

**COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD**

Wednesday, April 24, 2019 5:00 PM

Baraga County Center

15644 Skanee Road

L'Anse, MI 49946

**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 5:04 PM.

**ROLL CALL:** Richard Bourdeau, Barry Fink, Dr. Kathleen Johnson, Albert Koskela, Mike Koskinen, Catherine Paavola, Pat Rozich and James Tervo.

**ABSENT:** Zach Edgerton, Sandra Gayk and Jacquelyn Treadeau.

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

Those in attendance stood for the Pledge of Allegiance.

**Approval of Agenda**

**MOTION:** by Mr. Koskela, seconded by Mrs. Fink, that the Agenda be approved with the deletion of one item, "*Sylvia Wentala, Great Lakes Recovery Offender Success Program Presentation*", as presented. Motion carried unanimously.

**Approval of Minutes of March 27, 2019 Meeting**

**MOTION:** by Mr. Koskinen, seconded by Mrs. Paavola, that the Minutes of the March 27, 2019 meeting be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

**Treasurer's Report for March 2019**

**MOTION:** by Mr. Koskela, seconded by Mrs. Paavola, that checks numbered 56236 to 56515 in the amount of \$1,198,601.85 and Combined Cash Investments Report for March 31, 2019 totaling \$8,801,673.55 are accepted and placed on file. YES: Bourdeau, Fink, Johnson, Koskela, Koskinen, Paavola, 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.

**Nominating Committee** – Mrs. Fink stated the Nominating Committee met and nominations were made for Mr. Rozich to become Chairperson, Mr. Tervo to become Vice Chairperson and Dr. Johnson to become Treasurer. All parties agreed. The remaining officer of the Copper Country Community

Mental Health Services Board has agreed to serve another term. The committee recommended the nominations for the slate of officers for the 2019 – 2020 year, as follows:

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

**MOTION:** by Mrs. Fink, seconded by Mr. Koskinen, that the Board accepts the Nominating Committee's nominations of officers for Mr. Rozich as Chairperson, Mr. Tervo as Vice Chairperson and Dr. Johnson as Treasurer of the Copper Country Community Mental Health Services Board and that the Board cast a unanimous ballot for the officers of Chairperson, Vice Chairperson, Treasurer and Secretary of the Copper Country Community Mental Health Services Board, as presented. YES: Bourdeau, Fink, Johnson, Koskela, Koskinen, Paavola, Rozich and Tervo.

**CMHAM Spring Conference – June 11<sup>th</sup> & 12<sup>th</sup>, 2019 – Novi, MI** – Mr. Tervo stated if anyone is interested in attending the conference, to please contact Angela Cline to make those arrangements.

**Board Member Replacement – Ontonagon County** – Mr. Bourdeau stated the open Board member position was discussed at the Ontonagon County Board of Commissioners meeting and an ad was placed in the newspaper. There have not been any responses. Cari Raboin stated she will also reach out to others.

**Board Committee Assignments** – Mr. Tervo stated he has asked Mrs. Gayk to be on the Personnel Committee and had spoken to Mrs. Treadeau who expressed interest on being on the Building & Grounds Committee. Dr. Johnson was nominated as Treasurer tonight and therefore becomes part of the Finance Committee. Mr. Tervo stated he will hold off on the Nominating Committee assignments.

**2019 GLRMHA Officer Nominations** – Mr. Tervo stated he is currently President of the Great Lakes Rural Mental Health Association (GLRMHA) Board and an officer nomination request has been sent out. If anyone would like to nominate someone else to the Board in place of himself or any other officer position, they may do so. The conference will be held at the Magnuson Hotel, 7<sup>th</sup> Floor, in Houghton on September 8<sup>th</sup> – 10<sup>th</sup>, 2019 and encouraged everyone to attend since the event will be held locally this year.

**MOTION:** by Mr. Koskinen, seconded by Mr. Koskela, that the Board nominates Mr. Tervo as President of the Great Lakes Rural Mental Health Association. Motion carried unanimously.

Mr. Rozich stated the 2019 Kids Count Michigan data has been put out and the condition of children in Michigan is still not good.

Mr. Koskinen stated the SUD Board met and they will give \$250 to kids at any school within the county to put towards their graduation party.

