

**COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD**

Wednesday, September 30, 2020 5:00 PM

Teleconference

**MINUTES**

**CALL TO ORDER:** Richard Bourdeau, Zach Edgerton, Barry Fink, Sandra Gayk, Dr. Kathleen Johnson, Albert Koskela, Catherine Paavola, James Tervo, and Jacquelyn Treadeau.

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

**ABSENT:** Mike Koskinen and Pat Rozich.

**Approval of Agenda**

**Approval of Minutes of August 26, 2020 Meeting**

**MOTION:** by Mr. Koskela, seconded by Mrs. Paavola, that the September 30, 2020 Agenda be approved with the addition of the item, *“One-Time Pay Adjustment FY 2021”* and that the Minutes of the August 26, 2020 meeting be approved with no additions, deletions or amendments, as presented. Motion carried unanimously.

**Treasurer’s Report for August 2020**

**MOTION:** by Mr. Koskela, seconded by Mrs. Paavola, that checks numbered 60849 to 61025 in the amount of \$1,286,768.18 and Combined Cash Investments Report for August 31, 2020 totaling \$10,464,328.51 are accepted and placed on file. YES: Bourdeau, Edgerton, Fink, Gayk, Johnson, Koskela, Paavola, Tervo and Treadeau.

**Comments from the Public**

Sylvia Wentala from Great Lakes Recovery Center distributed a flyer to the Board and stated with September being National Suicide Prevention month, the West End Suicide Prevention in Marquette is holding an art contest for high school students across the U.P. using the theme, “Mental Health Awareness”. The contest is open through November 17, 2020. Sylvia provided an update of the Offender Success Program and stated they continue to get new clients and was able to find employment and housing for one client. Sylvia asked to keep her mind if anyone is willing to be a landlord or employer for clients within the program.

**Chairperson’s Report:** James Tervo, Vice Chairperson, presented the Chairperson’s Report.

**Recipient Rights Training** – Sarah Rousseau, Recipient Rights Officer, provided Recipient Rights training to Board members.

**NorthCare Governing Board Meeting – September 9, 2020** – Mr. Tervo stated the NorthCare CEO Report was provided in the Board packet and the NorthCare Governing Board continues to meet virtually.

**Great Lakes Rural Mental Health Association (GLRMHA) Fall Conference Update** – Mr. Tervo stated the GLRMHA Conference was held in-person in Sault Ste. Marie and the Board will meet to review evaluations. Four legislators attended the roundtable event including, Wayne Schmidt, Greg Markkanen, Beau LaFave, and Sara Cambensy. A meet and greet was held afterwards and was successful. Other presenters included, Bob Sheehan from the Community Mental Health Association (CMHA), Dr. Massad, a psychiatrist at Hiawatha CMH, Judi Brugman, SAPT Director at NorthCare, Gryphon Place, Michigan State Police, and Kate Beer, Health Officer and CEO at Western U.P. Health Department, and Karen Sempkas from the eastern U.P. Mr. Tervo stated the Board held their business meeting at the end of the conference and the same Board members will continue for another year. The conference went well overall.

**CMHAM Virtual Fall Conference – October 26<sup>th</sup> – 29<sup>th</sup>, 2020** – Mr. Tervo asked Board members who are interested in attending to let Angela Cline know to make arrangements.

**Recipient Rights Advisory Committee Reappointments** – Mr. Tervo stated the terms of five members of the Recipient Rights Advisory Committee will expire in December 2020 and all five members, Robert Farmer, Barry Fink, Kathleen Johnson, Douglas Lindberg, and Catherine Paavola have agreed to serve another two-year term.

**MOTION:** by Mr. Koskela, seconded by Mrs. Paavola, that the Board approves the reappointments of Recipient Rights Advisory Committee members, Robert Farmer, Barry Fink, Kathleen Johnson, Douglas Lindberg, and Catherine Paavola to the committee for another two-year term, as presented. Motion carried unanimously.

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

**Quality Improvement Program Report – 4<sup>th</sup> Quarter FY 2020** – This item was tabled to the next meeting of the Copper Country Community Mental Health Services Board.

**Annual Review and Approval of Policies of Record** – Cari Raboin stated each year the policies on record are required to be approved by the Board. New policies and those with significant changes are brought to the Board for approval at the time of the changes. Cari Raboin requested Board approval of all policies of record.

**FY21 PIHP-CMH Contract Renewal with Additional Behavioral Health Home (BHH) Language** – Cari Raboin stated the only change to the FY21 PIHP-CMH contract renewal is the addition of BHH language. After discussion with other regional CMH CEO's, the Boards are going to ask NorthCare to lower the percentage that NorthCare is asking for on top of the additional funds that the CMH's are receiving. Cari Raboin asked for Board approval to renew the contract with the possibility that the percentage may be lowered.

**MOTION:** by Mrs. Paavola, seconded by Mrs. Fink, that the Board approves the Policies of Record and the FY21 PIHP-CMH Contract Renewal with Additional BHH Language, as presented. Motion carried unanimously.

**MRS FY 2021 Interagency Cash Transfer Agreement** - Cari Raboin stated this is an agreement we enter into each year with Michigan Rehabilitation Services (MRS). They provide vocational services to our consumers to help them find employment in the community. The Agency provides a local match contribution of \$8,000.

**FY 2021 Contract(s)** – Cari Raboin reviewed the list of FY 2021 contract renewals that Agency will be entering into.

**MOTION:** by Mrs. Paavola, seconded by Mr. Bourdeau, that the Board approves the MRS FY 2021 Interagency Cash Transfer Agreement and FY 2021 Contracts, as presented. Motion carried unanimously. YES: Bourdeau, Edgerton, Fink, Gayk, Johnson, Koskela, Paavola, Tervo and Treadeau.

