

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, June 26, 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, Dr. Kathleen Johnson, Albert Koskela, Mike Koskinen, Catherine Paavola, Pat Rozich, James Tervo and Jacquelyn Treadeau.

ABSENT: Sandra Gayk.

OTHERS: Mike Bach, Dawn Gibson, Cari Raboin, Susan Serafini, Sue Turner 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 addition of one item, "*Milliman, Inc. GASB 75 (Accounting for Other Post-Employment Benefit) Valuation Agreement*", as presented. Motion carried unanimously.

Approval of Minutes of May 29, 2019 Meeting

MOTION: by Mr. Koskela, seconded by Mrs. Fink, that the Minutes of the May 29, 2019 meeting be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

Treasurer's Report for May 2019

MOTION: by Mr. Koskinen, seconded by Mr. Bourdeau, that checks numbered 56777 to 57147 in the amount of \$1,713,980.50 and Combined Cash Investments Report for May 31, 2019 totaling \$9,891,825.69 are accepted and placed on file. YES: Bourdeau, Edgerton, Fink, Johnson, Koskela, Koskinen, Paavola, Rozich, Tervo and Treadeau.

Comments from the Public

There was no public present and therefore no comments to note.

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

2019 /2020 County Appropriations Letters – Mr. Rozich stated a copy of the 2019/2020 County Appropriations letters were provided in the Board packet for review and to note that the amounts being requested from the four counties have not been changed since 1996.

NorthCare Governing Board Meeting Update – June 19, 2019 – Mr. Rozich stated the NorthCare CEO report was provided in the Board packet for review. The Demand and Capacity report, produced by NorthCare, was included in the NorthCare Governing Board meeting packet and provides information and data regarding activities going on around the Upper Peninsula. Mr. Rozich requested a copy of this report be sent to all Board members.

CMHAM Spring Conference Report – Mr. Tervo reported on the CMHAM Spring Conference held on June 11th and 12th in Novi, MI. Mr. Tervo stated the conference was very good and there were a couple of very moving presentations by speakers who had suffered from trauma in their past. Other presentation topics and presenters included the difficulties of getting individuals placed for medical or psychiatric issues, Dr. George Mellos from MDHHS, Section 298, Boardworks trainings, Charles Ingoglia from the National Council for Behavioral Health, and teen suicide.

26th Annual GLRMHA Conference Update – Mr. Tervo stated the Great Lakes Rural Mental Health Association (GLRMHA) will be meeting again on July 16, 2019 to put together the final agenda which will then be sent out to all Board members. The conference will be held September 8 – 10, 2019 at the Magnuson Hotel – 7th Floor. Mr. Tervo encouraged all Board members to attend.

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

Sue Turner, CCMHS Group Homes Presentation – Cari Raboin introduced Sue Turner, Team Coordinator of Residential Services who presented on CCMHS' group homes. Sue Turner stated she was hired in 1981 by Child and Family Services and was then hired by CCMHS when they took over in 1983. The first group home was Stanton House in South Range, MI and the second home was Portage House in 1982. A slideshow presentation was shown to the Board of all ten group homes owned and operated by CCMHS including Atlantic, Aurora, Harbor, Lakeside, Portage, Quincy, Rice, Stanton, Stepping Stone and Woodhaven. Sue Turner explained the number of individuals each home is licensed for and whether the home is occupied with individuals with an Intellectual Developmental Disability, mental illness or both. Mr. Rozich asked how new staff are trained and able to retain the amount of information they are required to know such as information about each individual in the home, treatment plans, medications, etc. Dawn Gibson replied that new Direct Care Staff are in training for two weeks. One and half weeks of those weeks are spent in the classroom and the other one half of the week is working practicum shifts where they are in the homes working with veteran staff putting their classroom instruction into use. The staff are then continuously guided by other staff and their Team Leaders. The Board thanked Sue Turner for her presentation.

