

COPPER COUNTRY MENTAL HEALTH SERVICES BOARD

Wednesday, September 26, 2018 6:00 PM

Rice Memorial Center

901 W. Memorial Drive

Houghton, MI 49931

MINUTES

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

ROLL CALL: Richard Bourdeau, Barry Fink, James Fyfe, Sandra Gayk, Dr. Kathleen Johnson, Albert Koskela, Mike Koskinen, Pat Rozich and James Tervo.

ABSENT: Zach Edgerton, Richard Herrala and Catherine Paavola.

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

Approval of Agenda

MOTION: by Mr. Fyfe, seconded by Mrs. Gayk, that the Agenda be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

Approval of Minutes of August 29, 2018 Meeting

MOTION: by Mr. Koskela, seconded by Mr. Rozich, that the Minutes of the August 29, 2018 meeting be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

Treasurer's Report for August, 2018

MOTION: by Mr. Rozich, seconded by Mr. Koskinen, that checks numbered 54259 to 54613 for a total of \$1,225,849.84 and Combined Cash Investments Report for August 31, 2018 totaling \$9,581,207.84 is accepted and placed on file. YES: Bourdeau, Fink, Fyfe, Gayk, Johnson, Koskela, Koskinen, Rozich and Tervo.

Comments from the Public

There were no comments to note from the public present.

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

GLRMHA Fall Conference – September 9th – 11th, 2018 – Mr. Tervo stated several people attended the Great Lakes Rural Mental Health Association (GLRMHA) conference and thanked those who attended for coming. Evaluations were received and attendees were pleased with how everything turned out. There were a variety of presenters. Mr. Rozich added that it is amazing what four or five people on a committee can do and the conference was very good. Mr. Petruzelli from the National Council for Behavioral Health out of D.C. was amazing to have in the U.P. Mr. Tervo added that he is a lobbyist for

the National Council and has a wealth of information about federal activities and trends affecting behavioral health. They have asked him to come back next year and he was willing to do so. Mrs. Fink stated she enjoyed the conference as she always does and enjoys hearing from Bob Sheehan. He has a great global perspective on what is going on.

CMHAM Fall Conference – October 22nd & 23rd, 2018 – Traverse City – Mr. Tervo stated the information for the Community Mental Health Association of Michigan (CMHAM) Annual Conference was provided in the packet and anyone who is interested in attending can let Angela Cline know.

NorthCare Governing Board Meeting – September 12, 2018 – Mr. Rozich stated on September 11, 2018 the NorthCare Board interviewed a highly qualified Michigan candidate, who has been a CMH CEO in two different organizations. They will have a face to face interview with the candidate on October 8, 2018.

New Member Appointment to Recipient Rights Advisory Committee – Cari Raboin stated the Recipient Rights Advisory Committee (RRAC) has primary consumers and Board members as committee members and is run by Tracy Jaehnig, Recipient Rights Officer. The committee needed a new consumer member and an individual was nominated and is interested in serving on the committee.

MOTION: by Mr. Rozich, seconded by Mrs. Fink, that the Board approves the nomination and appoints the new member to CCCMH's Recipient Rights Advisory Committee. Motion carried unanimously.

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

Institute Update – Taryn Mason, Institute Director, presented Board members with a handout of 2018 Institute highlights about their current programs. Taryn Mason stated the Institute provides training for all staff, provide presentations and newspaper articles in the Daily Mining Gazette and attends a variety of health fairs and public events. Recently they participated in an event with Dial Help regarding the flood for the community. Taryn Mason stated she has a contract with Copper County Intermediate School District (CCISD) to provide training and support for schools within Baraga, Houghton, Keweenaw, Ontonagon and Gogebic counties. Because of this contract they have the *UP Health Project* and *Integrating Health into the School Improvement Plan*. Both projects are two year projects. *PE-Nut WUP* is a nutrition and physical education program to motivate students, parents and educators to be physically active and eat healthier. They do taste tests to educate students about fruits or vegetables that they may never have seen or heard of before. They provide Substance Abuse Prevention through a Substance Abuse Prevention license with funding from Northcare. They are providing Botvin's Life Skills Training within the schools (Hancock, Houghton and Dollar Bay Tamarack City). They also provide *Guiding Good Choices*, a parenting curriculum for parents of middle schoolers. The *Moving More and Eating Better* program is a new program funded by SNAP-Ed dollars for those that receive food assistance and offers *Cooking Matters for Child Care Professionals* to AFC staff from CCCMH group homes, to help make healthier choices in the homes. Taryn is also active in three Communities That Care projects in Houghton/Keweenaw, Baraga and Ontonagon Counties. Taryn Mason stated she and Brian Rendel are also trained as Mental Health First Aid trainers and have

provided three trainings this year. They have trained over 100 participants to date. The Board thanked Taryn for her presentation.

