

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, August 25, 2021 5:00 PM

CCCMHS Institute
900 W. Sharon Avenue
Houghton, MI 49931

MINUTES

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

PRESENT: Richard Bourdeau, Katie Carlson-Lynch, Randy Eckloff, Barry Fink, Dr. Kathleen Johnson, Albert Koskela, Mike Koskinen, Catherine Paavola, Pat Rozich, and James Tervo.

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

ABSENT: Gale Eilola.

Those in attendance stood for the Pledge of Allegiance.

Approval of Agenda

MOTION: by Mr. Koskela, seconded by Mrs. Fink, that the Board approves the August 25, 2021 Agenda with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Approval of the June 30, 2021 Minutes

MOTION: by Mr. Koskela, seconded by Mrs. Fink, that the Board approves the June 30, 2021 meeting Minutes with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for June and July 2021

MOTION: by Mr. Koskinen, seconded by Mr. Rozich, that checks numbered 62836 to 63050 in the amount of \$1,342,665.20 and Combined Cash Investments Report for June 30, 2021 totaling \$11,198,356.29 and checks numbered 63051 to 63306 in the amount of \$1,376,663.32 and Combined Cash Investments Report for July 31, 2021 totaling \$11,830,749.66 are accepted and placed on file. YES: Bourdeau, Carlson-Lynch, Eckloff, 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: James Tervo, Chairperson, presented the Chairperson's Report.

NorthCare Governing Board Meeting – August 11, 2021 – Mr. Rozich stated the high point of the meeting was the election of officers. George Botbyl was elected as Chairperson, Bill Davie was re-elected as Vice Chairperson, and he has stepped down as Chairperson and was elected as Secretary. Mr. Rozich stated the NorthCare CEO Report was provided in the Board packet.

Great Lakes Rural Mental Health Association (GLRMHA) Conference – Mr. Tervo stated the GLRMHA conference is being held at the Baraga Lakeside Inn on September 12th - 14th, 2021. There will be five legislators attending the round table on Sunday night including Representatives, Mr. Greg Markkanen, Mr. Beau LaFave, Ms. Sara Cambensy, Mr. John Damoose, and Senator Wayne Schmidt, and it would make it easier for the Chairperson of that committee to begin discussion if Board members could submit their questions ahead of time to himself or Angela Cline. Also, today is the last day to register for the conference. Mr. Tervo stated presenters include CEO, Bob Sheehan from the Community Mental Health Association (CMHA); CEO, Tim Becker, from Hope Network; Clinical Director, Tami LeBlanc, from NorthCare Network; Detective/Lieutenant, Tim Sholander, from the Michigan State Police Upper Peninsula Substance Enforcement Team (UPSET); Director of Nursing, Corinna Haller, from War Memorial Hospital; Associate Director, Mike Bach, from CCCMHS; CEO, Dr. Tim Kangas, from NorthCare Network; and Director, Michael Petruzelli, from the National Council for Mental Wellbeing, as well as a presentation from Bonnie Nelson of 44 North. There will be an officer election held at the conference and all current officers have agreed to continue their roles.

CMHAM Hybrid Fall Conference – Mr. Tervo stated the CMHAM is holding their annual fall conference October 25th and 26th, 2021 which can be attended virtually or in-person at the Grand Traverse Resort.

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

2021 County Resolution – Public Behavioral Health System Proposal – Cari Raboin stated in the Board packets is a copy of a general county resolution regarding the proposed legislation changing how public mental health services are delivered in Michigan. The resolution expresses concern about any significant changes to the system and the loss of public input into the system. Some counties have already brought this to their County Commissioners who have approved it including NorthCare Network. This comes from Senate Majority Leader, Mike Shirkey, and House Representative, Mary Whiteford's proposals. Cari Raboin stated Representative Greg Markkanen has also arranged a forum for Rep. Mary Whiteford to speak with us about her proposal on September 16, 2021 at 10:00 AM at CCCMHS. Also invited is the staff from Gogebic CMH including, new CEO, Melissa Hall, and Gogebic CMH Board members. From CCCMHS, Mike Bach and Susan Serafini will be attending. Cari stated if there are any Board members who want to attend, this is a great opportunity to talk with Representative Whiteford in person and she appreciated Mr. Markkanen for arranging this. Mr. Tervo added that Mr. Markkanen has been very responsive to mental health needs and it have been nice that he has been so involved.