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

**Baraga County Update** – Cari Raboin welcomed Mick Sheridan to present to the Board regarding Self-Determination (SD) services. Mick Sheridan stated self-determination services are not particular to Baraga County and passed out a brochure and packet describing SD services. The first page is regarding how SD services work at CCMH. Self-Determination means that families have the freedom to hire their own staff for their child. We started with our first family in 2004. In Michigan, there are a lot of different approaches to SD services due to the lack of direction when the program first started. The State came out with a technical advisory in 2005 because no one could define SD services and there were a lot of problems, including misinformation in the school systems about this. The program is funded with Medicaid money and we are required to follow Medicaid rules. We currently have ten families in our Agency and two new families in the process. The largest budget we have is for a family who controls \$31,000 for staffing for an individual who is bedridden. These individuals would be in group homes if they did not have SD services. The services have to be billed under Medicaid guidelines. Current SD services provided are respite and Community Living Supports services such as, going out in the community, shopping, recreation activities, etc. Every family has a budget, receives budget reports and the cost of services have to stay within that budget. If more staffing time were required, a family could do it but they would have to reduce another service. Mick Sheridan presented and reviewed a PowerPoint presentation that reviewed the requirements for eligibility, the types of services provided, the financial process, and the steps to begin the SD process that include discussing the needs of the family, completing an assessment, identifying workers, running background checks for the workers, completing enrollment information for the individuals and workers and training. Some of the considerations include that the paid staff are Medicaid providers, are required to complete and attend annual trainings, wages are taxable, parents retain parental control, paid caregivers cannot cohabitate with the individual and activity funds must be reasonable. The Board thanked Mick for his presentation.

**Annual U.P. Recovery Conference – May 7, 2019 – Holiday Inn, Marquette** – Cari Raboin stated this year's U.P. Recovery Conference flyer was provided in the Board packet.

**Policies & Procedures – *Freedom of Movement (REVISED), Resident Property and Funds (REVISED) and Communication, Telephone and Visiting Rights (REVISED)*** – Cari Raboin stated all three policies have to do with individuals in our group homes and required revisions due to the Home and Community Based Service (HCBS) rules which prohibits restricting anyone's rights. If we need to restrict, we need to document and prove that we needed the restriction for someone. We must prove that we have tried something else, get consumer and/or guardian consent and review the restriction regularly.

**MOTION:** by Mr. Koskinen, seconded by Mrs. Paavola, that the Board approves the revised *Freedom of Movement, Resident Property and Funds and Communication, Telephone and Visiting Rights* policies, as presented. Motion carried unanimously.

## **Updates**

Cari Raboin shared a thank you note from Dr. Morgan with the Board.

Cari Raboin stated since starting as Director she has received consistent complaints about the Directions Unlimited (Drop-In Center) organization and particularly about their Director. She had consulted with the group from Lansing that support Drop-Ins around the state (JIMHO) and they suggested she meet with the Directions Unlimited Board and tell them that if they didn't terminate the Director's position, then CCMH would terminate their contract. Their Board did terminate the Director's position and now we are helping them advertise for a new Director. Mr. Tervo added that this organization does tend to struggle to stay on direction and frequently requires more guidance, so it can be a challenge. He is glad Cari reached out to JIMHO to give us guidance. Cari Raboin stated that JIMHO staff will be coming to the area to meet with Directions Unlimited Board Members and herself in May.

Cari Raboin stated we are preparing for a NorthCare desk audit and they will not be coming on site due to us scoring high on the audit last year. We have to submit evidence for any new standards and from last year's plan of correction. Mr. Tervo congratulated Administration staff for last year's high score.

Cari Raboin stated Dr. Jim Henry recently provided trauma training to Supervisors and we will have additional trauma training for all staff on June 18, 2019 by Ambrosia Jackson. She provided trauma training last year and will provide "Trauma 201" training this year. Board members will be invited.

Cari Raboin stated on May 9, 2019, the community and MTU will be holding an emergency drill and we will be working with them in some way on that. The Federal government requires us to have our own emergency plan and this shows that we are working with the community in emergency situations. During the drill, we will be contacted to provide psychological first aid for individuals emotionally affected by the event. This will test our communication system and allow staff a chance to practice this method.

Cari Raboin reviewed staff vacancies. We are currently down 19 Direct Care Staff, full-time positions. Our Direct Care Staff are struggling working many extra shifts and receiving overtime to try and pick up the slack. We are getting responses to open interviews. We will be holding another open interview tomorrow and will also do it again after that. Cari Raboin stated our other open positions include two nurses, one full-time in Houghton and one part-time in Ontonagon, a Case Manager, an Early Childhood-based clinician and an Acute Services clinician. We are using additional Telepsychiatry services now.

