

**COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD**

Wednesday, February 23, 2022 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, Gale Eilola, Julie Farmer, Barry Fink, Richard Herrala, Mike Koskinen, Pat Rozich, and James Tervo.

**OTHERS:** Mike Bach, Dawn Gibson, Albert Koskela (*via videoconference*), Cari Raboin, Susan Serafini, and Angela Cline.

**ABSENT:** Richard Bourdeau and Dr. Kathleen Johnson.

Those in attendance stood for the Pledge of Allegiance.

**Approval of Agenda**

**MOTION:** by Mr. Koskinen, seconded by Mr. Eckloff, that the agenda be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Approval of Minutes of January 19, 2022 Meeting Minutes**

**MOTION:** by Mr. Koskinen, seconded by Mr. Eckloff, that the Minutes of the January 19, 2022 meeting be approved with one addition, to add Dr. Kathleen Johnson as "*absent*", as presented. Motion carried unanimously.

**Treasurer's Report for December 2021 & January 2022**

**MOTION:** by Mr. Rozich, seconded by Mr. Herrala, that checks numbered 64293 to 64519 in the amount of \$1,770,543.54 and Combined Cash Investments Report for December 31, 2021 totaling \$14,133,234.15 and that checks numbered 64520 to 64731 in the amount of \$1,430,045.50 and Combined Cash Investments Report for January 31, 2022 totaling \$12,853,168.74 are accepted and placed on file. YES: Carlson-Lynch, Eckloff, Eilola, Farmer, Fink, Herrala, 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.

**Alan Bolter Presentation** - Mr. Tervo introduced Mr. Alan Bolter, Community Mental Health Association of Michigan (CMHAM) Associate Director and legislative liaison. Mr. Bolter presented a

legislative update to the Board which included the Governor's budget and some of the ways the Governor is proposing to spend the money in FY 2022 and FY 2023, as well as Senator Shirkey's two-bill integration package. Mr. Rozich asked Mr. Bolter for an update regarding the Community Mental Health Association (CMHA) Special Assessment Request and Mr. Bolter responded that CMHA has collected over \$400,000 from CMH's and PIHP's across the State. Those funds are being used towards the polls, publications, and social media ads. If any funds are left available, they will be held for future years. Some issues across the State that the Governor should be concerned with are workforce, inpatient needs, and access to care. Mrs. Fink stated that regarding the workforce issue, she is glad that there is \$25,000,000 in the budget for student loan reimbursement and believes the State should provide more towards it. Mr. Bolter replied that there is a loan repayment program in addition to the \$25,000,000 from the budget but they have found out that CMH's and PIHP's are dropping out of it. Mr. Tervo thanked Mr. Bolter for his presentation.

**NorthCare Governing Board Meeting – February 17, 2021** – Mr. Tervo stated at the February 17, 2022 NorthCare Governing Board, things continue to move forward. The NorthCare Board report was provided in the Board packets for review.

**Nominating Committee** – Mrs. Fink presented the Nominating Committee report and stated the current 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 2022 – 2023 year, as follows:

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

**MOTION:** by Mr. Eilola, seconded by Mr. Eckloff, that the Board approves the nominations for the slate of officers for the 2022-2023 year, as presented. Motion carried unanimously.

**CMHA 2022 Virtual Annual Winter Conference Report – February 8<sup>th</sup> – 9<sup>th</sup>, 2022** – Cari Raboin stated she attended the CMHA 2022 Virtual Annual Winter Conference and learned that MDHHS is working on a public dashboard to show access rates and demographic information about persons served.

**GLRMHA Annual Conference Update** - Mr. Tervo stated the Great Lakes Rural Mental Health Association (GLRMHA) Executive Committee met today and are putting together the program for the fall conference being held September 11<sup>th</sup> – 13<sup>th</sup>, 2022 at the Baraga Lakeside Inn in Baraga. There will be more to report on following their March meeting.

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

**Quality Improvement Program Report – 1<sup>st</sup> Quarter FY 2022** – Mrs. Fink presented the Quality Improvement Program Report for the 1<sup>st</sup> Quarter of FY2022.

