

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, December 9, 2020 5:00 PM

Teleconference

MINUTES

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

PRESENT: Richard Bourdeau (*Attending from Ontonagon County*), Zach Edgerton (*Attending from Houghton, MI*), Barry Fink (*Attending from Portage Township*), Dr. Kathleen Johnson (*Attending from Traprock Valley, MI*), Albert Koskela (*Attending from Traprock Valley, MI*), Mike Koskinen (*Attending from 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: Sandra Gayk.

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

Those in attendance stood for the pledge of allegiance.

Approval of Agenda

Approval of Minutes of October 28, 2020 Meeting

MOTION: by Mr. Bourdeau, seconded by Mrs. Paavola, that the Agenda be approved with the addition of one item, "*Health Insurance Premium Cost Sharing*", and that the Minutes of the October 28, 2020 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for October 2020

MOTION: by Dr. Johnson, seconded by Mr. Tervo, that checks numbered 61218 to 61472 in the amount of \$2,057,738.26 and Combined Cash Investments Report for October 31, 2020 totaling \$10,490,474.59 are accepted and placed on file. YES: Bourdeau, Fink, Johnson, Koskinen, Paavola, Rozich, and Tervo.

Comments from the Public

Sylvia Wentala from Great Lakes Recovery Centers Offender Success Program stated they continue to work with their returning citizens for housing and employment opportunities. A flyer was sent to Board members tonight about a month-long opportunity for formally incarcerated individuals to receive ten free counseling sessions through Hope Network. This can be for individuals recently released or released years ago. Sylvia stated if anyone knows someone that could use these services, the phone number to call is provided on the flyer.

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

NorthCare Governing Board Meeting(s) – November 18, 2020 & December 9, 2020 – Mr. Rozich stated the NorthCare CEO Reports were provided in the Board packet for review. There has not been a lot of change except for updating MDHHS' rules for meetings. At today's meeting the Board approved changes to the Bylaws and adopted a 2021 meeting schedule.

2021 Virtual CMHA Annual Winter Conference – February 9th - 12th, 2021 – Mr. Rozich stated CMHA is continuing with virtual meetings if anyone is interested in attending.

Mr. Tervo stated a site has not been chosen for next year's Great Lakes Rural Mental Health Association (GLRMHA) conference. The Board has reached out to some possible venues and continue to work on that and putting together the program. They would like to have a recovery lecturer to present.

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

Corporate Compliance Training – The Corporate Compliance Training has been tabled.

2021 Board Meeting Schedule – Cari Raboin stated the 2021 Board Meeting Schedule was provided in the Board packet.

QI Program Report – 1st Quarter FY 2021 – The Quality Improvement Program Report – 1st Quarter FY 2021 has been tabled.

FY 2021 Quality Improvement Program – Cari Raboin presented the FY 2021 Quality Improvement Program Plan. The plan contains the different categories and programs that we keep track of and review each year. Each section contains an appendix that describe it in more detail.

MOTION: by Mrs. Paavola, seconded by Dr. Johnson, that the Board approves the FY 2021 Quality Improvement Program, as presented. Motion carried unanimously.

Policies & Procedures

Business Associate Contract & Other Arrangements – Cari Raboin reviewed revised policy, *Business Associate Contract and Other Arrangements*, and stated components were added to the policy to comply with laws that have changed.

Business Use of Private Vehicles – Susan Serafini reviewed revised policy, *Business Use of Private Vehicles*, and stated a minor change was made to update the policy to reflect the State of Michigan's law. The significant change prohibits staff from transporting children using their own private vehicles.

MOTION: by Mrs. Fink, seconded by Mrs. Paavola, that the Board approves the revised *Business Associate Contract and Other Arrangements* and *Business Use of Private Vehicles* policies, as presented. Motion carried unanimously.

Health Insurance Premium Cost Sharing – Dawn Gibson stated under Public Act 152, the Agency is required to designate how staff will share in the cost of health insurance. Since 2011, the Agency has used the 80/20 premium share split option where employees were charged 20% of the required health insurance benefit and recommends continuing the 80/20 option for 2021.

MOTION: by Mr. Tervo, seconded by Mrs. Paavola, that the Board approves to continue with the 80/20 premium share split option for health insurance, as presented. Motion carried unanimously.

