

**COPPER COUNTRY MENTAL HEALTH SERVICES BOARD**

Wednesday, December 13, 2017 6:00 PM  
Rice Memorial Center, Boardroom  
901 West Memorial Drive  
Houghton, MI 49931

**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 6:00 p.m. by Mr. Tervo.

**PRESENT:** Tom Tikkanen, Jim Tervo, Richard Herrala, Richard Boudreau, Barry Fink, Zack Edgerton, Michael Koskinen, Dr. Kathleen Johnson.

Also Present: Vicki Mikkola, Dawn Stromer, Cari Raboin, Susan Serafini and Sarah Rousseau.

**ABSENT:** Sandra Gayk, Pat Rozich

**Approval of the Agenda**

**MOTION:** by Mr. Tikkanen, seconded by Ms. Fink that the Agenda be approved as presented, with no additions or deletions. Motion carried unanimously.

**Approval of the Minutes of the November 1, 2017 Meeting**

**MOTION:** by Mr. Koskinen motioned, seconded by Mr. Herrala to accept the minutes of the November 1<sup>st</sup> meeting as presented. Motion carried unanimously.

**Treasurer's Report for October 2017**

**MOTION:** by Mr. Koskinen, seconded by Dr. Johnson to approve the October 2017 Treasurer's Report. A roll call vote was taken and all members of the board who were present voted yes to approve the report.

**Comments from the Public**

No members of the public were present at the meeting.

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

**MACMHB Winter Conference - February 6 and 7, 2018** - Anyone planning to attend the conference should let Vicki Mikkola know so arrangements can be made.

**NorthCare Governing Board Meetings - November 8 and December 13, 2017** - Mr. Tervo noted that under the Healthy Michigan Plan the per member/per month rate is only ¼ of the rate for Medicaid based on disability. It has caused quite a deficit statewide in funding to PIHPs. After 4 years Healthy

Michigan ends, and people may have to buy insurance through the marketplace. Those with a disability are encouraged to apply again for Medicaid based on disability. There was a lengthy discussion on data and reporting. Vicki said Lynda Zeller from the Department of Health and Human Services will be visiting Northcare to see how the region uses data to make decisions. It was noted that our local programs had less hospitalizations than larger areas and programs down state, even those with crisis residential units. A posting for the hiring of a new Executive Director for Northcare was placed on a website by the company that is being used to recruit applicants. The website was viewed sixteen times. There were thirteen applications started and ten of those were completed for the Executive Director position. The completed applications are being reviewed.

**The Rice Memorial Foundation Dinner will be held January 31<sup>st</sup>, 2018** at facilities located on the 7<sup>th</sup> floor of the Magnuson Franklin Square Inn. Invitations will go out next week.

**The GLRMHA meeting – December 7, 2017** at the Island Resort and Casino. Planning has already begun for next year's conference which will be the 25<sup>th</sup> anniversary event. **The GLMRHA Conference will be held September 9<sup>th</sup> -11<sup>th</sup>, 2018.** Mr. Tervo stated the organizers would like to include more people in the upcoming event. He speculated that perhaps the addition of speakers would entice more professionals to attend. Organizers are hoping to get Linda Rosenberg from the National Council to speak.

Surveys providing feedback from last year's conference in Sault Ste Marie, MI were reviewed. There was one hundred percent satisfaction on location and topics. Ninety-five percent were satisfied with speakers. Several responses stated that the event was too short. Twenty percent checked all boxes with no comments.

**Recipient Rights Advisory Committee Re-appointments** - The board reviewed the names of the Recipient Rights Advisory Committee members to be re-nominated, which are: Zach Edgerton, Brian McLean, Joe LeVeque, and Dennis Gedvillas.

**Motion:** by Ms. Fink, seconded by Dr. Johnson seconded to re-appoint the RRAC members for another term. Motion carried unanimously.

**Executive Director Position** - The Executive Committee met on December 5, 2017 and interviewed Cari Raboin for the position of Executive Director and upon completing the interview and reviewing her credentials made the motion to recommend to the full board to hire Cari Raboin as Executive Director of Copper Country Mental Health, effective March 10, 2018. The board reviewed the recommendations of the Executive Committee.

**Motion:** by Mr. Koskinen seconded Mr. Herrala to accept the recommendation of the Executive Committee. A roll call vote was held. All present voted yes to approve the recommendation. Mr. Tikkanen asked how long Cari Raboin has worked for Copper Country Mental Health. The answer is since July 1985.

**Board Works Certificates** - Barry Fink and Richard Herrala were presented with Board Works Certificates for completing all the Board Works training offered by the Community Mental Health Association.



David Jukuri was nominated for the CMHA "Go to Bat" award, but it was denied at this time. Jim Tervo said they would try again next year.

**Director's Report:** Vicki Mikkola, Executive Director, presented the Director's Report.

**2018 Board Meeting Schedule** - The board reviewed the proposed board meeting schedule for 2018.

**Motion:** by Mr. Herrala seconded by Mr. Tikkanen to approve the schedule as presented. There was a brief discussion that a meeting may need to be held in February. Motion carried unanimously.

