

**COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD**

Wednesday, February 24, 2021 5:00 PM

Teleconference

**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 4:58 PM.

**PRESENT:** Richard Bourdeau (*Attending from Ontonagon County*), Randy Eckloff (*Attending from Allouez, MI*), Zach Edgerton (*Attending from Houghton, MI*), Gale Eilola (*Attending from Pelkie, MI*), Barry Fink (*Attending from Portage Township, MI*), Dr. Kathleen Johnson (*Attending from Lake Linden, MI*), Albert Koskela (*Attending from Traprock Valley, MI*), Mike Koskinen (*Attending from Baraga, MI*), Catherine Paavola (*Attending from Pelkie, MI*), Pat Rozich (*Attending from Hancock, MI*), and James Tervo (*Attending from Chassell Township, MI*).

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

**ABSENT:** None.

Those in attendance stood for the Pledge of Allegiance.

**Approval of Agenda & of the January 27, 2021 Minutes**

**MOTION:** by Mr. Koskela, seconded by Mrs. Paavola, that the Agenda be approved with the addition of one item, *Bid Results Atlantic House Flooring*, under the Director's Report, and that the Minutes of the January 27, 2021 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Treasurer's Report for January 2021**

**MOTION:** by Mr. Koskinen, seconded by Mr. Tervo, that checks numbered 61827 to 61999 in the amount of \$1,367,713.65 and Combined Cash Investments Report for January 31, 2021 totaling \$11,504,730.48 are accepted and placed on file. YES: Bourdeau, Eckloff, Edgerton, Eilola, Fink, Johnson, Koskela, Koskinen, Paavola, Rozich, and Tervo.

**Comments from the Public**

Sylvia Wentala from the Great Lakes Recovery Offender Success Program stated the Offender Success program has been fairly quiet right now and are planning to hold an employment forum, virtually, which will include employers from the Offender Success program, stories from participants, and speakers from MI Works. The forum will be held in the next month or two and she will report back to the Board as plans become more final.

Matt Olson presented and read a letter to the Board regarding concerns of COVID-19 restrictions and the lack of a re-opening plan.

**Chairperson's Report:** Pat Rozich, Chairperson, presented the Chairperson's Report.

**NorthCare Governing Board Meeting – February 17, 2021** – Mr. Rozich stated there was a discussion at the meeting regarding finances and it appears that the Upper Peninsula CMH's can look forward to a good year financially. The Board continues to meet via Zoom.

**Nominating Committee** – Mrs. Fink presented the Nominating Committee report and stated nominations were made for Mr. Rozich to become Vice Chairperson and Mr. Tervo to become Chairperson. All parties agreed. The remaining officers of the Copper Country Community Mental Health Services Board have agreed to serve another term. The committee recommended the nominations for the slate of officers for the 2021 – 2022 year, as follows:

For the Office of Chairperson – James Tervo  
For the Office of Vice Chairperson – Pat Rozich  
For the Office of Treasurer – Kathleen Johnson  
For the Office of Secretary – Mike Koskinen

**CMHAM Winter Conference Report** – Mr. Rozich stated he nor any other Board members attended the CMHAM Winter Conference.

**GLRMHA Annual Conference Update** - Mr. Tervo stated the Great Lakes Rural Mental Health Association (GLRMHA) met and determined the fall conference will be held September 12<sup>th</sup> – 14<sup>th</sup>, 2021 at the Baraga Lakeside Inn in Baraga. The GLRMHA Board's next meeting will also be held there to view the venue. Mr. Tervo stated he offered to find a recovery story presenter and would like to see if Mike Bach or another CCMH staff would be able to present on the Home and Community Based Services. GLRMHA officer nominations will be sent out shortly and need to be taken care of by their May meeting.

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

**Corporate Compliance Training** – Cari Raboin presented Corporate Compliance Training to the Board and reviewed the definition and purpose of Corporate Compliance and Corporate Compliance training, the three components of the Corporate Compliance program, laws and regulations related to Corporate Compliance, CCCMHS' Code of Ethics, and contact information for the Agency's Corporate Compliance Officer, Tracy Jaehnig.

**Contract Amendment – SVA Consulting**

**MOTION:** by Mr. Tervo, seconded by Mrs. Paavola, that the Board approves the contract amendment with SVA Consulting to perform the implementation, testing, and training necessary to upgrade from Dynamics GP 2016 R2 to GP 2018 R3 at an estimated cost of \$6,400 to \$9,000, as presented. Motion carried unanimously. YES: Bourdeau, Eckloff, Edgerton, Eilola, Fink, Johnson, Koskela, Koskinen, Paavola, Rozich, and Tervo.

