

COPPER COUNTRY MENTAL HEALTH SERVICES

Wednesday, June 28, 2017 6:00 PM

Rice Memorial Center
901 W. Memorial Drive
Houghton, MI 49931

MINUTES

CALL TO ORDER: The meeting was called to order at 6:01 PM.

ROLL CALL: Richard Bourdeau, Zach Edgerton, Carol Evers, Barry Fink, James Fyfe, Sandra Gayk, Richard Herrala, Dr. Kathleen Johnson, Mike Koskinen, Pat Rozich, and James Tervo.

ABSENT: Tom Tikkanen.

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

Approval of Agenda

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

Approval of Minutes of May 31, 2017 Meeting

MOTION: by Mr. Koskinen, seconded by Mrs. Evers, that the Minutes of the May 31, 2017 meeting be approved as presented. Motion carried unanimously.

Treasurer's Report for May, 2017

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that checks numbered 49765 to 50113 for a total of \$1,114,120.53 and Combined Cash Investments Report for May 31, 2016 totaling \$8,676,706.80 is accepted and placed on file. YES: Bourdeau, Edgerton, Evers, Fink, Fyfe, Gayk, Herrala, Johnson, Koskinen, Rozich and Tervo. Motion carried unanimously.

Comments from the Public

There was no public present and therefore no comments to note.

Chairperson's Report: James Tervo, Chairperson, presented the Chairperson's Report.

2017 / 2018 County Appropriations Letters – Mr. Tervo stated a copy of the 2017/2018 County Appropriations letters are provided in the Board packet for review and the letters are sent out each year. The funding request has not changed since 1996. Vicki Mikkola stated at Board of Commissioner meetings, other counties are requesting millages from their counties in order to provide mental health services.

NorthCare Governing Board Meeting Update – June 14, 2017 – Mr. Rozich stated he must compliment the CMH's and NorthCare staff because of the amount of communication from the Executive Officers and the Finance staff, is just what NorthCare needs. When a question arises at NorthCare it is because a CMH staff member did not bring the information back to NorthCare and the only disruptions at the meetings are when someone hasn't been told what has been going on. The NorthCare Board will be interviewing, by phone, five candidates for Bill Slavin's job. A few are PhD's and some have experience working in the Marquette area. The Board is hoping at least two will be sufficient to bring to Marquette for another interview.

Update on GLRMHA – Mr. Tervo stated the GLRMHA Fall Conference will be held September 10th – 12th, 2017 at the Ramada Plaza Ojibwa in Sault Ste. Marie, MI. The Director of MDHHS will be speaking. There will also be updates from Bob Sheehan, an Autism report, two recovery stories, and UPSET East will present. The brochure should be going out mid-July. There will be a meet and greet at the Soo Locks and GLRMHA will pay for conference attendees to go on the boat tour. Mr. Tervo stated it is a great conference to attend.

Director's Report: Vicki Mikkola, Executive Director, presented the Director's Report.

QI Committee 2nd Quarter Report – FY 2017 – The Board reviewed the Quality Improvement Program Report for the 2nd Quarter of FY 2017. Mrs. Evers stated at the Consumer Advisory Committee meetings, Tracy Jaehnig meets with committee members who are Consumers and reviews different topics and members comment and ask questions. Mr. Tervo stated the Consumer Satisfaction Survey had good results. Mrs. Fink stated there is still a very low grievance rate for the number of people we serve and they are being managed appropriately. Tracy Jaehnig has stepped into the job very nicely and understands the role as Recipient Rights Officer and Customer Service. There were 11 deaths due to natural causes and Vicki Mikkola added that we have a lot of elderly individuals in our group homes. Mrs. Evers stated the Infection Control Committee will be looking at vaccinations that group home Consumers need. It was pointed out that the Practice Guidelines are provided on the NorthCare website and staff are encouraged to look at them as they cover all programs. The Trauma Committee reviewed their policy which will also be reviewed tonight by the Board.

Contract Amendment – FY 2017 – Vicki Mikkola stated we have one amendment to a contract for a provider we already use, the Cornerstone Hernandez Homes. This is for a young man coming out of the Caro Center on NGRI status.

MOTION: by Mr. Koskinen, seconded by Mr. Rozich, that the Board approves the Contract Amendment – FY 2017 for Cornerstone Hernandez Homes, as presented. Motion carried unanimously.

