

**COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD**

Wednesday, December 8, 2021 5:00 PM

CCMHS Institute

900 W. Sharon Avenue

Houghton, MI 49931

**MINUTES**

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

**PRESENT:** Katherine Carlson-Lynch, Randy Eckloff, Barry Fink, Dr. Kathleen Johnson, Albert Koskela, Mike Koskinen, Pat Rozich, and James Tervo.

**ABSENT:** Richard Bourdeau and Gale Eilola.

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

Those in attendance stood for the pledge of allegiance.

**Approval of Agenda**

**MOTION:** by Mr. Koskela, seconded by Mr. Eckloff, that Agenda of the December 8, 2021 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Approval of Minutes of October 27, 2021 Meeting**

**MOTION:** by Mr. Koskela, seconded by Mr. Eckloff, that the Minutes of the October 27, 2021 be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Treasurer's Report for October 2021**

**MOTION:** by Mr. Koskinen, seconded by Mr. Koskela, that checks numbered 63778 to 64066 in the amount of \$1,720,957.47 and Combined Cash Investments Report for October 31, 2021 totaling \$12,577,483.37 are accepted and placed on file. YES: Carlson-Lynch, Eckloff, Fink, Johnson, Koskela, Koskinen, Rozich, and Tervo.

**Comments from the Public**

There was no public present and therefore no comments to note.

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

**NorthCare Governing Board Meeting(s) – November 10, 2021 & December 8, 2021** – Mr. Rozich stated the NorthCare CEO Reports were provided in the Board packet for review. With the change in the Open Meetings Act prohibiting electronic meetings, the NorthCare Governing Board will continue to meet monthly but in person beginning at their next meeting in February 2022. Dr. Kangas is working

on obtaining \$1,650,000 to establish crisis intervention units in the Upper Peninsula. NorthCare has established an understanding with Northern Michigan Regional Entity (PIHP) to collaborate towards meeting standards and have a more unified voice for rural CMH's in the north. Mr. Rozich stated at the last NorthCare Governing Board meeting, the Executive Officers met with the Director prior to the meeting to review the agenda and a question came up as to whether that is a violation of the Open Meetings Act. NorthCare had their legal team review the issue and it was found that it is ok to do so since there are no motions being made during that time.

**CMHA Hybrid Winter Conference – February 8<sup>th</sup> – 9<sup>th</sup>, 2022 – Virtual & Kalamazoo, MI** – Mr. Tervo stated the Community Mental Health Association (CMHA) is holding a hybrid winter conference and participants are able to attend virtually or in-person in Kalamazoo. If anyone is interested in attending, please contact Angela Cline.

**Rice Memorial Clinic Foundation Board Meeting & Annual Dinner – January 19, 2022** – Mr. Tervo stated the CCMHS Board will be holding its January meeting in conjunction with the Rice Memorial Clinic Foundation's annual dinner which will be held at Michigan Tech's MUB Ballroom on January 19, 2022, instead of the usual last Wednesday of the month. Invitation letters have been sent out and Board members should be receiving them soon.

Mr. Tervo stated he has received a resignation letter from Executive Director, Cari Raboin, and read the letter to the Board. Mr. Tervo stated he would like to post this position internally first and will work with the Human Resources Director to determine the length of time for the internal posting.

Mr. Tervo stated the Great Lakes Rural Mental Health Association (GLRMHA) Executive Committee has not met since the CCMHS Board last met.

**2022 CCMHS Board Meeting Schedule** – The 2022 CCMHS Board meeting schedule was provided in the Board meeting packets. There were no objections to any of the scheduled meeting dates.

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

**Corporate Compliance Training** – Crispin Stone, Corporate Compliance Officer/Quality Improvement Coordinator, provided Corporate Compliance training to the Board members in attendance.

**FY 2022 Quality Improvement Program Plan** – Cari Raboin presented the FY 2022 Quality Improvement Program Plan. The plan contains the different categories and programs that we keep track of and review each year. The appendices that address specific program plans can be requested by interested Board members.