3rd Quarter FY2018 Quality Improvement Program Report – Mrs. Fink stated that the 3rd Quarter FY2018 Quality Improvement Program Report was provided in the packet and things are in good order. Michigan’s Mission-Based Performance Indicators were all met at 100% and consumer satisfaction remains high. The Safety Committee reported no safety issues for consumers or staff. A trauma training was held for staff by a presenter from MDHHS. There are no issues with access to services or service utilization trends. There was also a post flood forum held recently.

Recipient Rights Advisory Report – Mrs. Fink stated the Recipient Rights Advisory Committee caught up on six months of data at the last meeting. The number of allegations are trending down and there were a small number of substantiated reports. There were a total of 26 allegations reported to the Office of Recipient Rights and of those, there was one intervention and ten investigations that were substantiated. The committee discussed instances of substantiated rights violations.

Policy Revision – Internet Usage – Cari Raboin stated the *Internet Usage* policy has been revised as we are also now providing wireless internet access in the group homes for the residents and the IT Director recommended that we implement a guest access usage policy.

MOTION: by Mr. Rozich, seconded by Mr. Koskinen, that the Board approves the revised *Internet Usage* policy, as presented. Motion carried unanimously.

Annual Review and Approval of Policies of Record – Cari Raboin 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. Cari Raboin requested Board approval of all policies of record.

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

FY2019 One-Time Pay Adjustment – Cari Raboin stated the One-Time Pay Adjustment is a standard action item each year to set guidelines for utilizing any excess unspent dollars from the 2018/2019 fiscal year. Action must be taken prior to September 30, 2018. 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, 2018 through September 30, 2019.

MOTION: Mr. Rozich, seconded by Mr. Koskela, that the Board approves the action that set the structure for the distribution of a One-Time Pay Adjustment if there are excess funds in the 2018/2019 fiscal year. Motion carried unanimously.

MRS 2019 Interagency Cash Transfer Agreement – Cari Raboin reviewed the Michigan Rehabilitation Services (MRS) 2019 Interagency Cash Transfer Agreement and stated every year we enter into this agreement with MRS to develop and deliver vocational rehabilitation services to those persons who

have physical and/or mental impairments that constitute a substantial impediment to employment. The Agency provides a 27% local match contribution amounting to \$8,000 and MRS provides \$21,630 for a total funding of \$29,630.

MOTION: by Mr. Fyfe, seconded by Mr. Bourdeau, that the Board approves the Interagency Cash Transfer Agreement with Michigan Rehabilitation Services (MRS), as presented. Motion carried unanimously.

New Contract – Cari Raboin reviewed a new contract with Dial Help to provide intensive crisis stabilization and support for children during daytime hours.

MOTION: by Mr. Koskela, seconded by Mr. Rozich, that the Board approves the new contract with Dial Help to provide intensive crisis stabilization and support for children during daytime hours, as presented. Motion carried unanimously.

Other Updates

Cari Raboin stated that Dr. Morgan will be retiring from CCCMH in April 2019. She has been with the Agency since 1992. Dr. Morgan had some ideas for recruiting a replacement. She will be attending a conference in Chicago and we will develop a flyer, with her cellphone number on it, that she will pass out at the conference to promote the position. There is also a psychiatric job bank and we will purchase a package so that our opening comes to the top. Mr. Fyfe asked Cari to give the Board an update at every meeting.

Cari Raboin stated there are a few items in the packet including, articles from the Daily Mining Gazette that our staff have written and about our staff providing community education, the Clubhouse newsletter and the Omega House newsletter with an article honoring Zach Edgerton's Mother and former Board member, Dyann Edgerton.

Cari Raboin stated as of Monday, September 24, 2018, the waiting list is down to thirteen individuals. These are individuals with a severity score of five or below. In the past month, we have offered services to twelve individuals on the list. Five are scheduled or have already come in and seven have declined services. Since lowering the ranking score, we have been able to offer services to nine people who were never on the waiting list at all but had called in for services. Two others would have gone on the waiting list, but are we are able to continue serving those people. We are serving 56 individuals without Medicaid, who we may not have been able to serve in the past.

Cari Raboin stated a handout regarding the Section 298 Initiative update was provided tonight. The update gives background information and talks about where the pilots are. The Department has decided to issue a Request for Proposals (RFP) to select a PIHP to manage specialty behavioral health benefits for the unenrolled Medicaid population across the three pilot sites and will select the PIHP no later than January 2019.

