

COPPER COUNTRY MENTAL HEALTH SERVICES BOARD

Wednesday, January 31, 2018 7:00 PM
Magnuson Hotel – Franklin Square Inn (7th Floor)
820 Shelden Avenue
Houghton, MI 49931

MINUTES

CALL TO ORDER: The meeting was called to order at 7:02 PM.

ROLL CALL: Richard Bourdeau, Zach Edgerton, Barry Fink, James Fyfe, Richard Herrala, Albert Koskela, Mike Koskinen, Pat Rozich and James Tervo.

ABSENT: Sandra Gayk and Dr. Kathleen Johnson.

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

Approval of Agenda

MOTION: by Mr. Koskela, seconded by Mr. Rozich, that the Agenda be approved with the addition of one agenda item, *CMH PAC Annual Campaign*, as presented. Motion carried unanimously.

Approval of the December 13, 2017 Minutes

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Minutes of the December 13, 2017 meeting be approved, as presented. Motion carried unanimously.

Treasurer's Report for November and December, 2017

MOTION: by Mr. Rozich, seconded by Mr. Fyfe, that checks numbered 51660 to 51908 for a total of \$1,087,094.35 and Combined Cash Investments Report for November 30, 2017 totaling \$8,996,364.89 and checks numbered 51909 to 52283 for a total of \$1,677,786.46 and Combined Cash Investments Report for December 31, 2017 totaling \$8,683,197.87 are accepted and placed on file. YES: Bourdeau, Edgerton, Fink, Fyfe, Herrala, Koskela, 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.

NorthCare Governing Board Meeting – January 11, 2018 – Mr. Rozich stated the NorthCare Board is continuing the search for a CEO. For the second search, the NorthCare Board employed Stang Decision Systems but had just as many applicants during that search as in the first search where the Board chose the applicants. Only one applicant was chosen, and that person decided not to take the position. The Board will hold off on the search for a month and then consider an interim.

CMH PAC Annual Campaign – Mr. Tervo stated the CMH PAC Campaign memo was distributed tonight and is asking Board members to donate one per diem. A donation to the CMH PAC helps support candidates who are supportive of the efforts at MACMHB.

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

Contract Additions FY 2018 – Vicki Mikkola stated there are three contract renewals for Cornerstone Hernandez Homes, LLC, Oak House, Inc., and Case Management of Michigan, Inc.

MOTION: by Mr. Herrala, seconded by Mrs. Fink, that the Board approves the Contract Additions FY 2018 to renew the contracts of Cornerstone Hernandez Homes, LLC, Oak House, Inc., and Case Management of Michigan, Inc., as presented. Motion carried unanimously.

MRS Inter Agency Cash Transfer Agreement – Vicki Mikkola reviewed the Agreement with Michigan Rehabilitation Services (MRS). The agreement has been in place since 1996 where the Agency provides an \$8,000 local match contribution and MRS provides \$21,629 for total funding of \$29,629 for job development, job coaching and evaluation for our consumers. MRS contracts with Goodwill to provide services to our consumers.

MOTION: by Mr. Rozich, seconded by Mr. Fyfe, that the Board approves the Inter Agency Cash Transfer Agreement with Michigan Rehabilitation Services (MRS), as presented. Motion carried unanimously.

Corporate Authorization Resolution – Vicki Mikkola stated the Corporate Authorization Resolution is being presented to update the authorized signatories for Copper Country Mental Health's checking and savings accounts with Superior National Bank & Trust. Vicki Mikkola is being removed as a signer from both accounts, Cari Raboin is moving into the Executive Director position and Mike Bach is moving into the Associate Director position, as well as being added as an authorized signatory.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board approves the Corporate Authorization Resolution, as presented. Motion carried unanimously.

Retirement Plan / 457 Plan Trustee Resolution – Vicki Mikkola stated the Retirement Plan/457 Plan Trustee Resolution is being presented to remove Cari Raboin and appoint Mike Bach as a Trustee of the Copper Country Community Mental Health Services Employee Retirement Plan Trust and of the Copper Country Community Mental Health Services Board Deferred Compensation Plan Trust, effective March 1, 2018.

MOTION: by Mr. Koskinen, seconded by Mr. Bourdeau, that the Board approves the Retirement Plan/457 Plan Trustee Resolution, as presented. Motion carried unanimously.

Recipient Rights Advisory Committee Report – Mrs. Fink presented the Recipient Rights Advisory Committee Report and stated that all site visits have been completed. The number of complaints were compared from last year to this year. Last year there were 42 complaints and 20 of those complaints were substantiated. This year the number of complaints were 39 and 2 of those complaints were

substantiated. Mrs. Fink stated Recipient Rights Officer, Tracy Jaehnig, is on track with getting the training she is required to and also with training staff. A part-time assistant has been hired to help Tracy Jaehnig with clerical duties. Mrs. Fink stated the Recipient Rights Advisory Committee recommends to the full Board that the Recipient Rights Annual Report be approved.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board accepts the Recipient Rights Advisory Committee Report and the Recipient Rights Annual Report, as presented. Motion carried unanimously.

