

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, October 28, 2020 5:00 PM

Teleconference

MINUTES

CALL TO ORDER: The meeting was called to order at 5:01 PM.

ROLL CALL: Zach Edgerton (*Attending from Houghton, MI*), Barry Fink (*Attending from Portage Township, Houghton, MI*), Dr. Kathleen Johnson (*Attending from Lake Linden, MI*), Albert Koskela (*Attending from Traprock Valley, MI*), Mike Koskinen (*Attending from Baraga County, Baraga, MI*), Catherine Paavola (*Attending from Houghton County, Pelkie, MI*), Pat Rozich (*Attending from Hancock, MI*), and James Tervo (*Attending from Chassell Township, MI*).

ABSENT: Richard Bourdeau and Jacquelyn Treadeau.

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

Those in attendance stood for the Pledge of Allegiance.

Approval of Agenda

Approval of Minutes of September 30, 2020 Meeting

MOTION: by Mr. Koskela, seconded by Mr. Koskinen, that the Agenda be approved with the addition of three items, "*CMHAM FY 20/21 Membership Dues*", "*Contract Renewals FY21*", and "*CMHAM Regional Meeting Notice – December 7, 2020*", and that the Minutes of the September 30, 2020 meeting be approved with no additions, deletions or amendments as presented. Motion carried unanimously.

Treasurer's Report for September 2020

MOTION: by Mr. Tervo, seconded by Mr. Koskela, that checks numbered 61026 to 61217 in the amount of \$1,363,379.60 and Combined Cash Investments Report for September 30, 2020 totaling \$12,133,178.68 are accepted and placed on file. YES: Edgerton, Fink, Johnson, Koskela, Koskinen, Paavola, Rozich, and Tervo.

Comments from the Public

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

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

NorthCare Governing board Meeting – October 14, 2020 – Mr. Rozich stated the NorthCare CEO Report was provided in the Board packet for review.

CMHAM Virtual Fall Conference – Mr. Rozich stated the CMHAM fall conference is being held virtually and is taking place now.

Mr. Tervo stated there is a Great Lakes Rural Mental Health Association (GLRMHA) meeting tomorrow and the Board will be looking at a location in either Escanaba or Marquette for next year. The Board will also be reviewing comments from this year's conference. He will report on the conference again at the December meeting.

CMHAM FY20/21 Membership Dues – Mr. Rozich stated the invoice for the CMHAM FY 20/21 Membership Dues was provided. The membership dues have increased by \$231 from FY 19/20 for a total of \$10,419.

MOTION: by Mrs. Paavola, seconded by Mr. Tervo, that the Board approves the CMHAM FY 20/21 Membership renewal and dues in the amount of \$10,419 for FY 20/21, as presented. YES: Edgerton, Fink, Johnson, Koskela, Koskinen, Paavola, Rozich, and Tervo.

CMHAM Regional Meeting – December 7, 2020 – Mr. Rozich stated the CMHAM regional meeting will be held on December 7, 2020 and is for CMH's in the Upper Peninsula and all Board members. He recommended Board members join the meeting if they have never heard Alan Bolter, Associate Director at CMHAM.

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

QI Program Report – 4th Quarter FY 2020 – Mrs. Fink presented the Quality Improvement Program Report for the 4th Quarter of FY20 and stated the last meeting was held in August as the July meeting was delayed due to COVID-19.

Recipient Rights Advisory Committee Report - October 13, 2020 - Mrs. Fink presented the Recipient Rights Advisory Committee (RRAC) Report and stated the committee met on October 13, 2020 and reviewed Incident Reports for the 3rd Quarter FY 2020, the Behavior Treatment Committee Six Month Report, the Recipient Rights Plan of Correction update, the Rights Office updates, the State RRAC Meeting Minutes of September 10, 2020, and Agency policies and procedures.

Updates – Cari Raboin stated regarding COVID-19, MDHHS approved a premium pay to continue for certain services through the end of December. Management had already decided to continue the premium pay and are providing it to staff who deliver face to face services. The Agency just received a rapid test analyzer machine and staff will be trained tomorrow on how to use it. We will determine when to use it for testing because this test is not as accurate in detecting the virus in people without symptoms as the other type of test. The Agency will consult with the Health Department about how to use it. There have not been any group home residents that have tested positive for the virus.

