

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, September 25, 2019 5:00 PM

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

MINUTES

CALL TO ORDER: Richard Bourdeau, Zach Edgerton, Sandra Gayk, Dr. Kathleen Johnson, Albert Koskela, Mike Koskinen, Catherine Paavola, Pat Rozich, James Tervo and Jacquelyn Treadeau.

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

ABSENT: Barry Fink.

Approval of Agenda

MOTION: by Mr. Koskinen, seconded by Dr. Kathleen Johnson, that the Agenda be approved with the addition of two items, "*Portage House Fence Bid Results*" and "*Contract Renewals – FY 2020*" and one amendment to the item, "*Public Act 202 Revised Correction Action Plan*", which requires a motion and vote, as presented. Motion carried unanimously.

Approval of Minutes of July 31, 2019 Meeting & August 28, 2019 Ad Hoc Committee Meeting

MOTION: by Mr. Koskela, seconded by Mr. Bourdeau, that the Minutes of the July 31, 2019 meeting and August 28, 2019 Ad Hoc Committee meeting be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

Treasurer's Report for July & August 2019

MOTION: by Mr. Koskela, seconded by Mr. Bourdeau, that checks numbered 57421 to 57695 in the amount of \$1,230,858.28 and Combined Cash Investments Report for July 31, 2019 totaling \$9,432,482.65 and checks numbered 57696 to 58006 in the amount of \$ 1,445,516.59 and Combined Cash Investments Report for August 31, 2019 totaling \$9,449,991.11 are accepted and placed on file. YES: Bourdeau, Edgerton, Gayk, Johnson, Koskela, Koskinen, Paavola, Rozich, Tervo and Treadeau.

Comments from the Public

Sylvia Wentala provided an update of the Offender Success Program to the Board. She stated within the last couple of months they have managed to form some partnerships with Bay College to offer welding classes and with Northern Michigan University to offer culinary classes, etc. to parolees.

Ad Hoc Committee Meeting – August 28, 2019

FY 2020 MDHHS Grant Agreement – Cari Raboin stated this is our General Fund Allocation and it is an increase from last year.

MOTION: by Mr. Tervo, seconded by Mrs. Paavola, that the Board approves the FY 2020 MDHHS Grant Agreement, as presented. Motion carried unanimously.

Contract(s) (NEW) & Contract Revision – Cari Raboin reviewed a new contract for *Hidden Acres Manor, LLC* and stated this contract is for one individual who requires one-on-one attention, so the level is fairly high.

Cari Raboin reviewed one contract revision for *Beacon Specialized Living Services* and stated a home at *River Run* has been added to the contract with Beacon to provide residential services to another individual in lower Michigan.

MOTION: by Mr. Tervo, seconded by Mr. Koskela, that the Board approves the new contract for *Hidden Acres Manor, LLC* and the contract revision for *Beacon Specialized Living Services* to add a home at *River Run* to the contract, as presented. Motion carried unanimously.

Lakeshore Regional Entity (LRE) Resolution (Revisited) – Cari Raboin stated the LRE resolution was tabled at the July Board meeting and today she has learned that MDHHS and LRE are meeting and talking and it looks like they are going to withdraw the termination of their contract and come to an agreement.

MOTION: by Mrs. Paavola, seconded by Mr. Koskinen, that the Board approves action on the Lakeshore Regional Entity (LRE) Resolution to express opposition to the termination of the State contract with Lakeshore Regional Entity, as presented. Motion carried unanimously.

Rice Foundation Board Meeting Update – August 7, 2019 – Cari Raboin stated there was nothing of significance that occurred at the August 7, 2019 meeting of the Rice Memorial Clinic Foundation Board.

Public Act 202 Revised Correction Action Plan – Susan Serafini stated that the Public Act 202 is to fulfill a Public Act requirement regarding retirement funding for retirees and we are proposing to move \$1.6 million to a separate trust account at Superior National Bank to fulfill Michigan Department of Treasury's requirements.

MOTION: by Mr. Tervo, seconded by Mrs. Paavola, that the Board approves the submission of the Public Act 202 Revised Correction Action Plan, as presented. Motion carried unanimously.

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

NorthCare Governing Board Meeting – September 11, 2019 – Mr. Rozich stated the NorthCare Board has approved NorthCare signing a lease in a new building for the space they need as well as space needed for future growth. The NorthCare Network CEO report was provided in the Board packet for review and Sandra Lambert has begun spelling out the acronyms in the report.

CMHAM Fall Conference – October 21st & 22nd, 2019 – Traverse City – Mr. Rozich stated this is a very good conference and a nice time of year to attend. If anyone is interested in attending, please contact Angela Cline to make arrangements.

