**COPPER COUNTRY MENTAL HEALTH SERVICES BOARD**

Wednesday, September 28, 2016 5:00 PM

Rice Memorial Center, Boardroom

901 W. Memorial Drive

Houghton, MI 49931

**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 4:59 PM.

**ROLL CALL:** Richard Bourdeau, Zach Edgerton, Carol Evers, James Fyfe, Richard Herrala, Dr. Kathleen Johnson, Albert Koskela, Mike Koskinen, and Pat Rozich.

**ABSENT:** Randy Eckloff, Barry Fink and James Tervo.

**OTHERS:** Vicki Mikkola, Cari Raboin, Susan Serafini and Angela Cline.

**Approval of Agenda**

**MOTION:** by Mr. Fyfe, seconded by Mr. Bourdeau, that the Agenda be approved as presented, with no additions or deletions. Motion carried unanimously.

**Approval of Minutes of August 31, 2016 Meeting**

**MOTION:** by Mr. Koskela, seconded by Mr. Herrala, that the minutes of the August 31, 2016 meeting be approved as presented. Motion carried unanimously.

**Treasurer’s Report for August, 2016**

**MOTION:** by Mr. Koskinen, seconded by Mr. Koskela, that checks numbered 47116 to 47400 for a total of $1,298,023.57 and Combined Cash Investments Report for August 31, 2016 totaling $8,932,981.36 is accepted and placed on file. YES: Bourdeau, Edgerton, Evers, Fyfe, Herrala, Johnson, Koskela, Koskinen and Rozich. Motion carried unanimously.

**Comments from the Public**

There were no comments to note from the public present.

**Chairperson’s Report:** Pat Rozich, Chairperson, presented the Chairperson’s Report.

**Great Lakes Fall Conference – September 11th – 13th, 2016 –** There were no comments to note regarding the Great Lakes Fall Conference from the Board Members that attended.

**MACMHB Fall Conference - October 24th – 25th, 2016 –** Mr. Rozich stated to contact Angela Cline if anyone is interested in attending the MACMHB Fall Conference and encouraged attendance from the Board Members especially due to the issue of Section 298 of the Governor’s Budget Proposal.

**NorthCare Governing Board Meeting – September 14, 2016 –** Mr. Rozich stated NorthCare’s Board is working on search committee to seek out a new director, as current director, Bill Slavin, will be retiring. Mr. Rozich stated they will be discussing how to set up a vacancy announcement. The matter regarding the SUD monies will be taken to the SUD Policies Board in November, 2016. If the information presented for the bills is approved, then the matter is resolved.

**Board Member Re-Appointment to Recipient Rights Advisory Committee (Barry Fink) –** Vicki Mikkola stated that Board Member, Barry Fink, has agreed to continue to serve on the Recipient Rights Advisory Committee for another term.

**MOTION:** by Mrs. Evers, seconded by Mr. Koskela, that the Board approves the re-appointment of Board Member, Barry Fink, to the Recipient Rights Advisory Committee for another term. Motion carried unanimously.

**Director’s Report:** Vicki Mikkola, Executive Director, presented the Director’s Report.

**Corporate Compliance Training -** Ms. Diane Bennett, NorthCare Corporate Compliance Officer, presented the Corporate Compliance Training to the Board Members. Copper Country Mental Health contracts with NorthCare to provide Corporate Compliance services. Ms. Bennett discussed disclosure of ownership, control and criminal convictions and their purposes, which include to minimize potential for fraud, waste and abuse and to determine whether any individuals with ownership or control interests in a provider entity are excluded from the Medicaid, Medicare or other Federal health care programs. Mr. Rozich and the Board thanked Ms. Bennett for her presentation.

**3rd Quarter FY2016 Quality Improvement Program Report –** The Board reviewed the Quality Improvement Program Report for the 3rd Quarter of FY2016. Mrs. Evers stated there was nothing unusual to note and asked if the Trauma Committee is up and running. Cari Raboin responded that the committee is in progress. Mr. Rozich thanked the Quality Improvement committee for their report.

