

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, March 27, 2019 5:00 PM

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

MINUTES

CALL TO ORDER: The meeting was called to order at 5:02 PM.

ROLL CALL: Zach Edgerton, Barry, Fink, Sandra Gayk, Mike Koskinen, Catherine Paavola, Pat Rozich, James Tervo and Jacquelyn Treadeau.

ABSENT: Richard Bourdeau, Dr. Kathleen Johnson and Albert Koskela.

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. Koskinen, seconded by Mrs. Gayk, that the Agenda be approved with the addition of one item, *Recipient Rights Advisory Committee Report – March 12, 2019*, under the Director's Report. Also, an amendment to move the agenda item, *Recipient Rights Advisory Committee Reappointments*, to under the Chairperson's Report from the Director's Report, as presented. Motion carried unanimously.

Approval of Minutes of January 30, 2019 Meeting

MOTION: by Mr. Rozich, seconded by Mrs. Fink, that the Minutes of the January 30, 2019 meeting be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

Treasurer's Report for January & February, 2019

MOTION: by Mr. Rozich, seconded by Mrs. Gayk, that checks numbered 55757 to 56001 in the amount of \$1,226,937.44 and Combined Cash Investments Report for January 31, 2019 totaling \$10,067,502.02 and checks numbered 56002 to 56235 in the amount of \$2,018,690.17 and Combined Cash Investments Report for February 28, 2019 totaling \$8,564,438.01 are accepted and placed on file. YES: Edgerton, Fink, Gayk, Koskinen, Paavola, Rozich, Tervo and Treadeau.

Comments from the Public

Sylvia Wentala from the Great Lakes Recovery Offender Success Program stated April is "Second Chance" month for felons returning to their communities and she will present on this at next month's Board meeting, if time allows.

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

Introduction of Dr. Tim Kangas, NorthCare CEO – Mr. Tervo introduced NorthCare CEO, Dr. Tim Kangas, to the Board. Dr. Kangas thanked the Board for having him and introduced Judi Brugman, NorthCare SUD Director. Dr. Kangas provided a brief background of himself, his education and experience. He spoke about the issue of not being able to serve the entire population, including the mild to moderate individuals, and how he is dedicated to fixing this issue. Dr. Kangas stated he will be coming back to attend another CCMH Board meeting this year. The Board thanked Dr. Kangas and Judi Brugman for attending.

Nominating Committee – Mr. Tervo stated he has asked Zach Edgerton to serve on the Nominating Committee with Barry Fink, as well as Mike Koskinen temporarily, and will ask Jackie Treadeau to serve on this committee next year. The Nominating Committee will meet between now and the end of April and bring their nominations for the 2019 – 2020 officers of the Copper Country Community Mental Health Services Board to the April 24, 2019 meeting.

NorthCare Governing Board Meeting – February 13, 2019 & March 13, 2019 – Dr. Tim Kangas' report is provided in the Board packet and provides a comprehensive summary of NorthCare's activities.

CMHAM Winter Conference – Mr. Tervo stated Mr. Koskela attended the Community Mental Health Association of Michigan (CMHAM) Winter Conference in February.

CMHAM Spring Conference – June 11th & 12th, 2019 – Novi, MI – Mr. Tervo stated the CMHAM Spring Conference is being held Novi, MI again this year and if any Board members are interested in attending, to please contact Angela Cline to make those arrangements.

CMH PAC Annual Campaign – Mr. Tervo stated the Association would like consideration of one Board member per diem donation toward the CMH PAC which helps support Legislators who are supportive of the efforts at CMHAM.

Recipient Rights Advisory Committee Reappointments – Mr. Tervo stated the terms of two members of the Recipient Rights Advisory Committee have expired, and both members, Barry Fink and Douglas Lindberg, have agreed to serve another two-year term.

MOTION: by Mrs. Fink, seconded by Mrs. Treadeau, that the Board approves the reappointments of Recipient Rights Advisory Committee members, Barry Fink and Douglas Lindberg, to the committee for another term, as presented. Motion carried unanimously.

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

Annual Review of Mission Statement – Cari Raboin stated the Mission statement is reviewed annually by the Board to see if it still reflects our mission. Mr. Rozich stated he has a few thoughts about additional wording to the Mission statement and will bring the suggested revisions back to the Board for review at the next meeting.

MOTION: by Mr. Rozich, seconded by Mrs. Fink, that the Board approves the Copper Country Community Mental Health Services Board Mission Statement, as presented. Motion carried unanimously.

Contract Revisions – FY19 – Cari Raboin stated these are changes to current contracts we have. The first contract revision is for Cornerstone Hernandez Homes, LLC to add a third group home at the rate of \$250 per day for one of our consumers who was not doing well in a transitional apartment and moved back to a more intensive setting. The second contract revision is for Locum Tenens to add two new Telepsychiatrists and increase the hours for the third Telepsychiatrist who will be doing more administrative and Medical Director activities. There was discussion regarding the transition to Telepsychiatry and its effectiveness.