### **Updates**

Cari Raboin stated regarding COVID-19, the Agency had to allow group home residents to be taken out of the home for visits and are also allowing visitors to come to the group homes for outdoor visits. There is testing available that will be done by CCMH nurses for our staff and residents and there is a scheduled time set each week for staff to be tested if they choose to. The Agency is also getting access to rapid testing machines. So far, three staff have tested positive for COVID-19 and the appropriate notification has been done with the Health Department. We are working with them to inform other staff and residents that may have been exposed. The isolation home has not yet been implemented.

Cari Raboin stated the Governor signed the budget today and part of that was the continuation of the premium pay for staff providing face to face services, which the Agency will most likely continue throughout the end of the year.

Cari Raboin stated the Agency received the results of the NorthCare Annual Site Review which was a desk audit this year. They use a standard protocol and rate us on many categories. Last year CCMH received a score of 98.3% and this year the Agency received a score of 98.17%. Cari stated Management is very proud of all staff and the work that they put in.

Cari Raboin stated the Agency received the CMHSP Contract for FY 2021 from MDHHS for the General Fund monies we receive. The Agency is receiving \$1,016,074 which was part of an increase scheduled over time to be received in our General Fund.

Mrs. Fink asked if there has been any news regarding the Psychiatrist that was interested in working for CCMH and Cari Raboin replied that Management is still working with her and waiting on references.

**One-Time Pay Adjustment FY 2021** – Mr. Tervo stated each year the Board approves a One-Time Pay Adjustment if additional funds are available at the end of the year.

**MOTION:** by Mrs. Paavola, seconded by Mrs. Fink, that the Board approves a One-Time Pay Adjustment for FY 2021, as presented. Motion carried unanimously.

**200 Quincy Street – HVAC Bid Results** – Susan Serafini presented bid results from Aire Care and Northern Heating and Plumbing for two HVAC rooftop replacements, one furnace, and removal of the old units at the 200 Quincy Street building in Hancock. Susan Serafini recommended to the Board to accept the low bid from Aire Care in the amount of \$55,000.

**MOTION:** by Mr. Koskela, seconded by Mrs. Paavola, that the Board accepts the low bid for two HVAC rooftop replacements, one furnace, and removal of the old units at the 200 Quincy Street building in Hancock, as presented. Motion carried unanimously. YES: Bourdeau, Edgerton, Fink, Gayk, Koskela, Paavola, and Treadeau. Mr. Tervo abstained from voting.

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

Susan Serafini reviewed Revenue & Expenditures by funding source as of August 31, 2020. We continue to have excess funds across all funding sources and anticipate having larger expenditures through September. Susan Serafini stated the final budget was discussed at the Finance Committee meeting tonight and based on numbers through August, a One-Time Pay Adjustment would be available for 2021. Susan Serafini reviewed the Balance Sheet as of August 31, 2020. The total cash at the end of August 2020 was \$10,464,328.51 which is a decrease of \$804,770.39 from July 2020, this is due mostly to the timing of the Medicaid payments from NorthCare. The total net income of all funds through August 2020 is \$616,661 compared to \$599,611 at the end of July 2020 for an increase of \$17,050. The General Fund is reporting net income of \$344,500 at the end of August 2020 compared to \$333,474 at the end of July 2020 for an increase of \$11,026. All other funds are also showing net income. The Employee Benefit Fund shows a negative fund balance of \$1,891,866 due to post employment benefit and accounting regulations. Susan Serafini reviewed the General Fund’s Income Statement. The revenues would have a variance of 91.67% to be right on budget and are running 2.8% under budget. Other areas showing decreases are due to COVID-19 such as the car wash and lawn care services. Expenditures are also under budget by almost 5%. Community inpatient usage continues to be low while other areas are higher due to staff receiving the premium payment and some new contracts. The Board thanked Susan Serafini for her report.

**Finance Committee Meeting Report – September 30, 2020:** Dr. Kathleen Johnson, Committee Chairperson, presented the Finance Committee meeting report.

Dr. Johnson stated the Finance Committee met tonight and reviewed the General Fund FY 2020 Final Budget, the General Fund FY 2021 Initial Budget, the Institute FY 2020 Final Budget, the Institute FY 2021 Initial Budget, a 2% Cost of Living Adjustment (COLA) for FY 2021, and step adjustments for employees that would include entry level employees moving up a step and those employees who have been frozen at their current step for three years to move up a step. The Finance Committee unanimously agreed to recommend to the full Board the approval of both

**MOTION:** by Mr. Koskela, seconded by Mr. Bourdeau, that the Board accepts the recommendation of the Finance Committee and approves the General Fund and Institute FY 2020 Final Budgets, the

General Fund and Institute FY 2021 Initial Budgets, the 2% COLA for FY 2021, and step adjustments for employees that would include entry level employees moving up a step and those employees who have

been frozen at their current step for three years to move up a step, as presented. Motion carried unanimously. YES: Bourdeau, Edgerton, Fink, Gayk, Johnson, Koskela, Paavola, Tervo and Treadeau.

**Old / New Business**

There was no old or new business to report.

**Adjournment**

Vice Chairperson Tervo adjourned the meeting of the Copper Country Community Mental Health Services Board at 6:19 PM.

Submitted by,

---

James Tervo, Board Vice Chairperson

/ac