

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, April 29, 2020 5:00 PM

Teleconference

MINUTES

CALL TO ORDER: The meeting was called to order at 5:19 PM.

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

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

ABSENT: Zach Edgerton and Catherine Paavola.

Approval of Agenda

The Board reviewed the April 29, 2020 Agenda. There were no additions, deletions, or amendments.

Approval of the February 26, 2020 Minutes

The Board reviewed the February 26, 2020 meeting Minutes. There were no additions, deletions, or amendments.

Treasurer's Report for February & March 2020

The Board reviewed the Treasurer's Reports for February and March 2020 for checks numbered 59492 to 59792 in the amount of \$2,365,880.54 and Combined Cash Investments Report for February 29, 2020 totaling \$8,725,485.28 and for checks numbered 59793 to 60064 in the amount of \$1,562,564.21 and Combined Cash Investments Report for March 31, 2020 totaling \$8,695,282.55.

MOTION: by Mr. Koskela, seconded by Mr. Tervo, that the Board approves the April 29, 2020 Agenda, the February 26, 2020 Minutes, and the Treasurer's Report for February and March 2020, as presented. Motion carried unanimously by roll call vote. YES: Bourdeau, Fink, Gayk, Johnson, Koskela, Koskinen, Rozich, Tervo, and Treadeau.

Comments from the Public

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

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

NorthCare Governing Board Meeting – March 11, 2020 – Mr. Rozich stated the NorthCare Governing Board did not meet in March and the NorthCare CEO Report was provided in the Board packet.

CMHAM Spring Conference – June 9th & 10th, 2020 – Grand Traverse Resort, Traverse City – Mr. Rozich stated the CMHAM Spring Conference has not yet been cancelled.

CMH PAC Annual Campaign – Mr. Rozich stated there have been meetings between the CMHAM Director and MDHHS and he will be contacting the Executive Committee to see if they approve any initiatives. As soon as he receives any information, he will send it to all Board members.

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

Annual Review of Mission Statement

The Board reviewed Copper Country Mental Health Services Board Mission Statement. There were no suggestions of additions, deletions, or amendments to the Mission Statement.

Policies & Procedures

Board Meeting Teleconferencing – Cari Raboin reviewed the *Board Meeting Teleconferencing* policy which states it is the Chairperson's decision if teleconferencing will be allowed and Administration will notify Board members when that is occurring. Such participation will not become habitual.

Emergency Paid Sick Leave – Cari Raboin reviewed the *Emergency Paid Sick Leave* policy which states employees can apply for emergency paid sick leave and will receive two weeks leave for medical reasons related to COVID-19 with full pay and for loss of childcare due to medical reasons related to COVID-19 at 2/3 of the employee's pay.

Time Off Due to Lack of Child Care – COVID-19 – Cari Raboin reviewed the *Time Off Due to Lack of Child Care – COVID-19* policy which states employees can apply for an unpaid Leave of Absence due to lack of childcare related to COVID-19. Human Resources will speak with those staff to see if arrangements for alternate shifts or work sites could be made. After exhausting all available leave and other arrangements still cannot be made, the employee can apply for the unpaid Leave of Absence and their benefits will continue through the end of the month following the Leave of Absence approval.

Consent to Share Information – Mike Bach reviewed the *Consent to Share Information* policy which was revised from the former *Coordination, Communication, Consent to Share Information* policy and states the Agency will not use or disclose protected health information without written authorization.

Coordination, Communication, Consent to Share Information – Mike Bach stated the *Coordination, Communication, Consent to Share Information* policy was rescinded and split into two new policies, *Consent to Share Information* and *Coordination and Integrated Care and Treatment*.

Coordination & Integrated Care & Treatment – Mike Bach reviewed the *Coordination and Integrated Care and Treatment* policy which aligns with NorthCare's policy and states that individuals served receive integrated treatment to maximize their opportunities for recovering (or establishing) critical life functions they wish to pursue.

Mr. Rozich asked if these policies will be rescinded once COVID-19 is over and Cari Raboin responded that the *Emergency Paid Sick Leave* and *Time Off Due to Lack of Childcare – COVID-19* policies include timeframes based on the Governor’s executive orders or until the Agency terminates them.

MOTION: by Mr. Tervo, seconded by Mrs. Gayk, that the Board approves the Copper Country Community Mental Health Mission Statement with no additions, deletions, or amendments and the *Board Meeting Teleconferencing; Emergency Paid Sick Leave; Time Off Due to Lack of Childcare-COVID-19; Consent to Share Information; and Coordination and Integrated Care and Treatment* policies, and to rescind the *Coordination, Communication, Consent to Share Information* policy, as presented. Motion carried unanimously by roll call vote. YES: Bourdeau, Fink, Gayk, Johnson, Koskela, Koskinen, Rozich, Tervo, and Treadeau.

Contracts

Hidden Acres Manor, LLC (ADDENDUM)– Cari Raboin reviewed the Hidden Acres Manor, LLC contract which has an addendum to the contract for one new individual to be placed here. The person is high-needs and will require one to one attention.

Johnson Estates, LLC (NEW) – Cari Raboin reviewed the Johnson Estates, LLC contract which is a new contract for an individual who was hospitalized in lower Michigan during the COVID-19 pandemic.

