

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, September 29, 2021 5:00 PM

CCMHS Institute
900 W. Sharon Avenue
Houghton, MI 49931

MINUTES

CALL TO ORDER: Richard Bourdeau, Katherine Carlson-Lynch, Randy Eckloff, Gail Eilola, Barry Fink, Dr. Kathleen Johnson, Albert Koskela, Catherine Paavola, Pat Rozich, and James Tervo.

OTHERS: Mike Bach, Dawn Gibson, Cari Raboin, Susan Serafini, Sarah Rousseau, Erin Mercier, and Angela Cline.

ABSENT: Mike Koskinen.

Approval of Agenda

MOTION: by Mr. Eilola, seconded by Mrs. Fink, that the September 29, 2021 Agenda be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Approval of Minutes of August 25, 2021 Meeting

MOTION: by Mr. Rozich, seconded by Ms. Carlson-Lynch, that the Minutes of the August 25, 2021 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for August 2021

MOTION: by Dr. Johnson, seconded by Mr. Rozich, that checks numbered 63307 to 63492 in the amount of \$1,327,136.78 and Combined Cash Investments Report for August 31, 2021 totaling \$12,310,016.93 are accepted and placed on file. YES: Bourdeau, Carlson-Lynch, Eckloff, Eilola, Fink, Johnson, Koskela, 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.

Recipient Rights Training – Sarah Rousseau, Recipient Rights Officer, provided Recipient Rights training to Board members.

NorthCare Governing Board Meeting – September 8, 2021 – Mr. Rozich stated the NorthCare CEO Report was provided in the Board packet. The Board discussed the issues with the Michigan Crisis Access Line (MiCAL) and how they will continue to work to improve the program. *Gain for Adolescents* is an instrument to assess adolescents for substance use and other mental health issues and information about this is within the report.

CMHAM Annual Fall Hybrid Conference – October 24th – 26th, 2021 – Mr. Tervo asked Board members who are interested in attending to let Angela Cline know to make arrangements.

Great Lakes Rural Mental Health Association (GLRMHA) Fall Conference Update – Mr. Tervo stated the GLRMHA Conference was held at the Baraga Lakeside Inn and it was a very good conference. Mrs. Paavola agreed that the conference was really good and very well attended. The presenters covered a lot of areas. Mr. Tervo added that their goal is have a meaningful Board member education so that Board members have a better understanding of the mental health system and how it and funding can be very complex. Angela Cline is the new Conference Coordinator and Mike Bach did a really good job presenting on Home and Community Based Services and Behavioral Health Homes. Mrs. Fink stated the roundtable with the legislators was particularly good this year as they were very candid and demonstrated a real grip of knowledge on the subject matter.

Recipient Rights Advisory Committee Reappointments – Mr. Tervo stated the terms of two members of the Recipient Rights Advisory Committee will expire in December 2021 and both members, Joe LeVeque and Zach Edgerton, have agreed to serve another two-year term.

MOTION: by Mr. Rozich, seconded by Mr. Eckloff, that the Board approves the reappointments of Recipient Rights Advisory Committee members, Joe LeVeque and Zach Edgerton, to the committee for another two-year term, as presented. Motion carried unanimously.

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

Annual Review and Approval of Policies of Record – Cari Raboin stated each year the policies on record are required to be approved by the Board. New policies and those with significant changes are brought to the Board for approval at the time of the changes. Cari Raboin requested Board approval of all policies of record.

MOTION: by Mrs. Paavola, seconded by Ms. Carlson-Lynch, that the Board approves all CCMHS Policies of Record, as presented. Motion carried unanimously.

Contract Renewals FY2022 – Cari Raboin presented and reviewed the list of contract renewals that the Agency will be entering into for FY 2022 and stated to exclude Beacon Specialized Living Services as it will be amended and brought to the Board at the next meeting.

MOTION: by Mr. Koskela, seconded by Mr. Rozich, that the Board approves all contract renewals for FY 2022, excluding Beacon Specialized Living Services, as presented. Motion carried unanimously.

Policies & Procedures – Grievance & Appeals – Non-Medicaid – Sarah Rousseau, Recipient Rights Officer, reviewed the revised policy, *Grievance and Appeals – Non-Medicaid*, and stated a change was made to state that the CMHSP must notify the recipient with written notification 30 days prior to the effective date of action rather than the 10 days that was stated in the original policy.

