

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, January 27, 2021 5:00 PM

Teleconference

MINUTES

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

PRESENT: Randy Eckloff (*Attending from Keweenaw County*), Zach Edgerton (*Attending from Houghton, MI*), Gale Eilola (*Attending from Baraga County*), Barry Fink (*Attending from Portage Township, MI*), Albert Koskela (*Attending from Traprock Valley, MI*), Mike Koskinen (*Attending from Baraga, MI*), Catherine Paavola (*Attending from Pelkie, MI*), Pat Rozich (*Attending from Hancock, MI*), and James Tervo (*Attending from Chassell Township, MI*).

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

ABSENT: Richard Bourdeau.

Those in attendance stood for the Pledge of Allegiance.

Mr. Rozich introduced and welcomed new and returning CCMH Board members, Gale Eilola, Baraga County Commissioner and Randy Eckloff, Keweenaw County Commissioner.

Approval of Agenda & the December 9, 2020 Meeting Minutes

MOTION: by Mr. Koskinen, seconded by Mr. Tervo, that the Agenda be approved with one addition of the item, "*FY 2021 New Contract – At Home Companions*", and the Minutes of the December 9, 2020 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for November & December 2020

MOTION: by Mrs. Paavola, seconded by Mrs. Fink, that checks numbered 61473 to 61641 in the amount of \$1,316,750.45 and Combined Cash Investments Report for November 30, 2020 totaling \$10,840,964.18 and that checks numbered 61645 to 61744 in the amount of \$1,479,393.81 and Combined Cash Investments Report for December 30, 2020 totaling \$11,246,210.11 are accepted and placed on file. YES: Eckloff, Edgerton, Eilola, Fink, Koskela, 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. She was asked to pass along information about a survey through the Western U.P. Health Department, which is available on their website, regarding *FACE, Facing Addiction Through Community Engagement* (<https://sudfaceup.org/>). It is part of a \$200,000 grant that the FACE Project members received and have partnered with Dial HELP, the Keweenaw Bay Indian Community, and the Lac View Desert Tribe.

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They are looking to receive information about services that are available in our area. The Board thanked Sylvia for her report.

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

2021 Virtual CMHA Annual Winter Conference – February 9-12, 2021 – Mr. Rozich stated the CMHA winter conference is being held virtually if any Board members would like to attend.

NorthCare Amended By-Laws – Mr. Rozich stated NorthCare has amended their By-Laws and most of the changes were due to the State's changes in rules and regulations. Some of the major changes include on page 27, item 3.7 and 3.71 regarding cancelled meetings and language indicating that the Board may hold regular monthly meetings. The word "shall" was removed. There are also many changes on page 29 regarding the relationship with substance abuse and the approval of contracts. Page 37 is the signature page indicating that the CCMH Board is approving those By-Laws.

MOTION: by Mr. Tervo, seconded by Mr. Eckloff, that the Board approves the adoption of NorthCare's amended By-Laws, as presented. Motion carried unanimously.

Mr. stated the Great Lakes Rural Mental Health Association Board has not met and he will report on this at the next CCMH Board meeting.

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

Recipient Rights Advisory Committee Report & Annual Recipient Rights Report – Mrs. Paavola presented the Recipient Rights Advisory Committee (RRAC) Report and stated the committee reviewed Incident Reports for the 4th Quarter of FY20, the Behavioral Treatment Committee Six-Month Report for the months of April 2020 to September 2020, the 2020 Annual Report, and the 2020 and 2021 budget of the Office of Recipient Rights. The committee also discussed an update from the Office of Recipient Rights, an update about the Recipient Rights Audit, new Office Assistant (Erin Mercier), a COVID-19 update, Agency policies and procedures, and committee members being required to be available to meet via videoconferencing for appeals meetings.

Quality Improvement Program Report – 1st Quarter FY21 – Mrs. Fink presented the Quality Improvement Program Report for the 1st Quarter of FY21.

FY 2020 Annual Quality Improvement Report – Mrs. Fink presented the FY 2020 Annual Quality Improvement Report.

FY21 New Contract – At Home Companions – Cari Raboin stated At Home Companions is a new agency in Lake Linden and the Agency is looking to contract with them to provide in-home services and Community Living Supports, particularly for an individual who is receiving self-determination services.

