

**COPPER COUNTRY MENTAL HEALTH SERVICES BOARD**

Wednesday, March 28, 2018 6:00 PM  
Rice Memorial Center – Boardroom  
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, Barry Fink, Richard Herrala, Dr. Kathleen Johnson, Mike Koskinen, Pat Rozich and James Tervo.

**ABSENT:** James Fyfe, Sandra Gayk and Albert Koskela.

**OTHERS:** Mike Bach, Cari Raboin, Susan Serafini and Angela Cline.

**Approval of Agenda**

**MOTION:** by Mrs. Fink, seconded by Mr. Rozich, that the Agenda be approved with the addition of three agenda items, *Introduction of Mike Bach, Associate Director, an additional contract under the agenda item, "2018 Contracts" and "Kushner Retirees HRA Resolution" under the Director's Report.* Also, a change to move the agenda item, *"Anderson, Tackman & Co., PLC Financial Statements Report"* after the agenda item, *"Finance Committee Report – 3/28/2018"*, as presented. Motion carried unanimously.

**Approval of Minutes of January 31, 2018 Meeting**

**MOTION:** by Mr. Koskinen, seconded by Mr. Herrala, that the Minutes of the January 31, 2018 meeting be approved, as presented. Motion carried unanimously.

**Treasurer's Report for January and February, 2018**

**MOTION:** by Mr. Rozich, seconded by Mr. Herrala, that checks numbered 52284 to 52541 for a total of \$1,277,945.81 and Combined Cash Investments Report for January 31, 2018 totaling \$8,771,739.48 and checks numbered 52542 to 52807 for a total of \$1,490,762.97 and Combined Cash Investments Report for February 28, 2018 totaling \$8,713,116.63 are accepted and placed on file. YES: Bourdeau, Edgerton, Fink, Herrala, Johnson, Koskinen, Rozich and Tervo.

**Comments from the Public**

There were no comments to note from the public present.

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

**Introduction of Mike Bach, Associate Director –** Mike Bach, Associate Director of Copper Country Mental Health, introduced himself to the Board and stated he has been with CCMH since 2001 and

provided a brief background of his education, past work history and family. The Board welcomed and congratulated Mike Bach on his new position at CCMH.

**Nominating Committee** – Mr. Tervo stated the members of the Nominating Committee are Barry Fink and James Fyfe. The officers of the Copper Country Mental Health Services Board have agreed to serve another term. The slate of officers for the 2018 – 2019 year was presented, as follows:

For the Office of Chairperson	James Tervo
For the Office of Vice Chairperson	Pat Rozich
For the Office of Secretary	Mike Koskinen
For the Office of Treasurer	Richard Herrala

**MOTION:** by Mr. Herrala, seconded by Mrs. Fink, that the Board cast a unanimous ballot for the officers of Chairperson, Vice Chairperson, Secretary and Treasurer of the Copper Country Mental Health Services Board, as presented. YES: Bourdeau, Edgerton, Fink, Herrala, Johnson, Koskinen, Rozich and Tervo.

**NorthCare Governing Board Meeting – 2/14/18 & 3/14/18** – Mr. Rozich stated communication is flowing through the Boards and the biggest issue is finding a CEO to replace Bill Slavin. Mr. Rozich stated he has sought advice from all Board members and hopes to get more input as to where the search is going. They hope to find a new CEO by June or July.

**CMHAM Spring Conference – May 1<sup>st</sup> & 2<sup>nd</sup>, 2018 – Novi, MI** – Mr. Tervo stated the Community Mental Health Association of Michigan’s (CMHAM) Spring Conference is being held in Novi, MI this year and if any Board members are interested in attending to please contact Angela Cline.

**CMH PAC Annual Campaign** – Mr. Tervo stated that Mr. Rozich did a nice job at the NorthCare meeting to encourage members to contribute. A suggested donation is one Board member per diem, but any amount is welcome. A donation to the CMH PAC helps support candidates who are supportive of the efforts at CMHAM.

**“Five Ways Boards Can Increase Success During Leadership Transitions” Presentation Handout** – Mr. Rozich reviewed the handout *“Five Ways Boards Can Increase Success During Leadership Transitions”* and asked that this item be put back on next month’s Agenda, after Board members have had a chance to review it.

