

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, May 27, 2020 5:00 PM

Teleconference

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, Pat Rozich, James Tervo, and Jacqueline Treadeau.

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

ABSENT: Dr. Kathleen Johnson.

Approval of Agenda

The Board reviewed the May 27, 2020 Agenda. There were no additions, deletions, or amendments.

Approval of the April 29, 2020 Minutes

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

Treasurer's Report for April 2020

The Board reviewed the Treasurer's Reports for April 2020 for checks numbered 60065 to 60289 in the amount of \$1,579,195.13 and Combined Cash Investments Report for April 30, 2020 totaling \$9,815,179.90.

MOTION: by Mr. Koskela, seconded by Mr. Tervo, that the Board approves the May 27, 2020 Agenda, the April 29, 2020 Minutes, and the Treasurer's Report for April 2020, as presented. Motion carried unanimously by roll call vote. YES: Bourdeau, Edgerton, Fink, Gayk, Koskela, Koskinen, Paavola, 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 – May 13, 2020 – Mr. Rozich stated the NorthCare CEO Report was provided in the Board packet.

CMHAM Spring Conference – POSTPONED UNTIL AUGUST 2020 – Mr. Rozich stated the CMHAM Spring Conference has been postponed.

Great Lakes Rural Mental Health Association (GLRMHA) Meeting Update – Mr. Tervo stated the GLRMHA committee will be meeting on June 19, 2020 to discuss if they will hold the conference or not in September. So far, six out of eight sponsors have responded positively to continuing to sponsor the conference and the casino in Sault Sainte Marie is still available. Missy Lane is checking to see if there would be any fees for anything if forced to cancel and has asked Boards to tally the number of Board members who plan to attend. GLRMHA reached out to the legislators again this year and asked them if they plan to attend to respond by June 1, 2020. There are commitments already from Bob Sheehan of the Community Mental Health Association of Michigan (CMHAM) and Mr. Petruzzelli from the National Council for Behavioral Health will attend via videoconference if he is not able to leave Washington D.C. Mr. Tervo asked Board members to let himself or Angela Cline know if they will be attending. The conference is scheduled for September 13th – 15th, 2020.

CMH PAC Annual Campaign – DEADLINE JUNE 26, 2020 - Mr. Rozich stated the Community Mental Health Association of Michigan (CMHAM) is looking for more participation and asked Board members to contribute if they are interested.

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

Rice Memorial Clinic Foundation Board Meeting – May 6, 2020 – Cari Raboin stated the Rice Memorial Clinic Foundation Board met on May 6, 2020 and approved the Rice Scholarship Awards. Eleven new awards were given to high school students graduating this spring and ten renewal awards were given to college students who are continuing their studies. There were a number of resignations from Board members at this meeting and another member's health is not well at this time, so the Board is looking for more members. Kristine Weidner was chosen as the new Chairperson.

Policies & Procedures

Grievance & Appeals Processes (REVISED) – Cari Raboin stated in an ongoing effort to keep up with NorthCare's policy changes, the *Grievance and Appeals Processes* was made to align with NorthCare's policy.

MOTION: by Mr. Tervo, seconded by Mr. Koskela, that the Board approves the *Grievance and Appeals Processes* policy, as presented. Motion carried unanimously by roll call vote. YES: Bourdeau, Edgerton, Fink, Gayk, Koskela, Koskinen, Paavola, Rozich, Tervo, and Treadeau.

Updates

Cari Raboin stated Direct Care Staff training is scheduled for tomorrow and will be in-person using many safety precautions including wearing masks, distancing, and frequent cleaning. Eight trainees are scheduled to attend and they will be a big help for staffing the group homes.

Cari Raboin stated every three years we have a Recipient Rights review and someone from the State Recipient Rights department is onsite to do the review. The review has been scheduled for our Agency for July 14th – 16th, 2020, but learned today that they will not be coming onsite and will be doing the review electronically and virtually.