MOTION: by Mrs. Paavola, seconded by Mrs. Fink, that the Board approves the FY21 New Contract with At Home Companions to provide in-home services and Community Living Supports, as presented. Motion carried unanimously.

FY 2020 Annual Report – Mike Bach presented the FY 2020 Annual Report and stated each year the Annual Report is done and is sent out to different agencies that we work with. This is the first year that the report was done electronically.

FY 2020 Customer Satisfaction Survey Report – Cari Raboin presented the FY 2020 Customer Satisfaction Survey Report.

Updates – Cari Raboin stated the Agency has been working on receiving and scheduling the COVID-19 vaccine and so far, approximately 130 staff have received it. As of the end of this week, the vaccine will have been offered to all group home residents and some will also be receiving their second vaccine. The COVID-19 Isolation Home is being kept available and has only been used for four residents. The Agency received a shipment of K-95 masks from MDHHS and they have been distributed to some private group homes in the area and some were kept for the Agency also. Cari stated we are working on opening our two Baraga County group homes for restricted in-house visitations since Baraga County's rating for visitation has improved. Visitations will involve a rapid COVID-19 test for any visitor (or proof of recent negative test) and will be limited to only one or two visitors at a time.

Cari Raboin stated there are open nurse positions at ACT and in the Houghton Outpatient clinic. There are also openings for thirteen full-time and five relief Direct Care Staff and an ABA aide. An Acute clinician and two Case Manager positions were recently filled.

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 December 31, 2020 and stated Medicaid, Healthy Michigan, and the General Fund are running at a surplus this year. Some of this is due to being unable to complete building projects, receiving an increase in Medicaid and Healthy Michigan, and an increase of \$116,000 to our General Fund. There is small deficit in local funds partly due to extremely low interest rates and the carwash program not being able to run. The Performance Payment from NorthCare will come through in May but has not budgeted for. Susan Serafini reviewed the Balance Sheet as of December 31, 2020. The total cash at the end of December 2020 was \$11,246,210.11, which is an increase of \$405,245.93 compared to November 2020. The total net income of all funds through December 2020 is \$228,227, compared to November 2020 of \$108,818. The General Fund is reporting net income of \$114,335 and was \$27,132 at the end of November 2020. December marks the end of the first quarter and a variance of 25% would put us right on budget. Revenues are right on budget and expenditures are slightly under budget by 0.5%. The Board thanked Susan for her report.

Executive Committee Meeting Report – January 27, 2021: Pat Rozich, Committee Chairperson, presented the Executive Committee meeting report.

Mr. Rozich stated the Executive Committee met tonight to discuss one rescinded policy, *No Reprisal for Reporting* and one policy revision, *Board Meeting Teleconferencing*. The *Board Meeting Teleconferencing* policy was revised to align with Legislature's most recent changes. The Executive Committee recommends to the full Board the approval of the rescinded and revised policies.

MOTION: by Mr. Koskinen, seconded by Mrs. Paavola, that the Board accepts the recommendation of the Executive Committee to approve the rescinded Administration policy, *No Reprisal for Reporting* and the revised Administration policy, *Board Meeting Teleconferencing*, as presented. Motion carried unanimously.

Mr. Rozich stated the Executive Committee also discussed the agenda item, *One-Time Pay Adjustment FY2020*. There are excess Medicaid funds available following the recent audit by Anderson, Tackman & Co., PLC, and Management has proposed using those funds to provide a one-time payout to all staff, both union and non-union who are employed at the time of the payout. The Executive Committee recommends to the full Board the approval of the proposed pay scale adjustment.

MOTION: by Mrs. Paavola, seconded by Mrs. Fink, that the Board accepts the recommendation of the Executive Committee to approve a One-Time Pay Adjustment for FY2020 to all Agency staff working at the time of the payout, as presented. Motion carried unanimously. YES: Eckloff, Edgerton, Eilola, Fink, Koskela, Koskinen, Paavola, Rozich, and Tervo.

Old / New Business

There was no old or new business to note.

Adjournment

Chairperson Rozich adjourned the meeting at 6:02 PM.

Submitted by,

Pat Rozich, Board Chairperson

Michael Koskinen, Board Secretary