Mr. Tervo stated that the Great Lakes Rural Mental Health Association (GLRMHA) meeting is next month, regarding the next conference, and stated if anyone has any ideas for presenters or topics, to please let him know. The conference will be held September 9<sup>th</sup> – 11<sup>th</sup>, 2018 at the Island Resort and Casino in Harris, MI.

**Director’s Report:** Cari Raboin, Executive Director, presented the Director’s Report.

**Annual Review of Mission Statement (Revised)** – Cari Raboin stated she recalled last year when the Mission Statement was reviewed, there was some discussion about who we can serve, and she has

suggested adding the word, “eligible”, because of the requirements that we have to follow from the Department and the Michigan Mental Health Code. The suggestion is to alter the Mission Statement with this one word.

**MOTION:** by Mr. Koskinen, seconded by Mr. Rozich, that the Board approves the revision of Copper Country Mental Health’s Mission Statement by adding the term “eligible”, as presented. Motion carried unanimously.

**Policy & Procedure Revision(s) – Coordination, Communication, Consent to Share Information & Demand & Capacity Analysis Policies** – Cari Raboin reviewed the *Coordination, Communication, Consent to Share Information* policy and stated we are revising this policy again to align with NorthCare’s policy changes. Cari Raboin reviewed page 3, section C, and stated anyone who comes to us for services is asked to sign a consent to release information to their Primary Care Physician and other health providers and organizations from whom they receive services. This is our standard procedure. The Michigan Mental Health Code changed in 2016 allowing mental health records to be shared with other health care providers and health plans without consent for treatment, payment and coordination of care. The policy was changed to reflect this, but our Agency always asks for consent, even though the Michigan Mental Health Code states it is not required. Page 5, section 4, of the policy states this does not apply to individuals receiving substance use disorder services, or Co-Occurring Disorder services, as a signed consent is required due to having different standards for these individuals.

**MOTION:** by Mr. Rozich, seconded by Mr. Bourdeau, that the Board approves the revised *Coordination, Communication, Consent to Share Information* policy, as presented. Motion carried unanimously.

Cari Raboin stated we are rescinding the *Demand & Capacity Analysis* policy as Vicki Mikkola, former Executive Director, had looked into this and could not find any evidence to support that we need to have this policy.

**MOTION:** by Mr. Herrala, seconded by Dr. Johnson, that the Board approves rescinding the *Demand & Capacity Analysis* policy, as presented. Motion carried unanimously.

**2018 Contracts** – Cari Raboin reviewed FY 2018 Contracts and stated there is a grant related contract for the Institute with Velda Spiller-Sclafiani as Substance Abuse Prevention Coalition Coordinator, a new contract for another specialized residential placement with Baseline Clinical Services, Inc. and a contract for another Telepsychiatrist, Dr. Gary Rooker, through Locum Tenens who will be providing services in Ontonagon and Houghton and works with both children and adults. Cari Raboin clarified that we do not use overtime or on-call with our Telepsychiatrists.

**MOTION:** by Mr. Herrala, seconded by Mrs. Fink, that the Board approves the 2018 Contracts for Velda Spiller-Sclafiani as Substance Abuse Prevention Coalition Coordinator, Baseline Clinical Services, Inc. for specialized residential placement and Dr. Gary Rooker as Telepsychiatrist for Ontonagon, Houghton and children, as presented. Motion carried unanimously.

**QI Program Report for 1<sup>st</sup> Quarter of FY 2018** – Mrs. Fink reviewed the Quality Improvement Program Report for the 1<sup>st</sup> Quarter of FY 2018, which was included in the Board packet. The overall Consumer Satisfaction rate for 2017 was 95%. The Access Consumer Satisfaction Survey goes out randomly to individuals first coming in for services and most responses during FY 2017 were positive. Credentialing and contracts are all in order. Fourth Quarter consumer satisfaction rate was 97.1%, and only two grievances were reported. There was one death due to natural causes during the 3<sup>rd</sup> and 4<sup>th</sup> quarters. Performance indicators are being met, with only one instance of not meeting the three-hour period requirement from when contact is made with an individual to when the decision is made to hospitalize that individual. Recipient Rights is status quo. The Agency is training staff using staff training kits and it is going well. Screening for childhood trauma continues as part of the admission process and the trauma screening for adults has just started. Records continue to be reviewed in orderly fashion.