**Rice Memorial Clinic Foundation Board Meeting – February 3, 2021** – Cari Raboin stated the Rice Memorial Clinic Foundation met on February 3, 2021 and the Board is down to four members including herself, Debbie Bradford, Paul Lahti, and Paul Ollila. The Board discussed recruiting new members and tentatively, Mike Mikkola from the Tervo Agency, Katrina Carlson from CCISD, and Lisa Lindberg from Settlers Co-op Credit Union in Bruce Crossing have agreed to serve on the Board.

## **Updates**

Cari Raboin stated it is planned to have Alan Bolter, Associate Director of the Community Mental Health Association of Michigan (CMHAM), at next month's Board meeting and he will talk about what is going on in Lansing as far as legislation and policy.

Cari Raboin stated Katie Carlson Lynch is a potential new Board member to represent Ontonagon County. This will be brought up at the Ontonagon County Commissioner's meeting next month. Ms. Carlson Lynch was previously on the Pathways CMH Board.

Cari Raboin stated she had a meeting with the Houghton County Administrator, Houghton County Sheriff's Department, and a Houghton County Commissioner regarding transports for involuntary hospitalizations and were asked if our Agency can help with the cost for these transports. The Agency would have to use General Fund and she will bring this back to the Board for approval after reviewing the budget to see if there is some way we can contribute.

Cari Raboin stated there are staff openings for a Billing Specialist, who is retiring after over 30 years with the Agency, and two RN openings that are close to being filled. There are also 13 full-time Direct Care Staff (DCS), eight part-time DCS, and two Mental Health Aide openings. As of last week, the waiting list had five individuals who all had very low severity ratings. Cari stated she has been trying to contact Psychiatrist, Dr. Karen Milner, and will try again next week.

**Bid Results Atlantic House Flooring** – Susan Serafini presented bid results for flooring and installation at Atlantic House from Kirkish Furniture and Gartner's Gallery. Susan recommended the lower bid from Kirkish Furniture in the amount of \$11,430.

**MOTION:** by Mr. Koskinen, seconded by Mrs. Paavola, that the Board approves the lower bid from Kirkish Furniture for flooring and installation in the amount of \$11,430, as presented. Motion carried unanimously. YES: Bourdeau, Eckloff, Edgerton, Eilola, Fink, Johnson, Koskela, Koskinen, Paavola, Rozich, and Tervo.

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

Susan Serafini reviewed Revenues & Expenditures by funding source as of January 31, 2021. Medicaid and Healthy Michigan continue to run at a surplus. The Agency received an increase in Medicaid and Healthy Michigan funds at the beginning of the fiscal year. There was an increase to health insurance premiums starting January 1, 2021 that will result in approximately \$300,000 increased expense. The General Fund is also running at a surplus. The Agency received an increase of \$116,000 this year and

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will receive this increase for one more year. Local funds are showing a small deficit. Susan Serafini reviewed the Balance Sheet as of January 31, 2021. The

total cash at the end of January 2021 was \$11,504,730.48, which is an increase of \$258,520.37 from December 2020 of \$11,246,210.11. The total net income of all funds through January 2021 is \$246,739 compared to the end of December 2020 at \$228,227. The General Fund is reporting net income of \$160,067, which is an increase from December 2020 at \$114,335. All internal service funds are also doing well. The Employee Benefit Fund has a balance of \$73,164 due to a plan where the Agency is working with our CPA firm to decrease the unfunded liability created by providing health insurance to retirees. The Agency will continue working on carrying forward this net income to reduce the negative fund balance. Susan Serafini reviewed the General Fund's Income Statement. The revenues are still right on budget with a variance of 33% to be right on budget. Investment Income is under budget and will be adjusted when a revision to the budget is done. Expenditures are running slightly under budget. Susan stated the Agency will evaluate premium pay on a month-by-month basis and expects to continue pay through the month of March. We are hoping to get some facility projects done this year in the group homes also. The Board thanked Susan for her report.

### **Executive Committee Meeting Minutes – January 27, 2021**

**MOTION:** by Mr. Koskinen, seconded by Mrs. Paavola, that the Minutes of the January 27, 2021 Executive Committee meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

### **Old / New Business**

There was no old or new business to note.

### **Adjournment**

**MOTION:** by Mr. Koskela, seconded by Mrs. Paavola, that the meeting adjourn. The meeting adjourned at 6:04 PM.

Submitted by,

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Pat Rozich, Board Chairperson

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Michael Koskinen, Board Secretary