**MOTION:** by Mr. Koskinen, seconded by Dr. Johnson, that the Board approves the FY 2022 Quality Improvement Program Plan, as presented. Motion carried unanimously.

**YTD Appointment & Call Comparisons, Consumers Served, & Services Provided Summary & Trend Report FY 2021** – Cari Raboin reviewed the YTD appointment and call comparisons, consumers served, and services provided summary and trend report for FY 2021. Compared to last year, calls to

NorthCare for services for new individuals were up by 8%, appointments were down by 3.7%, and services provided went down by 10%. Cari stated the Agency served the exact same number of people as last year.

**CMHA Special Assessment Request** – Cari Raboin stated handouts were provided in the Board packet about CMHA asking for a contribution for a special assessment. Some CCMHS Board members were in attendance at the NorthCare Governing Board meeting today and some opinions were expressed about this. Mr. Koskinen stated NorthCare will not contribute because federal dollars cannot be used for lobbying. Mr. Tervo stated there is also the option to use Local dollars or General Fund and at the NorthCare level, using federal funds is a guarantee that this does not happen. Mr. Tervo stated he does not feel comfortable about doing this even if Dr. Kangas has expressed that this cause is a good one. Mrs. Fink asked when the last time a contribution was made as the handout talks about this being done during the time Section 298 was taking place. No one could recall this being done before and Mr. Tervo stated this item can be tabled until January until some research can be done.

**MOTION:** by Mr. Koskela, seconded by Ms. Carlson-Lynch, that the Board agrees to table the item, *CMHA Special Assessment Request*, as presented. Motion carried unanimously.

## Updates

Cari Raboin stated the Agency currently has 17 full-time Direct Care Staff (DCS) openings and 10 part-time relief DCS openings compared to 20 full-time DCS openings in October. She has received feedback from Group Home Team Leaders who stated they are finding it easier to schedule because there is more staff and have completed their schedules through the holidays. There are also two Autism Benefit Aide openings, one Mental Health Aide opening, one nurse opening each in Baraga and Houghton, one Case Manager opening in Baraga, and one Acute Services Clinician opening. There will also be an opening for a Mental Health Clinician as a current clinician will be retiring.

Cari Raboin stated the Agency was able to determine payments from General Funds to the four county Sheriff's Departments for transportation costs by taking the total dollars allocated, reviewing the number of transports that each of the Departments provided, and confirming that the transports were for CCMHS consumers. The Agency will give the following approximate amounts: Houghton County \$46,500, Baraga County \$13,100, Ontonagon County \$19,100, and Keweenaw County \$1,200.

Cari Raboin stated the Agency received its results of the annual NorthCare site review and scored a 93.6% in compliance. Last year the Agency scored 98%. Corrections that need to be made are relatively minor.

**Anderson, Tackman & Company, PLC FY 2020 Board Fraud Letter & Audit Engagement Letter** – Susan Serafini reviewed the Anderson, Tackman & Company, PLC FY 2021 Board Fraud letter and Audit Engagement letter. The audit engagement letter sets the criteria for the upcoming audit and the language used is the same as in years past. The Board had approved at its last meeting to continue working with Anderson, Tackman, & Company, PLC for the next three years to do the Agency's audit. The second letter is the fraud letter and contains an area on the last page to write about any concerns

which can be returned to Anderson, Tackman & Company, PLC, as well as a phone number to contact Anderson, Tackman, & Company, PLC with any questions or concerns.

**MOTION:** by Mr. Koskela, seconded by Mr. Eckloff, that the Board approves the Anderson, Tackman, & Company, PLC FY 2021 Board Fraud letter and Audit Engagement letter, as presented. Motion carried unanimously.