QI Committee 2nd Quarter Report – FY2019 – The Board reviewed the Quality Improvement (QI) Program Report for the 2nd Quarter of FY 2019. Mrs. Fink highlighted key areas in each section of the report for the Board.

Marquette County Board of Commissioners Resolution – Cari Raboin stated a copy of the Marquette County Board of Commissioners' *Resolution to Preserve the Public Mental Health System* was provided in the Board packet for review. The resolution is to oppose Section 298 of the Executive Budget recommendation for 2020 and encourages the Governor, State Senate and State House of Representatives to prevent it from becoming law.

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that the Board approves to support the Marquette County Board of Commissioners' *Resolution to Preserve the Public Mental Health System*, opposing Section 298 of the Executive Budget recommendation for 2020, as presented. Motion carried unanimously.

Updates

Cari Raboin stated CCMHS is working with BHK Head Start to bring in a trainer on August 20, 2019 for *Conscious Discipline* created by Dr. Becky Bailey. This will be a full day of training for professionals and then the community. Our Outpatient Director trained in it previously and found it very valuable. There will be a flyer and it will be shared with the Board.

Cari Raboin stated Ambrosia Jackson was here to train on Trauma 101 and also spoke about secondary trauma that staff may encounter. A total of 121 people attended.

Cari Raboin stated Lakeshore Regional Entity (LRE), a PIHP in lower Michigan, had financial difficulties due to their budget being cut by the State and the Michigan Department of Health and Human Services (MDHHS) said they will be sending Lakeshore Regional Entity a letter saying they are going to terminate their contract and turn it over to a private entity. At this point, the letter has not been sent, however, the Community Mental Health Association of Michigan (CMHAM) will continue to assist LRE and monitor the situation.

Cari Raboin stated we still have a number of staff openings. The Corporate Compliance/QI Coordinator position has been filled by our Recipient Rights Officer, Tracy Jaehnig. We will now be looking to fill the Recipient Rights Officer position.

Cari Raboin stated Intermediate School Districts (ISD) received funds from the State to use for mental health services in schools but an ad in the Daily Mining Gazette for a Mental Health Professional, placed by the Copper Country ISD, used our logo. We think this is the Gazette's mistake and Dawn Gibson will be making sure we are not billed for these ads by the Gazette.

Parking Lot Resurfacing for Group Homes – Susan Serafini reviewed the bid results for parking lot resurfacing for all ten CCMHS group homes. Susan stated we did have another contractor view the homes and specs but chose not to bid. The bid is also for excavating the existing asphalt and any soft areas, rocks and roots, hauling away all debris and adding additional gravel to ensure a proper base. The total of the bids for all ten group homes is \$156,311 and would be depreciated over ten years resulting in \$15,631 annual expense. Tony Burcar Contracting, Inc. was the only contractor to bid and he was hired three years ago to resurface all CCMHS center's parking lots. Susan Serafini stated we will check to see if we need any kind of permits. The Board discussed hiring a consultant to oversee the projects, such as an engineer. Mr. Koskela suggested Jim Heikkinen and Susan Serafini stated Mr. Heikkinen was hired to review the resurfacing of the centers' parking lots. Susan stated we can also contact U.P. Engineers & Architects and our Facilities Manager manages and oversees all projects to ensure that the contractors are doing what we hired them to do.

MOTION: by Mr. Tervo, seconded by Mr. Koskela, that the Board approves the bid for parking lot resurfacing for all CCMHS group homes, from Tony Burcar Contracting, Inc., with the understanding that the Finance Director will discuss the oversight of the project with the Facilities Manager and contact an outside consultant to act as a Clerk of the Works if necessary, as presented. Motion carried unanimously. YES: Bourdeau, Edgerton, Fink, Johnson, Koskela, Koskinen, Paavola, Rozich, Tervo and Treadeau.

