

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, January 30, 2019 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 6:58 PM.

ROLL CALL: Zach Edgerton, Barry Fink, Albert Koskela, Mike Koskinen, James Tervo and Jacquelyn Treadeau.

ABSENT: Richard Bourdeau, Sandra Gayk, Dr. Kathleen Johnson, Catherine Paavola and Pat Rozich.

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

Those in attendance stood for the Pledge of Allegiance.

Approval of Agenda

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

Approval of Minutes of December 12, 2018 Meeting

MOTION: by Mr. Koskela, seconded by Mrs. Treadeau, that the Minutes be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

Treasurer's Report for November and December 2018

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that checks numbered 55153 to 55490 for a total of \$1,793,860.81 and Combined Cash Investments Report for November 30, 2018 totaling \$8,818,646.68 and checks numbered 55491 to 55756 for a total of \$1,306,526.42 and Combined Cash Investments Report for December 31, 2018 totaling \$8,975,509.70 are accepted and placed on file. YES: Edgerton, Fink, Koskela, Koskinen, Tervo and Treadeau.

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 – January 16, 2019 – Mr. Tervo stated the January meeting was the first meeting with the new Director of NorthCare, Dr. Tim Kangas.

CMH PAC Annual Campaign – Mr. Tervo stated CMHAM is always looking for people to contribute to the PAC. The Association usually likes Board members to contribute one per diem. A donation to the CMH PAC helps support candidates who are supportive of the efforts at CMHAM.

Mr. Tervo read Mr. Fyfe's resignation letter to the Board.

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that the Board send a letter of appreciation as well as another form of appreciation such as a plaque, to Mr. Fyfe. Motion carried unanimously.

Director's Report: Cari Raboin, Executive Director, presented the Director's Report.

Recipient Rights Advisory Committee Report – Mrs. Fink presented the Recipient Rights Advisory Committee Report and stated in the last year there were 953 consumers served and no appeals in FY18. There were a total of 62 allegations and 59 complaints. All were resolved within the appropriate timeframes. The Board thanked Mrs. Fink for her report.

FY 2018 Annual Report – Mike Bach reviewed the Copper Country Mental Health Services Annual Report FY 2018. To highlight, we received an increase to our General Fund dollars, are down to ten individuals on the waiting list, Northern Lights Clubhouse received international accreditation, we held supportive meetings and education for the community in response to the Father's Day flood, introduced MyStrength, a web-based tool to help address mental health, have a Trauma committee that helps the Agency become more aware of trauma including with staff, the Autism Program provides supports coordination and applied behavior analysis to children and young adults and had a speaker who spoke about trauma at the Recovery Lecture.

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that the Board accepts the Copper Country Mental Health Services Annual Report FY 2018, as presented. Motion carried unanimously.

FY 2018 Customer Satisfaction Survey – Cari Raboin reviewed the FY 2018 Customer Satisfaction Survey Report. The overall satisfaction rate is 96.7%, compared to 95.6% last year. Out of 809 surveys mailed to consumers and guardians during FY18, 198 were returned for a response rate of 24.5%, compared to 24.2% last year. Results were divided by county, then by population. The last section gives results for the recovery portion of the survey. The Agency reviews the questions that scored lowest and discusses them in the Quality Improvement Committee and other clinical committees to see what we can do to increase satisfaction.

MOTION: by Mr. Koskinen, seconded by Mrs. Fink, that the Board commend staff on an excellent job they do to create the results we received on our satisfaction surveys. Motion carried unanimously.

Updates

Cari Raboin stated we have hired a three-quarter time Recipient Rights Advisor to help the Recipient Rights Officer. We were also able to hire two full-time RN's and recently hired five new Direct Care Staff. The psychiatrist recruitment has been challenging and we will probably end up with Telepsychiatrists. We are working with a company, that we have other Telepsychiatrists with, to

include a Medical Director, another to handle administrative duties and another for clinical and patient care. Mrs. Fink asked if we asked the Rice Foundation for help to use a headhunter and Cari Raboin responded that the Rice Foundation has not met and we are not sure if it will be a good use of money. Larger cities are even having trouble finding psychiatrists. Cari Raboin stated she has talked with Dr. Miller about increasing his time with us but he does not want to be full-time.