Kushner & Company FSA Plan Document – Dawn Gibson stated at the start of COVID-19, the government had expanded the types of items that could be purchased through a Flexible Spending Account (FSA), which is a benefit provided to CCMH staff. Due to this change, the Agency's plan document with Kushner & Company had to be adjusted and is being adjusted retroactive to the beginning of 2020.

MOTION: by Mr. Tervo, seconded by Mrs. Paavola, that the Board approves the adjustment of the FSA Plan Document with Kushner & Company, as presented. Motion carried unanimously.

YTD Call & Appointment Comparisons, Consumers Served, & Services Provided Summary & Trend Report FY 2020 – Cari Raboin reviewed the YTD call and appointment comparisons, consumers served, and services provided summary and trend report for FY 2020. Overall, calls were up by 29.7%, appointments were down by 10.2%, and services provided went down by 15.88%.

Updates

Cari Raboin stated the Agency is doing well with open positions and had recently filled a couple of professional positions including, a Case Manager in Baraga and a nurse in Ontonagon. The other open position is an ACT position which may be filled soon. The Agency is still down approximately 15 full-time Direct Care Staff (DCS) and 10 part-time DCS.

Cari Raboin stated multiple staff have tested positive for COVID-19 as well as two AFC residents. One resident was moved to the COVID-19 isolation home for two weeks in November, with no symptoms. The second resident is currently in the isolation home and has some symptoms which are manageable. The Agency has used a total of seven staff in this home and two staff have utilized the motel that the Agency is providing. NorthCare also sent an assortment of PPE.

Cari Raboin stated currently, our waiting list only has two individuals on it.

Cari Raboin stated the Agency's health insurance premium increased for 2021 between 10-15%, depending on which plan staff chose. Open enrollment was done electronically this year and it worked out well.

Anderson, Tackman & Company, PLC FY 2020 Board Fraud Letter & Audit Engagement Letter – Susan Serafini reviewed the Anderson, Tackman & Company, PLC FY 2020 Board Fraud letter and Audit Engagement letter and stated if the Board has any concerns, there is an area on the last page of the letter to write those concerns and return it to Anderson, Tackman & Company, PLC. There is also a

phone number for Board members to contact Anderson, Tackman, & Company, PLC with any questions or concerns. The first letter sets forth the Board's role and governance role of the Board and would require the Board Chairperson's signature, if approved. The second letter sets forth specifically what is being audited, the procedure, and notes the fee of \$11,700.

MOTION: by Mrs. Paavola, seconded by Mr. Tervo, that the Board approves the Anderson, Tackman, & Company, PLC FY 2020 Board Fraud letter and Audit Engagement letter, as presented. Motion carried unanimously.

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

Susan Serafini reviewed Revenues and Expenditures by funding source as of October 31, 2020 and stated there is a surplus of funds across all funding sources. The total cash at the end of October 2020 was \$10,490,474.59 which is a decrease of \$1,642,313.09 from September 2020. The balance in September was higher due to receiving NorthCare's August and September Medicaid payments in September. The Agency also received a quarterly payment from MDHHS for the premium pay for Direct Care Staff in September also. The total net income of all funds through October 2020 is \$45,582 compared to \$58,069 at the same time last year. The General Fund is reporting net income of \$19,069 which is a decrease of approximately \$18,000 compared to the same time last year. The revenues would have a variance of 8.33% to be right on budget and are running .25% under budget. Expenditures are very near to being on budget and are over budget by almost .1%. The Board thanked Susan Serafini for her report.

Personnel Committee Meeting Minutes – October 28, 2020

MOTION: by Mrs. Paavola, seconded by Mr. Koskinen, that the Minutes of the October 28, 2020 Personnel Committee meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Old / New Business

Mr. Rozich asked if CCMH could recognize the Rice family by placing a name on the new 200 Quincy Street building in Hancock. For example, there was a child that inspired the Rice family and he wondered if the Rice Memorial Clinic Foundation Board would be willing to memorialize that child's name. Cari Raboin replied that she is open to the idea but will need ideas for names that will differentiate the Rice Memorial Clinic building and the new building. She will discuss it with the members of the Rice Memorial Clinic Foundation Board.

Adjournment

MOTION: by Mr. Koskela, seconded by Mr. Tervo, that the meeting adjourn. The meeting adjourned at 5:55 PM.

Minutes of Meeting 12/9/2020

Submitted by,

Pat Rozich, Board Chairperson

Michael Koskinen, Board Secretary

/ac