

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, August 26, 2020 5:00 PM

Teleconference

MINUTES

CALL TO ORDER: The meeting was called to order at 5:04 PM.

ROLL CALL: Richard Bourdeau, Zach Edgerton, Barry Fink, Sandra Gayk, Dr. Kathleen Johnson, Albert Koskela, Mike Koskinen, Catherine Paavola, Pat Rozich, James Tervo, and Jacqueline Treadeau.

ABSENT: None.

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

Approval of Agenda

The Board reviewed the August 26, 2020 Agenda. The item *“Request for Various Facility Bids”* was removed and replaced with two items, *“Results of Various Facility Bids”* and *“Request to Seek Bids”*. There is also an addition to the Director’s Report of the item, *“Motel Agreement.”*

Approval of the June 24, 2020 Minutes

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

MOTION: by Catherine Paavola, seconded by Sandra Gayk, that the Board approves the August 26, 2020 Agenda and June 24, 2020 Minutes, as presented. Motion carried unanimously.

Treasurer’s Report for June & July 2020

The Board reviewed the Treasurer’s Reports for June and July 2020 for checks numbered 60494 to 60661 in the amount of \$1,258,027.99 and Combined Cash Investments Report for June 30, 2020 totaling \$9,606,346.88 and for checks numbered 60662 to 60848 in the amount of \$1,148,838.39 and Combined Cash Investments Report for July 31, 2020 totaling \$11,269,098.90.

MOTION: by Mr. Koskinen, seconded by Mr. Tervo, that the Board approves the Treasurer’s Report for June and July 2020, as presented. Motion carried unanimously by roll call vote. YES: Bourdeau, Edgerton, Fink, Gayk, Johnson, Koskela, Koskinen, Paavola, Rozich, Tervo, and Treadeau.

Comments from the Public

Sylvia Wentala from Great Lakes Recovery Center provided an update of the Offender Success Program to the Board and stated they are still doing hybrid work and continues to find employment for our citizens as businesses are beginning to open up again. The Board thanked Sylvia for her report.

Chairperson’s Report: Pat Rozich, Chairperson, presented the Chairperson’s Report.

NorthCare Governing Board Meeting – August 12, 2020 – Mr. Rozich stated the CEO’s report was provided in the Board packet. There were two parts to the meeting, the first was a review of finances which was positive. CMH Directors are working with Dr. Tim Kangas regarding the finances and should be receiving information from Dr. Kangas shortly. The second was regarding a request to meet face to face and NorthCare Administrative Assistant, Sandra Lambert, and the leadership team reviewed the Governor’s Executive Orders and received input from staff. It was decided since the PIHP is an entity of the State and staff were opposed to having people in and out of the building, that the NorthCare Governing Board will continue to hold virtual meetings until the Governor changes the order.

GLRMHA Fall Conference – September 13th – 15th – Sault Ste. Marie – Mr. Tervo stated the Great Lakes Rural Mental Health Association (GLRMHA) executive board met today and it was decided to go through with an in-person conference due to the number of participants registered. Sponsors and presenters are looking forward to attending and there is still room for fifteen more participants if anyone is interested.

CMHAM Virtual Fall Conference – October 26th – 29th – Mr. Rozich stated the CMHAM Fall Conference is being held virtually October 26th – 29th, 2020.

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

Recipient Rights Advisory Committee Report – July 28, 2020 – Barry Fink presented the Recipient Rights Advisory Committee (RRAC) report and stated the RRAC met at the end of July and reviewed the Progress of 2020 Goals, the Recipient Rights Semi-Annual Report for October 1, 2019 and March 31, 2020, the Recipient Rights Audit findings, the Recipient Rights budget, Agency policies and procedures, and equipment and training for RRAC members.

Rice Foundation Board Meeting Updates – August 5, 2020 – Cari Raboin presented an update from the August 5, 2020 Rice Memorial Clinic Foundation Board meeting and stated the Board did not have a quorum present and was an informational meeting only. Institute Director, Taryn Mason, discussed the Rice Recovery Lecture Series and it was decided not to hold the lecture this year. They will evaluate how to go forth with the lecture series to improve community attendance. The Rice Foundation Board is also in need of additional members including one from Baraga County, two from Houghton County, and one from Keweenaw County. The Nominating Committee consists of Kristine Weidner and Deb Bradford. Cari asked CCMH Board members to let her know if they have anyone appropriate to nominate. The Rice Foundation Board is uncertain of their annual dinner due to the banquet facility that they used being closed and if we are able to meet in person by then.

Re-Classification – Office Assistant – Cari Raboin presented the re-classification of the Office Assistant position and stated it was recommended by the Recipient Rights Advisory Committee and is felt that increasing the hours of the Office Assistant will assist Recipient Rights staff to complete reports in a timely manner and allow us to provide more customer service type services. Human Resources Director, Dawn Gibson, added that the cost of the increase for the position from part-time to full-time will be approximately \$26,500.

Motel Agreement – Dawn Gibson stated at the June Board Meeting it was discussed about creating an isolation home for group home residents who may experience COVID-19 symptoms. The Agency would like to offer staff working in that home the ability to go to a place other than their residence following their shift as to not expose family members, or others living in their home, to COVID-19. Dawn stated we are looking into an agreement with one local motel, Copper County Inn, that will provide us with two rooms. The agreement is to pay \$1,500 per month, for both rooms, whether they will be used or not. The motel is willing to open an additional room, if needed, otherwise we would look to another hotel. There will be an additional cost of \$125 per month for cleaning and we must provide the hotel notice if we end the agreement.