Milliman, Inc. GASB 75 (Accounting for Other Post-Employment Benefit) Valuation Agreement – Susan Serafini reviewed the fee schedule for the *GASB 75 roll-forward valuation for Fiscal Reporting Year Ending 2019* in the amount of \$6,000 and stated we offer health insurance to our retirees and the Governmental Accounting Standards Board (GASB) requires employers to have a valuation done every two years and a roll-forward valuation on odd years. The valuation is also required to fulfill a new requirement under Public Act 202.

MOTION: by Mrs. Treadeau, seconded by Dr. Johnson, that the Board approves the Milliman, Inc. *GASB 75 (Accounting for Other Post-Employment Benefit) Valuation Agreement*, 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 May 31, 2019. We cost settled with NorthCare in May 2019 and received \$730,000 after sending NorthCare our plan for our savings for FY18, which was our savings from FY18 to spend in FY19. That amount reflects in the \$1,097,498.48 surplus in Medicaid. With the increase to General Fund and the carry forward from last year, the General Fund reports a surplus of \$119,882. We received a performance payment of \$168,000 which is reflected in Local dollars. Susan Serafini reviewed the Balance Sheet as of May 31, 2019. The total cash at the end of May 2019 was \$9,891,825.69, which is an increase of \$929,147.42 from April 2019. The total net income of all funds through May 2019 is \$558,243 compared to \$340,237 at the end of April 2019 for an increase of \$218,006. The General Fund is reporting net income of \$384,752 at the end of May 2019 compared to \$202,125 at the end of April 2019, which is due to the performance payment received. The Employee Benefit Fund balance will continue to increase as we will have Milliman, Inc. to complete a valuation on the OPEB. The Institute is running a loss of \$11,851 and the Finance Committee met tonight to recommend an increase to the training budget due to a higher demand for training. The revenues would have a variance of 66.6% to be right on budget and revenue is running 3% ahead of budget. Expenditures are running less than 1% over budget.

Susan Serafini stated in April, she brought a corrective action plan to the Board to approve regarding Public Act 202, which was sent to the Department of Treasury to review and was denied. Susan Serafini stated she will bring another corrective action plan to the Board in July to submit to the Department of Treasury again.

MOTION: by Mr. Koskela, seconded by Mrs. Paavola, that the Board approves the Finance Director's Report, as presented. Motion carried unanimously.

Personnel Committee Meeting Minutes – May 29, 2019

Mr. Rozich stated the May 29, 2019 Personnel Committee meeting Minutes were provided in the Board packet for review.

MOTION: by Mr. Koskela, seconded by Mr. Tervo, that the Minutes of the May 29, 2019 Personnel Committee meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Finance Committee Meeting Report – June 26, 2019: Dr. Johnson, Committee Chairperson, presented the Finance Committee meeting report.

Dr. Johnson stated the Finance Committee met tonight to review the FY 2019 Revised Budgets, for both the General Fund and the Institute, which includes increasing the Institute’s training budget by \$30,000 and the FY 2018 Compliance Audit Report from Anderson, Tackman & Co., PLC. The draft of the report states, “In our opinion, Copper Country Community Mental Health Authority, complied with the aforementioned requirements for the year ended September 30, 2018 in all material aspects.” CCMHS was found to be 100% compliant. Dr. Johnson stated the Finance Committee also discussed Public Act 202, regarding funds for post-employment health benefits being required to be placed into a separate, restricted trust account. The Finance Committee recommends to the full Board the approval of the FY 2019 Revised Budgets. The final version of the FY 2018 Compliance Audit Report will be brought to the Board next month to approve.

MOTION: by Mr. Koskinen, seconded by Mrs. Fink, that the Board accepts the recommendation of the Finance Committee to approve the FY 2019 Revised Budgets, as presented. Motion carried unanimously.

Old / New Business

There was no old or new business to report.

Adjournment

MOTION: by Mr. Koskela, seconded by Mr. Tervo, that the meeting adjourn. The meeting adjourned at 6:30 PM.

Submitted by,


Pat Rozich, Board Chairperson


Michael Koskinen, Board Secretary

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