

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, February 26, 2020 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, Zach Edgerton, Barry Fink, Sandra Gayk, Albert Koskela, Mike Koskinen, Catherine Paavola, James Tervo, and Jacqueline Treadeau.

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

ABSENT: Dr. Kathleen Johnson and Pat Rozich.

Those in attendance stood for the Pledge of Allegiance.

Approval of Agenda

MOTION: by Mr. Koskela, seconded by Mrs. Gayk, that the Agenda be approved with the addition of one item, *Ontonagon Color Copier Bid Results*, under the Director's Report, as presented. Motion carried unanimously.

Approval of the January 29, 2020 Minutes

MOTION: by Mr. Koskela, seconded by Mrs. Gayk, that the Minutes of the January 29, 2020 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for January 2020

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that checks numbered 59208 to 59492 in the amount of \$1,451,585.83 and Combined Cash Investments Report for January 31, 2020 totaling \$9,828,855.83 are accepted and placed on file. YES: Bourdeau, Edgerton, Fink, Gayk, Koskela, Koskinen, Paavola, Tervo, and Treadeau.

Comments from the Public

Sylvia Wentala from the Great Lakes Recovery Offender Success Program stated they are hosting an employment forum at Bay College on April 17, 2020 and local representatives, state officials, local citizens who have been employed and employers who have been employing will be there. Two weeks ago, the Ripple Recovery House opened in L'Anse. The home has room for six to eight women, can accommodate children up to the age of 11, and the length of stay has been left open ended. The home is now accepting applications for anyone in the Upper Peninsula. The residents will have rules to follow in the home and will receive job training and counseling sessions. More information can be found on the Great Lakes Recovery Center website. Sylvia Wentala stated there are transportation needs in Baraga and Ontonagon and housing needs are everywhere.

Chairperson's Report: James Tervo, Vice Chairperson, presented the Chairperson's Report.

Nominating Committee – Mrs. Fink presented the Nominating Committee report and stated she is please to submit the same slate of officers for the Copper Country Community Mental Health Services Board. The officers have agreed to serve another term. The slate of officers for 2020 – 2021 is presented as follows:

For the Office of Chairperson	Pat Rozich
For the Office of Vice Chairperson	James Tervo
For the Office of Secretary	Mike Koskinen
For the Office of Treasurer	Dr. Kathleen Johnson

MOTION: by Mrs. Fink, seconded by Mr. Koskinen, that the nominations close and the Board cast a unanimous ballot for the officers of Chairperson, Vice Chairperson, Secretary, and Treasurer of the Copper Country Community Mental Health Services board, as presented. Motion carried unanimously.

NorthCare Governing Board Meeting – February 12, 2020 – Mr. Tervo stated regarding MDHHS' plan for the future of behavioral health, it feels like pressure from MDHHS the PIHP's to be replaced with SIP's and things are still very unclear.

CMHAM Winter Conference Report – Mr. Koskela stated the CMHAM Winter Conference was the best conference he's attended yet as there were a lot of topics covered. He took four of the Boardworks courses. Mr. Tervo asked Mr. Koskela to report in further detail on the courses he took and the topics covered at the March Board meeting.

Mr. Tervo stated by the beginning of April the Great Lakes Rural Mental Health Association will be meeting again to put the fall conference agenda together.

Director's Report: Mike Bach, Associate Director, presented the Director's Report.

Policies & Procedures – Mike Bach stated we changed our policies to match the changes that NorthCare made to their *Inclusion* and *Recovery Based/Prevention Services* policies. The idea of inclusion is to help individuals maximize their participation in the community and be able to do the things they want to do. Recovery and prevention involve detecting symptoms early, developing a *Plan for Difficult Times*, and defining life in terms of what one can do, not one's disability.

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that the Board approves the revised *Inclusion* and *Recovery Based/Prevention Services* policies, as presented. Motion carried unanimously.

Annual Quality Improvement Report FY 2019 – Mrs. Paavola reviewed the Annual Quality Improvement Report FY 2019. The Board thanked Mrs. Paavola for her report.

Rice Memorial Clinic Foundation Board Meeting – January 29, 2020 – Mike Bach stated the Rice Memorial Clinic Foundation Board reviewed their Articles of Incorporation and made some minor

grammar changes. There was discussion of using a more standardized form/application for when someone is requesting funding.

Updates

Mike Bach stated we received several thank-you's from staff for the One-Time Pay Adjustment.

Mike Bach stated we are interviewing tomorrow for a Telepsychiatrist as Dr. Miller is retiring in July. An article was included in the Board packet about shortages of psychiatrists across the nation, but more so in Michigan, and child psychiatrists are very hard to find. Mike Bach stated we are also interviewing for a Board Certified Behavioral Analyst and an Outpatient therapist. Dawn Gibson added that we just completed new Direct Care Staff training and the next training session will be held in April.

Ontonagon Color Copier Bid Results – Susan Serafini presented bid results for a color copier at the Ontonagon County Center. The bids include the cost of maintenance. Susan Serafini stated the OPG/Sayens is the lowest bidder at \$7,178.82 and is asking the Board for approval of purchasing a new copier.

MOTION: by Mrs. Paavola, seconded by Mrs. Gayk, that the Board accepts the low bid to purchase a new color copier for the Ontonagon County Center from OPG/Sayens in the amount of \$7,178.82, as presented. Motion carried unanimously.