**QI Program Report 4<sup>TH</sup> Quarter FY 2017** - Ms. Fink stated that it looked like all was on track. Goodwill was not up to the standard for documentation regionwide and there is follow up occurring to determine if any pay back will be due. A device was installed in agency vehicles for tracking regular vehicle maintenance and service needs. Vicki stated that an added benefit has been that a report is generated to detect speeding; supervisors get a report if speeding has occurred so that they can address it with the staff. Three therapists have received training and are certified in "Eye Movement Desensitization and Reprocessing" (EMDR) which they are finding to be very effective with some consumers. IT installed a new phone system that saved the organization a substantial amount of money. The board applauds the hard work and initiative of the IT staff. The Day programs and group homes will be undergoing the "heightened scrutiny" process because of the new federal home and community based rules. Trauma screening and resources to treat people who have experienced trauma are being updated. There has been a slight increase in the number of incident reports due to changes in reporting format.

**FY 2018 Contracts** - Two contract amendments were presented. These are for an individual who was placed downstate by DHS when he was under 18; now that he is over 18 he the responsibility of CCMH for residential services as well as other mental health services. Approval is needed to contract with Cornerstone AFC downstate and Case Management of Michigan for these services.

**Motion:** by Ms. Fink seconded by Mr. Herrala to approve the contracts. Motion carried unanimously.

**New Position- Supports Coordinator for Autism Program** - Cari Raboin stated that with the growth of the Autism Program and addition of many new services, the need for a new position has developed. The Outpatient Supports Coordinator has been filling the role up to this point, but it has taken him away from Outpatient Services. There are new services being implemented that would assist persons with autism and transition to adulthood.

**Motion:** by Mr. Herrala, seconded by Mr. Koskinen to approve the creation of the new position. There was a discussion as to how many individuals were being served at this time by the program. The answer was that there are more than twelve individuals at this time and more seeking services. Motion carried unanimously.

**CMHA Bills to Watch (Alan Bolter)** - Vicki Mikkola provided an informational list of bills to watch that affect our agencies.

**Other Updates** - Vicki Mikkola extended an invitation to all board members to the 6<sup>th</sup> annual holiday potluck to be held on Friday December 15<sup>th</sup>, 2017 at the Rice Memorial Center. She added that remodeling was beginning at the Rice Memorial Center and additional doors and card-reader locks are being added as safety measures. The changes were partially funded by a grant from MMRMA for at least half of the cost. There will be magnetic locks on the upstairs and card reader locks on doors to all wings.

**Anderson, Tackman & CO. FY 2017 Board Fraud Letter & FY 2017 Audit Engagement Letter** - Susan Serafini provided the board with copies of the letter from Anderson Tackman (national letter) regarding their services. Their rate has gone up \$100 from last year. Susan asked to have them approved as our auditors.

**Motion:** by Mr. Tikkanen, seconded by Mr. Koskinen to approve the Board Fraud Letter. Motion carried unanimously.

The 2<sup>nd</sup> letter asks the board to have Anderson, Tackman & Co. audit any aspect of the financial information. Mr. Koskinen asked who audits the auditors. Susan Serafini said they are peer audited and there is a compliance audit through Northcare and Anderson, Tackman & Co. won the bid over another firm.

**Motion:** by Mr. Herrala, seconded by Dr. Johnson to approve the Audit Engagement Letter. The motion carried unanimously.

**Finance Director's Report for October 2017-** Susan Serafini handed out the October 31, 2017 financial statements to the board. We are beginning the new fiscal year with a surplus of \$ 111,000 in Medicaid after covering the Autism Benefit and MHP expenditures. We also are starting the year with a HMP surplus of \$ 12,640. Overall, we have a deficit of \$ 6,370 due to the continued under funding by MDHHS of general funds. The combined Balance sheet was reviewed showing cash of \$ 8,959,531 at the end of October; an increase of \$ 60,000 compared to September. Total net income is just under \$ 2,000 and General Fund is showing a loss of \$ 6,304. The Equipment fund is reporting a small loss of \$ 626.00 due to timing and the Institute is showing a loss of \$ 1,602 due to timing as well. The Income Statement for the General was reviewed; revenues are just one half of one percent under budget and expenditures are also less than one half of one percent under budget. Anderson Tackman will be onsite to complete the financial audit the week of January 15<sup>th</sup>, 2018.

**Executive Committee Meeting Minutes** - The board reviewed the Executive Committee Minutes from December 5<sup>th</sup>, 2017.

**Motion:** by Mr. Herrala seconded by Mr. Tikkanen to approve the Executive Committee minutes of December 5, 2017. Motion carried unanimously.

#### **Old/New Business**

There was no further old or new business to discuss.

**Adjournment**

**MOTION:** by Mr. Tikkanen, seconded by Mr. Koskinen that the meeting adjourn. The meeting adjourned at 7p.m.

Submitted by,

  
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Michael Koskinen, Board Secretary

  
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James Tervo, Board Chairperson