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

Susan Serafini reviewed Revenues and Expenditures by funding source as of October 31, 2021 and stated the Agency is starting the year out with a surplus of funds with Medicaid and Healthy Michigan. There is more of a surplus with General Fund than last year due to receiving the yearly \$116,000. There will be one more year of receiving the \$116,000. Local funding has been a struggle and we anticipated having a deficit until the Agency received its performance payment from NorthCare. There is one more additional individual in State Facility which requires a 10% contribution and is now running at approximately \$21,000 from Local funding. Interest rates continue to be very low but with the performance payment, which has been over \$100,000 in the past, the Agency will end up with a surplus. Susan Serafini reviewed the Balance Sheet as of October 31, 2021. The total cash at the end of October 2021 was \$12,577,483.37 which is a decrease of \$1,268,335.63 from September 2021. This is due to the timing of payments, three payrolls, three check runs, and a lot of expenses due to end of year closing in October. The total net income of all funds through October 2021 is \$65,646 compared to \$45,582 at the same time last year. This is partly due to the General Fund increase and not having as many expenses. The General Fund is reporting net income of \$35,110 compared to \$19,069 at the same time last year. Susan Serafini reviewed the General Fund's Income Statement. The revenues would have a variance of 8.33% to be right on budget and are very close to being right on budget. Expenditures are almost on budget as well. Susan Serafini stated Anderson, Tackman, & Company, PLC will be on site for two full weeks beginning the week of January 17, 2022. The Board thanked Susan for her report.

#### **Personnel Committee Meeting Report – December 8, 2021**

Mr. Rozich stated the Personnel Committee met tonight to review one revised policy, *Contract Provider Grievance and Appeals Process*, and one new policy, *Mandatory Vaccinations*. The Personnel Committee recommends to the full Board, the approval of these policies.

**MOTION:** by Mrs. Fink, seconded by Dr. Johnson, that the Board accepts the Personnel Committee's recommendation and approves the revised policy, *Contract Provider Grievance and Appeals Process*, as presented. Motion carried unanimously.

**MOTION:** by Dr. Johnson, seconded by Ms. Carlson-Lynch, that the Board table the Personnel Committee meeting item, *Mandatory Vaccination* policy. Motion carried unanimously.

Mr. Rozich stated the Personnel Committee also reviewed three additional items and recommends to the full Board the approval of the items, *Nurses Additional Compensation*, for premium pay to nurses for COVID-19 testing of staff and consumers in the amount of \$10 per test, *Nurse Position Expansion*,

to change the classification of the open registered nurse position from irregular part-time to full-time, and *Reactivate Human Resources Aide Position*, to reactivate the Human Resources Aid position in order to assist the Human Resources Department to operate more efficiently.

**MOTION:** by Mr. Koskinen, seconded by Mr. Koskela, that the Board accepts the Personnel Committee's recommendation and approves the items, *Nurses Additional Compensation*, *Nurse Position Expansion*, and *Reactivate Human Resources Aide Position*, as presented. Motion carried unanimously.

Mr. Tervo stated he commends Administration for working on the additional compensation for the nurses providing COVID-19 testing to staff and consumers and thought it was a good way to do it because it is not adding to a salary but instead is based on a per contact basis. The Personnel Committee felt it was a nice compromise.

### **Personnel Committee Meeting Minutes – October 27, 2021**

**MOTION:** by Dr. Johnson, seconded by Mrs. Fink, that the Board approves the Minutes of the October 27, 2021 Personnel Committee meeting, as presented. Motion carried unanimously.

### **Building & Grounds Committee Meeting Minutes – October 27, 2021**

**MOTION:** by Mr. Rozich, seconded by Mr. Koskela, that the Board approves the Minutes of the October 27, 2021 Building and Grounds Committee meeting, as presented. Motion carried unanimously.

### **Old / New Business**

Mr. Koskela stated approximately eight years ago it was discussed about raising CCMHS Board member per diems. The rule is that a Board cannot be paid more than any other Board but it does not say anything about a stipend. Mr. Tervo stated that he asks that we look into this and present it at the January meeting.

### **Adjournment**

**MOTION:** by Mr. Koskela, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 6:13 PM.

Submitted by,

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James Tervo, Board Chairperson

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Michael Koskinen, Board Secretary

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