MOTION: by Mr. Rozich, seconded by Mr. Koskinen, that the Board approves the Contract Revisions – FY19 for Cornerstone Hernandez Homes, LLC to add a third group home and for Locum Tenens to add two new Telepsychiatrists and increase the time of the third Telepsychiatrist, as presented. Motion carried unanimously.

QI Program Report for 1st Quarter of FY 2019 – The Board reviewed the Quality Improvement (QI) Program Report for the 1st Quarter of FY 2019. There were no questions or comments.

Annual Quality Improvement Report FY 2018 – The Board reviewed the Annual Quality Improvement Report FY 2018. Mrs. Fink reviewed Recipient Rights Satisfaction and stated the consumer satisfaction rate remains high which is measured by question #2 on the Consumer Satisfaction Survey, *“I am informed of my rights.”* The overall number of Incident Reports is low in comparison to the overall number of individuals in services. Most of the Michigan Mission-Based Performance Indicators were met and the results are provided on the last page of the report. Mrs. Fink reviewed the calls for after-hours service and stated Gryphon Place calls are half of what they were two years ago. The Board thanked Mrs. Fink for her report.

FY 2019 Quality Improvement Program – Cari Raboin reviewed the FY 2019 Quality Improvement Program and stated the plan has not changed much since last year. The first page provides an overview and the purpose of the plan, describes the committee, who is on the committee, the roles of the committee, those involved and employees. Page five talks about the scope of the QI Program, how it functions and how the program information is used and evaluated. The attachment is the work plan where each area has goals, objectives and action plans. This makes up the report that Mrs. Fink provides after each QI meeting. Cari Raboin added that we are always looking for ways to evaluate and improve our programs.

MOTION: by Mrs. Gayk, seconded by Mrs. Paavola, that the Board approves the QI Program Report for the 1st Quarter of FY 2019, the Annual Quality Improvement Report FY 2018 and the FY 2019 Quality Improvement Program reports, as presented. Motion carried unanimously.

Recipient Rights Advisory Committee Report – March 12, 2019 – Mrs. Paavola presented the Recipient Rights Advisory Committee Report and stated the committee met on March 12, 2019. Tracy Jaehnig reviewed Incident Reports for the 1st Quarter of FY19. The Behavioral Treatment Committee

report was tabled. Recipient Rights training for Consumers has not been provided yet and training for the committee was provided on December 21, 2018. The Annual Office of Recipient Rights Budget was reviewed on December 18, 2018 and Sarah Rousseau was hired as a Recipient Rights Advisor on January 14, 2019. There were no new State Recipient Rights Advisory Committee meetings since 2018 and there were no outstanding concerns from committee members. The committee discussed future training topics and Zach Edgerton will be presenting to the committee about individuals with disabilities receiving benefits and Mrs. Paavola suggested presenting on ways for families to help their loved ones with a mental illness receive treatment when they feel they don't have an illness. The Board thanked Mrs. Paavola for her report.

Updates

Cari Raboin stated one of our group home residents had passed away and whenever a consumer receiving services passes, we review the information, request a death certificate and have internal processes that we do. We cooperated with AFC Licensing and law enforcement investigations and the licensing report stated they found no violations. A death certificate was requested, but we have not yet received it. We also received a letter from an attorney, retained by the individual's family, who requested records and we sent those records. We work with an insurance company who assigned an attorney to us and we are consulting with that attorney.

Cari Raboin stated the roof of the Goodwill building in Calumet had partially collapsed and were without services for about a month. Goodwill has found a new location at the Baptist church in Houghton and are providing the same services and transportation as before.

Cari Raboin stated flyers were emailed and handed out tonight to Board members regarding Dr. Morgan's retirement from CCMH after 27 years.

Cari Raboin stated Michigan legislature has authorized a \$0.25 per hour wage increase for Direct Care staff. We will be providing the increase to all of our Direct Care staff and are happy to provide the increase, hoping it will also lead to the hiring of more Direct Care staff.

Window & Copier Bids

Susan Serafini presented the bid results for windows at the Rice Center on the lower level and third floor. The bids were made for replacing the windows all at once or in two stages. Susan Serafini is recommending the low bid to replace all remaining windows at once with Paul Hyrkas Construction, LLC of \$84,650.

MOTION: by Mr. Koskinen, seconded by Mrs. Gayk, that the Board accepts the low bid to replace all remaining windows at once with Paul Hyrkas Construction, LLC of \$84,650, as presented. Motion carried unanimously.

Susan Serafini presented the bid results for a copier for the Rice Center reception. Susan Serafini is recommending the low bid from U.P. Office in Marquette for a Sharp MX-M6050 copier for \$9,375.

MOTION: by Mrs. Paavola, seconded by Mrs. Gayk, that the Board accepts the low bid for a copier from U.P. Office for \$9,375, as presented. Motion carried unanimously.