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

Susan Serafini reviewed Revenues & Expenditures by funding source as of January 31, 2020. Medicaid is showing a small surplus of \$55,521.23. Healthy Michigan continues to be underfunded and is running a deficit of \$14,955.64. General Fund and Local dollars are also running a surplus of \$20,306 and \$36,945, respectively. We will have our cost settlement with NorthCare for FY 2019 in a couple of months and have savings to use this year which have not been reflected in the numbers yet. Susan Serafini reviewed the Balance Sheet as of January 31, 2020. The total cash at the end of January 2020 was \$9,828,855.83, which is an increase of \$616,720.51 from December 2019 of \$9,212,135.32. The total net income of all funds through January 2020 is \$112,647, which is an increase of \$16,029 from December 2019. The General Fund is reporting net income of \$57,223 and the Institute continues to report a loss of \$22,718 as there is a project they are working on and cannot bill or be reimbursed until the project is complete. Susan Serafini reviewed the General Fund's Income Statement. The revenues would have a variance of 33.3% to be right on budget. The Investment Income is under budget due to the Federal Reserve decreasing interest rates and Sales/Services are also under budget as the car wash and lawn care services biggest time of the year is during the second half of the year. Expenditures are running under budget and we are seeing decreases in Community Inpatient and increases in State Facility utilization. Overall, it is looking good to be on target with the budget. The Board thanked Susan for her report.

Mr. Tervo stated the Executive Director Performance Evaluation forms were provided in the Board packet and are to be returned to Chairperson, Pat Rozich.

Anderson, Tackman & Co., PLC Financial Statements Report

Susan Serafini reviewed the FY 2019 audited financial statements from Anderson, Tackman & Co., PLC of Marquette and stated this is the third year in a row that there were no findings. On page 5 of the financial statements report the section *Opinions* describes what Anderson, Tackman & Co., PLC considers an unqualified audit. In the *Financial Highlights* on page 7, it was reported that we had an increase of \$224,539 in our overall net position and increased fund balance by \$10,261. Pages 66 – 68 covers the letter to the Board and if we did have a finding, it would be listed here.

MOTION: by Mr. Koskela, seconded by Mrs. Paavola, that the Board approves the FY 2019 audited financial statements from Anderson, Tackman, & Co., PLC, as presented. Motion carried unanimously.

Building & Grounds Committee Meeting Report – February 26, 2020: Albert Koskela, Committee Chairperson, presented the Building and Grounds Committee meeting report.

Mr. Koskela stated the Building and Grounds Committee met tonight and reviewed the proposed FY 2020 facility/maintenance projects plan and approved all projects totaling \$150,500 especially those projects that are over \$5,000 and will be submitted for bids. The committee recommends Board approval of bidding of all items over \$5,000.

MOTION: by Mr. Koskela, seconded by Mrs. Treadeau, that the Board accepts the recommendation of the Building and Grounds Committee to seek bids for all facility/maintenance projects over \$5,000 for FY 2020, as presented. Motion carried unanimously.

Mrs. Gayk stated the Building and Grounds Committee also recommends Board approval to increase the amount from \$5,000 to \$10,000 for maintenance and replacement projects without Board approval.

MOTION: by Mr. Koskela, seconded by Mrs. Gayk, that the Board accepts the recommendation of the Building and Grounds Committee to increase the cost of maintenance and replacement projects, that are required to be brought to the Board for approval, from \$5,000 to \$10,000 and approval of all FY2020 maintenance projects, as presented. Motion carried unanimously.

Mr. Koskela stated the Building and Grounds Committee reviewed the purchase of the Quincy Street building and all required incidentals were completed except for an easement issue with the City of Hancock for maintenance and planting shrubbery. The Building and Grounds Committee recommends Board approval to purchase the building, regardless of the approval of the termination of the easement with the City of Hancock, in the amount of \$330,000.

MOTION: by Mr. Koskela, seconded by Mrs. Paavola, that the Board accepts the recommendation of the Building and Grounds Committee to purchase the building located at 200 Quincy Street in Hancock, regardless of the approval of the termination of the easement with the City of Hancock, in the amount of \$330,000, as presented. YES: Bourdeau, Edgerton, Fink, Gayk, Koskela, Koskinen, Paavola, Tervo, and Treadeau.

Personnel Committee Meeting Report – February 26, 2020: Mr. Tervo presented the Personnel Committee meeting report.

Mr. Tervo stated the Personnel Committee reviewed the item, *Wage Pay Scale Adjustment* for an IT Manager. The current IT Manager has resigned and a qualified candidate has been found but when the Human Resources Director surveyed the rate for this position, it was found we were below the average rate by 6 - 8%. The Personnel Committee recommends Board approval to increase the wage pay scale range for the IT Manager position.

MOTION: by Mrs. Gayk, seconded by Mrs. Treadeau, that the Board accepts the Personnel Committee's recommendation to approve the wage pay scale adjustment for the IT Manager position, as presented. Motion carried unanimously.

Mr. Tervo stated the Personnel Committee reviewed the item, *Re-classification* for the Community Employment Coordinator. The current Community Employment Coordinator is retiring and it was proposed to blend the job with some case management duties and becoming the liaison between CCMH and Directions Unlimited. The position no longer requires a master's degree and the wage pay scale range will decrease. The Personnel Committee recommends Board approval of the re-classification of the Community Employment Coordinator.

MOTION: by Mrs. Gayk, seconded by Mrs. Fink, that the Board accepts the Personnel Committee's recommendation of the re-classification for the Community Employment Coordinator position, as presented. Motion carried unanimously.

Executive Committee Meeting Minutes – January 29, 2020

MOTION: by Mrs. Treadeau, seconded by Mr. Koskela, that the Minutes of the January 29, 2020 Executive Committee meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Old / New Business

There was no old or new business to note.

Adjournment

MOTION: by Mr. Koskela, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 5:59 PM.

Minutes of Meeting 2/26/2020

Submitted by,

James Tervo, Board Vice Chairperson

Michael Koskinen, Board Secretary