

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, December 11, 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.

PRESENT: Richard Bourdeau, Barry Fink, Sandra Gayk, Albert Koskela, Mike Koskinen, Catherine Paavola, Pat Rozich, James Tervo and Jacqueline Treadeau.

ABSENT: Zach Edgerton and Dr. Kathleen Johnson.

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

Approval of Agenda

MOTION: by Mr. Koskela, seconded by Mrs. Gayk, that the Agenda be approved with the addition of one item, "*Building Purchase*", as presented. Motion carried unanimously.

Approval of Minutes of October 30, 2019 Meeting

MOTION: by Mr. Koskela, seconded by Mrs. Gayk, that the Minutes of the October 30, 2019 meeting be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

Treasurer's Report for October 2019

MOTION: by Mr. Koskinen, seconded by Mr. Tervo, that checks numbered 58235 to 58590 in the amount of \$1,730,620.97 and Combined Cash Investments Report for October 31, 2019 totaling \$10,197,026.14 are accepted and placed on file. YES: Bourdeau, Fink, Gayk, 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.

CMHAM 2020 Annual Winter Conference – February 4th & 5th, 2019 – Kalamazoo, MI – Mr. Rozich stated if anyone is interested in attending to contact Angela Cline to make arrangements.

NorthCare Governing Board Meeting(s) – November 13, 2019 & December 11, 2019 – Mr. Rozich stated the NorthCare CEO Reports were provided in the Board packet for review.

Rice Memorial Clinic Foundation Board Dinner – January 29, 2020 – Mr. Rozich stated the invitations to the Rice Memorial Clinic Foundation Board dinner will go out soon and spouses or guests are invited also. It is very nice to attend to support the Rice Foundation.

Mr. Rozich asked Mr. Tervo about the Great Lakes Rural Mental Health Association conference location for 2020 and Mr. Tervo responded that the conference will be held in Sault Sainte Marie, MI at the casino on September 12th, 13th and 14th, 2020.

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

Corporate Compliance Training – Cari Raboin introduced Tracy Jaehnig, Copper Country Mental Health's new Corporate Compliance Officer, who presented the Corporate Compliance Training to the Board members. Tracy Jaehnig reviewed what compliance is, ethics, laws, fraud, waste and abuse, confidentiality of behavioral health records, and reporting responsibilities. The Board thanked Tracy for her presentation.

2020 Board Meeting Schedule

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that the Board approves the 2020 Board Meeting Schedule, as presented. Motion carried unanimously.

QI Program Report – 4th Quarter FY 2019 – Mrs. Paavola reported on the 4th Quarter FY 2019 Quality Improvement Program Report which included the review of Behavioral Treatment, Review of Physical Management, Community Education, Site Visits, Contract Reviews and Independent Contractors, Corporate Compliance, Customer Satisfaction, Grievances, Consumer Advisory Committee, Death Reviews, Events Report – Risk, Critical and Sentinel, PHIP Reportable Events, Infection Control Committee, Michigan's Mission-Based Performance Indicator System, Outcomes Management System, Recipient Rights Office Site Visits, Action Appeals and Second Opinions, Risk Management, Safety Committee, Staff Development Plan, Strategic Plan, Trauma Committee, Technology and Systems, Quality Records Review-Supervisory Review, Service Verification and Other Business. The Board thanked Mrs. Paavola for her report.

FY 2020 Quality Improvement Program – Cari Raboin presented the FY 2020 Quality Improvement Program Plan. The plan contains the different categories and programs that we keep track of and review each year. Each section contains an appendix that describe it in more detail.

MOTION: by Mr. Tervo, seconded by Mrs. Treadeau, that the Board approves the FY 2020 Quality Improvement Program, as presented. Motion carried unanimously.

YTD Call & Appointment Comparisons, Consumers Served, & Services Provided Summary & Trend Report FY 2019 – Cari Raboin reviewed the YTD call and appointment comparisons, consumers served, and services provided summary and trend report for FY 2019. Overall, calls were down by 4%, appointments were up by 2%, and services provided went down by 2.5%.

Updates

Cari Raboin stated the Rice Memorial Clinic Foundation has given CCMH a preliminary authorization to go ahead with repairs to Quincy Home's leaking garage. We have an estimate from Northend Excavating and the Foundation would like to us get references before proceeding. The request for references has been made.

Cari Raboin stated the Michigan Department of Health and Human Services (MDHHS) system design proposal is suggesting that healthcare plans have a say, or control, over mental health funds but we are not sure how they will implement this. Board members received emails with this information and there will be stakeholder forums in January. It is proposed to begin in 2020.