Updates - Vicki Mikkola reviewed notes from the Legislative Committee meeting on June 21, 2017. The final Section 298 language was provided in the Board packet for review. Vicki Mikkola stated discussion was ended by saying, depending on what happens at the Federal level, "all bets are off". The department has to hire a project manager and they do not have anyone in mind yet. The language calls for up to four project pilots, one to be in Kent County, Network 180, which is a very large CMH, who will have to work with all the Health Plans in that area. They did take out some language because it suggested that Kent County will be a provider but Kent County will be the lead. Language was

removed about the number of PIHP's and the number of PIHP's will not be reduced. There was some problematic language because it didn't say that all Health Plans in the county have to participate, but are hoping that will be addressed in the RFP. Some language implied that Health Plans could use another provider for Behavioral Health, rather than a CMH, possibly leaving the CMH with the most liability. Discussion at the meeting indicated that the Department is wanting to have two small pilots, a rural and urban/suburban, and are talking about having a single county doing the pilots. Bob Sheehan and Alan Bolter state there will be zero chance this will happen in the timeline referenced. The intent is that there is no profit to be made on pilot projects. Funds are being appropriated and some will have to support the pilots.

Vicki Mikkola stated the MACMHB FY18 Conference Report was handed out tonight for review. There is a slight decrease from this year to next year for Medicaid, and Substance Abuse has an increase. An increase for Direct Care Staff wages will be in two increments; the details for implementing this increase are not yet clear. Alan Bolter is tentatively scheduled to present to us next month, so if any Board members have questions they can ask him then.

Vicki Mikkola stated we were contacted by the owner of the property behind the L'Anse office which has four lots including a house, two vacant lots and a garage/storage building. Vicki Mikkola stated she, Ron Jaehnig and Mick Sheridan looked at the storage unit last week but not the other three lots or the house. The storage building is 26 x 36 and the lot is 100 x 200 and the owner is unsure what he wants to ask for it.

Vicki Mikkola stated she has been attending staff meetings, with three more to do, for all programs and departments. There was a rumor going around Ontonagon that CCMH is buying Maple Manor and turning it into an Autism Center and she wanted to let the Board know that is not true.

Vicki Mikkola stated we have Recipient Rights three-year site review, July 25 – 27, 2017, with the Entrance Conference being held at 9:00 AM on July 25, 2017 and the Exit Conference at 11:00 AM on July 27, 2017 and everyone is welcome.

Vicki Mikkola stated at the last Board meeting it was mentioned about the Board doing a field trip to CCMH programs, such as Clubhouse, and asked the Board if anyone had any ideas as to how to arrange this. Mr. Tervo stated when it was last done as a Board, drivers for the vans were arranged and it was done during the Board meeting and they had toured Portage House and the Institute. The Board members were shown around the facilities, were introduced to staff and were then brought back to the Center to continue the Board meeting.

Mr. Rozich stated he has mentioned the upkeep of the outside of the Drop-In Center to Mr. Lahti and he should be asked about this again.

Various Facility Bids – Susan Serafini reviewed CCMH Project Bids for June 2017 and stated there is one new contractor, Paul's Remodeling. We did a background check and he came out okay. The Building and Grounds Committee met in March, 2017 and there were various projects and bids going out and this is a list of the next group of projects and bids going out including, siding and exterior repairs to Portage and Stanton House, sidewalks and steps at the Institute, roof replacement and

repairs at Lakeside Home, the removal and building of an installed structure for the Greenhouse at the Rice Center, and replacement of the hot water boilers at Portage and Stanton House. Susan Serafini stated she is recommending the low bid in each area. The Greenhouse is currently not being used and there is a lot of heat loss and ice buildup and we would like to turn it into storage.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board accepts the low bids for all facility projects, as presented. Motion carried unanimously.

Finance Director's Report: Susan Serafini, Finance Director, presented the Finance Director's Report.