Great Lakes Rural Mental Health Association (GLRMHA) Fall Conference – Mr. Rozich stated the GLRMHA Fall Conference was very good again and the GLRMHA staff deserve some recognition. Mr. Petruzzelli from the National Council for Behavioral Health was very impressive again and he also enjoyed the presentation from the doctor from Escanaba. Mr. Tervo stated that the Executive Board of the GLRMHA was re-elected at their meeting. He was very impressed by the Legislators that attended and would like to continue to have a legislative roundtable, if possible. Mr. Tervo stated it is looking like the conference will be held in St. Ignace next year and has never been there before. There was a good turnout this year and the GLRMHA Board will review the conference comments at their next meeting. Mr. Koskela added this was the best GLRMHA conference that he has attended yet.

Recipient Rights Advisory Committee Reappointments – Mr. Rozich stated the terms of three members of the Recipient Rights Advisory Committee will expire in December 2019 and all three members, Zach Edgerton, Joe LeVeque and Brian McLean, have agreed to serve another two-year term.

MOTION: by Mr. Koskinen, seconded by Mrs. Gayk, that the Board approves the reappointments of Recipient Rights Advisory Committee members, Zach Edgerton, Joe LeVeque and Brian McLean, to the committee for another two-year term, as presented. Motion carried unanimously.

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

Quality Improvement Program Report – 3rd Quarter FY 2019 – Mrs. Paavola reviewed the 3rd Quarter FY 2019 Quality Improvement Program Report and stated the Quality Improvement Committee met in July and August 2019. The Office of Recipient Rights reported there were no barriers to services or physical management use reported. The committee reviewed the 2nd, 3rd and 4th quarter FY 2018 and 1st and 2nd quarter FY 2019 reports from the Behavior Treatment Committee. The overall satisfaction rate for the 3rd quarter of FY 2019 was 93.8%. All but one of Michigan's Mission-Based Performance Indicators were met at 100%. The Safety Committee reported no trends in accident reports, less staff injuries due to behaviors from residents or consumers and all group homes were passed by the Fire Marshall for meeting criteria. The next facility safety step at the Rice Center is to install exterior electronic door locks and reduce the number of exterior doors that can be accessed.

Annual Review and Approval of Policies of Record – Cari Raboin stated each year the policies on record are required to be approved by the Board. New policies and those with significant changes are brought to the Board for approval. Cari Raboin requested Board approval of all policies of record.

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that the Board approves the Policies of Record, as presented. Motion carried unanimously.

FY 2020 Lease Renewals – Cari Raboin stated there are two buildings that we rent, the ACT office in Houghton and the Clubhouse in Hancock. The lease at ACT is increasing by \$25 a month and the Clubhouse is staying the same. The ACT lease is for a five-year lease and the Clubhouse lease is for a two-year lease, as we are continuing to look for a new facility for that service.

MOTION: by Mr. Tervo, seconded by Mrs. Gayk, that the Board approves the FY 2020 Lease Renewals for the ACT building in Houghton and the Clubhouse building in Hancock, as presented. Motion carried unanimously.

Contract Renewals – FY 2020 – Cari Raboin reviewed the contract renewals for FY 2020.

MOTION: by Mrs. Gayk, seconded by Mrs. Treadeau, that the Board approves the Contract Renewals for FY 2020, as presented. Motion carried unanimously.

Portage House Fence Bid Results – Cari Raboin stated a number of years ago a fence was put up around Portage House to address the issue of a consumer eloping and it had helped for awhile but the individual is eloping more frequently. It is proposed to add to the current fence which will create a fence around the entire property. There was one bid from Paul Hyrkas Construction for \$9,950.

MOTION: by Mr. Koskela, seconded by Mrs. Paavola, that the Board approves the bid from Paul Hyrkas Construction in the amount of \$9,950 for an addition to the current fence at Portage House, as presented. Motion carried unanimously. YES: Bourdeau, Edgerton, Gayk, Johnson, Koskela, Koskinen, Paavola, Rozich, Tervo and Treadeau.

Updates

Cari Raboin stated at Quincy House, part of the basement is below the garage and when snow melts from the vehicles, it drips down into the basement. We consulted with various contractors to find a solution and one contractor, Northend Excavating, stated they can install a new floor system over the cement floor with a drain and can guarantee that the floor will be watertight. Cari Raboin stated she is informing the Board of this because she will be bringing this before the Rice Memorial Clinic Foundation Board as a request to fund the project.

Cari Raboin stated our Psychiatrist, Dr. Lynn Miller, is planning to reduce his time with us. He currently sees consumers in person and would like to reduce his time in Baraga. At the same time, we are working on a contract with a Physician's Assistant who has previously worked at Marquette General Hospital and with Dr. Miller. He is well thought of and will step in and work with the consumers in Baraga and one day a week in Houghton. He will use telehealth when the weather is bad, as he lives in Marquette.

