is in Full Compliance.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jack Mahank
SECONDER:	Mary Lee Pakieser

Policy 1-3-04 Annual Workplan

MOTION:	Approve to Receive and File the Policy 1-3-04 Annual Workplan Showing the Agency is in Full Compliance.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jack Mahank
SECONDER:	Bill Ancel

B. *December Monitoring Assignment*

Monitoring Report 1-3-01 Board Job Description should be completed and turned in.

9. GOVERNANCE POLICIES DISCUSSION AND ASSESSMENT:

A. *Ends*
None.

B. *Executive Limitations*
None.

C. *Board/CEO Linkage*
None.

D. *Governance Process/Ownership Linkages*
2011 Monitoring Schedule - Items were added to March.

MOTION:	Approve the 2011 Monitoring Schedule.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Lee Pakieser
SECONDER:	Pat McLaughlin

2011 Annual Planning Calendar – Greg suggested one addition to the calendar to add policy governance to the April 2011 meeting as discussed previously. This tool allows the Board to look ahead for a year to identify what the Board wants as topics on agendas. At the end of each monthly agenda the Board has an opportunity to make additions. Jack identified that when the Board constructed our agenda the “Governance Policies Discussion and Assessment” was added with the idea that those concerns that Board members have an opportunity to bring up each month. He noted that this may not be working very well and the Board may need to utilize this area to talk about concerns each of us may have. Beth identified that the concern was not specific to one policy and is on a larger scale. It was noted that philosophical discussions tend to get cut short. As new members come on the Board the Board will want to have discussion about the process. Greg referenced language in the Carver Journal “Words are the only things that last”. Most boards look at their minutes as the record and the journal suggests that the Board look at the policy manual. It says that Boards should force themselves to look at policy that drives the action of the Board. He noted the Board really ought to look at policy governance and say what you want to say and put in your calendar. The planning calendar is what is important to the board, how do you want to spend your time and whether you feel you have what you need. It was suggested that we limit the agenda items for the April meeting. Board members will need to set the agenda topics for the April meeting at the March meeting.

MOTION:	Approve to add the topic of Policy Governance discussion to the April Committee of the Whole meeting, the Board frequency to Annually and to Accept the 2011 Annual Planning Calendar.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Beth Friend
SECONDER:	Les Barnes

Annual Board Member Individual Self-Evaluation and Annual Board Self-Evaluation – There was discussion whether to finalize without receiving all the evaluations.

MOTION:	Approve to Receive and File the Annual Board Self-Evaluation and the Annual Board Member Individual Self-Evaluation.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Marshall
SECONDER:	Mary Lee Pakieser

Greg identified that the Board should consider how to use the evaluations. Al noted that there were two areas that stood out and need attention – educational opportunity and policy governance. The Nominating Leadership & Development Committee will use the evaluations to develop the workplan.

10. OWNERSHIP LINKAGE:

A. Citizen Comment:

Leslie Sladek addressed the Board asking the Board to consider the questions - What is important to you as the Board? What is it that you want on the agenda? Why are you here? What is it you need to know? What drives you forward into the future? Is that helping you help people who need the services or is it just information?

11. ANNOUNCEMENTS/BOARD MEMBER REPORTS:

- The Board presented Beth Friend with a Certificate of Appreciation for her term on the Board.
- Recipient Rights Advisory Committee meeting held on December 7 and an Appeals meeting prior to the committee meeting. Next meeting will be held on February 1, 2011.

12. MEETING EVALUATION:

- #1- We spent our time on the most important governance topics: majority was satisfactory.
- #2- We encouraged diversity of viewpoints: majority was excellent.
- #3- Our decisions were made collectively: majority was satisfactory.
- #4- The Board used its time effectively: majority was satisfactory.
- #5- What is the most important thing the Board could do to improve our function as a Board? Use the microphones.

13. NEXT MEETING AGENDA:

Agenda items for the January 20, 2011 meeting to be held at the Cadillac Office: listed.

Pat suggested that the Board may want to have discussion about whether we want to address raising money due to the continuing budget concerns. Greg provided an update regarding a meeting with Mike Head relative to FY 12 budget rumors and the transition team leaders. He noted that the Board would want to have discussions whether we want to commit to having funds raised. Suggested adding to the January or February meeting to begin the conversation, what does the Foundation do for us, what is the function, etc. Greg will speak with Carol Moorman to attend a future meeting to speak with the Board about what the Foundation does.

14. ADJOURNMENT:

MOTION:	Adjourn the meeting.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Lee Pakieser
SECONDER:	Beth Friend

The meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Melissa Fournier, Chairperson

Dave Stephenson, Board Secretary

Debra Lavender, Recording Secretary