

COPPER COUNTRY MENTAL HEALTH SERVICES BOARD

Wednesday, September 27, 2017 6:00 PM

Ontonagon County Center

515 Quartz Street

Ontonagon, MI 49953

MINUTES

CALL TO ORDER: The meeting was called to order at 6:00 PM.

ROLL CALL: Richard Bourdeau, Barry Fink, James Fyfe, Richard Herrala, Dr. Kathleen Johnson, Mike Koskinen, Pat Rozich, James Tervo and Tom Tikkanen.

ABSENT: Zach Edgerton, Carol Evers, and Sandra Gayk.

OTHERS: Vicki Mikkola, Cari Raboin, Susan Serafini, Dawn Stromer and Angela Cline.

Approval of Agenda

MOTION: by Mr. Fyfe, seconded by Mr. Bourdeau, that the Agenda be approved, as presented with the addition of three items, *Direct Care Staff Training, Succession Planning and Resignation Letter from Carol Evers*. Motion carried unanimously.

Approval of Minutes of August 23, 2017 Meeting

MOTION: by Mr. Tikkanen, seconded by Mr. Herrala, that the Minutes of the August 23, 2017 meeting be approved as presented. Motion carried unanimously.

Treasurer's Report for August, 2017

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that checks numbered 50726 to 51043 for a total of \$1,242,610.19 and Combined Cash Investments Report for August 31, 2017 totaling \$8,556,067.28 is accepted and placed on file. YES: Bourdeau, Fink, Fyfe, Herrala, Johnson, Koskinen, Rozich, Tervo and Tikkanen.

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.

Great Lakes Fall Conference – September 10-12, 2017 – Mr. Tervo stated the GLRMHA had a tremendous conference. Tom Renwick from DHHS and Bob Sheehan from MACMHB were present and there were several nice recovery stories. Hiawatha Behavioral Health spoke about one of their group homes and Dr. Paul Sorgi, a psychiatrist from War Memorial Behavioral Health, had a neat story to tell. UPSET talked about some of the things happening with drugs. Next year the conference will be held at

the Island Resort and Casino in Bark River, MI. Mr. Tervo stated he will be advocating to get Colleen Jokinen, RN, who spoke at the Recovery Lecture on September 25th, to have her speak at the next conference. Mr. Rozich added that GLRMHA does a lot of hard work to get these conferences put together. It is a very good meeting with an exceptional group of presenters and encouraged Board members to attend next year.

MACMHB Fall Conference – October 23-24, 2017 – Mr. Tervo stated the MACMHB Fall Conference in Traverse City, MI will be held October 23rd and 24th this year and asked Board members to let Angela Cline know by October 10th if they will be attending.

NorthCare Governing Board Meeting – September 13, 2017 – Mr. Rozich stated the NorthCare search committee recommended the hiring of an individual to replace Bill Slavin, CEO and six days before the actual meeting, information came before the committee that destroyed the confidence in this individual and voided the contract. It was a tremendous learning experience and will enhance how NorthCare does this process. The Executive Committee has taken over the process and will be working with Stang Decision Systems, a recruiting company with offices in Hancock and Marquette, MI. The committee will be meeting with Mr. Stang tomorrow and it is highly likely they will approve to move ahead with Stang Decision Systems. Mr. Rozich stated NorthCare is operating quite well with the five CMH's and Mr. Slavin is happy to stay on until a replacement is found.

“Go to Bat” Award Nomination for David Jukuri – Mr. Tervo recommended that the Board nominate Mr. David Jukuri, for the “Go to Bat” award at the MACMHB Fall Conference, for his work with the Rice Memorial Clinic Foundation Board. Vicki Mikkola asked Board members to look over the nomination and make any changes, if necessary.

MOTION: by Mr. Koskinen, seconded by Mr. Tikkanen, that the Board agrees to nominate Mr. David Jukuri of the Rice Memorial Clinic Foundation Board for the “Go to Bat” award at the MACMHB Fall Conference, as presented. Motion carried unanimously.

Clubhouse Visit – September 19, 2017 – Mr. Tervo stated on September 19, 2017, Clubhouse had a dinner and Board members were invited to attend. There was a nice presentation from the members and the Director of Clubhouse. Vicki Mikkola added that the dinner was an employment dinner that is held once a month at Clubhouse where members can talk about their experience working in the community and boost other member's confidence to go out and look for work in the community.