Susan Serafini reviewed Revenue and Expenditures by funding source as of May 31, 2017. We continue to have excess Medicaid funds. Healthy Michigan continues to be overspent by \$323,989.78. The Autism Benefit is showing what we received in current funding and will receive additional payments. We can use Medicaid for any shortfalls. The General Fund deficit is \$116,571. The annualized budget did not have a lot of changes, so there were no big increases or decreases in the General Fund area. The same is true for Local Funds which are still running a deficit of \$100,157. Susan Serafini stated she did a revised budget and met with the Finance Committee before this meeting. The good news is there is savings from Healthy Michigan from last year that can be used this year in the amount of \$636,000. We will receive an additional \$400,000 in Medicaid savings dollars in addition to what we currently have. Pathways believes they may have excess General Fund dollars, the same as last year, so we may be able to do a transfer again this year. Susan Serafini reviewed the Balance Sheet and stated our cash position remains strong with \$8,676,706.80 at the end of May, 2017, which is an increase from \$8,496,858.82 at the end of April, 2017. The total net income of all funds through May, 2017 is a loss of \$44,855 compared to a loss of \$43,248 at the end of April, 2017. The General Fund's Income Statement reports a loss of \$100,158 at the end of May, 2017 compared to a loss of \$86,512 at the end of April, 2017. All funds, except the Equipment Fund, are in the black and the Equipment Fund is due to a timing issue. Revenues are running at 1.8% under budget and Expenditures are under budget by 1.5%. Expenditures compared to last year are up by \$330,000 as we had a cost of living increase and an increase to health insurance. We are still \$160,000 under the five-year average for expenses. The Board thanked Susan and CCMH staff for a job well done.

Finance Committee Report – June 28, 2017 – Richard Herrala, Finance Committee Chairperson, presented the Finance Committee Report.

Mr. Herrala stated the Finance Committee made a recommendation to accept the FY 2017 Revised Budget for the remainder of FY 2017.

MOTION: by Mr. Rozich, seconded by Mrs. Evers, that the Board accepts the recommendation of the Finance Committee to adopt the FY 2017 Revised Budget, as presented. Motion carried unanimously. Mr. Herrala stated the Finance Committee made a recommendation to accept the FY 2016 Compliance Audit Report. Susan Serafini stated there was one finding due to not getting a background check on Northern Auto and there were no adjustments.

MOTION: by Mr. Koskinen, seconded by Mr. Fyfe, that the Board accepts the recommendation of the Finance Committee to accept the FY 2016 Compliance Audit Report, as presented. Motion carried unanimously.

Personnel Committee Report – June 28, 2017 – Pat Rozich, Personnel Committee Chairperson, presented the Personnel Committee Report.

Mr. Rozich stated the Personnel Committee reviewed two new positions, Applied Behavior Analysis Specialist and Board Certified Behavior Analyst, both having to do with the Autism Program and are due to the program growing. The Personnel Committee made a recommendation to approve the hiring for either one of the positions.

Mr. Rozich stated the Personnel Committee reviewed one new Client Services policy, the Trauma-Informed Culture policy. The Personnel Committee recommended Board approval.

Mr. Rozich stated the Personnel Committee reviewed two revised Client Services policies, Cultural Competency and Advance Directive/Durable Power of Attorney/Plan for Difficult Times policies. The Personnel Committee recommended Board approval.

Mr. Rozich stated the Personnel Committee reviewed one rescinded Client Services policy, Client Orientation policy. The Personnel Committee recommended Board approval.

Mr. Rozich stated the Personnel Committee reviewed one revised Facilities/Safety policy, Use of Agency Vehicles policy. The Personnel Committee recommended Board approval.

Mr. Rozich stated the Personnel Committee reviewed one revised Personnel policy, Business Use of Private Vehicles policy. The Personnel Committee recommended Board approval.

MOTION: by Mr. Fyfe, seconded by Mr. Bourdeau, that the Board accepts the recommendation of the Personnel Committee to approve the two new positions, Applied Behavior Analysis Specialist and Board Certified Behavior Analyst, the new Client Services policy, Trauma-Informed Culture, the two revised Client Services policies, Cultural Competency and Advance Directive/Durable Power of Attorney/Plan for Difficult Times, the one rescinded Client Services policy, Client Orientation, the one revised Facilities/Safety policy, Use of Agency Vehicles, and the one revised Personnel policy, Business Use of Private Vehicles, as presented. Motion carried unanimously.

Old / New Business

Mr. Tervo stated the Board sends their appreciation to Donna Maronen for her work at CCMH. He found that she was always pleasant and helpful and answered the phone with a smile.

Adjournment

MOTION: by Mr. Koskinen, seconded by Mr. Fyfe, that the meeting adjourn. The meeting adjourned at 7:12 PM.

Submitted by,


James Tervo, Board Chairperson


Mike Koskinen, Board Secretary