**Annual Quality Improvement Report FY 2021** – The Board reviewed the Annual Quality Improvement Report for FY 2021. Mr. Rozich asked if it was possible to get the total number of those involved in the BRAVO Program’s outcome measure #1, *Percentage of consumer’s and guardian’s satisfaction surveys with average results of 4.00 or better*, and Cari Raboin responded that she had also asked for the same information at the last Quality Improvement Committee meeting and hopes to have that information in next year’s Annual Quality Improvement Report.

**Recipient Rights Advisory Committee Meeting Report – February 8, 2022** – This item has been tabled as there was not a Board member representative available at the February 8, 2022 RRAC meeting.

**Recipient Rights Annual Report 2021** - This item has been tabled as there was not a Board member representative available at the February 8, 2022 RRAC meeting.

**FY 2022 Amendment to Contract – Hidden Acres Manor** – Mr. Tervo stated another individual has been placed at the Hidden Acres Manor residential facility and an amendment to their contract is required to reflect that.

**MOTION:** by Mr. Rozich, seconded by Ms. Carlson-Lynch, that the Board approves the amendment to the Hidden Acres Manor contract, to reflect the addition of the cost of another individual’s placement to their facility, as presented. Motion carried unanimously.

**Policies & Procedures – Health Services (NEW)** – Mike Bach stated a new policy was created from NorthCare’s own health services policy. Most of the services described in the policy occur in the group homes while some occur in Outpatient. The policy puts into code the services that our Agency provides and bills for.

**MOTION:** by Mr. Herrala, seconded by Mrs. Fink, that the Board approves the new medical services policy, *Health Services*, as presented. Motion carried unanimously.

**Rice Memorial Clinic Foundation Board Meeting – January 19, 2022** – Cari Raboin stated the Rice Memorial Clinic Foundation met on January 19, 2022 and the Board elected Mike Mikkola as Treasurer and Katrina Carlson as Vice President. The Board discussed the Rice Memorial Clinic Foundation scholarships, that the Institute staff assists with, for students going into mental health related fields. The Board agreed to increase the scholarship amount to \$750 per year. They also agreed to send scholarship letters and packets to students who did not submit receipts as there was discussion about students who take a year off from school. It was decided that scholarship letters and packets will continue be sent to those students for the next two years. Cari Raboin stated the Board continues to recruit for one Baraga County member and two Houghton County members to serve on the Board.

## **Updates**

Cari Raboin presented staff openings and stated there are openings for 15 full-time Direct Care Staff (DCS), ten part-time DCS, two Mental Health clinicians, two nurses for Houghton and Baraga, one ACT Case Manager, a Human Resources Aide, two Mental Health Aides, a Clubhouse worker, a Parent Support Partner, and Human Resources is currently interviewing for the Community Services Program

Director position. In March, the Agency will be losing one of the Telepsychiatrists leaving 16 hours a week available, but there is already a replacement who will provide the Agency with the same amount of hours.

Cari Raboin stated staff have asked her to pass along their appreciation for the One-Time Pay Adjustment.

Cari Raboin stated there have been more COVID-19 cases in the group homes and one resident was hospitalized but has recovered. The Agency used the Lakeside House as the isolation home again. The mask guidelines have changed within the office buildings because the State had changed their mask recommendation. Masks are still required in the group homes or whenever staff are working with a consumer face to face. The Agency continues to regularly test group home staff who are not vaccinated and any staff who feel they have symptoms or have been exposed.

Mike Bach stated Mr. Rozich had previously asked him if the percentage of people served in the 18 -26 year old age group had increased in percentage over the last year and he had looked at the total number served over the years for that age group. The percentage had increased in 2011 but has now been at 16% for the last couple of years. The percentage was 19% prior to that, so there has not been an increase due to COVID-19.