Letters of Understanding

Essential Services Supplemental Pay; Emergency Paid Sick Leave; & Time Off Due to Lack of Childcare – Cari Raboin reviewed three Letters of Understanding for *Essential Services Supplemental Pay; Emergency Paid Sick Leave; and Time Off Due to Lack of Childcare* and stated the three letters are related to the *Emergency Paid Sick Leave* and *Time Off Due to Lack of Childcare* policies and are to be added to the union contract.

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that the Board approves the Hidden Acres Manor, LLC and Johnson Estates, LLC contracts and the *Essential Services Supplemental Pay; Emergency Paid Sick Leave; and Time Off Due to Lack of Childcare* Letters of Understanding, as presented. Motion carried unanimously by roll call vote. YES: Bourdeau, Fink, Gayk Johnson, Koskela, Koskinen, Rozich, Tervo, and Treadeau.

QI Program Report – 2nd Quarter of FY2020 – Mrs. Fink reviewed the Quality Improvement Program Report for the 2nd Quarter of FY2020. Mr. Rozich commented about the Trauma Committee and stated if Ambrosia Jackson is going to come to CCMH again, we should suggest to her to provide the K-12 schools with some trauma information regarding the COVID-19 situation. Mike Bach will speak with Ms. Jackson about this issue and Cari Raboin stated she will also talk to the Outpatient Director about contacting the schools to offer assistance. The Board thanked Mrs. Fink for her report.

Updates

Cari Raboin stated we have as many employees working from home as much as possible and have purchased more laptops and cellphones. The IT department has been working to make this happen. Our doors are still open for the most part but the Ontonagon County Center felt uncomfortable with keeping their door open and therefore installed an intercom. Staff will speak to the person through the intercom to assess their needs, screen them, then lead them into a clean room. The Calumet clinic is closed. Clinicians, Psychiatrists, and Supports Coordinators are providing as many services by phone as possible. The State relaxed their rules and we are now able to receive credit for these phone services. The Executive Committee earlier this month approved Essential Services Supplemental pay of \$2 per hour for all staff with the potential of or providing face-to-face services starting March 22, 2020. Face-to-face services that continue are group homes, injections, medication deliveries, and taking consumers grocery shopping or on other essential errands. We are providing these staff with PPE as appropriate and as available. We have developed protocols for staff for all face-to-face services. There are some staff who cannot work from home because of their position, lack of internet accessibility, or there being no work for them to do. We continue to pay all staff and have not laid off anyone who is available to work.

Cari Raboin stated Dr. Lynn Miller was going to retire in July but instead decided to reduce his time and provide psychiatric services one day per week for the Assertive Treatment Team, as well as continue supervision of our Nurse Practitioner and Physician's Assistant, for another year. A new Outpatient Clinician was hired and is planning to start at the end of June. There are currently nine part-time and six full-time Direct Care Staff positions open and a training is scheduled for next month. Mrs. Fink asked if there has been any increase in individuals asking to access services and Cari Raboin responded that there has not been a significant increase and that any intakes for new consumers would be provided by phone. Mr. Tervo thanked Cari Raboin and all CCMH staff for their hard work and making these adjustments as necessary.

Cari Raboin stated MDHHS informed us yesterday that we will receive additional funds for COVID-19 and it can be used for Medicaid or non-Medicaid consumers.

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

Susan Serafini reviewed Revenues and Expenditures by funding source as of March 31, 2020. We have not had our cash settlement with NorthCare yet and will have approximately \$700,000 in savings from last year. The General Fund has a carry forward of \$39,000 from last year and is reflected in the \$111,311 balance. Susan Serafini reviewed the Balance Sheet as of March 31, 2020. The total cash at the end of March 2020 was \$8,695,282.55, which is a decrease of \$30,2020.73 from February 2020. The total net income of all funds through March 2020 is \$331,844, which is an increase of \$54,625 from February 2020. The General Fund is reporting net income of \$153,859, compared to February 2020 with net income of \$141,753. All other internal service funds are showing net income. Susan Serafini reviewed the General Fund's Income Statement. The revenues are running at 1/2 % under budget. The investment income is under budget due to interest rate reductions. Revenue from other services, such as the car wash and lawn care, is also under budget as these programs are not currently being open. Expenditures are running under budget by 1 1/3%. There is a decrease in community

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inpatient utilization and only a slight increase in State inpatient utilization. The Agency will be receiving \$77,000 in our General Fund from MDHHS, as well as other additional funding for COVID-19.

Executive Committee Meeting Report & Minutes – April 9, 2020: Mr. Rozich, Committee Chairperson, presented the April 9, 2020 Executive Committee Meeting Report and Minutes and stated the Minutes were provided in the packet for review.

Building & Grounds Committee Meeting Minutes – February 26, 2020

Personnel Committee Meeting Minutes – February 26, 2020

MOTION: by Mr. Tervo, seconded by Mr. Koskela, that the Board approves the April 9, 2020 Executive Committee Meeting Report and Minutes, the February 26, 2020 Building and Grounds Committee meeting Minutes, and the February 26, 2020 Personnel Committee meeting Minutes, as presented. Motion carried unanimously by roll call vote. YES: Bourdeau, Fink, Gayk, Johnson, Koskela, Koskinen, Rozich, Tervo, and Treadeau.

Old / New Business

There was no old or new business to report.

Comments from the Public

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

Adjournment

Chairperson Rozich adjourned the meeting of the Copper Country Community Mental Health Services Board at 6:15 PM.

Submitted by,

Pat Rozich, Board Chairperson

Michael Koskinen, Board Secretary

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