**Recipient Rights Advisory Committee Report –** This item has been tabled due to Mrs. Fink’s absence.

**Annual Review and Approval of Policies of Record –** Vicki Mikkola stated each policy is reviewed by Management and/or the program supervisory annually. If there is a new policy created or significant policy changes occur during the year, they are brought to the Board for approval. Vicki Mikkola requested Board approval of all the policies that are on record.

**MOTION:** by Mr. Koskela, seconded by Mr. Koskinen, that the Board approves the Policies of Record, as presented. Motion carried unanimously.

**FY2017 One-Time Pay Adjustment –** Vicki Mikkola stated the One-Time Pay Adjustment is a standard action item each year to set guidelines for utilizing any excess unspent dollars from the 2016/2017 fiscal year. Action must be taken prior to September 30, 2017. The One-Time Pay Adjustment distribution would depend on the Agency having excess dollars and this action stipulates the calculation of the excess would be based on a person’s hours worked during the period of October 1, 2016 through September 30, 2017.

**MOTION:** by Mr. Fyfe, seconded by Mr. Herrala, that the Board approves the action that sets the structure for the distribution of a One-Time Pay Adjustment if there are excess funds in the 2016/2017 fiscal year. Motion carried unanimously.

**Other Updates –** Vicki Mikkola reported that the Recovery Lecture on September 28, 2016 presented by Matthew Williams, was a great presentation and the entire Houghton Elementary 5th grade class was present. Matthew is a Special Olympian who is quite inspirational. After the presentation, Brian Rendel opened the floor for questions and many of the students had their hands raised to ask Matthew questions. Micah Stipich, who runs the Crossfit gym and works with our Consumers there on fitness and nutrition, was present as well as State Representative, Scott Dianda. The Recovery Lecture will continue tonight at the Institute.

Vicki Mikkola stated as we are moving to discontinue providing pre-admission screenings for psychiatric hospitalizations for those without Medicaid or Healthy Michigan or those without insurance, she and Dr. Morgan have met with the CEO’s and Emergency Department Supervisors at UP Health Systems – Portage and Aspirus Keweenaw Hospital. Emergency Services Supervisor, David Cole has been in contact with the hospitals and will be training hospital staff soon. The meetings went well but Aspirus Keweenaw was apprehensive about doing the pre-admission screenings due to having infrequent emergencies.

Vicki Mikkola stated union negotiations began last night, will continue tonight and hopefully turn out well.

Vicki Mikkola stated the paving of the Rice Memorial Center parking lot is currently underway.

**Rice Center Furnace Bid Results –** Susan Serafini stated we advertised for accepting bids to replace the furnaces and air conditioner unit at the Rice Memorial Center, which we would like to do before winter. Four bids were received and Susan Serafini recommends Northern Heating and Plumbing, Inc. as the low bidder at $10,718.

**MOTION:** by Mr. Fyfe, seconded by Mr. Bourdeau, that the Board accepts the low bid to replace the furnaces and air conditioner unit, as presented. Motion carried unanimously.

**Finance Director’s Report for August, 2016:** Susan Serafini, Finance Director, presented the Finance Director’s Report for August, 2016.

Susan Serafini reviewed the Revenue & Expenditures by funding source as of August 31, 2016. At the end of August, 2016 we continue to keep unspent dollars in Medicaid of $1,215,944.76 and in Healthy Michigan of $472,264.56. These funds will go back to NorthCare. The General Fund is overspent by $179,693 and local dollars are also overspent by $121,559 due to having to cover the General Fund. This is due to the large cuts in funding from the State. In September, 2016, we worked with Pathways and were able to transfer extra Medicaid dollars for $63,000 General Fund dollars. Susan Serafini reviewed the Balance Sheet as of August 31, 2016. The total cash as of August 31, 2016 is $8,932,981.36 compared to $8,869,419.99 in July, 2016. The total net income of all funds through August, 2016 is a loss of $31,325 compared to a loss of $56,624 at the end of July, 2016, some of this attributing to the Building and Grounds fund being able to keep funds for projects and will break even after being closed out. The General Fund’s Income Statement revenues are 1% under budget with no specific areas of concern. Expenditures are 1% under budget with contract residential for MI adults over budget due to an individual who was placed downstate during the 4th Quarter of FY16 and are also experiencing a higher utilization of community inpatient for MI children. The Finance Committee met on Tuesday, September 27, 2016 for the final revision of the budget.