**Annual Quality Improvement Report FY 2017** – Mrs. Fink reviewed the Annual Quality Improvement Report FY 2017, which was included in the Board packet, and is a compilation of quarterly reports. Charts are attached to the report with interesting numbers. Most important is the objective, *“I would recommend these services to a friend or relative”*, with high percentages reported. Outcome Measures are being met with a few places where measures came in slightly under the goal due to have so few numbers. Mr. Rozich states he appreciates these reports.

**FY 2018 Quality Improvement Program** – Cari Raboin reviewed the FY 2018 Quality Improvement Program and stated the plan has not changed since last year. Many of the areas were covered by Mrs. Fink in the QI Program Report agenda item. Cari Raboin stated many of the categories have goals and objectives that the Board can review and ask questions if they have any.

**MOTION:** by Mr. Rozich, seconded by Mr. Herrala, that the Board approves the FY 2018 Quality Improvement Program, as presented. Motion carried unanimously.

## Updates

Cari Raboin stated there are various community activities that we are being invited to. On April 6, 2018, Finlandia is holding an event addressing the issue of mental health stigma called, *“Removing the Mental Health Stigma with Understanding & Awareness”*. Someone from NAMI in lower Michigan and Dial HELP, as well as herself, will be on the panel.

Cari Raboin stated the Keweenaw Chamber of Commerce is organizing a community safety panel on either April 30, 2018 or May 1, 2018, and we have been invited to participate.

Cari Raboin stated the annual Recovery Lectures Series is scheduled for June 27, 2018. Trish Russell, a combat veteran will be coming to speak about recovery strategies after trauma. The location of the lecture is to be determined.

Cari Raboin stated on July 10, 2018, Ambrosia Jackson from MDHHS will be coming to hold an all day trauma training. There will be two Trauma 101 trainings, and she will also meet with Supervisors and Administration. Cari Raboin stated we are inviting all Board members to the Trauma 101 training and will give members more information as it gets closer.

Cari Raboin stated she noticed it was mentioned at a previous Board meeting that the Department was here to recertify our Agency and we were awarded a three-year certification which is effective until 2020. Mr. Tervo asked that an agency wide email be sent to all employees, on behalf of the Board, congratulating staff on the three-year certification from the Department.

Cari Raboin stated we receive an email from MDHHS describing a plan to readjust the allocation of General Funds to Boards. This plan was developed by a workgroup of members from MDHHS, various CMH's and CMHAM. The new allocation will begin in October of 2018 and will be phased in over five years, resulting in an 87% increase of General Funds for CCMH. The overall pot of General Fund for Boards is not increasing, just being redistributed, with some Boards (such as Detroit and Saginaw) getting less. The new allocation takes into account the poverty rate in the area and gives each Board a base rate. Mrs. Fink asked if this means we can take individuals off the waiting list and Cari Raboin responded that depending on other costs, we will start looking at the waiting list.

### **Kushner Retiree HRA Resolution**

Cari Raboin stated we are recommending the Kushner Retiree HRA Resolution be signed that allows Kushner to set up a health fund account for our retirees who receive Blue Cross Blue Shield benefits. We had found out that Blue Cross Blue Shield was not administering their health fund account. This affects five retirees and their dependents.

**MOTION:** by Mr. Koskinen, seconded by Mr. Rozich, that the Board approves the signing of the Kushner Retiree HRA Resolution, as presented. Motion carried unanimously, with an abstention from Mr. Herrala.

### **Request for Vehicle Bidding**

Susan Serafini stated after a review of the vehicle fleet, it has been determined that certain vehicles should be replaced due to high mileage and heavy wear. Susan Serafini reviewed a list of ten vehicles chosen to be replaced and recommended Board approval for the authorization to obtain bids for the purchase of two full-sized lift vans, one full-sized van, two mid-sized SUV's, and five minivans, including the trade-in of the ten specified vehicles. This will keep the fleet at 41 vehicles.

**MOTION:** by Mr. Koskinen, seconded by Mr. Herrala, that the Board approves the request for vehicle bidding for the purchase of two full-sized lift vans, one full-sized van, two mid-sized SUV's, five minivans and the trade-in of ten specified vehicles, as presented. Motion carried unanimously.

**Finance Director's Report:** Susan Serafini, Finance Director, presented the Finance Director's Report for January and February, 2018.

