

COPPER COUNTRY MENTAL HEALTH SERVICES BOARD

Wednesday, August 29, 2018 6:00 PM

Rice Memorial Center

901 W. Memorial Drive

Houghton, MI 49931

MINUTES

CALL TO ORDER: The meeting was called to order at 6:00 PM.

ROLL CALL: Richard Bourdeau, Barry Fink, James Fyfe, Richard Herrala, Dr. Kathleen Johnson, Albert Koskela, Mike Koskinen, Catherine Paavola, Pat Rozich, and James Tervo.

ABSENT: Zach Edgerton and Sandra Gayk.

OTHERS: Mike Bach, Dawn Gibson, Susan Serafini and Angela Cline.

Approval of Agenda

MOTION: by Mr. Koskela, seconded by Mr. Fyfe, that the Agenda be approved with the addition of the item, "*Ontonagon Center Program Update*". Motion carried unanimously.

Approval of Minutes of July 25, 2018 Meeting

MOTION: by Mr. Koskela, seconded by Mr. Fyfe, that the Minutes of the July 25, 2018 meeting be approved with amendments to "*Roll Call*" and roll call votes, to include Richard Herrala and Catherine Paavola, as presented. Motion carried unanimously.

Treasurer's Report for July, 2018

MOTION: by Mr. Koskinen, seconded by Mr. Rozich, that checks numbered 53985 to 54258 for a total of \$1,270,328.16 and Combined Cash Investments Report for July 31, 2018 totaling \$8,299,566.83 is accepted and placed on file. YES: Bourdeau, Fink, Fyfe, Herrala, Johnson, Koskela, Koskinen, Paavola, Rozich and Tervo.

Ontonagon Center Program Update

Rachel Gustafson, Ontonagon Center Program Supervisor, introduced Gina, John & Kristy, to provide an update on the Ontonagon RICC park. Gina stated bricks were laid down and more will be worked on in September. The Ontonagon Pocket Park signs are up and Labor Day weekend they will collect donation for benches, chairs, etc. They will also put up security cameras and murals. Cans are available around town for the public to give donations also. Rachel Gustafson stated next month they will add the bump outs, or extensions, and next year the benches will be installed and flowers will be put in. Rachel Gustafson shared some updates regarding the Ontonagon Center's Day Program and stated they have made a significant push to be out in the community and on Fridays they have community inclusion days where consumers are out of the building all day. They go to Houghton,

Ironwood, shopping, etc. Rachel pointed out some pictures of things the group had done in the last year. They had toured the Stormy Kromer facility, the A.E. Seaman Mineral museum, and Sylvania Outfitters. Every Monday they volunteer at the Long-Term Care Unit, were helping at Ontonagon County Animal Protection (OCAP) and volunteer as needed with Communities That Care Coalition (CTC). They also participate in A Single Point for Activities and Recreation program (SPAR) and go biking, kayaking, hiking and gardening. The Board thanked Rachel, Gina, John and Kristy for their presentation and updates.

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.

NorthCare Governing Board Meeting – August 8, 2018 – Mr. Tervo stated Mr. Slavin's report was provided in the Board packet for review.

Great Lakes Fall Conference – September 9th – 11th, 2018 – Mr. Tervo stated the Great Lakes Rural Mental Health Association (GLRMHA) conference brochures have been sent out. One speaker is Michael Petruzelli from the National Council for Behavioral Health out of D.C. and he had asked for suggestions of topics for him to talk about. Mr. Tervo stated if anyone has any ideas to please share it with him to pass on to Mr. Petruzelli.

CMHAM Fall Conference – October 22nd & 23rd, 2018 – Traverse City – Mr. Tervo stated the CMHAM Fall Conference is being held on October 22nd and 23rd and the conference will be all day on both days.

Director's Report: Mike Bach, Associate Director, presented the Director's Report.

MDHHS Grant Agreement – Mike Bach reviewed the grant agreement between MDHHS and Copper Country Community Mental Health (CCCMH) and stated this agreement is regarding the increase in General Funds and starting October 1, 2018, we will receive \$116,000 that will continue over the next five years. This agreement is our contract with the State.

MOTION: by Mr. Fyfe, seconded by Mr. Herrala, that the Board accepts the MDHHS Grant Agreement between MDHHS and CCCMH, as presented. Motion carried unanimously.

Contract Renewals FY19 – Mike Bach reviewed contract renewals for FY19 and stated most are the same but there is a slight increase for Oak House and Goodwill Industries for services provided.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board approves the list of contract renewals for FY19, as presented. Motion carried unanimously.

Policy Revision – Grievance & Appeal Processes – Medicaid & Healthy Michigan (HM) – Mike Bach reviewed the *Grievance & Appeal Processes – Medicaid & Healthy Michigan (HM)* policy and stated the entire policy has been rewritten to follow the technical guidelines from MDHHS.

MOTION: by Mr. Fyfe, seconded by Mr. Bourdeau, that the Board approves the revised *Grievance & Appeal Processes – Medicaid & Healthy Michigan (HM)* policy, as presented. Motion carried unanimously.

Rice Foundation Board Meeting Update – August 1, 2018 – Mike Bach stated the Rice Memorial Clinic Foundation Board last met on August 1, 2018 and had approved a funding request to CCCMH in the amount of \$30,000 to help serve individuals on the waiting list. The Foundation also approved funding requests to the Portage Health Foundation and 31 Backpacks, Inc.

Updates

Mike Bach stated on September 17, 2018, we will be holding a post flood forum open to the community for those affected directly or indirectly by the recent flood, at Houghton High School. Dial Help and Leslie Griffith, Outpatient Program Director, will be presenting. They will talk about secondary trauma and provide information regarding what people naturally go through during something like this and coping skills. A press release will be coming out about this.

