

**COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD**

Wednesday, June 24, 2020 5:00 PM

Teleconference

**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 5:00 PM.

**PRESENT:** Zach Edgerton, Sandra Gayk, Albert Koskela, Mike Koskinen, Catherine Paavola, Pat Rozich, and James Tervo.

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

**ABSENT:** Richard Bourdeau, Barry Fink, Dr. Kathleen Johnson, and Jacqueline Treadeau.

**Approval of Agenda**

The Board reviewed the June 24, 2020 Agenda. There were no additions, deletions, or amendments.

**Approval of the May 27, 2020 Minutes**

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

**Treasurer's Report for May 2020**

The Board reviewed the Treasurer's Reports for May 2020 for checks numbered 60290 to 60493 in the amount of \$1,379,163.41 and Combined Cash Investments Report for May 31, 2020 totaling \$9,227,915.94.

**MOTION:** by Mr. Koskela, seconded by Mr. Tervo, that the Board approves the June 24, 2020 Agenda, the May 27, 2020 Minutes, and the Treasurer's Report for May 2020, as presented. Motion carried unanimously by roll call vote. YES: Edgerton, Gayk, Koskela, Koskinen, Paavola, Rozich, and Tervo.

**Comments from the Public**

Sylvia Wentala provided an update regarding the Great Lakes Recovery Offender Success Program and stated the program is successfully running. She is working from home but is still able to return citizens to housing, doing job searches, and finding employment for them. They have reduced their number of face to face meetings and the courthouse being closed prohibits the probation officer portion of that. They have also been managing to do some counseling with some being in person and some via telehealth which is working very well. Sylvia stated they are doing the best they can under these circumstances and she is still available to reach out to if there are any questions. She will keep the Board informed of any events coming up and hope to be able to resume events again in the fall. The Board thanked Sylvia for her comments.

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

**2020 /2021 County Appropriations Letters** – Mr. Rozich stated a copy of the 2020/2021 County Appropriations letters were provided in the Board packet for review and to note that the amounts being requested from the four counties have not been changed since 1996.

**NorthCare Governing Board Meeting – June 10, 2020** – Mr. Rozich stated the NorthCare CEO Report was provided in the Board packet. The Executive Committee met face to face with Dr. Tim Kangas to discuss what is happening in Lansing and Dr. Kangas said Michigan Department of Health and Human Services (MDHHS) appointed a new Associate Director. Dr. Kangas reports on some of the discussions between the Board and the Community Mental Health Association of Michigan (CMHAM) in his report.

**Great Lakes Rural Mental Health Association (GLRMHA) Meeting Update** – Mr. Tervo stated the GLRMHA met and it was decided that the conference will still be held this year. There was a very good response from all the sponsors. The facility clarified that if there were a reason to cancel due to COVID-19, there would be no charge to the Association and assured that cleaning and sanitization would be done according to the rules. There is an issue trying to get the Legislators to attend. Senator McBroom said he will be there but legislators from other counties have not responded as of last week. The Executive Board will reach out to them one more time, otherwise another activity will be held on Sunday night. Missy Lane will send out flyers in the mail one month prior to the conference. The conference is scheduled for September 13<sup>th</sup> – 15<sup>th</sup>, 2020.

**Future CCMH Board Meetings** – Mr. Rozich stated he talked to Director, Cari Raboin, and if social distancing is still in order by the August meeting, the most viable option for a room would be the training room at the Institute. He understands some Board members have concerns about attending meetings in person until the virus is more contained or until a vaccine is available. The Board has the ability to call into meetings due to distance, weather, etc. and therefore members may also attend by phone or Zoom videoconferencing. He and the Director will communicate regularly and will tentatively set the August meeting of the CCMH Board in the training room at the Institute.

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

**QI Program Report – 3rd Quarter of FY2020** – Mrs. Paavola reviewed the Quality Improvement Program Report for the 3<sup>rd</sup> Quarter of FY2020. The Board thanked Mrs. Paavola for her report.

## **Policies & Procedures**

**Telecommuting** – Dawn Gibson reviewed new policy, *Telecommuting*, and stated a large number of CCMH staff had started working remotely since mid-March and a formal policy was required as to how the Agency would handle staff that are or want to work remotely. When staff are transitioned back on site, we would like the option to allow staff to work remotely during that time, if appropriate.

**Independent Facilitation** – Mike Bach reviewed new policy, *Independent Facilitation*, and stated every consumer has an Individual Plan of Service (IPOS) and independent facilitation allows a consumer to choose a third-party person to oversee the IPOS process. Facilitators are usually consumers or former

consumers who are trained and can research community resources that could be helpful before the actual IPOS.

### **Letter of Understanding**

**Isolation Home Premium Pay** – Cari Raboin reviewed the Letter of Understanding for *Isolation Home Premium Pay* and stated the letter will be added to the union contract.

**MOTION:** by Mrs. Paavola, seconded by Mr. Koskinen, that the Board approves the QI Program Report – 3<sup>rd</sup> Quarter FY 2020, the *Telecommuting* and *Independent* Facilitation policies, and the Letter of Understanding for *Isolation Home Premium Pay*, as presented. Motion carried unanimously by roll call vote. YES: Edgerton, Gayk, Koskela, Koskinen, Paavola, Rozich, and Tervo.