Cari Raboin stated included in the Board packet is a summary of Open Meeting law changes and this is the reason Board members were required to announce the location of where they are attending the Board meeting from. The *Board Meeting Teleconferencing* policy will have to be changed to be more restrictive.

Cari Raboin stated current staff openings include a Baraga County and Houghton County Case Manager, a Ontonagon County Registered Nurse, Youth Peer Supports and Parent Support Partners, a secretary in the Houghton Outpatient clinic, and 15 full-time and 15 part-time Direct Care Staff (DCS) positions.

Cari Raboin stated that the CCISD received a grant called *Project AWARE*. CCMH wrote a letter of support for the grant and will collaborate with them for the project. The grant will provide services to the L'Anse and Baraga area schools. The ISD will contract with CCMH for a position to help coordinate mental health services for students and also to help provide Youth Mental Health First Aid training.

Cari Raboin stated that Pathways CMH CEO, Mary Swift, and Gogebic CMH CEO, Julie Hautala, are both retiring.

Contract Renewal(s) – FY 2021

The list of FY 2021 contract renewals that Agency will be entering into were reviewed.

MOTION: by Mr. Koskinen, seconded by Mrs. Paavola, that the Board approves the FY 2021 Contract renewals, as presented. Motion carried unanimously.

Cash Investment Allocation

Susan Serafini stated once a year we provide the cash investment allocation as an informational item to the Board to show where our funds are being invested. This is managed through the Trust Department at Superior National Bank and all are FDIC approved.

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

Susan Serafini stated the report as of September 30, 2020 is preliminary and we are still closing for the year. The accrual for the One-Time Pay Adjustment has not been added but we can see from the summary that there are sufficient funds. Our funding has been positive this year; we received additional funding to support COVID-19 premium pay, expenses were down as there was a decrease of staff traveling for training, and being unable to fill positions. Funds will be available for savings into next year. Susan Serafini reviewed the Balance Sheet as of September 30, 2020. The total cash at the end of September 2020 was \$12,133,178.68 which is an increase of \$1,669,390.17 from August 2020. A payment in September was a retroactive payment for the premium pay to cover July, August, and September 2020. Due to timing, there were two payments from NorthCare in one month. The total net income of all funds through September 2020 is \$707,409 compared to \$616,661 at the end of August 2020 for an increase of \$90,748. The General Fund is reporting net income of \$337,685 at the end of September 2020 compared to \$344,500 at the end of August 2020 for a decrease of \$6,815. Susan Serafini reviewed the General Fund's Income Statement and stated she met with the Finance Committee last month to approve the final budget which has been entered into the income statement. The Board thanked Susan for her report.

Personnel Committee Meeting Report – October 28, 2020

Mr. Rozich stated the Personnel Committee met tonight to review four revised policies, *Deficit Reduction Act, Regulatory Standards, Background Checks, and Inclusion*, and one rescinded policy, *Excluded Parties Lists*. The committee recommends to the full Board, the approval of these policies.

MOTION: by Mr. Koskela, seconded by Mr. Tervo, that the Board accepts the Personnel Committee’s recommendation of the revised policies, *Deficit Reduction Act, Regulatory Standards, Background Checks, and Inclusion*, and rescinded policy, *Excluded Parties Lists*, as presented. Motion carried unanimously.

Mr. Rozich stated the Personnel Committee reviewed the job position for the Ontonagon County Registered Nurse to change the FTE to a 40 hours per week, full-time position. The committee recommends to the full Board, the approval of this change.

MOTION: by Mr. Tervo, seconded by Mrs. Fink, that the Board accepts the Personnel Committee’s recommendation to change the FTE of the Ontonagon County Registered Nurse to a 40 hours per week, full-time position, as presented. Motion carried unanimously.

Finance Committee Meeting Minutes – September 30, 2020

MOTION: by Dr. Johnson, seconded by Mrs. Paavola, that the Minutes of the September 30, 2020 Finance Committee meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Old / New Business

Mr. Tervo asked if the page numbers from the Board packet can be added to the Agenda to reference the page number of the meeting materials.

Cari Raboin reminded Board members that there is no November meeting and the next meeting of the Copper Country Community Mental Health Services Board will be December, 9, 2020.

Adjournment

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

Pat Rozich, Board Chairperson

Michael Koskinen, Board Secretary

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