Cari Raboin reviewed a handout about the "Joe Freed Empowerment Fund" and stated Joe Freed was our RN who passed away suddenly. His husband has started a fund with the Keweenaw Community Foundation to help individuals with disabilities live life to the fullest. CCMH staff are putting on a potluck and are fundraising to kick off the fund. The event is being held on February 15, 2019 at the Rice Memorial Center.

Finance Director's Report for November & December 2018: Susan Serafini, Finance Director, presented the Finance Director's Report.

Susan Serafini reviewed Revenue & Expenditures by funding source as of December 31, 2018 and stated the first quarter is most challenging because of the five holidays and group homes have holiday pay and overtime for the Direct Care Staff. There is Medicaid savings of \$39,314.22 and the area that continues to be challenging is Healthy Michigan which is running a deficit of \$87,278.50. It is very underfunded and we experience a lot of community inpatient admissions with the majority being individuals that we have not served before. The General Fund is reporting a surplus of \$44,533. This is due to the increase to the General Fund allocation and after closing out FY 2018, we were able to carry forward 5% of any excess funds, so this surplus includes \$32,000 from last year. Susan Serafini reviewed the Balance Sheet as of December 31, 2018. The total cash for December is \$8,975,509.70, compared to the end of October 2018 of \$9,206,551.05. The total net income of all funds through December 2018 is \$118,323, compared to the end of October 2018 of \$54,748. The General Fund is reporting net income of \$89,891. The Equipment Fund is reporting a small loss due to a timing issue. Susan Serafini stated for the Institute Fund, we will bring back a revised budget to the Board as there are higher training costs due to more intensive training for the trainers. Susan Serafini reviewed the General Fund's Income Statement. The revenues would have a variance of 25% to be right on budget and are running ahead of the budget by a little over 1%, partly due to the General Fund increase and the increase in interest rates. Expenditures are over budget by a little under 1%. Susan Serafini stated the audit was completed by Anderson, Tackman & Co., PLC for FY18 and are working on the report to bring to the Board at the next meeting. Funds are available for a One-Time Pay Adjustment and we will still have Medicaid savings and General Fund dollars to use this year. The Board thanked Susan for her report.

Executive Committee Meeting Report – January 30, 2019: James Tervo, Committee Chairperson, presented the Executive Committee Meeting Report for January 30, 2019.

Mr. Tervo stated the Executive Committee met tonight, January 30, 2019, to discuss one agenda item, the One-Time Pay Adjustment for FY 2018. Following the recent audit by Anderson, Tackman & Co., PLC firm, Management would like to propose a one-time pay adjustment for CCMH employees for FY 2018, due to having excess Medicaid funds. The committee made a motion to recommend to the full

Board to make a one-time pay adjustment which will be distributed the same way it has been done in the past. The average percentage given to all employees is 10%.

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that the Board approves the One-Time Pay Adjustment FY 2018 to all Agency staff working at the time of the payout, as presented. YES: Edgerton, Fink, Koskela, Koskinen, Tervo and Treadeau.

Building & Grounds Committee Meeting Report – January 30, 2019: Albert Koskela, Committee Chairperson presented the Building & Grounds Committee Meeting Report for January 30, 2019.

Mr. Koskela stated the Building & Grounds Committee met tonight, January 30, 2019, to review and discuss the plan for the FY 2019 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. The committee made a motion to recommend to the full Board to approve the bidding of all items over \$5,000.

MOTION: by Mr. Koskela, seconded by Mrs. Fink, that the Board approves the request to seek bids for all maintenance project items over \$5,000 for FY 2019. Motion carried unanimously.

Old / New Business

There was no old or new business to report.

Adjournment

MOTION: by Mr. Koskela, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 7:32 PM.

Submitted by,



James Tervo, Board Chairperson

Michael Koskinen, Board Secretary