

**COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD**

Wednesday, July 31, 2019

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, and Pat Rozich.

**ABSENT:** James Tervo and Jacquelyn Treadeau.

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

Those in attendance stood for the Pledge of Allegiance.

**Approval of Agenda**

**MOTION:** by Mr. Koskela, seconded by Mr. Koskinen, that the Agenda be approved with the addition of one item, "*Michigan Rehabilitation Services (MRS) 2020 Interagency Cash Transfer Agreement*", as presented. Motion carried unanimously.

**Approval of Minutes of June 26, 2019 Meeting**

**MOTION:** by Mr. Koskela, seconded by Mr. Koskinen, that the Minutes of the June 26, 2019 meeting be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

**Treasurer's Report for June 2019**

**MOTION:** by Mr. Koskinen, seconded by Mr. Koskela, that checks numbered 57148 to 57420 in the amount of \$1,228,442.35 and Combined Cash Investments Report for June 30, 2019 totaling \$9,141,706.71 are accepted and placed on file. YES: Bourdeau, Edgerton, Fink, Gayk, Johnson, Koskela, Koskinen, Paavola and Rozich.

**Comments from the Public**

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

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

**NorthCare Governing Board Meeting – July 17, 2019 –** Mr. Rozich stated the CEO report was provided in the Board packet and reviewed a few of the items in the report. He will ask Dr. Tim Kangas to spell out more titles as there are too many acronyms.

**GLRMHA Fall Conference – September 8<sup>th</sup> – 11<sup>th</sup>, 2019 – Magnuson Hotel, 7<sup>th</sup> Floor** – Mr. Rozich stated invitations to the Great Lakes Rural Mental Health Association (GLRMHA) Fall Conference will be mailed out soon with the agenda.

**CMHAM Fall Conference – October 21<sup>st</sup> & 22<sup>nd</sup> – Grand Traverse Resort, Traverse City** – Mr. Rozich stated the Community Mental Health Association of Michigan (CMHAM) Fall Conference is very enjoyable and is the closest CMHAM conference to us.

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

**MRS 2020 Interagency Cash Transfer Agreement** - Cari Raboin reviewed the Michigan Rehabilitation Services (MRS) 2020 Interagency Cash Transfer Agreement and stated every year we enter into this agreement with MRS to develop and deliver vocational rehabilitation services to our consumers. The Agency provides a 27% local match contribution amounting to \$8,000.

**Board Meeting Schedule** – Cari Raboin stated that an idea came up intermittently to skip a summer meeting rather than the February meeting. The Board agreed to eliminate the July meeting and replace it with a February meeting.

**Recipient Rights Advisor Position** – Cari Raboin stated the Recipient Rights Advisor position was originally approved at 30 hours per week but have discovered there is enough work for this person to be employed full time. Cari Raboin stated she is asking the Board for consideration to make this position full-time at 40 hours per week.

**MOTION:** by Mrs. Paavola, seconded by Mrs. Fink, that the Board approves the position of Recipient Rights Advisor becoming a full-time position at 40 hours per week, as presented. Motion carried unanimously.

**Recipient Rights Advisory Committee Report – July 9, 2019** – Mrs. Fink presented the Recipient Rights Advisory Committee (RRAC) Report and stated the committee met on July 9, 2019 and had the opportunity to meet Sarah Rousseau, Recipient Rights Advisor. Tracy Jaehning is leaving the position of Recipient Rights Officer and Sarah is very interested in this position. The committee discussed with Sarah her current job, her interest in the new position and were very impressed with her. Cari Raboin announced that Sarah Rousseau has been hired as the Recipient Rights Officer. Mrs. Fink reviewed incident reports and stated the total number of incident reports for the first two quarters of FY19 is 263 where the total number of incident reports for the entire year of FY18 was 878. There has been an increase in the number of falls and visits to the ER. This is particularly due to the aging and medically fragile population in the group homes. There are also reports of increases in behaviors and medication documentation errors. The committee reviewed the Semi-annual Report and there were 33 allegations, 27 investigations and five of those investigations were substantiated. Recipient Rights Advisory Committee training was made available via video conference provided by the State. There was concern noted in the State RRAC meeting Minutes regarding the privatization of services. The Board thanked Barry for her report.

## Updates

Cari Raboin stated we are continuing to fill Direct Care Staff positions. Staff are being hired but more are also leaving. Some are students and some are leaving for other jobs. We now have a Recipient Rights Advisor, Outpatient Infant Mental Health, Acute and IT Help Desk positions open. There are also two professional positions leaving the Autism Benefit Program. The Houghton RN position has been filled.

Cari Raboin stated the Recovery Lecture was held last week and the attendance was lower than in past years. She will meet with Taryn Mason, Institute Director, about the Recovery Lectures and possibly take a different approach. This year's speaker will also be presenting at the GLRMHA Conference.

Cari Raboin stated Dr. Tim Kangas, NorthCare CEO, is asking to attend another CCMH Board meeting and would like to attend the October 30, 2019 meeting.

Cari Raboin stated provided to the Board tonight was an article written by three of the CEO's, of downstate CMH's, who are involved in the 298 pilot program. They are stating they would like to be part of the pilot and if they are required to do it, they want to do it well, while others are hoping it will go away. Mr. Rozich stated he feels these three CMH's, being from the west side of the State, are feeling immense political pressure.

