

**COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD**

Wednesday, March 31, 2021 5:00 PM

Teleconference

**MINUTES**

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

**PRESENT:** Richard Bourdeau (*Attending from Mass City, MI*), Randy Eckloff (*Attending from Allouez, MI*), Zach Edgerton (*Attending from Houghton, MI*), Gale Eilola (*Attending from Pelkie, MI*), Barry Fink (*Attending from Houghton, MI*), Dr. Kathleen Johnson (*Attending from Lake Linden, MI*), Albert Koskela (*Attending from Calumet, MI*), Catherine Paavola (*Attending from Pelkie, MI*), Pat Rozich (*Attending from Hancock, MI*), and James Tervo (*Attending from Chassell, MI*).

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

**ABSENT:** Katie Carlson-Lynch and Mike Koskinen.

**Approval of Agenda & the February 24, 2021 Minutes**

**MOTION:** by Mr. Eilola, seconded by Mr. Tervo, that the Agenda be approved with the addition of two items, *NorthCare Governing Board Delegates Appointments/Re-Appointments* and *Approval of Nominating Committee Nominations*, under the Chairperson's Report, and that the Minutes of the February 24, 2021 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Treasurer's Report for February 2021**

**MOTION:** by Mr. Eilola, seconded by Mr. Bourdeau, that checks numbered 62000 to 62223 in the amount of \$2,895,176.49 and Combined Cash Investments Report for February 28, 2021 totaling \$10,379,100.14 is accepted and placed on file. YES: Bourdeau, Eckloff, Edgerton, Eilola, Fink, Johnson, Koskela, Paavola, Rozich, and Tervo.

**Comments from the Public**

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

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

**Alan Bolter, Associate Director at CMHAM** – Mr. Rozich introduced Mr. Alan Bolter, Community Mental Health Association of Michigan (CMHAM) Associate Director and legislative liaison. Mr. Bolter presented a Winter 2021 Public Policy update including, changes at Michigan Department of Health and Human Services (MDHHS), State of the State Address, budget items, COVID supplemental budget, legislative supplementals, the FY 2022 Executive Budget, and key budget items for CMHAM members. Mr. Tervo and Mr. Rozich stated they appreciate the work that Mr. Bolter does for CMH's.

**NorthCare Governing Board Meeting – March 10, 2021** – Mr. Rozich stated the NorthCare CEO Report was provided in the Board packet.

**Executive Director Performance Report** – Mr. Rozich presented the Executive Director Performance Report. There were seven out of nine evaluations returned and Executive Director, Cari Raboin, received a great deal of support and positive reactions. Mr. Rozich stated this year’s evaluations tell him that the Board is very satisfied with the Director.

**GLRMHA Officer Nominations** – Mr. Rozich stated the Great Lakes Rural Mental Health Association (GLRMHA) Board officer nomination information was provided in the Board packet. Mr. Tervo stated every two years the GLRMHA’s Bylaws require them to change or renominate officers. He is willing to continue as President of the Board unless anyone would like to nominate someone else in his place or for another officer position.

**MOTION:** by Mrs. Paavola, seconded by Mr. Eilola, that the Board renominates Mr. Tervo as President of the Great Lakes Rural Mental Health Association, as presented. Motion carried unanimously.

**Approval of Nominating Committee Nominations** - The Nominating committee recommended the nominations for the slate of officers for the 2021 – 2022 year at the February 24, 2021 meeting, as follows:

For the Office of Chairperson – James Tervo  
For the Office of Vice Chairperson – Pat Rozich  
For the Office of Treasurer – Kathleen Johnson  
For the Office of Secretary – Mike Koskinen

**NorthCare Governing Board Delegates Appointments/Re-Appointments** – Mr. Rozich stated the current NorthCare Governing Board Delegates, Mr. Tervo, Mr. Koskinen, and himself, and all are willing to be reappointed to the NorthCare Governing Board.

**MOTION:** by Mrs. Fink, seconded by Mrs. Paavola, that the Board accepts the Nominating Committee’s nomination of officers for Mr. Tervo as Chairperson and Mr. Rozich as Vice Chairperson and that the Board cast a unanimous ballot for the officers of Chairperson, Vice Chairperson, Treasurer, and Secretary of the Copper Country Community Mental Health Services Board, and the Board approves the reappointments of Mr. Rozich, Mr. Tervo, and Mr. Koskinen to the NorthCare Governing Board, as presented. Motion carried unanimously.

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

**Annual Review of Mission Statement** - Cari Raboin stated the Copper Country Mental Health Services Board Mission Statement must be reviewed each year.

**MOTION:** by Mr. Eilola, seconded by Mr. Tervo, that the Board approves the Copper Country Community Mental Health Services Mission Statement with no additions, deletions, or amendments, as presented. Motion carried unanimously.

## Updates

Cari Raboin stated the Agency continues to move slowly towards providing more face-to-face services with more staff coming into the office and providing the services if they feel they can do it safely and the consumer has a need for it. The Autism Services Program is planning to begin providing services to four children starting the week of April 12, 2021, as staff will have to be trained and are acclimating to the new building. Clubhouse construction at the new building has begun and are starting with the kitchen. There is no timeframe for this to be done. Clubhouse will begin moving in April and it will be the last month that rent is paid at the former location.