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

Susan Serafini stated she does not have the final financial and compliance audit report from Anderson, Tackman, & Co., PLC yet but she does know that so far there have been no findings. Susan reviewed Revenues & Expenditures by funding source as of January 31, 2022. The Medicaid funds are low due to the Direct Care Staff wage increase that started on October 1, 2021. Milliman did not figure the increase into their payments correctly, therefore, the Agency received \$5,000 less in Medicaid payments. Susan Serafini reviewed the Balance Sheet as of January 31, 2022. The total cash at the end of January 2022 was \$12,853,168.74 which was a decrease of \$1,280,065.41 compared to December 2021. Each month the Agency receives approximately \$1,400,000 from NorthCare but sometimes the timing fluctuates so there can be large swings in cash. The total net income of all funds through January 2022 is \$356,164 compared to December 2021 of \$311,259. The General Fund is reporting net income of \$248,611 which is an increase of \$34,799 compared to the end of December 2021. There was an increase from November 2021 to December 2021 due to the Rice Memorial Clinic Foundation giving the Agency \$92,000 to help with the cost of the elevator replacement at the Rice Memorial Center. All other internal service funds are in good shape. The revenues would have a variance of 33.3% to be right on budget and are currently 1.3% ahead of the budget. The Investment income is up some because some accounts pay interest quarterly. Healthy Michigan is also up some and is an area where funding has increased. Expenditures are right on budget and it is expected to have some fluctuations within programs such as community inpatient running high through the end of the year. The Board thanked Susan for her report.

### **Personnel Committee Meeting Report – February 23, 2022**

Personnel Committee Chairperson, Mr. Rozich, presented the Personnel Committee meeting report from February 23, 2022 and stated the committee met tonight and considered two reclassifications of positions for the *Data Technician* position and *Secretary/ELMER Helpdesk Technician* position. Management explained to the committee how these positions have grown over the years and recommended adjusting their pay scales to reflect their current duties. The Personnel Committee unanimously agreed to recommend to the full Board to approve the reclassification of both positions.

**MOTION:** by Mr. Herrala, seconded by Mr. Eckloff, that the Board accepts the recommendation of the Personnel Committee to approve the reclassification of the *Data Technician* and *Secretary/ELMER Helpdesk Technician* position, as presented. Motion carried unanimously.

### **Executive Committee Meeting Report & Minutes – February 10, 2022**

Executive Committee Chairperson, Mr. Tervo, presented the Executive Committee meeting report from February 10, 2022, and stated the Executive Committee met with Associate Director, Mike Bach, to interview him for the position of Executive Director of Copper Country Community Mental Health Services beginning May 28, 2022. Mr. Tervo stated Mr. Bach impressed the Executive Committee with his knowledge and ability to communicate and the committee unanimously agreed to recommend to the full Board to appoint Mr. Bach as the new Executive Director.

**MOTION:** by Mr. Koskinen, seconded by Mr. Herrala, that the Board accepts the recommendation of the Executive Committee to appoint Mr. Mike Bach as Executive Director of Copper Country Community Mental Health Services beginning May 28, 2022, as presented, and to accept the February 10, 2022 meeting Minutes of the Executive Committee, as presented. Motion carried unanimously.

Mr. Tervo stated the Executive Committee also met with Cari Raboin to discuss the renewal of her existing contract with Copper Country Community Mental Health Services through May 27, 2022. The Executive Committee unanimously agreed to recommend to the full Board to approve the renewal of Ms. Cari Raboin's contract.

**MOTION:** by Mr. Eilola, seconded by Mr. Herrala, that the Board accepts the recommendation of the Executive Committee to approve the renewal of Ms. Cari Raboin's contract, as Executive Director of Copper Country Community Mental Health Services, through May 27, 2022, as presented. Motion carried unanimously.

### **Building & Grounds Committee Meeting Minutes – January 19, 2022**

**MOTION:** by Mr. Herrala, seconded by Mr. Eilola, that the Minutes of the January 19, 2022 Building and Grounds Committee meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Executive Committee Meeting Minutes – January 19, 2022**

**MOTION:** by Mr. Rozich, seconded by Mr. Koskinen, that the Minutes of the January 19, 2022 Executive Committee meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Old / New Business**

Mr. Rozich stated the Region 1 meeting took place yesterday to make nominations for various offices of the CMHA and to fill some positions on various committees. Ms. Carlson-Lynch will be serving on the Bylaws committee of the CMHA.

Board members welcomed and introduced themselves to new Board Julie Farmer and welcomed back former Board member, Richard Herrala.

**Adjournment**

The meeting was adjourned by Chairperson Tervo at 6:24 PM.

Submitted by,

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James Tervo, Board Chairperson

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Michael Koskinen, Board Secretary