Facility Projects Bid Results – Susan Serafini reviewed bid results, to replace kitchen cabinets at Stepping Stone, Aurora and Woodhaven group homes, from A-1 Drywall and Paul’s Remodeling. Susan Serafini recommended the lower bid from A-1 Drywall for all three homes.

MOTION: by Mr. Koskela, seconded by Mrs. Fink, that the Board accepts the low bids from A-1 Drywall to replace kitchen cabinets at Stepping Stone, Aurora and Woodhaven group homes, as presented. Motion carried unanimously.

Finance Director’s Report: Susan Serafini, Finance Director, presented the Finance Director’s Report.

Susan Serafini reviewed Revenue & Expenditures by funding source as of August 31, 2018. We have a very small surplus in Healthy Michigan of \$2,217.08 and continue to run a surplus in Medicaid funding of \$1,078,395.80. In July and August and we received a rate adjustment in Medicaid and Healthy Michigan and also received a performance payment, through NorthCare, from the Department of \$120,000 which can be treated as Local dollars. Staff, including Outpatient Staff and Associate Director, Mike Bach, played a large role in monitoring specific measures for seeing individuals on time. Susan Serafini reviewed the Balance Sheet as of August 31, 2018. The total cash for August 2018 is \$9,581,207.84, which is an increase of \$1,281,641.01 compared to July 2018 of \$8,299,566.83, due to timing by receiving Medicaid payments for July in August. The total net income of all funds through August 2018 is \$314,481, compared to the end of July 2018 of \$143,010. This is an increase of \$171,471 with \$120,000 of this being the performance payment received from the Department. The General Fund is reporting net income of \$284,157 as of August 2018, compared to \$130,026 at the end of July 2018 for an increase of \$154,131. All other funds are in good shape. Susan Serafini reviewed the General Fund’s Income Statement. The revenues would have a variance of 91.66% to be right on budget and are running 2.9% ahead of the budget. Medicaid is 3% ahead of the budget. Expenditures are ¼% over budget.

Personnel Committee Meeting Minutes – August 29, 2018

A copy of the Personnel Committee meeting Minutes from August 29, 2018 were provided in the packet for review. There were no comments, additions or deletions.

MOTION: by Mr. Rozich, seconded by Mr. Koskela, that the Board approves the Personnel Committee meeting Minutes from August 29, 2018, as presented. Motion carried unanimously.

Finance Committee Meeting Report – September 26, 2018

Mr. Koskela stated the Finance Committee reviewed the General Fund FY2018 Final Budget, the General Fund FY2019 Initial Budget, the Institute FY2018 Final Budget, and the Institute FY2019 Initial Budget. The Finance Committee recommends Board approval.

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that the Board accepts the recommendation of the Finance Committee to approve the General Fund FY2018 Final Budget, FY2019 Initial Budget, the Institute FY2018 Final Budget and FY2019 Initial Budget, as presented. Motion carried unanimously.

Mr. Koskela stated the Finance Committee discussed an offer for CCCMH to reduce the amount of recoupment from Goodwill for claims found not supported by proper documentation up, but not to exceed 20% or \$6,335.60 of the total of \$31,678. This is a good will gesture to maintain a good working relationship with Goodwill. The Finance Committee recommends Board approval.

MOTION: by Mr. Rozich, seconded by Mr. Koskinen, that the Board accepts the recommendation of the Finance Committee for CCCMH to reduce the amount of recoupment from Goodwill for claims found not supported by proper documentation up, but not to exceed 20% or \$6,335.60 of the total of \$31,678. Motion carried unanimously. YES: Bourdeau, Fink, Fyfe, Gayk, Johnson, Koskela, Koskinen, Rozich and Tervo.

Mrs. Fink stated there was a topic discussed at the GLRMHA Fall Conference regarding building a State hospital in the U.P. and asked for the Director's thought on that. Cari Raboin stated there was some talk with the Department to look at having the U.P. or northern Michigan build a State hospital. We are not sure if it will be another long-term hospital like the Caro Center, which doesn't take many acute individuals, or if it will include acute individuals as well. U.P. Directors are uncertain because if it will only accept long term patients, then it will not be that helpful to us. It could also be filled with individuals from downstate, including NGRI status individuals from the Forensic hospital. Cari Raboin stated the Directors had a phone call with the Legislator who is advocating for this and voiced our concerns. This is still in discussion.

Old / New Business

There was no old or new business to report.

Adjournment

MOTION: by Mr. Koskela, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 7:16 PM.

Submitted by,

James Tervo, Board Chairperson

Michael Koskinen, Board Secretary