**Request for Vehicle Bidding** – Susan Serafini stated we would like to ask the Board for permission to seek bids for vehicles and rotate out a group of vehicles. We would like to purchase seven new minivans and trade in nine specified vehicles, therefore reducing the fleet by two for a total of 41. There is one change to the request for bids regarding a Dodge Journey as that program would prefer a minivan instead. The bids will be brought back to the Board for approval in May. The lift van to be traded in was an extra lift van for an individual that had more needs and we now no longer need that van.

**MOTION:** by Mr. Rozich, seconded by Mrs. Fink, that the Board approves the request to seek bids for the purchase of seven new minivans and the trade in of nine specified vehicles, 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 March 31, 2019. Overall, our financial position is very good. We continue to run a surplus in Medicaid of \$232,913.17 which includes MI Health Link and the Autism Benefit. Healthy Michigan continues to be underfunded and has a shortfall of \$109,733.28 although, it has been improving over the past couple of months. With the increase of \$116,000 on October 1, 2018 and a carryover from the prior year, the General Fund is reporting a surplus of \$89,969 and a surplus of \$97,871 in Local dollars. Susan Serafini reviewed the Balance Sheet as of March 31, 2019. The total cash for March is \$8,801,673.55, compared to the end of February 2019 of \$8,564,438.01. In February, we had a cash event of a One-Time Pay Adjustment. The total net income of all funds through March 2019 is \$290,995, compared to the end of February 2019 of \$236,117. The General Fund is reporting net income of \$187,791 at the end of March 2019 compared to \$157,775 at the end of February 2019. At the same time last year, the General Fund reported a net income of \$43,000. The Employee Benefit Fund is reporting net income of \$105,450 and by the end of the year it will be at \$200,000. Susan Serafini reviewed the General Fund's Income Statement. The revenues would have a variance of 50% to be right on budget and are running 1 ¼% ahead of budget. Expenditures are 1/8% over budget and the largest variance is in the children's programs, with the Autism program growing at a rapid rate, therefore increasing that area's budget. We will be submitting our Medicaid savings plan to NorthCare in May and had \$750,000 in savings from last year, so we will have to submit our plan and cost settle with NorthCare. Anderson, Tackman & Co., PLC will be here at the end of May to complete our compliance audit.

**Public Act 202 of 2017 – Corrective Action Plan** – Susan Serafini stated the Public Act 202 of 2017 relates to other post-employment benefits, healthcare to retirees, and requires a 40% funding ratio. Last reported, we were at 37.8% and we would like Board's approval to submit a Corrective Action Plan, that goes over the changes we made to a policy regarding health insurance for retirees being available to staff employed as of December 31, 2010. The additional \$200,000 that we are putting towards that will put us at 40% by the end of the year.

**MOTION:** by Mr. Rozich, seconded by Mr. Koskela, that the Board approves the submission of a Corrective Action Plan regarding Public Act 202 of 2017, as presented. Motion carried unanimously.

**Executive Committee Meeting Minutes – March 27, 2019**

Mr. Tervo stated the Executive Committee meeting Minutes were provided in the packet for review.

**MOTION:** by Dr. Johnson, seconded by Mrs. Fink, that the Minutes of the March 27, 2019 Executive Committee meeting be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

**Personnel Committee Meeting Report – April 24, 2019:** Pat Rozich, Committee Chairperson, presented the Personnel Committee meeting report.

Mr. Rozich stated the Personnel Committee met tonight to discuss a job description revision for a Nursing Services Coordinator. There are currently four nurses and Management would like to split the

supervisory responsibilities by adding supervisory duties to a nurse who will be supervising psychiatric services. The other currently supervises group home nursing services.

**MOTION:** by Mr. Koskinen, seconded by Mrs. Fink, that the Board accepts the recommendation of the Personnel Committee to approve the job description revision for a Nursing Services Coordinator, as presented. Motion carried unanimously.

**Old / New Business**

Cari Raboin stated a Clubhouse open house invitation was provided in the Board packet and an idea would be to attend the open house prior to the May 29, 2019 Board meeting.

**Adjournment**

**MOTION:** by Mr. Koskela, seconded by Mr. Rozich, that the meeting adjourn. The meeting adjourned at 6:25 PM.

Submitted by,

  
James Tervo, Board Chairperson

  
Michael Koskinen, Board Secretary