Susan Serafini reviewed Revenue & Expenditures by funding source as of February 28, 2018. The report shows some improvement, mainly due to February being a short month. There is excess revenue from Medicaid of \$228,620.92 and from Healthy Michigan of \$11,168.01. General Fund is expected to have a shortfall of \$28,712, with a small surplus of \$1,158 in Local dollars. Susan Serafini reviewed the Balance Sheet as of February 28, 2018. The total cash for February, 2018 is

\$8,713,116.63, which is a decrease from January, 2018 of \$8,771,739.48, due to the One-Time Pay Adjustment distribution occurring in February. The total cash is up by approximately \$600,000 compared to the same time last year but expect it to decrease some after a cost settlement with NorthCare in March, 2018. Over \$900,000 is being returned to NorthCare and we will be receiving approximately \$600,000 in savings to spend this year. The total net income of all funds through February, 2018 is \$33,504 compared to the end of January, 2018 of \$11,231, with the majority of the net income reported under the Institute. Most of this income is the Institute's prevention dollars that the Agency provides. This funding is used as a last resort as the Institute tries to use their grant funds first. Susan Serafini reviewed the General Fund's Income Statement. Revenues should be at 41.6% of the budget variance, to be right on budget. Revenues are ahead slightly above budget in the areas of Medicaid and Healthy Michigan. There is nothing that stands out with revenues. Expenditures are close to being right on budget. One area that continues to be over budget is Outpatient Children, which includes the Autism Benefit program. The Board had approved a Case Management position solely for the Autism Benefit program, which is needed. Anderson, Tackman & Co., PLC will be back in May, 2018 to complete the Compliance Audit. The Board thanked Susan for her report.

**MOTION:** by Dr. Johnson, seconded by Mrs. Fink, that the Board approves the Finance Director's Report for January and February, 2018, as presented. Motion carried unanimously.

#### **Executive Committee Meeting Minutes – January 31, 2018**

Mr. Tervo stated the Minutes of the January 31, 2018 Executive Committee meeting require approval. The Minutes were provided in the Board packet for review.

**MOTION:** by Mr. Rozich, seconded by Mr. Koskinen, that the Minutes of the January 31, 2018 Executive Committee meeting be approved, as presented. Motion carried unanimously.

**Building & Grounds Committee Meeting Report – March 28, 2018:** Richard Herrala, Committee Chairperson, presented the Building and Grounds Committee meeting report for March 28, 2018.

Mr. Herrala stated the Building and Grounds Committee met today, March 28, 2018, and reviewed the plan for the FY 2018 Maintenance Projects, especially those projects that are over \$5,000, that will be submitted for bids. The estimates were also handed out tonight to all Board members for review. Some of the larger projects include replacing windows on the main floor of the Rice Memorial Center, a new main sign in front of the Rice Memorial Center, and repair to Quincy House's basement, due to being damaged from water leaking from the garage above. The committee is recommending approval from the full Board to seek bids for all items over \$5,000.

**MOTION:** by Mr. Koskinen, seconded by Mr. Bourdeau, that the Board approves the request to seek bids for all maintenance project items over \$5,000 for FY 2018. Motion carried unanimously.

**Finance Committee Meeting Report – March 28, 2018:** Richard Herrala, Treasurer, presented the Finance Committee meeting report for March 28, 2018.

Mr. Herrala stated the Finance Committee met today, March 28, 2018, and Susan Serafini presented and reviewed the FY 2017 audited financial statements report from Anderson, Tackman & Co., PLC.

Minutes of Meeting 3/28/2018

Mr. Herrala stated that staff are to be complimented on an excellent job as this is the third year in a row with no findings.

**MOTION:** by Mr. Rozich, seconded by Mr. Herrala, that the Board approves the FY 2017 audited financial statements report from Anderson, Tackman & Co., PLC, as presented. Motion carried unanimously.

**Old / New Business**


Mr. Koskinen asked that a flag be provided for the Boardroom and that the Pledge of Allegiance be recited at the beginning of each Board meeting.

**Adjournment**

**MOTION:** by Mr. Koskinen, seconded by Mr. Herrala, that the meeting adjourn. The meeting adjourned at 7:17 PM.

Submitted by,

  
James Tervo, Board Vice Chairperson

  
Michael Koskinen, Board Secretary