Direct Care Staff Training – Dr. Johnson stated she is a guardian for an individual in one of our group homes and has visited this individual in the group home several times. Those in the group homes have severe disabilities and the staff provide great care to them. Dr. Johnson stated she was interested in the training that the Direct Care Staff receive, which is extensive. Everyone who works in the group homes go through a certain set of training and she was very impressed by this training and the type of education they receive. A copy of the Direct Care Staff training scheduled was passed out to Board members. The training changes depending on the type of care that is required of the individuals receiving services, but all staff have a common knowledge base. Mr. Fyfe added that the workers in the group homes are some of the best people in the community and the biggest issue is money as we cannot offer high wages. Dr. Johnson added that these staff do not get the recognition they deserve.

Resignation Letter from Carol Evers – Mr. Tervo stated he received a letter of resignation from Mrs. Carol Evers from the Copper Country Mental Health Services Board. The letter was read to Board members. The Board discussed presenting Mrs. Evers with a plaque or certificate of appreciation for her years of service to the Board.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board accepts the letter of resignation from the Copper Country Mental Health Services Board from Mrs. Carol Evers, with great regret, as presented. Motion carried unanimously.

Succession Planning – Mr. Tervo stated that Vicki Mikkola is retiring on March 9, 2018. The Executive Committee will meet to discuss the succession plan and asked Executive Committee members to meet soon.

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

Ontonagon Center Update – Mick Sheridan, Community Services Program Director, introduced Rachel Gustafson, Program Supervisor of the Ontonagon County Center, to the Board. Mick Sheridan stated we are excited to have her here and she is the fourth Supervisor at the Ontonagon Center in five years. Rachel came from MDHHS and has a Bachelor's and Master's degree. She has also worked as Direct Care Staff in Marquette. Rachel Gustafson introduced Sue Kempen, Day Program staff, Josh and Jessica to speak about the Ontonagon County RICC. Josh stated the Ontonagon County RICC advocates for people with disabilities in Ontonagon County, including family and friends of those with disabilities. They have started to build a pocket park in the community to have somewhere to watch movies or other activities. Josh stated the RICC is also doing soup suppers at a local church, planting flower beds and volunteering at OCAP (Ontonagon County Animal Protection). Jessica stated RICC has received \$1,750 in donations so far for the park and she picks up donation items at St. Vinny's and Syl's and Sue Kempen makes sure the money goes to the right place. Jessica stated if anyone would like to donate to RICC, to send donations to Marcia Aho-Black at the Village of Ontonagon. Rachel Gustafson showed the Board a visual of the proposed pocket park. Sue Kempen stated the Village is still working on the park which was done through a WUPPDR grant. The RICC is taking donations for benches in the park, including memory benches. The park is going to be called the RICC Park and it has been in the works for three years with the project just now starting. The Village workers have said it is a really rewarding project as they get to work with our individuals. Rachel Gustafson encouraged Board members to view pictures of the beginning of the park project and various other activities that the RICC members have done. The Board thanked the group for their presentation.

3rd Quarter FY2017 Quality Improvement Program Report – The Board reviewed the Quality Improvement Program Report for the 3rd Quarter of FY2017. Mrs. Fink stated everything reported was on the positive side. There was more use of physical management due to individuals in the Autism Program who are receiving services because of this behavior and contract site visits have been completed. There was nothing unusual to report. Mrs. Fink stated everyone deserves thanks and congratulations as everything is in good order.

Recipient Rights Site Review Report – The Board reviewed the Recipient Rights Site Review Report. Mrs. Fink stated the Recipient Rights Site Review was completed and the reviewers were very

complimentary of Tracy Jaehnig, Recipient Rights Officer, for her investigative and report writing skills. We were awarded 164 points out of 170, therefore receiving substantial compliance. Mr. Rozich added the suggestions from the reviewers will help staff write reports as we can streamline the reports rather than giving out too much information about certain homes, etc. Vicki Mikkola stated five points lost were because we relied on another Agency to do the Recipient Rights Annual Site Visit at one of the hospitals and they were late doing it. Tracy was within her timeline for the review but because the actual site review was late, we were penalized. It was five points because the results of one standard will affect others. They look at 92 standards. The other point was lost because a copy of an appeal wasn't attached to a letter.

NorthCare Site Review Report – The Board reviewed the NorthCare Site Review Report. Vicki Mikkola stated NorthCare completed their site review and 171 standards were looked at. We received a score of 94.1%. This is substantial compliance and we are working on a Plan of Correction which is due on Friday. Most of the issues were policy related. A few policies did not have an annual review, NorthCare wants us to develop a couple of policies on data integrity and to revise policies more quickly when changes come from NorthCare or MDHHS that affect policies. We also have to be sure that our contractors, such as Oak House and Westside, are doing “exclusion checks” on their staff monthly or we will have to do it.