Cari Raboin provided a COVID-19 update for Copper Country Community Mental Health Services and stated those staff that are coming into the offices are practicing social distancing and wearing masks when in the common areas of the buildings. We are developing plans and protocols to bring workers back into the office gradually and will do this in stages. There will be screening and staff training and education. We are also working on protocols to bring consumers back for face to face services. This will be a process and will prioritize consumers by need. Cari Raboin stated we are continuing to work to get PPE as needed and are working on a plan to use one of the group homes as an isolation home if necessary. Staff have been meeting frequently and there are many different committees. We are working with our local Health Department to discuss a plan to have all group home residents tested. The idea is for us to receive the testing supplies and CCMH nurses would go into the group homes to do the testing. Mr. Rozich stated he is happy to hear CCMH is preparing for this. Mrs. Paavola asked why all residents wouldn't be tested right away since most individuals who have the virus are asymptomatic and Cari Raboin responded that it is not easy to test a large group and there are many hoops to go through but we are working to make that happen.

Cari Raboin stated Dr. Terry Kinzel, who was the Primary Care Physician for the group home residents in Houghton County, is retiring from that position at the end of the month. Upper Great Lakes Family Health Center (UGLFHC) has provided us with another physician, Dr. Sarah Pettibone, to serve those residents. We will also look to contract with her for after-hours coverage for medical care for these residents.

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

Susan Serafini reviewed Revenues and Expenditures by funding source as of April 30, 2020 and stated we are in a positive financial position across all financial sources. We received a larger than usual Medicaid payment in April through NorthCare. MDHHS has been having payment issues since October 2019 and the April payment is the adjustment payment plus the regular payment. Healthy Michigan funding went up some for FY20 and we are also seeing a large decrease in community inpatient by about 50% from last year. The General Fund received an increase of \$116,000 in a five-year phase in process and local dollars are also in a good position. Susan Serafini reviewed the Balance Sheet as of April 30, 2020. The total cash at the end of April 2020 was \$9,815,179.90, which is an increase of \$1,119,897.35 from March 2020. The total net income of all funds through April 2020 is \$432,243, which is an increase of \$100,399 compared to March 2020. The General Fund is reporting net income of \$156,150, compared to March 2020 with net income of \$153,859. All other internal service funds are showing net income with the exception of the Equipment Funds which is reporting a small loss of \$917 due to timing of expenses. There is over \$200,000 in the Employee Benefit Fund as HRA utilization has been very low so far this year. Susan Serafini reviewed the General Fund's Income Statement. The revenues continue to run under budget by 1%. 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 open. Expenditures are also running under budget by 1.8%. There are no areas of concern. In May we received funds from MDHHS of \$77,000 from a COVID-19 grant which we submitted budget for this grant last month. These funds are earmarked for PPE and other costs related to COVID-19, including laptops for staff to work remotely and for additional IT department expenses. We also received \$109,000 in May from NorthCare for a performance payment. All CMH Boards in the region met the performance goals and those dollars will

be considered local funds. It is also expected in June to receive an increase in Medicaid funding for the \$2.00 per hour premium pay for Direct Care Staff. The Board praised Management and staff for a good job and thanked Susan for her report.

FY 2019 Compliance Audit – Susan Serafini reviewed the FY 2019 Compliance Audit Report from Anderson, Tackman & Company, PLC. There were no adjustments or findings. The Board congratulated Susan and staff for a job well done.

MOTION: by Mrs. Paavola, seconded by Mr. Tervo, that the Board accepts the FY 2019 Compliance Audit Report from Anderson, Tackman & Company, PLC, as presented. Motion carried unanimously. YES: Bourdeau, Edgerton, Fink, Gayk, Koskela, Koskinen, Paavola, Rozich, Tervo, and Treadeau.

Comments from the Public

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

Old / New Business

Mr. Rozich stated he would like to let the staff working in the group homes know that the Board is appreciative of the quality of their work and their commitment over this long process as it has to be difficult for them.

Mr. Rozich stated if the State loosens up their restrictions, the Board may be able to meet face to face in June but should get input from Board members to see who is comfortable with this or not. Mrs. Fink stated it would have to be in a different location in order to sit far apart from each other and Mr. Rozich suggested the Institute training room.

Adjournment

Chairperson Rozich adjourned the meeting of the Copper Country Community Mental Health Services Board at 5:38 PM.

Submitted by,

Pat Rozich, Board Chairperson

Michael Koskinen, Board Secretary

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