**Finance Committee Meeting Report – September 27, 2016:** Richard Herrala, Finance Committee Chairperson, presented the Finance Committee Report for September 27, 2016.

Mr. Herrala stated the Finance Committee met on Tuesday, September 27, 2016 and reviewed the General Fund FY2016 Final Budget and are recommending to the full Board to accept the final budget.

**MOTION:** by Mr. Koskinen, seconded by Mr. Fyfe, that the Board accepts the recommendation of the Finance Committee and approves the General Fund FY2016 Final Budget of total Revenues at $15,093,051 and total Expenditures at $15,183,404. Motion carried unanimously.

Mr. Herrala stated the Finance Committee also reviewed the General Fund FY2017 Continuation Budget and are recommending to the full Board to accept the budget.

**MOTION:** by Mr. Koskela, seconded by Mr. Koskinen, that the Board accepts the recommendation of the Finance Committee and approves the General Fund FY2017 Continuation Budget at the same dollar amounts as the final FY16 Budget, as presented. Motion carried unanimously.

Mr. Herrala stated the Finance Committee reviewed the Institute’s FY2016 Final Budget and are recommending to the full Board to accept the budget.

**MOTION:** by Mr. Koskela, seconded by Mrs. Evers, that the Board accepts the recommendation of the Finance Committee and approves the Institute’s FY2016 Final Budget of total Revenue and Expenditures at $678,274. Motion carried unanimously.

Mr. Herrala stated the Finance Committee also reviewed the Institute’s FY2017 Initial Budget and is recommending to the full Board to accept the budget.

**MOTION:** by Mr. Fyfe, seconded by Mr. Koskinen, that the Board accepts the recommendation of the Finance Committee and approves the Institute’s FY2017 Initial Budget of total Revenues and Expenditures of $569,803. Motion carried unanimously.

Mr. Herrala stated the Finance Committee reviewed the Health Insurance Premium Share and are recommending to the full Board to continue with the “80/20” option for premium sharing.

**MOTION:** by Mr. Koskinen, seconded by Mr. Koskela, that the Board accepts the recommendation of the Finance Committee to continue with the “80/20” option for premium sharing, as presented. Motion carried unanimously.

**Old / New Business**

**Next Meeting Date –** Vicki Mikkola stated the reason we are discussing the next meeting date of the Copper Country Mental Health Board is that the next scheduled meeting on October 26, 2016 is during the same week as the MACMHB Fall Conference. It was agreed upon to meet the following week on Wednesday, November 2, 2016.

**Ontonagon Snow Removal Bid –** Susan Serafini stated the individual who originally came in as the low bidder for the Ontonagon snow removal bid had overcommitted and is unable to complete the job. Susan Serafini recommended John D. at $80/hour who charges by the minute but does not charge a “trip fee”.

**MOTION:** by Mr. Fyfe, seconded by Mr. Koskinen, that the Board approves the recommendation to accept the bid from John D. for snow removal in Ontonagon, as presented. Motion carried unanimously.

Mr. Fyfe invited the Board to Ontonagon as the Ontonagon RICC group is having a get together at the Ontonagon Recreation Center. Vicki Mikkola added that the RICC group is doing a great job including the establishing of a pocket park in Ontonagon.

**Adjournment**

**MOTION:** by Mr. Koskela, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 5:56 PM.

Submitted by,

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 Michael Koskinen, Board Secretary

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Patrick Rozich, Board Chairperson