### **Updates**

Cari Raboin reported on current staff vacancies and stated there are openings for eight full-time Direct Care Staff (DCS), seven part-time DCS, an Autism Program Manager, a Community Employment Coordinator, an After-Hours Emergency Services Coordinator, and three peer support positions.

Cari Raboin provided COVID-19 updates and stated the Agency is taking slow reopening steps. Some clinicians were brought back and are rotating one person in the office, one day a week. They are not providing face to face services and are coming in to do tasks they can't do from home such as faxing, copying, etc. A few consumers were brought back to the skill building programs and are scheduled for one consumer and one staff at a time. There is an Executive Order that limits group home visits and is due to expire on Saturday, June 27, 2020. We have not received much direction from MDHHS but did receive some preliminary suggestions for when this happens. In preparation for Saturday, if the Executive Order is not extended, the plan is to allow limited visits with family that will take place outdoors, family and guardians will wear masks and social distance, and visits will be limited to one hour. We are also working on providing testing for our group home residents (with guardian consent) and for staff who are interested in being tested. We are working on a plan, along with the Health Department, in which CCMH nurses will administer the test and send them out to the labs. Mrs. Paavola asked if there are plans to test anyone receiving services in the community and Cari Raboin responded that anyone in the community that wants to be tested can do so through the local Health Department.

Mike Bach stated Ambrosia Jackson came to CCMH the last two years to provide trauma training and was prepared to do so again this year prior to COVID-19, which has now been cancelled, but we will hold two Zoom videoconferencing meetings on July 8, 2020 with Ambrosia who will talk about secondary traumatic stress and ways to stay happy at work for those treating individuals who have experienced a lot of trauma. A flyer with the Zoom link will be sent to all Board members. The meetings are possibly being recorded and if so, it can be available for those who cannot attend on July 8<sup>th</sup>.

**Request to Seek Bids for Autism Program Renovations to 200 Quincy Street Building** – Susan Serafini stated we would like to get the Board's permission to seek bids to renovate the lower part of the 200

Quincy Street building in Hancock for the Autism program. We do not have an estimate yet as contractors have been delayed due to COVID-19. Some of the renovations include furniture, cubicles, and carpeting. Bids will be brought back to the Board at the August or September Board meeting. Mr. Koskela asked if an architect has been acquired yet and Susan replied that this project only requires three walls and cubicles, so it does not require an architect. We will publish the request for bids in the Houghton, Baraga, and Ontonagon newspapers and will also make sure that those contractors who have completed projects for them in the past are aware.

**MOTION:** by Mrs. Paavola, seconded by Mr. Koskela, that the Board approves the request to seek bids for Autism Program renovations at the 200 Quincy Street, Hancock building, as presented. Motion carried unanimously by roll call vote. YES: Edgerton, Gayk, Koskela, Koskinen, Paavola, Rozich, and Tervo.

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

Susan Serafini presented an update on the 200 Quincy Street, Hancock building and stated she worked with Chad Johnson from the Clubhouse and the needs for the kitchen. We received conflicting reports about whether we are required to have a license from the Health Department and were told other Clubhouses in Michigan do not have one. Through research, we were informed by our local Health Department that we are required to have a licensed kitchen. To apply for the license, they require plans for electrical, mechanical, and plumbing which has turned the project into a much larger project. Architectural fees could be close to \$5,000. Mrs. Paavola asked if this is required because the Clubhouse sells food and Susan responded that they do not sell food but food is served to the public. The overall cost of these projects are considered improvements and can be depreciated over 10 to 20 years. Mrs. Gayk asked if there has been more than one engineering or architectural firm contacted for an estimate and Susan responded that we have not contacted anyone for an estimate yet, only on a consultation basis but we can contact more than one firm and bid it out. Susan Serafini stated we are also considering replacing and updating the current HVAC system sooner rather than later as this year is a good year to do this financially. We may also approach the Rice Memorial Clinic Foundation for some support as they have supported other CCMH buildings in the past.

Susan Serafini reviewed Revenues and Expenditures by funding source as of May 31, 2020 and stated we had our cost settlement with NorthCare for FY 2019 and received approximately \$600,000 in savings from last year to spend this year. Healthy Michigan is running a surplus of \$176,523.24. This is due to community inpatient being very low and NorthCare contracted with an MDHHS worker who is reviewing Healthy Michigan cases that could potentially be Medicaid. Both the General Fund and Local dollars are running a surplus. Susan Serafini reviewed the Balance Sheet as of May 31, 2020. The total cash at the end of May 2020 was \$9,227,915.94, which is a decrease from the end of April 2020 of \$9,815,179.90. The total net income of all funds through May 2020 is \$460,163, which is an increase of \$27,920 compared to April 2020. The General Fund is reporting net income of \$263,666, compared to April 2020 with net income of \$156,150. The General Fund is slightly higher than the budget due to the carryforward, the performance payment from NorthCare, Outpatient staff meeting all their standards, and interest rates being low. Susan Serafini reviewed the General Fund's Income Statement. Revenues are running at 66.21% and need to be at 66.6% to be right on budget. Charges for sales and

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services is low due to the carwash and lawn care programs not being open. Expenditures are almost 3% under budget. The Board thanked Susan for her report.

**Old / New Business**

There was not old or new business to report.

**Adjournment**

Chairperson Rozich adjourned the meeting of the Copper Country Community Mental Health Services Board at 6:07 PM.

Submitted by,

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Pat Rozich, Board Chairperson

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Michael Koskinen, Board Secretary

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