

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, December 12, 2018 5:00 PM

Rice Memorial Center
901 W. Memorial Drive
Houghton, MI 49931

MINUTES

CALL TO ORDER: The meeting was called to order at 5:00 PM.

ROLL CALL: Richard Bourdeau, Zach Edgerton, Barry Fink, Sandra Gayk, Dr. Kathleen Johnson, Albert Koskela, Mike Koskinen, Catherine Paavola, James Tervo and Jacquelyn Treadeau.

ABSENT: James Fyfe and Pat Rozich.

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

Those in attendance stood for the Pledge of Allegiance.

Mr. Tervo welcomed new Board member, Jacquelyn Treadeau, from Baraga County.

Approval of Agenda

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

Approval of Minutes of October 31, 2018 Meeting

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that the Minutes of the October 31, 2018 meeting be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

Treasurer's Report for October 2018

MOTION: by Mr. Koskela, seconded by Mrs. Fink, that checks numbered 54912 to 55152 for a total of \$1,235,680.81 and Combined Cash Investments Report for October 31, 2018 totaling \$9,206,551.05 is accepted and place on file. YES: Bourdeau, Edgerton, Fink, Gayk, Johnson, Koskela, Koskinen, Paavola, Tervo and Treadeau.

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.

CMHAM 2019 Annual Winter Conference – February 5th & 6th, 2018 – Kalamazoo, MI – Mr. Tervo stated that the Community Mental Health Association of Michigan (CMHAM) 2019 Annual Winter

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Conference is being held on February 5th and 6th, 2018 in Kalamazoo. If anyone has any interest in attending, please let Angela Cline know.

NorthCare Governing Board Meeting(s) – November 14, 2018 & December 12, 2018 – Mr. Tervo stated he attended the December 12, 2018 meeting along with Mr. Koskinen and Mr. Rozich in Marquette. Bill Slavin, CEO is retiring and he had a nice farewell celebration from the NorthCare Governing Board. He is being replaced by Dr. Tim Kangas.

Rice Memorial Clinic Foundation Board Dinner – January 30, 2019 – Mr. Tervo stated the next meeting of the Copper Country Community Mental Health Services Board will be held after the Rice Memorial Clinic Foundation Board dinner on January 30, 2019 and it will be located at the Bonfire Steakhouse in the Magnuson Hotel – Franklin Square inn in Houghton. Invitations to the annual dinner will be sent out by next week.

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

2019 Board Meeting Schedule – Cari Raboin stated the 2019 Board Meeting Schedule was provided in the Board packet.

QI Program Report – 4th Quarter FY 2018 – Mrs. Fink reported on the 4th Quarter FY 2018 Quality Improvement Program Report. There were three deaths due to natural causes. The number of medication errors has increased and some staff have been retrained to address this issue. The Infection Control Committee addressed vaccinations and handwashing to prevent spreading of illnesses. The Michigan's Mission-Based Performance Indicators were all met at 100% with one exception of a child being discharged and readmitted to psychiatric inpatient within 30 days. The Risk Management Committee is adding a new area to the risk grid under Human Resources for staffing. There have been fewer people applying for Direct Care Staff positions, making it challenging to fill open shifts. New computer password requirements have been implemented to improve security and a new firewall was purchased so backup can run constantly. The number of individuals on the waiting list has decreased. The Board thanked Mrs. Fink for her report.

FY 2019 Quality Improvement Program – Cari Raboin presented the FY 2019 Quality Improvement Program plan. The plan contains the different categories and programs that we keep track of and that are reviewed each year. Each section contains an appendix that describes it in more detail.

MOTION: by Mrs. Fink, seconded by Dr. Johnson, that the Board approves the FY 2019 Quality Improvement Program, as presented. Motion carried unanimously.

Corporate Authorization Resolution – Dawn Gibson reviewed the Corporate Authorization Resolution regarding our dental services plan. We had a contract with Assurant as the administrator of the plan and they were bought out by Sun Life Assurance Company of Canada, who will now be designated as the Dental Claims Administrator of the plan.

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that the Board approves the Corporate Authorization Resolution designating Sun Life Assurance Company of Canada as the Dental Claims Administrator of the plan, as presented. Motion carried unanimously.

