

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, May 29, 2019 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, Pat Rozich, James Tervo and Jacquelyn Treadeau.

ABSENT: None.

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

Approval of Agenda

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

Approval of Minutes of April 24, 2019 Meeting

MOTION: by Mr. Koskinen, seconded by Mrs. Gayk, that the Minutes of the April 24, 2019 meeting be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

Treasurer's Report for April 2019

MOTION: by Mr. Tervo, seconded by Mrs. Paavola, that checks numbered 56516 to 56776 in the amount of \$1,226,182.11 and Combined Cash Investments Report for April 30, 2019 totaling \$8,962,679.27 are accepted and placed on file. YES: Bourdeau, Edgerton, Fink, Gayk, Johnson, Koskela, Koskinen, Paavola, Rozich, Tervo and Treadeau.

Comments from the Public

There were no comments to note from the public present.

Chairperson's Report: Pat Rozich, Chairperson, presented the Chairperson's Report.

NorthCare Governing Board Meeting – May 8, 2019 – Mr. Rozich stated the NorthCare Network CEO's report was provided in the Board packet. There was nothing of significance to report.

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

Sylvia Wentala, Great Lakes Recovery Offender Success Program Presentation – Sylvia Wentala of Great Lakes Recovery presented on the Offender Success Program. Nationwide, April was designated “*Second Chance*” month for parolees. The Offender Success Program provides assistance to offenders in terms of job search, housing, health and behavioral health services and social supports. Statistics include that 95% of State prisoners will be released back into their communities at some point, 2.7 million children have a parent in prison, and two out of three parolees will be rearrested. Sylvia Wentala stated they are in year two of a contract with the Michigan Department of Corrections (MDOC) and in year two they have served over 100 parolees and have a 15% employment rate. They work with many different agencies and it cannot be done without the community's help. Sylvia Wentala stated her role with the Offender Success Program is to attend community meetings and inform people that their service is out there and that they are looking for partners. Her office is located in Hancock, MI and their program is currently working with the prison system now and hopefully the county jails in the future. The Board thanked Sylvia for her presentation.

Rice Memorial Clinic Foundation Board Meeting – May 15, 2019 – Cari Raboin stated the Rice Memorial Clinic Foundation Board met on May 15, 2019 and approved twelve new scholarship recipients who are high school graduates attending school to major in a field related to mental health. The Board also approved sixteen renewal scholarships. The schools choose the recipients and the Board approves them. The Rice Memorial Clinic Foundation Board funded CCMH's automatic handicap door openers for the Rice Center. The wiring has been installed and the materials have been ordered. Mr. Jukuri will remain on the Board but is stepping down as Chairperson. The Board nominated and voted for Paul Ollila as the new Chairperson. The Board also chose a new Board member, Kristine Jukuri Weidner.

Contract(s) – (NEW) – Mike Bach stated the first new contract is for *Turning Leaf Behavioral Health Services* for an individual from our area who committed a crime and was found not guilty by reason of insanity. The Forensic Center is recommending a higher level of supervision than we can provide. The new daily rate for services has increased to \$350.89 per day, due to the recent Direct Care Staff wage increase. Mike Bach stated another program was looked at and had a similar rate of \$350 per day, but it was felt that Turning Leaf Behavioral Health Services was a good match with their co-occurring services.

Mike Bach stated the second new contract is for *Great Lakes Center for Autism Treatment and Research* for an individual who is 15 years old with Autism and has been in services with CCMH for many years. The individual is getting more aggressive with behaviors towards staff and family who feel they cannot handle these behaviors and has been on the waiting list for Great Lakes Center for Autism Treatment and Research. Mike Bach stated the length of stay is 12 – 18 months and our treatment team at CCMH would work with their treatment team to coordinate services and work with the family. There is some financial responsibility by the family.

MOTION: by Mr. Koskinen, seconded by Mr. Tervo, that the Board approves the new contracts for *Turning Leaf Behavioral Health Services* and *Great Lakes Center for Autism Treatment and Research*, as presented. Motion carried unanimously.

Updates - Cari Raboin stated Goodwill has been going through a transition for some time now and recently a number of consumers' families/guardians have decided to take their folks out of Goodwill and not receive services from them for various reasons. CCMH has been meeting with Goodwill staff regularly to coordinate services and address any issues. Cari Raboin stated we continue to want to work with Goodwill to improve their services but will be negotiating a readjustment to their contract due to the decrease in the number of consumers receiving their services.

Cari Raboin stated there are interviews scheduled for the open Director position at the Drop-In Center and she will sit in on the interviews.

Cari Raboin stated CCMH still has numerous staff openings. We have filled a couple of Direct Care Staff positions and the Youth Peer Support position. The open positions reported on at the last Board meeting are still open but we have some candidates for some of the positions.

Cari Raboin stated Ambrosia Jackson will be returning to provide *Trauma 101* training again for CCMH staff. The training will be held on Tuesday, June 18, 2019 from 8:00 AM – 9:30 AM and again from 2:30 PM – 4:00 PM at The Institute in Houghton, Tuesday, June 18, 2019 from 11:00 AM – 12:00 PM at the Ontonagon County Center in Ontonagon and Wednesday, June 19, 2019 from 10:00 AM – 11:00 AM at the Baraga County Center in L'Anse. Board members are welcome to attend any of these sessions.