Cari Raboin stated the Direct Care Staff (DCS) premium pay increased to \$2.25 in March but the Agency has not begun paying the additional \$0.25 yet because we have not received confirmation from MDHHS for that. The Agency will pay this additional amount retroactively starting March 1, 2021. Cari stated rapid COVID-19 tests are being done for group home staff as an additional step to protect our group home residents. Vaccinations have been offered to all staff and group home residents.

Cari Raboin stated current openings include a Baraga Case Manager, 18 full-time and 10 part-time DCS, and one Mental Health Aide in CSP and in the Autism Services Program. The Recipient Rights Advisor will also be leaving and the Psychiatrist, Dr. Karen Milner, has withdrawn her application.

Cari Raboin stated the term appointments for Mr. Rozich, Mr. Tervo, Mrs. Fink, and Mrs. Paavola are to expire today and the Houghton County Board of Commissioners will be acting on the reappointments at their April meeting.

Mike Bach stated a Case Manager, Sabrina Loven-Gulick, created a survey as part of her Master's degree work for those receiving telehealth services. A total of 340 surveys were sent out and 69 were returned. In the survey, she asked some simple questions and for feedback about how satisfied they are with those services. One question asked if telehealth services made services more accessible and approximately 75% of the participants responded yes, they feel services are more accessible. Another question asked if they experienced any barriers with telehealth services and most participants responded no. Of these, 20% reported that ordinarily, before COVID-19, transportation was a barrier. They were also asked if once the pandemic subsides, would they continue with telehealth services and 74% of the participants responded yes. Other results included 22% of respondents reporting telehealth services are more convenient than in-person services and 17% reporting they would like a choice between telehealth and in-person services.

## Policies & Procedures

**Health Appraisal Review** – Dawn Gibson stated the process for Health Appraisal Reviews needed to be changed when Medical Director, Dr. Terry Kinzel, retired last year. The reviews were completed for new hires and annually for DCS. It is also not a requirement to have a physician sign-off on a staff's health status, so the Agency implemented a new process where new hires will be required to obtain a medical clearance form from their Primary Care Physician and annually DCS will be required to complete a health questionnaire form that will be reviewed by CCMH nurses. If there are questions about the information reported, the nurse will refer staff to their Primary Care Physician.

**MOTION:** by Mrs. Paavola, seconded by Mr. Eckloff, that the Board approves the revised *Health Appraisal Review* policy, as presented. Motion carried unanimously.

**Request for Vehicle Bidding** – Susan Serafini stated Management is seeking authorization to replace certain Agency vehicles due to high mileage and heavy wear and reviewed a list of eight vehicles considering being replaced. Susan recommended Board approval for the authorization to obtain bids for the purchase of one SUV and seven minivans. Bid results will likely be brought back to the Board at the May meeting.

**MOTION:** by Mr. Tervo, seconded by Mrs. Paavola, that the Board approves the request for vehicle bidding for the purchase of one SUV and seven minivans, as presented. Motion carried unanimously.

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

Susan Serafini reviewed Revenues and Expenditures by funding source as of February 28, 2021. Medicaid and Healthy Michigan continue to run a surplus. The Agency also received quarterly payments from NorthCare which supports the premium pay for DCS and had received a payment in November 2020 and February 2021. We continue to wait for the notice from MDHHS for the increase of \$0.25 to the premium pay which has been extended through September 2021. General Fund covers services provided to those without Medicaid and Healthy Michigan and the Agency has received increases to our General Fund allocation. The increase was received again this year and therefore the Agency has enough to cover these services again this year. The funds are also used for COVID-19 supplies, as needed. Local dollars are showing a deficit but the Agency will be receiving a performance payment from NorthCare and is designated as local funds. This will be received in April or May 2021. Susan Serafini reviewed the Balance Sheet as of February 28, 2021. The total cash at the end of February 2021 was \$10,379,100.14, which is a decrease of \$1,125,630.34 from January 2021. The total net income of all funds through February 2021 is \$323,264 compared to the end of January 2021 at \$246,739. The General Fund's net income at the end of February 2021 is \$230,644. Susan Serafini reviewed the General Fund's Income Statement and stated to be right on budget, the variance would be 41.67%. Revenues are running slightly over budget and the major sources of revenue are Medicaid, Healthy Michigan, and General Fund. Expenditures are running slightly under budget but the Agency continues to have additional COVID-19 related expenses. Other expenses are down such as mileage and vehicle expenses as staff are not traveling for training or to provide services as in past years. The Board thanked Susan for her report.

#### **Anderson, Tackman, & Co., PLC. Financial Statements Report**

Susan Serafini reviewed the FY 2020 audited financial statements from Anderson, Tackman, & Co., PLC of Marquette and stated there was only one finding in a category that was over budget and the Agency was cited for it. This will be reviewed and a Plan of Correction will be submitted. Mr. Tervo stated he and the Board would like to commend all staff as they have done an amazing job especially after this past year. The Board thanked Susan for a job well done.

**MOTION:** by Mr. Tervo, seconded by Mr. Eilola, that the Board accepts the FY 2020 Financial Statements from Anderson, Tackman, & Co., PLC, as presented. Motion carried unanimously.

**Old / New Business**

Mr. Rozich stated Management will direct the Board as to whether they will meet in-person or not at the April meeting of the Copper Country Community Mental Health Services Board.

**Comments from the Public**

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

**Adjournment**

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

Submitted by,

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Pat Rozich, Board Chairperson

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Michael Koskinen, Board Secretary

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