FY 2017 Annual Report – Cari Raboin reviewed the Copper Country Mental Health Services Annual Report FY 2017. The standard format is used as is in previous years and the report includes a letter from the Board Chairperson, Fiscal Profile, information about the Consumers we serve, Consumer Satisfaction Survey Data, Agency highlights, Institute highlights, CCMHS programs and service array, and our Code of Ethics.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board accepts the Copper Country Mental Health Services Annual Report FY 2017, as presented. Motion carried unanimously.

FY 2017 Customer Satisfaction Survey – Vicki Mikkola reviewed the 2017 Customer Satisfaction Survey Report. The overall satisfaction rate is 95.6%, which is the same rate as last year. Out of 817 surveys mailed to Consumers and Guardians during FY 2017, 198 were returned, for a response rate of 24.2% as compared to 23.5% last year. Results were divided by county then by population. The percentage for question #5 dropped some this year and will be investigated. Vicki Mikkola stated if any Board members have questions or comments, to let us know.

Updates

Vicki Mikkola stated Cari Raboin is getting the Management team in order. Mike Bach has been hired as Associate Director and has been with the Agency since 2001. Leslie Griffith has been hired to fill the open position of Outpatient Program Director and has been with the Agency since 2003.

Vicki Mikkola stated there is an article from Allegan Co. News that was provided in the Board packet, regarding Allegan County CMH layoffs and the reduction in Medicaid funding, as well as a copy of the Clubhouse newsletter. Mr. Rozich asked Vicki Mikkola to let the Clubhouse know what a nice article they put together as he really enjoys it.

Finance Director's Report: Susan Serafini, Finance Director, presented the Finance Director's Report for December, 2017.

Susan Serafini reviewed the Revenue & Expenditures by funding source as of December 31, 2017. We are reporting a surplus of Medicaid of \$43,116.35 and of Healthy Michigan of \$30,108.29. Due to the expansion of the Autism Benefit program, services have increased and therefore expenses have more than doubled from the same time last year. The shortfall for the Autism Benefit last year was \$39,323.93 and this year is \$61,696.43. Shortfalls are covered by Medicaid. The General Fund has a shortfall of \$60,923, therefore causing a shortfall of Local dollars of \$58,688. The auditors were on site

the week of January 15, 2018 and there were no adjustments or findings. We will have savings from Medicaid of \$570,000 and about \$397,000 of Healthy Michigan, to spend in 2018. We ended with a small balance in Local dollars of \$11,000 that will be added to our fund balance. This was due to the 236 Transfer of \$100,000 in General Fund from Pathways. Susan Serafini reviewed the Balance Sheet as of December 31, 2017. The total cash for December, 2017 is \$8,683,197.87, which is down compared to October and November, 2017 due to three payrolls in December. The total net income for all funds through December, 2017 is a loss of \$37,631, which is a decrease of \$32,700 from November, 2017. The General Fund is running at a loss of \$58,626 compared to a loss of \$45,501 at the same time last year. The Equipment fund tends to fluctuate by approximately \$1,000 due to timing. The General Fund's Income Statement Revenues have a variance of 25% to be right on budget. Revenues are slightly over budget, mainly due to Medicaid and Autism Benefit funding. Expenditures are over budget by less than 1%. We are over budget in Children's Outpatient Services as this is where the Autism Benefit services are being reported right now. Anderson, Tackman & Co., PLC will be back in May, 2018 for the compliance audit and we will cost settlement with NorthCare after the compliance audit is complete.

MOTION: by Mr. Koskela, seconded by Mr. Bourdeau, that the Board approves the Finance Director's Report for December, 2017, as presented. Motion carried unanimously.

Executive Committee Meeting Report – January 31, 2018: James Tervo, Committee Chairperson, presented the Executive Committee Report for January 31, 2018.

Mr. Tervo stated the Executive Committee met tonight, January 31, 2018, to discuss one agenda item, the One-Time Pay Adjustment for FY 2017. Following the recent audit by the Anderson, Tackman & Co., PLC firm, Management would like to propose a one-time pay adjustment for CCMH employees for FY 2017, due to excess Medicaid and Healthy Michigan funds. The committee voted to recommend to the full Board that there will be a one-time pay adjustment. This is an opportunity for the Board and Management to show appreciation of efforts of staff. Vicki Mikkola stated the formula to calculate the adjustment was changed to include a longevity factor. It was suggested by staff to recognize those who have worked here a long time. This was taken into consideration and a formula was created to factor in longevity into the one-time pay adjustment. There are 47 staff who have worked for the Agency for more than 20 years.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board approves the One-Time Pay Adjustment FY 2017 to all Agency staff working at the time of the payout, as presented. YES: Bourdeau, Edgerton, Fink, Fyfe, Herrala, Koskela, Koskinen, Rozich and Tervo. Motion carried unanimously.

Old / New Business

Mrs. Fink acknowledged the passing of Board Member, Zach Edgerton's, Mother, Dyann Edgerton, who was a former CCMH Board Member.

Adjournment


Minutes of Meeting 1/31/2018

MOTION: by Mr. Koskela, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 7:51 PM.

Submitted by,



Michael Koskinen, Board Secretary



James Tervo, Board Vice Chairperson