Cari Raboin stated we were approached by movie makers regarding a film called *"Coming Up for Air"*, about a young man with mental health issues and his family and how they handle it. A flyer was presented tonight for a chance to view part of the film and then hold a discussion about it afterwards on October 2, 2019 at MTU.

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

Susan Serafini reviewed Revenue & Expenditures by funding source as of August 31, 2019. We continue to run a surplus of Medicaid of \$1,391,806.67. Healthy Michigan continues to be underfunded and is running a deficit of \$240,619.98. Susan Serafini stated it was discussed at the Finance Committee meeting tonight that NorthCare will cover the shortfall for Healthy Michigan. The

General Fund is also reporting a surplus of \$201,791, as well as Local dollars of \$336,556. We received an additional \$10,000 from NorthCare that was part of a performance payment which brought the total performance payment to \$178,000. Susan Serafini reviewed the Balance Sheet as of August 31, 2019. The total cash at the end of August 2019 was \$9,449,991.11 which is an increase of \$26,508.46 from July 2019. The total net income of all funds through August 2019 is \$799,019 compared to \$656,012 at the end of July 2019 for an increase of \$143,007. The General Fund is reporting net income of \$538,344 at the end of August 2019 compared to \$467,072 at the end of July 2019 for an increase of \$71,272. All other funds are also showing net income. As we close the end of the year, those funds will be close to zero with the exception of the Employee Benefit Fund which will be around \$200,000. Susan Serafini reviewed the General Fund's Income Statement. The revenues would have a variance of 92% to be right on budget and are running 4% under budget. Expenditures are running 7 1/3% under budget which is allowing for a potential One-Time Pay Adjustment, as well as replacing furniture and equipment in the group homes. We are \$250,000 ahead in net income compared to last year at this time. The Board thanked Susan Serafini for her report and CCMH staff for being prudent.

Executive Committee Meeting Report – September 25, 2019: Pat Rozich, Committee Chairperson, presented the Executive Committee meeting report.

Mr. Rozich stated the Executive Committee met tonight and the Executive Director outlined the tentative union agreement and the Executive Committee unanimously agreed to recommend to the full Board the passage of that agreement, which includes proposed terms of a Base Wage Scale increase of 2% and an employer pension contribution increase of 0.5%.

MOTION: by Mr. Koskinen, seconded by Mrs. Paavola, that the Board accepts the recommendation of the Executive Committee to approve the tentative union agreement which includes proposed terms of a Base Wage Scale increase of 2% and an employer pension contribution increase of 0.5%, as presented. Motion carried unanimously.

Finance Committee Meeting Report – September 25, 2019: Dr. Kathleen Johnson, Committee Chairperson, presented the Finance Committee meeting report.

Dr. Johnson stated the Finance Committee met tonight and reviewed the General Fund FY 2019 Final Budget and the Institute FY 2019 Final Budget. The Finance Committee unanimously agreed to recommend to the full Board the approval of both the General Fund and Institute FY 2019 Final Budgets.

MOTION: by Mr. Rozich, seconded by Mrs. Paavola, that the Board accepts the recommendation of the Finance Committee and approves the General Fund FY 2019 Final Budget and the Institute FY 2019 Final Budget, as presented. Motion carried unanimously.

Dr. Johnson stated the Finance Committee also reviewed the General Fund FY 2020 Initial Budget and the Institute FY 2020 Initial Budget. The Finance Committee unanimously agreed to recommend to the full Board the approval of both the General Fund and Institute FY 2020 Initial Budgets.

MOTION: by Mr. Koskela, seconded by Mr. Koskinen, that the Board accepts the recommendation of the Finance Committee and approves the General Fund FY 2020 Initial Budget and the Institute FY 2020 Initial Budget, as presented. Motion carried unanimously.

Dr. Johnson stated the Finance Committee reviewed a recommendation for a 2% Cost of Living Adjustment (COLA) and step adjustments for Non-Bargaining staff. The total cost of the COLA and step adjustments will be \$155,000. The Finance Committee unanimously agreed to recommend to the full Board the approval of both the COLA and step adjustments.

MOTION: by Mr. Koskela, seconded by Mr. Tervo, that the Board accepts the recommendation of the Finance Committee and approves the proposal of a 2% Cost of Living Adjustment and step adjustments for Non-Bargaining staff, as presented. Motion carried unanimously.

Old / New Business

There was no old or new business to report.

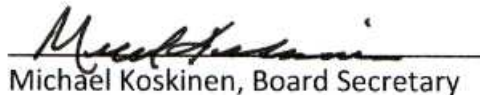
Adjournment

MOTION: by Mr. Koskela, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 6:00 PM.

Submitted by,



Pat Rozich, Board Chairperson



Michael Koskinen, Board Secretary

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