Cari Raboin stated provided to the Board tonight was a packet of information regarding what is happening with Lakeshore Regional Entity (LRE). This is serious because MDHHS could potentially do this to any PIHP. The information provided is from the CMHAM and includes a possible resolution that any Board can approve to say they are against terminating this contract. Cari Raboin suggested the Board review the resolution and she will bring it back to next month's meeting for the Board to decide whether or not to support the resolution.

Cari Raboin stated also included in the Board packet was a press release regarding the recommendation for Caro State Hospital. Governor Snyder originally recommended building a new Caro Hospital with 200 beds. They currently have 150 beds. Instead, this study that Governor Whitmer commissioned, recommended Caro go to 84 beds, move 61 beds to other existing hospitals and pursue additional resources for community-based services.

Cari Raboin stated a class action lawsuit against MDHHS has been started by Michigan Protection and Advocacy Services (MPAS) saying services for children with serious emotional disturbances are insufficient within the State and it is the responsibility of the State to provide those resources. The State tried to dismiss the lawsuit but the judge said no and is moving forward with it. Directors gave general information to MPAS attorneys as to be careful not to get swept up in the lawsuit.

Cari Raboin stated we received our results of the NorthCare review desk audit and we scored 98.27% in compliance which is .17% above last year. Cari Raboin stated we are very proud of staff as they did a good job with the audit. NorthCare is required to be on site next year.

**Facility Projects Bid Results** – Susan Serafini reviewed facility project bids results to replace kitchen cabinets at Atlantic House and Harbor House and recommended to the Board to accept the low bid from Rajala’s Kitchen in the amount of \$22,955 for both group homes. Susan Serafini reviewed bid results to build an exit door canopy for the Institute and recommended to the Board to accept the low bid from Hyrkas Construction, LLC in the amount of \$8,900.

**MOTION:** by Mr. Koskinen, seconded by Mr. Koskela, that the Board accepts the low bid from Rajala’s Kitchens, to replace kitchen cabinets at Atlantic House and Harbor House, in the amount of \$22,955 and accepts the low bid from Hyrkas Construction, LLC to build an exit door canopy at the Institute in the amount of \$8,900, as presented. Motion carried unanimously. YES: Bourdeau, Edgerton, Fink, Gayk, Johnson, Koskela, Koskinen, Paavola and Rozich.

**Color Copier Bid Results** - Susan Serafini reviewed color copier bid results for a new color copier to replace the current copier at the Baraga County Center, which is over 15 years old. The maintenance agreement is part of the total cost of the machine. Susan Serafini recommended to the Board to accept the low bid from Office Planning Group / Sayens for a Kyocera Taskalfa 3253ci color copier for a total of \$7,518.88.

**MOTION:** by Mr. Koskela, seconded by Mr. Koskinen, that the Board accepts the low bid from Office Planning Group / Sayens for a Kyocera Taskalfa 3253ci color copier to replace the current copier at the Baraga County Center, in the amount of \$7,518.88, as presented. Motion carried unanimously. YES: Bourdeau, Edgerton, Fink, Gayk, Johnson, Koskela, Koskinen, Paavola and Rozich.

Susan Serafini stated when the Finance Committee met last month, we only had a draft of the Compliance Audit from Anderson, Tackman & Co., PLC but have the final hard copy today. Susan Serafini asked the Board to notice on pages 4, 5 and 6 that there were no findings or adjustments. The last page also shows no recommendations for our Agency.

Susan Serafini stated last month, the Finance Committee discussed Public Act 202 and she is going to ask for an extension, with the Board’s permission, because it is a more complicated than she expected. The deadline would have been just prior to next month’s Board meeting.

**MOTION:** by Mr. Koskinen, seconded by Mrs. Gayk, that the Board approves the Finance Director asking for an extension to file the Public Act 202 report, 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 June 30, 2019. Except for Healthy Michigan, we are in a good position with all funding sources. We continue to run a surplus in Medicaid of \$1,238,803.32. The General Fund also reports a surplus of \$151,477. Susan Serafini reviewed the Balance Sheet as of June 30, 2019. The total cash at the end of June 2019 was \$9,141,706.71, which is a decrease from May 2019 of \$750,118.98. The total net income of all funds through June 2019 is \$661,647 compared to \$558,243 at the end of May 2019 for an increase of \$103,404. The General Fund is reporting net income of \$430,053 at the end of June 2019 compared to \$384,752 at the end of May 2019 for an increase of \$45,301. Susan Serafini stated with the budget

revision last month, she did take into consideration a couple of new contracts. Revenues are running 4% ahead of budget. Direct Care Staff had a wage increase in April and we will begin seeing expenses from the couple of new contracts. Expenses are running ½% under budget. Total expenses over the last five years have increased by 1.8% and revenues increased by approximately 7%. The Board thanked Susan for her report.

**Finance Committee Meeting Minutes – June 26, 2019**

**MOTION:** by Mrs. Fink, seconded by Mrs. Paavola, that the Minutes of the June 26, 2019 Finance 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 report.

**Adjournment**

**MOTION:** by Mr. Koskela, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 6:08 PM.

Submitted by,

  
Pat Rozich, Board Chairperson

  
Michael Koskinen, Board Secretary

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