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

Susan Serafini reviewed Revenue & Expenditures by funding source as of February 28, 2019. Overall, all funding sources are showing small improvements. Savings in Medicaid, General Fund and Local dollars are increasing. We continue to run a surplus in Medicaid and with the increase in General Fund, we are able to maintain a surplus. The General Fund is reporting a surplus of \$73,320 which includes a \$32,000 carry forward from last year. This in turn helps our Local dollars. In the past, Local dollars would have been used to cover any shortfall in General Fund. We have not cost settled with NorthCâre and have approximately \$750,000 in savings from last year. Susan Serafini reviewed the Balance Sheet as of February 28, 2019. The total cash for February is \$8,564,438.01, compared to the end of January 2019 of \$10,067,502.02. The One-Time Pay Adjustment was given to all staff on February 15, 2019 which brought the cash balance down some. Additionally, we received December's Medicaid payment in January. The total net income of all funds through February 2019 is \$236,117, compared to the end of January 2019 of \$198,921. The General Fund is reporting net income of \$157,775 at the end of February 2019, compared to \$113,078 at the end of January 2019. Due to GASB 75, the Employee Benefit Fund is going to be kept as net income. We had a large liability for CCMH retiree's post-retirement health insurance, so that fund balance has a negative \$2,103,894 balance. Susan Serafini reviewed the General Fund's Income Statement. The revenues would have a variance 41.6% to be right on budget and are running 1% ahead of the budget. Expenditures are just about right on budget, with some variances among programs. With the Direct Care Staff wage increase in April, a revised budget will be brought back to the Board in June. The Institute is running a deficit of \$17,108 due to additional trainings that we are required to provide and their budget will be revised as well. The Board thanked Susan for her report.

Executive Committee Meeting Minutes – January 30, 2019

MOTION: by Mr. Rozich, seconded by Mr. Koskinen, that the Minutes of the January 30, 2019 Executive Committee meeting be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

Building & Grounds Committee Meeting Minutes – January 30, 2019

MOTION: by Mr. Rozich, seconded by Mrs. Paavola, that the Minutes of the January 30, 2019 Building & Grounds Committee meeting be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

Executive Committee Meeting Report – March 27, 2019: James Tervo, Committee Chairperson, presented the Executive Committee Meeting Report for March 27, 2018.

Mr. Tervo stated the Executive Committee met tonight, March 27, 2019, and reviewed one revised Administration policy, *Responsibilities for Reporting Non-Compliance* policy, and two revised Client Services policies, *Review and Reporting of Deaths* and *Report, Investigation and Review of Unusual*

Incidents policies. The Executive Committee recommends Board approval of the revisions made to these policies.

MOTION: by Mrs. Gayk, seconded by Mrs. Fink, that the Board accepts the recommendation of the Executive Committee to approve the revisions made to the Administration policy, *Responsibilities for Reporting Non-Compliance*, and to the Client Services policies, *Review and Reporting of Deaths and Report, Investigations and Review of Unusual Incidents*, as presented. Motion carried unanimously.

Mr. Tervo stated the Executive Committee reviewed the Executive Director Performance Evaluation. There were eight evaluations returned and they were all very favorable reviews. The Executive Committee recommends Board approval of the Executive Director's contract renewal as of March 27, 2019.

MOTION: by Mr. Koskinen, seconded by Mrs. Paavola, that the Board supports and accepts the recommendation of the Executive Committee to renew the Executive Director's contract as of March 27, 2019, as presented. Motion carried unanimously.

Anderson, Tackman & Co., PLC Financial Statements Report

Susan Serafini reviewed the FY 2018 audited financial statements from Anderson, Tackman & Co., PLC of Marquette. There were no findings and once again we have an unqualified audit, which is stated on page five of the report. Page seven provides an overview of the financial highlights, including the addition of \$116,921 to the fund balance and that expenditures were under budget. Page 63 is a letter to the Board that states although they don't do a full audit of internal control, they did not identify any deficiencies in internal control that they consider to be material weaknesses. The final letter on page 67 would list specific findings and address what we need to correct here, but we did not have any findings. Anderson, Tackman & Co., PLC will be back in May to complete the compliance audit.

MOTION: by Mr. Koskinen, seconded by Mrs. Gayk, that the Board approves the FY 2018 audited financial statements from Anderson, Tackman & Co., PLC, as presented, and would like to congratulate the Finance Director and all staff for being fiscally responsible. Motion carried unanimously.

Old / New Business

Mr. Rozich stated he really appreciates the Northern Lights Clubhouse newsletter and will be emailing the Clubhouse staff and Director directly about it. Mrs. Fink added that a longtime Clubhouse employee, Genine, recently retired and will be missed.

Mr. Tervo stated he is assigning Jackie Treadeau to the Building & Grounds Committee. Other committee assignments will be made next month.

Adjournment

MOTION: by Mr. Koskinen, seconded by Mr. Rozich, that the meeting adjourn. The meeting adjourned at 6:29 PM.

Minutes of Meeting 3/27/2019

Submitted by,



James Tervo, Board Chairperson



Michael Koskinen, Board Secretary