Cari Raboin stated that MDHHS has set up a Performance Based Incentive Payment (PBIP) which is a way to earn back funds that have been withheld. The criteria selected was providing a follow-up service within seven days of a psychiatric hospital discharge. The total amount available to the U.P. is divided into quarters and then awarded to those CMHs that meet the criteria during that quarter. The amount awarded to each CMH depends on how many other CMHs in the region met the criteria. CCMH met criteria two quarters and one quarter was the only CMH that met it. The total payment to us is approximately \$169,000 and this is considered Local dollars.

Vehicle Bid Results - Susan Serafini presented vehicle bid results from Northern Auto and Big Valley Ford. The bids are all for minivans and the entire fleet has been reduced by two vehicles. Susan Serafini recommended to the Board to accept the low bids for vehicles # 1 - 5 from Big Valley Ford and for vehicles # 6 and 7 from Northern Auto.

MOTION: by Mr. Koskela, seconded by Mr. Tervo, that the Board accepts the low bids for vehicles # 1 – 5 from Big Valley Ford and for vehicles # 6 and 7 from Northern Auto, as presented. Motion carried unanimously.

Carpet Replacement Bids – Susan Serafini presented carpet replacement bid results for the removal and disposal of the old carpet, installation of new commercial carpet and vinyl wall base from Kirkish Furniture and Gartner's. Dollar Bay Linoleum & Tile did not present a bid. Susan Serafini recommended to the Board to accept the low bid from Kirkish Furniture in the amount of \$12,918.

MOTION: by Mr. Koskinen, seconded by Mrs. Gayk, that the Board accepts the low bid for the removal and disposal of the old carpet, installation of new commercial carpet and vinyl wall base from Kirkish Furniture in the amount of \$12,918, 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 April 30, 2019. We continue to run a surplus in Medicaid of \$303,282.01 and are projecting an annualized surplus of \$519,000. We had about \$750,000 in Medicaid savings from last year. Healthy Michigan has a deficit of \$153,874.28. The General Fund continues to report a surplus of \$91,701 and we will be able to roll some of it over to next year. Local dollars also continue to report a surplus of \$110,425. The Performance Based Incentive Payment will also help to put us in a good place. Susan Serafini reviewed the Balance Sheet as of April 30, 2019. The total cash for April is \$8,962,678.27, compared to the end of March 2019 of \$8,801,673.55 for a \$161,004.72 increase. The total net income of all funds through April 2019 is \$340,237, compared to the end of March 2019 of \$290,995. The General Fund is reporting net income of \$202,125 at the end of April 2019 compared to \$187,791 at the end of March 2019. The Institute is running a small deficit of \$9,614 and will be close to break even by the end of the year. The revenues would have a variance of 58.33% to be right on budget and are running 1 ¾% ahead of budget. Expenditures are ½% over budget. A finance committee meeting will be scheduled next month to revise the budget. The compliance auditors from Anderson, Tackman & Co., PLC were on site last week and there were no adjustments or findings. The Board congratulated Susan and staff on the great audit report.

Personnel Committee Meeting Minutes – April 24, 2019

Mr. Rozich stated the April 24, 2019 Personnel Committee meeting Minutes were provided in the Board packet for review.

MOTION: by Mr. Tervo, seconded by Mrs. Gayk, that the Minutes of the April 24, 2019 Personnel Committee meeting be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

Personnel Committee Meeting Report – May 29, 2019: Pat Rozich, Committee Chairperson, presented the Personnel Committee meeting report.

Mr. Rozich stated the Personnel Committee met tonight and were provided information about a new position for a *Corporate Compliance Officer / Quality Improvement Coordinator* as NorthCare Network feels it is a conflict to provide us with a Corporate Compliance Officer. The Personnel Committee recommends to the full Board the approval of the new position of *Corporate Compliance Officer / Quality Improvement Coordinator*.

MOTION: by Mr. Tervo, seconded by Mrs. Gayk, that the Board accepts the recommendation of the Personnel Committee to approve the new position of *Corporate Compliance Officer / Quality Improvement Coordinator*, as presented. Motion carried unanimously.

Mr. Rozich stated the Personnel Committee reviewed three revised Administration policies, *Record Retention and Disposal*, *Corporate Compliance* and *Corporate Compliance Investigations*, that were revised slightly to align more closely with NorthCare Network's policies. The Corporate Compliance policy was revised due to NorthCare Network no longer providing us with a Corporate Compliance

Officer. The Personnel Committee recommends to the full Board the approval of the three revised policies, *Record Retention and Disposal*, *Corporate Compliance* and *Corporate Compliance Investigations*.

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that the Board accepts the recommendation of the Personnel Committee to approve the revised Administration policies, *Record Retention and Disposal*, *Corporate Compliance* and *Corporate Compliance Investigations*, as presented. Motion carried unanimously.

Mr. Rozich stated the Personnel Committee reviewed one revised Client Services policy, *Behavior Treatment Committee*, that was revised to correct a typo and to add that a Board-Certified Behavior Analyst, licensed Behavior analyst or temporary limited licensed psychologist meet one of the criteria for committee membership.

MOTION: by Mrs. Paavola, seconded by Mrs. Gayk, that the Board accepts the recommendation of the Personnel Committee to approve the revised Client Services policy, *Behavior Treatment Committee*, as presented. Motion carried unanimously.

Old / New Business

Mr. Rozich stated he will report on the Quality Improvement Committee report the next time the Board receives one and was very impressed with the work that goes into them. There are also four Board members assigned to the Quality Improvement Committee and doesn't feel it is necessary for him to be on the committee.

Adjournment

MOTION: by Mr. Koskela, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 5:53 PM.

Submitted by,

Pat Rozich, Board Chairperson

Michael Koskinen, Board Secretary

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