Policies & Procedures – Premium Pay (NEW) – Dawn Gibson reviewed the new *Premium Pay* policy and stated we were finding that there could be a situation with staff in the group homes, where if staff called in sick and Supervisors were not able to fill the shift, then they may have to mandate the staff currently on shift to stay at the home and would like to offer them an incentive to stay by offering time and a half for any mandated hours worked.

MOTION: by Mr. Koskela, seconded by Mrs. Paavola, that the Board approves the new *Premium Pay* policy, as presented. Motion carried unanimously.

YTD Appointment & Call Comparisons FY 2018 – Cari Raboin reviewed the YTD Appointment and Call Comparisons FY 2018 data. The graphs and tables show the number of preadmission screenings, crisis intervention notes, intake appointments, calls to NorthCare Access, denied BPS dispositions, and consumers served. In the past year our appointments have increased by 43.9%, calls increased by 6.4% and the total number of consumers served increased by 1.18%.

Updates

Cari Raboin stated regarding outreach attempts, an ad was placed in the local paper to explain who we are and what we do as an Agency. Recently, we suffered a loss of one of our nurses and it happened at a time when we were making changes with our nurses, so we are down two nurses. Nursing is an essential service for us, so we reached out to two nurses that recently retired and asked them to come back on a contract part-time. We also reached out to another nurse in the area that we know to come in on a contract basis. Cari Raboin stated we recently hired an ACT clinician and other vacancies include, a Recipient Rights Advisor, a Home Based Therapist, a Human Resources Coordinator and Direct Care Staff.

Cari Raboin stated we have put in an ad for a Psychiatrist on the American Psychiatry Association website but have not received any applications. We have been talking about a psychiatric headhunter but it may be more than we can afford. If we are unable to find a Psychiatrist, we will have to go to all Telepsych doctors and Medical Director. Most other Boards in the region have done this. The Board discussed other outreach efforts and recruitment ideas for Psychiatrists.

Anderson, Tackman & Company FY 2018 Board Fraud Letter & FY 2018 Audit Engagement Letter – Susan Serafini reviewed the Anderson, Tackman & Company FY 2018 Board Fraud letter and Audit Engagement letter and stated if the Board has any concerns, there is an area on the last page of the letter to write their concerns and can return it to, or call, Anderson, Tackman & Company. The first letter sets forth the Board's role and governance role of the Board and would require the Board Chairperson's signature, if approved. The second letter sets forth specifically what is being audited, the procedure and notes the fee of \$11,050.

Finance Director's Report for October 2018: Susan Serafini, Finance Director, presented the Finance Director's Report.

Susan Serafini reviewed Revenue & Expenditures by funding source as of October 31, 2018. We did receive our increase to General Fund, receiving \$65,000 a month. Another change is that the Autism payments used to be separate from the Department and are now rolled into the Medicaid payments. There is a surplus in Medicaid dollars of \$43,338.88 and are running a deficit in Healthy Michigan of \$30,394.72. Susan Serafini stated that 30% of our total costs of services for Healthy Michigan was for inpatient costs. With the increase to General Fund, the General Fund is reporting a surplus of \$17,764 and a surplus of \$25,961 in local funding. Susan Serafini reviewed the Balance Sheet as of October 31, 2018. The total cash for October 2018 is \$9,206,551.05, which is an increase of \$266,043.20 compared to September 2018, mainly due to the HAB Supports Waiver payment. The total net income of all funds through October 2018 is \$54,748, compared to the same time last year of a loss of \$1,954. The General Fund is reporting net income of \$26,087 as of October 2018, compared to the same time last year of a loss of \$6,304. One large change was in the employee benefit fund, OPEB, which is healthcare offered to retirees. Susan Serafini reviewed the General Fund's Income Statement. Revenue's would have a variance of 8.33% to be right on budget are running ¼% ahead of the budget. Expenditures are running 1/10% ahead of budget. The Board thanked Susan for her report.

Personnel Committee Meeting Minutes – October 31, 2018

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that the Minutes of the October 31, 2018 Personnel Committee meeting be accepted with no additions, deletions or amendments, as presented. Motion carried unanimously.

Old / New Business

There was no old or new business to note.


Adjournment

MOTION: by Mr. Koskela, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 5:58 PM.

Submitted by,



James Tervo, Board Chairperson



Michael Koskinen, Board Secretary