MDHHS Site Review Results – The Board reviewed the MDHHS Site Review Results Report. Vicki Mikkola stated overall the region did well. There are a couple areas we need to address including how our Supervisors complete Incident Reports. The Supervisor needs to be more careful about reporting how they are going to try to prevent a re-occurrence of that incident. The other area is making sure the Supports Coordinator of record has the proper credentials and that there is better evidence that the Supports Coordinator Assistant is being supervised adequately. There was also an alert within the report about the new Home and Community Based Services rules because individuals without disabilities cannot live in our group homes. This is something that is going to have to be addressed at the State level because we do not know how to fix that.

Overtime/Holiday Pay Policy Revision – Dawn Stromer stated last fall the Department of Labor was going to change standards of labor and we rushed to adjust our *Overtime/Holiday Pay* policy. At the last moment, an injunction occurred and the Department of Labor never moved forward with the change. Therefore, we put our changes on hold and now would like to go back to the previous policy.

MOTION: by Mr. Rozich, seconded by Mr. Fyfe, that the Board approves the revision of the *Overtime/Holiday Pay* policy, as presented. Motion carried unanimously.

Annual Review and Approval of Policies of Record – Vicki Mikkola stated each year the policies on record need to be approved by the Board. Each policy is reviewed annually by someone on the Management Team or another Supervisor. New policies and those with significant changes are brought to the Board. Vicki Mikkola requested Board approval of all policies of record.

MOTION: by Mr. Fyfe, seconded by Mr. Herrala, that the Board approves the Policies of Record, as presented. Motion carried unanimously.

FY2018 One-Time Pay Adjustment – Vicki Mikkola stated the One-Time Pay Adjustment is a standard action item each year to set guidelines for utilizing any excess unspent dollars from the 2017/2018 fiscal year. Action must be taken prior to September 30, 2017. The One-Time Pay Adjustment distribution would depend on the Agency having excess dollars and this action stipulates the calculation of the excess would be based on a person's hours worked during the period of October 1, 2017 through September 30, 2018.

MOTION: by Mr. Herrala, seconded by Dr. Johnson, that the Board approves the action that sets the structure for the distribution of a One-Time Pay Adjustment if there are excess funds in the 2017/2018 fiscal year. Motion carried unanimously.

Other Updates

Vicki Mikkola stated two people from MDHHS are here to do our three-year State Certification. They visited the Ontonagon Center and the Drop-In Center today and will visit a couple of other programs tomorrow, as well as look at some documents.

Vicki Mikkola stated we received the reports for our Residential and Non-residential programs that fell into the "out of compliance" category for the new HCBS rules and are working on a Corrective Action Plan that will satisfy NorthCare for those. Unfortunately, there were only a few settings in that category and the rest are in the "Heightened Scrutiny" category. MDHHS is contracting with Michigan State University to work with providers in the State that are in the "Heightened Scrutiny" category, in order to bring all of us into compliance by March, 2019.

Vicki Mikkola stated that we have come to the point with our group home staffing that we will have to invoke our right to assign mandatory overtime to staff. We met with representatives from the Union and they are going to give us a proposal. Vicki Mikkola stated she is also working with Team Leaders and Dawn Stromer to try to develop something that is fair and will meet our needs.

Vehicle Bid Results – The Board reviewed vehicle bid results from Northern Auto, Big Valley Ford and Copper Country Ford for the purchase of three new vehicles. Susan Serafini recommends Northern Auto as the low bidder for the purchase of all three vehicles.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board accepts the low bids from Northern Auto for all vehicles to be purchased, as presented. Motion carried unanimously.

Finance Director's Report: Susan Serafini, Finance Director, presented the Finance Director's Report for August, 2017.

Susan Serafini reviewed the Revenue & Expenditures by funding source as of August 31, 2017. We are reporting a surplus of Medicaid of \$1,043,595.16 and a surplus of Healthy Michigan of \$340,138.07. The Autism Program has a deficit of \$74,398.17 which will be covered by Medicaid. The General Fund has a deficit of \$141,664 and would be using \$87,802 in Local Funds to cover the General Fund deficit. Pathways had excess General Fund dollars to do a 236 transfer to us in exchange for Medicaid dollars of \$100,000. The total cash as of August 31, 2017 is \$8,556,067.28 compared to \$8,797,619.48 in July,