Updates

Cari Raboin stated NorthCare is in a very good financial situation and is encouraging us to utilize the funds. They suggested considering providing a flat payment to Direct Care Staff (DCS) of our local contract providers as a way to show our appreciation for the work they have done and are currently discussing \$2,500 per staff. This may be brought to the Board at next month's meeting.

Cari Raboin stated we have tested all group home residents that we can and for those whose guardians allowed us to test. We provided an option for testing staff. Some have been tested and all results were negative. The isolation home is also ready if we need it. We continue to limit group home visits and in the Board packet was a copy of a letter sent to guardians to remind them of our current policy. The Governor's Executive Order restricting visits is due to expire Monday, August 31, 2020 and expect her to renew it before then. Cari stated we continue to provide mainly phone and video services and some staff are coming into the office and are following all social distancing and disinfecting rules. The Clubhouse is planning an outdoor event for their members and will also follow all safety guidelines.

Cari Raboin stated we signed the CMH contract with the State for \$1,016,074 for FY 2021 beginning in October. We are currently undergoing a heightened scrutiny review for Home and Community Based Services. We must provide some evidence and they will be conducting virtual site visits of our group homes.

Cari Raboin stated Pathways CMH CEO, Mary Swift, will be retiring in April 2021 which will be quite a change for the region.

Cari Raboin stated we have a lead on a Psychiatrist who would like to move to the area and work with CCMH full-time. They are Board Certified in adult and children and has community mental health experience. They are working to obtain their Michigan license and will participate in a team interview with us.

Mike Bach presented an update of the Behavioral Health Home which is a treatment philosophy to integrate physical and behavioral health. Beginning October 1, 2020, CCMH will be able to bill Medicaid as a Behavioral Health Home and will be geared towards adults with a severe mental illness and children with a serious emotional disturbance and who have two or more chronic illnesses. We will work with the individual's Primary Care Physician and help them to engage in their own health. The services will be provided through Peer Supports who will engage the individual in their health goals

and help motivate them to take an active role in managing their health. NorthCare is the lead entity and will help us to get individuals enrolled.

Cari Raboin stated we are currently looking to fill three Peer Support Specialist positions, once Case Manager in Baraga County, one Case Manager/Vocational Specialist in Houghton County, and many Direct Care Staff. There were two trainees in the last training session. Cari stated the Board will be provided with Recipient Rights training at the September meeting of the Copper County Community Mental Health Services Board.

Results of Various Facility Bids – Susan Serafini reviewed facility project bid results and stated there were two bids for the Clubhouse kitchen and one bid for construction to the Autism Program floor of the 200 Quincy Street building and recommended to the Board to accept the low bid from A-1 Drywall in the amount of \$42,000 for the kitchen and \$47,500 for construction to the Autism Program floor. Susan stated there were three bids to replace the two rooftop HVAC units and one furnace/air conditioning unit at the Rice Center and recommended to the Board to accept the low bid from ALK Contracting in the amount of \$27,350.

Request to Seek Bids – Susan Serafini asked the Board to seek bids to replace the two HVAC units and furnace and to remove the steam boilers at the 200 Quincy Street Building in Hancock. The request for bids will be published immediately and bids will be brought back to the Board at the September meeting.

MOTION: by Mr. Tervo, seconded by Mrs. Gayk, that the Board approves the re-classification of the Office Assistant position, accepts the low bids from A-1 Drywall for the Clubhouse kitchen in the amount of \$42,000 and construction to the Autism Program floor in the amount of \$47,500 at the 200 Quincy Street building in Hancock, to accept the low bid from ALK Contracting to replace two rooftop HVAC units and one furnace/air conditioning unit at the Rice Center, and approves the request to seek bids to replace two HVAC units and furnace and the removal of the steam boilers at the 200 Quincy Street building, as presented. Motion carried unanimously. YES: Bourdeau, Edgerton, Fink, Gayk, Johnson, Koskela, Koskinen, Paavola, Rozich, Tervo, and Treadeau.

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

Susan Serafini reviewed Revenue and Expenditures by funding source as of July 31, 2020 and stated we continue to run a surplus across all funding sources and have excess in Healthy Michigan for the first time. This surplus in funding is reported across the region and NorthCare is encouraging CMH's to spend the extra funds. The Agency received an increase in Medicaid funding for the premium pay which is the additional \$2.00 per hour for Direct Care Staff (DCS). We also received a COVID-19 grant, an increase to the General Fund of \$116,000, and a performance payment of \$108,000 that is considered local dollars. Revenues, including allocations, are up \$1,400,000 compared to last year with half of this being savings from last year. Susan Serafini reviewed the Balance Sheet as of July 31, 2020. The total cash at the end of July 2020 was \$11,269,098.90, which is an increase of \$1,662,752.02 compared to June 2020 due to receiving both Medicaid and Healthy Michigan June and July payments in July. The total net income of all funds through July 2020 is \$599,611, which is an increase of \$2,289 compared to June 2020. The General Fund is reporting net income of \$333,474 compared to June

2020 of \$313,011. Susan Serafini reviewed the General Fund's Income Statement. Revenues are under budget by 2.5% and would be at 83.3% to be right on budget. Expenditures are running 4% under budget. Most areas are under budget including community inpatient, even with recent increases in utilization. Mrs. Fink asked if there continues to be a waiting list for services and Cari Raboin responded that the wait list is related to staff capacity and not only related to funds. Susan Serafini added that initially it was funding based but it is now primarily due to staff shortages. The Board thanked Susan for her report.

Old / New Business

There was no old or new business to report.

Adjournment

Chairperson Rozich adjourned the meeting of the Copper Country Community Mental Health Services Board at 6:03 PM.

Submitted by,

Pat Rozich, Board Chairperson

Michael Koskinen, Board Secretary

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