Mike Bach stated our private road between Stepping Stone and the Rice Center is usable now and next month it will be paved.

Mike Bach stated regarding the increase in General Fund that we will be receiving, we currently have 32 people on the waiting list. The Outpatient Program Director gives individuals on the list a rating and previously we served those most severe with a rating of ten, and now are serving those with a rating of five and up and therefore are able to offer more individuals services. Cari Raboin emailed staff to encourage people to call us, as we may be able to help them. A letter is also being sent out to local physicians stating we have received additional funding and therefore are able to serve more people.

Mike Bach stated we received our results from the NorthCare audit and we received a score of 98.1%, our highest score yet.

Mike Bach stated we have recently had some new hires. We hired a new Peer Support Specialist, Seth Garber, who is helping a lot with housing needs for individuals. We lost one of our four Outpatient therapists and recently hired Chaya Henkel who is fully licensed and has a lot of experience and is experienced with substance abuse. In the Autism Program, we lost our Board Certified Behavioral Analyst (BCBA) and recently hired a Board Certified Behavioral Analyst Assistant (BCaBA), Collin Hahn. He has gone through schooling and will be taking exams to become a BCBA. He is able to do assessments and provide feedback to behavioral techs. We hired an office assistant, Libby Mundell, to help Tracy Jaehnig, Recipient Rights Officer. A Home Based position opened when Leslie Griffith accepted the Outpatient Program Director position and it was replaced by Sue Stratton. We replaced Sue Stratton's position with Jamie Rheault, to provide supports coordination to the Psychiatrists, and Jamie Rheault has held this position in the past. We are still looking for Direct Care Staff and are hiring aides in the Autism Program. Helen Conley, Stanton House Team Leader and BRAVO Services Supervisor, is leaving and interviews have begun for this position.

Mike Bach stated included in the Board packet are three handouts, the Clubhouse newsletter, the Youth Peer Support statewide newsletter which published a poem written by our Youth Peer Support Specialist, Sierrah Wasie, and a NorthCare Network handout with information about the website, Mystrength.com, which is an online tool for coping with stress. We use it for daytime and after-hours assessments where individuals are given a card with the information about how to login to it.

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

Susan Serafini reviewed Revenue & Expenditures by funding source as of July 31, 2018. We did receive an increase in Medicaid and a small increase in Healthy Michigan of approximately \$100,000 and continue to run a surplus in Medicaid funding of \$983,039.77 of excess Medicaid and are running a deficit in Healthy Michigan funding of \$15,546.97. The General Fund is reporting a surplus of \$58,562 and a \$129,959 surplus in Local dollars. Susan Serafini reviewed the Balance Sheet as of July 31, 2018. The total cash for July, 2018 is \$8,299,566.83, which is an increase compared to June, 2018 of \$8,186,927.76 due to an additional \$100,000 from NorthCare. The total net income of all funds through July, 2018 is \$143,010, compared to the end of June, 2018 of \$167,338 for a \$24,328 decrease. This is due to the decrease in the Building and Grounds fund as there are a lot of facility projects being completed. The General Fund is reporting a net income of \$130,026 compared to \$116,357 in June, 2018. We are showing a small loss in the Building and Grounds fund of \$1,296 and at the close of year end, the equipment fund and other funds will be close to \$0. Susan Serafini reviewed the General Fund's Income Statement. The revenues would have a variance of 83.3% to be right on budget. Medicaid is 2% ahead of the budget and makes up the larger portion of the budget. Interest income is increasing due to increasing interest rates. Expenditures are running slightly over budget. A Finance Committee meeting will be scheduled to approve the final budget for FY18 and the initial budget for FY19. Anderson, Tackman & Co., PLC are scheduled for an audit in November. The Board thanked Susan for her report.

Personnel Committee Meeting Minutes – July 25, 2018

A copy of the Personnel Committee Meeting Minutes from July 25, 2018 was provided in the Board packet for review. There were no comments, additions or deletions.

MOTION: by Mr. Rozich, seconded by Mr. Herralala, that the Board approves the Personnel Committee meeting Minutes from July 25, 2018, as presented. Motion carried unanimously.

Personnel Committee Meeting Report – August 29, 2018

Mr. Tervo stated the Personnel Committee reviewed an additional position for a Mental Health Clinician, which will increase the number of Outpatient clinicians to five, as intakes have increased by 27% and clinicians are required to see individuals within a short amount of time. The Personnel Committee recommends Board approval.

MOTION: by Mr. Herralala, seconded by Dr. Johnson, that the Board accepts the recommendation of the Personnel Committee to approve the additional position of a Mental Health Clinician, as presented. Motion carried unanimously.

Minutes of Meeting 8/29/2018

Mr. Tervo stated the Personnel Committee reviewed a new Personnel policy, *Referral Program*, which establishes an incentive program for employees who provide referrals for qualified applicants to apply for vacant positions. The Personnel Committee recommends Board approval.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board accepts the recommendation of the Personnel Committee to adopt the new Personnel policy, *Referral Program*, as presented. Motion carried unanimously.

Old / New Business

Mr. Rozich stated the NorthCare Governing Board is interviewing a candidate for a new NorthCare CEO tomorrow. The candidate is originally from Baraga, wants to come back to the U.P., and has both a Master's and PhD degree.

Adjournment

MOTION: by Mr. Koskela, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 7:08 PM.

Submitted by,

James Tervo, Board Chairperson

Michael Koskinen, Board Secretary