Cari Raboin introduced Chad Johnson, Clubhouse Coordinator, and stated we have been looking at different locations for the Clubhouse program and have learned of an available property at 200 Quincy Street. It is the former Department of Health and Human Services (DHHS) building in Hancock. The building was purchased from DHHS a number of years ago and the main floor was remodeled. It is 13,400 square feet and has a main and lower level. The sellers are asking \$369,000. A new roof was put on in 2009, a new zoned gas steam heating system was installed in 2001, an asbestos abatement was done in 2004, and a security system was installed in 2011. There is an elevator and men's and women's restrooms on each floor. There is space for a second program on the lower level with a separate entrance in the back. The lower level also has a room for storage. Cari Raboin stated pros are having more control over any necessary repairs and any investments made to the building would stay with us. Cons are limited parking, with the back entrance being limited especially in the winter because the road is sometimes blocked off and we would have to go through St. Vincent de Paul's, increased cost for maintenance and plowing, remodeling to build a kitchen and remove a laboratory, unknown future problems with older buildings, and threats from MDHHS about changing their system. Cari Raboin stated we would either move ACT or the Autism program to this building, but we would lose the apartment above ACT and the space at the Institute is a nicer environment for the Autism program. Chad Johnson stated we have been looking at properties for a year and a half and most are too small or would not meet the needs without extensive modeling. This building would meet the needs by having a layout for a meeting area, dining area, and offices. It has been fully remodeled, except the lower level. Parking wouldn't be an issue for staff and there are only a couple Clubhouse members that drive themselves. The area in front of the building has no parking and it would make a nice drop off zone for people getting on and off the bus. There is a lot of natural light.

- Mr. Tervo left the meeting.

The Board and Management discussed funding, cost comparisons, inspections, working with the realtor, and the amount to make a cash offer.

MOTION: by Mrs. Paavola, seconded by Mrs. Fink, that the Board approves Management making an offer of \$300,000 contingent on a good inspection and appraisal, as presented. The motion was adopted. YES: Bourdeau, Fink, Gayk, Koskela, Koskinen, Paavola, Rozich, and Treadeau.

-Mrs. Fink and Mrs. Paavola left the meeting.

Anderson, Tackman & Company, PLC FY 2019 Board Fraud Letter & Audit Engagement Letter – Susan Serafini reviewed the Anderson, Tackman & Company, PLC FY 2019 Board Fraud letter and Audit Engagement letter and stated if the Board has any concerns, there is an area on the last page of the letter to write their concerns and can return it to, or call, Anderson, Tackman & Company, PLC. The first letter sets forth the Board's role and governance role of the Board and would require the Board Chairperson's signature, if approved. The second letter sets forth specifically what is being audited, the procedure, and notes the fee of \$11,350.

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

Susan Serafini stated MDHHS and Milliman made a mistake on the calculation to determine the amount of Medicaid funding and were \$1.2 million short. This had to do with MI Health Link and it will be corrected but not until the payment in January 2020. We are starting out with a deficit in Medicaid because of this. Medicaid looks like it has a shortfall of \$86,386.51, but it will be corrected in January. Healthy Michigan had a shortfall of \$12,118.58. We received an increase in General Fund so overall, it is looking better and are confident it will be sorted out with Medicaid. After the FY19 final close and the audit is complete in January, there will be about \$700,000 in Medicaid savings to spend in 2020. Susan Serafini reviewed the Balance Sheet as of October 31, 2019. The total cash at the end of October 2019 was \$10,197,026.14 which is an increase of \$585,592.69 from September 2019. The total net income of all funds through October 2019 is \$58,069. The General Fund is reporting net income of \$37,185. At the same time last year, the General Fund reported net income of \$26,087. Two of the internal service funds are running at a loss. The Institute has to close out some grants which may result in some funds to carry forward to FY2020. Susan Serafini reviewed the General Fund's Income Statement. The revenues would have a variance of 8.33% to be right on budget and are 0.1% under budget with the decrease in Medicaid. Expenditures are running 1/3% under budget. The Board thanked Susan for her report.

Personnel Committee Meeting Report – December 11, 2019: Pat Rozich, Committee Chairperson, presented the Personnel Committee meeting report.

Mr. Rozich stated the Personnel Committee met tonight and the Executive Director reviewed proposed Pay Scale Adjustments. The Personnel Committee unanimously agreed to recommend to the full Board the approval of the proposed pay scale adjustments.

-A quorum was no longer available to vote on this agenda item.

Old / New Business

There was no old or new business to report.

Adjournment

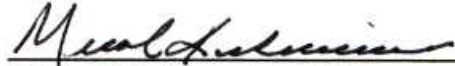
MOTION: by Mr. Koskela, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 6:42 PM.

Minutes of Meeting 12/11/2019

Submitted by,



Pat Rozich, Board Chairperson



Michael Koskinen, Board Secretary

/ac