2017. The total net income of all funds through August, 2017 is a loss of \$77,357, which is decrease of \$92,627 from July, 2017 of \$15,270. We were building up net income in the Building & Grounds Fund and now are finishing a lot of projects, so a decrease was planned and we want to be as close to zero as possible by the end of the year. The Institute also had higher net income but are looking to spend out some grants by the end of the year. The General Fund's Income Statement Revenues have a variance of 92% to be right on budget. Revenues are 1% under budget and expenditures are 1.5% under budget. There are no concerns in any of those areas. Anderson, Tackman & Co, PLC are scheduled for the week of November 6, 2017 to do some field work. The Board thanked Susan for her report.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board approves the Finance Director's Report for August, 2017, as presented. Motion carried unanimously.

Executive Committee Meeting Report – September 26, 2017: Mr. Tervo, Committee Chairperson, presented the Executive Committee Report for September 26, 2017.

Mr. Tervo stated the Executive Committee met on September 26, 2017 and reviewed five items on the Agenda. The first item was the COLA for Union and Non-Union regarding a 2% COLA increase for all staff beginning the first pay period in October. Legislature passed a rule that Direct Care Staff will get a wage increase of \$.50 effective October 1, 2017. The COLA can be used towards the \$.50 increase, but it will not cover FICA or other added expenses such as, overtime, pensions, etc., so we will be incurring some extra costs for that. The Executive Committee recommends to the full Board to approve the 2% COLA for Union and Non-Union staff.

Mr. Tervo stated the second item reviewed on the Agenda was Step Increases for Union and Non-Union. The steps increases would include moving those on the entry step to step 1 and those on step 1 to step 2, if they have been on that step for one year, and those who are on steps beyond step 2 and have been frozen at that step for 3 years, to move to the next step. This will affect a total of 51 staff. The total cost for the COLA and Step Increases is approximately \$255,000. The Executive Committee recommends to the full Board to approve the Step Increases.

Mr. Tervo stated the third item reviewed on the were adjustments made to specific salary scales, which were thoroughly reviewed by the Executive Committee. The Executive Committee recommends to the full Board to approve these adjustments.

Mr. Tervo stated the fourth item reviewed on the Agenda was re-classifications of some positions including the re-classification of Program Directors, the Principal Behavioral Psychologist, the Autism Program Manager, the BCBA and the Baraga and Ontonagon Secretaries. These positions are driven by the market and the duties that these individuals have taken on. The Executive Committee recommends to the full Board to approve the re-classifications of these positions.

Mr. Tervo stated the final item reviewed on the Agenda was the Health Insurance Premium Share. It was recommended by Management to keep the 80/20 split. The Executive Committee recommends to the full Board to accept the recommendation to keep the Health Insurance Premium Share as the 80/20 split.

MOTION: by Mr. Fyfe, seconded by Mr. Herrala, that the Board supports the recommendations of the Executive Committee to approve the 2% COLA for Union and Non-Union staff, the Step Increases, the adjustment of some pay scales, the re-classifications of positions, and the recommendation to keep the 80/20 health insurance premium share, as presented. Motion carried unanimously.

Finance Committee Meeting Report – September 27, 2017: Mr. Herrala, Committee Chairperson, presented the Finance Committee Meeting Report for September 27, 2017.

Mr. Herrala stated the Finance Committee met on September 27, 2017 and reviewed the General Fund FY2017 Final Budget and FY2018 Continuation Budget as well as the Institute FY2017 Final Budget and FY2018 Initial Budget. The Finance Committee recommends to the full Board to adopt said budgets.

MOTION: by Dr. Johnson, seconded by Mr. Koskinen, that the Board supports the recommendations of the Finance Committee to adopt the General Fund FY2017 Final Budget and FY2018 Continuation Budget and the Institute FY2017 Final Budget and FY2018 Initial Budget, as presented. Motion carried unanimously. YES: Bourdeau, Fink, Fyfe, Herrala, Johnson, Koskinen, Rozich, Tervo and Tikkanen.

Old / New Business

Mr. Rozich commented that the Committees did their work and we have staff that are honest, therefore due diligence was done.

Next Meeting Date – November 1, 2017 – The next meeting of the Copper Country Mental Health Services Board has been moved to Wednesday, November, 1 2017 due to the MACMHB Fall Conference being held the week of the originally scheduled October Board meeting.

Adjournment

MOTION: by Mr. Tikkanen, seconded by Mr. Herrala, that the meeting adjourn. The meeting adjourned at 7:42 PM.

Submitted by,


Mike Koskinen, Board Secretary


James Tervo, Board Chairperson