MOTION: by Mrs. Fink, seconded by Mr. Rozich, that the Board approves the submission of the 2021 County Resolution to the Michigan Senate and House of Representatives regarding the public behavioral health system proposal from CCCMHS, as presented. Motion carried unanimously.

Quality Improvement Committee Report – 3rd Quarter FY 2021 - Mrs. Fink presented the Quality Improvement Program Report for the 3rd Quarter of FY 2021.

Recipient Rights Advisory Committee Report – April 13, 2021 – Mrs. Paavola presented the Recipient Rights Advisory Committee Report from July 13, 2021.

FY 2021 Contracts

Hidden Acres Manor – Cari Raboin presented an amendment to the Hidden Acres Manor contract as another individual has been placed there.

Superior Caregivers, Inc. – Cari Raboin presented a new contract for Superior Caregivers, inc. who is a new provider that will provide respite and Community Living Supports on a self-determination agreement. They are a home health agency located in Laurium, MI.

MOTION: by Mr. Koskinen, seconded by Mr. Bourdeau, that the Board approves the amended contract with Hidden Acres Manor and the new contract with Superior Caregivers, Inc., as presented. Motion carried unanimously.

Policies & Procedures

Trauma Informed Culture (*Revised*) – Mike Bach presented the revised policy, *Trauma Informed Culture*, and stated the policy has been revised to be brought into alignment with NorthCare's policy changes.

MOTION: by Mrs. Paavola, seconded by Dr. Johnson, that the Board approves the revised policy, *Trauma Informed Culture*, as presented. Motion carried unanimously.

Ambrosia Jackson, Trauma Informed Care Reviewer for the State of MI, Presentation Information – Mike Bach stated a flyer about Ambrosia Jackson's upcoming trauma informed care presentation was provided in the packet. This will be Ambrosia's fourth year presenting at CCCMHS and she will provide a general trauma informed care training. Zoom links have been sent to Board members for anyone who would like to join. There will be two large group presentation times on September 8, 2021. Ms. Jackson will also provide two smaller trainings for supervisors and Team Leaders. She will also do a virtual walk-through of the Clubhouse to provide feedback.

Telehealth Survey Results – Mike Bach stated one of CCCMHS' Case Managers, Sabrina Loven-Gulick, had put together a survey regarding Telehealth as part of her schooling. The purpose was to measure the level of satisfaction of individuals who are receiving telehealth services. Of those who received telehealth services, 69 individuals or 20% responded. About 75% of respondents reported that telehealth services have made mental health services more accessible, that they did not experience barriers to these services, and that they want them to continue into the future. Mr. Rozich stated the timeliness of the survey was very appropriate and was glad that this was done.

Updates

Cari Raboin stated all residents from Lakeside House group home were moved to their new homes on August 4, 2021 and overall it went fairly well. There were some residents who had adjustment difficulties but believes these are starting to improve.

Cari Raboin reported on current staff vacancies and stated there are openings for eighteen full-time Direct Care Staff (DCS), ten relief/part-time DCS, two full-time Mental Health Aide, a nurse in Baraga, a Secretary in Houghton, an Early Childhood Clinician, and a Corporate Compliance/Quality Improvement Coordinator.

Cari Raboin stated one outcome of the Keweenaw County Sheriff's Facebook post was the forum that was held. Since then, Dr. Michelle Morgan has been meeting with other members of the community and they are going to be bringing in a speaker, David Woods Bartley, who the Agency is going to co-sponsor. Mr. Bartley is from California and has experience with depression, trauma, and suicide attempt. He has a TEDTalk and is a very experienced speaker. The presentation for CCCMHS staff will be held on September 14, 2021 and separate presentations will be held for local students, teachers, law enforcement, behavioral health staff, and the community. More information about the schedule of these sessions will be forthcoming.

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

Susan Serafini reported on current maintenance and facility projects and stated things are going slowly. Regarding the kitchen at Clubhouse, the hot water heater needs to be updated and the Agency will be working with Aire Care. Normally, this type of project would be put out to request quotes but this was the only one able to be found in all of the Midwest and in a timely fashion. Regarding kitchen cabinets and other projects for the group homes, the Agency is still waiting for these items to come in. Other projects that the Agency's maintenance staff can do have been done as they are able. Susan stated in 2012/2013, the Agency had to upgrade its email software and looked for a solution that was inexpensive, called Zimbra. The Agency is looking to upgrade again and will be purchasing software that is part of Microsoft Suite which will increase efficiency for staff and allow for easier access for those that work at home. The additional costs for this software upgrade will be \$14,000.

Susan Serafini stated the Agency received a performance payment of \$220,000 from NorthCare in July 2021 which has created a surplus in the Local fund and the Agency is now carrying a surplus across all funding sources. We have not yet received our savings from FY20 from NorthCare but should be receiving it by the end of the month. Susan Serafini reviewed the Balance Sheet as of July 31, 2021. The total cash at the end of July 2021 was \$11,830,749.66, which is an increase of \$632,393.37 compared to the end of June 2021 which was mostly due to the performance payment. The total net income of all funds through July 2021 is \$885,881 compared to \$636,667 at the end of June 2021. The General Fund is reporting net income of \$637,986, which is an increase of \$250,730 compared to the end of June 2021. All other internal service funds are showing a net income. Susan Serafini reviewed the General Funds' Income Statement. The revenues are running approximately 1% over budget while expenditures are running under budget by 2%. The Agency's community inpatient costs have been running very high but has seen a downturn in June and July. Susan noted a Finance Committee meeting will be held next month to approve the budget. The Board thanked Susan for her report.

Anderson, Tackman, & Co., PLC Compliance Examination Report

Susan Serafini reviewed the Agency's compliance examination report completed by Anderson, Tackman, and Co., PLC and stated standards are set by MDHHS in our contract and there were no findings. The Board congratulated Susan and all CCCMHS staff for a job well done.

MOTION: by Mrs. Paavola, seconded by Mr. Rozich, that the Board approves the compliance examination report completed by Anderson, Tackman, and Co., PLC, as presented. Motion carried unanimously.

Personnel Committee Meeting Report – August 25, 2021

Mr. Rozich stated the Personnel Committee met tonight to review the following agenda items.

Temporary Adjustment of Residential Team Leader Pay Scale – Cari Raboin stated in 2020, the Agency began the essential services supplemental pay of \$2.25 per hour, from MDHHS, for staff providing essential services as well as to other staff who provided face to face services not funded by MDHHS. In May 2021, the Agency ended the supplemental pay for the additional staff not funded by MDHHS. As a result, some Residential Team Leaders were being paid less than the staff they supervised. Cari Raboin stated Management is recommending to the Board to give those Residential Team Leaders the additional pay of \$2.25 per hour retroactive to May 2021 through the remainder of FY 2021. An approximate total cost for this increase is \$7,300. Mr. Rozich stated the Personnel Committee unanimously recommended to the full board to approve the temporary adjustment of the Residential Team Leader pay scale.

MOTION: by Mrs. Paavola, seconded by Dr. Johnson, that the Board accepts the recommendation of the Personnel Committee for the temporary adjustment of Residential Team Leader pay scale, retroactive to May 2021 through the remainder of FY 2021, at an approximate total cost of \$7,300, as presented. Motion carried unanimously.

Increase of Group Home Solo Work Compensation – Mr. Rozich stated Management is proposing that the Agency increase the premium pay from time and a half to double time for staff working solo in the group homes. This pay would go into effect beginning the next pay period and would not be retroactive. An approximate total cost for this pay could be up to \$155,000 per year. The Personnel Committee is recommending to the full Board approval of this increase.

MOTION: by Mr. Koskinen, seconded by Mrs. Paavola, that the Board accepts the recommendation of the Personnel Committee the compensation of double time pay for staff working alone on a shift in the group homes, at an approximate total cost of up to \$155,000 per year, as presented. Motion carried unanimously.

Old / New Business

Mr. Rozich stated he would like to thank Management staff for guiding the Board through this last year and a half and is thankful for their leadership during this uncertain time.

Adjournment

MOTION: The meeting adjourned by Chairperson Tervo at 6:02 PM.

Submitted by,

James Tervo, Board Chairperson

Mike Koskinen, Board Secretary

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