MOTION: by Mr. Koskela, seconded by Mrs. Paavola, that the Board approves the revised policy, *Grievance and Appeals – Non-Medicaid*, as presented. Motion carried unanimously.

MRS FY 2022 Interagency Cash Transfer Agreement - Cari Raboin stated this is an agreement the Agency enters into each year with Michigan Rehabilitation Services (MRS). They provide vocational services to our consumers and those who are eligible for MRS services to help them find employment in the community. The Agency provides a local match contribution of \$8,000.

MOTION: by Mrs. Paavola, seconded by Mr. Eckloff, that the Board approves the MRS FY 2022 Interagency Cash Transfer Agreement, as presented. Motion carried unanimously.

FY 2022 One-Time Pay Adjustment – Cari Raboin asked the Board for approval of a One-Time Pay Adjustment for FY 2022 if additional funds are available at the end of the year.

MOTION: by Mrs. Paavola, seconded by Mr. Bourdeau, that the Board approves a One-Time Pay Adjustment for FY 2022, as presented. Motion carried unanimously.

Updates

Cari Raboin reviewed position openings and stated there are twenty-plus full-time and ten part-time Direct Care Staff (DCS) openings. There are also openings for a Case Manager in Baraga, a Supports Coordinator in Houghton, an Acute Services Clinician in Houghton, a part-time nurse in Houghton, a full-time nurse in Baraga, a Secretary in Houghton Outpatient, and a Human Resources Coordinator. Cari stated Administration is going to begin implementing the sign-on bonus, that was previously approved by the Board, for new DCS that are hired and begin training in November.

Cari Raboin stated the Rice Memorial Clinic Foundation met on September 8, 2021. The Board made slight changes to their Bylaws to allow voting by majority of members present rather than a set number of members. Sandra Gayk was appointed as the new Keweenaw County member and the Board continues to look for Baraga and Houghton County representatives.

Mike Bach stated Republican State Representative, Mary Whiteford, came to the Institute to meet with a few CCMHS staff as well as Melissa Hall, Gogebic CMH CEO and Dr. Tim Kangas, NorthCare CEO to discuss her proposal of a new bill to eliminate PIHP's, create a single, state-wide administrative services organization, and set up mobile crisis units to respond to crises. Mike stated some of the problems in the current system are individuals not receiving services they want and Representative Whiteford talked about CMH's not providing many services. She sees this as a problem downstate and her plan would be to reduce some of the administrative duties which she thinks will save a lot of money. The response to her from those in attendance was that we do provide most of our services and do not see a problem to provide services due to funding. Dr. Tim Kangas added that the administrative cost to NorthCare is 2% which is very low. They also discussed with her how it would be difficult to staff the mobile crisis units and for traveling due to our rural area.

Cari Raboin stated Senator Shirkey continues to promote his bill and has had three hearings, with another scheduled next week. There has been testimony given by Bob Sheehan, CEO of the Community Mental Health Association (CMHA) and other CEO's. Blue Cross Blue Shield testified this week and Senator Shirkey made a comment that CMH's do not have much oversight. This is

concerning because they continue to move forward with the plans to give the State's public behavioral health funding to the health plans and have CMH's become providers.

Cari Raboin stated the State budget plan was signed by the Governor today and it includes a \$2.35 per hour pay increase for DCS. This increase will be added to our budget once we receive confirmation from MDHHS.

Cari Raboin stated the Agency has General Fund money left and the Agency will be able to pay the four local Sheriff's departments for inpatient admission transportations. We are waiting for the Sheriff's departments to turn in their transport logs in order to proceed. It will be divided up by how many transports each county does.

Cari Raboin stated there are currently four individuals on the waiting list and the Agency has been able to serve 98 individuals from the waiting list this past fiscal year. Outpatient Director, Leslie Griffith, noted that the requests for services have increased significantly this month.

Cari Raboin stated she had noticed when people use the Agency's logo, it does not include the name of our Agency and so she has asked Angela Cline to add the name around it. Management will choose a final option soon.

Cari Raboin stated Clubhouse Coordinator, Chad Johnson, has not yet held an open house at Clubhouse and had an idea to ask the Board if they would like to hold their October meeting at their new location. The Board unanimously agreed.

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

Susan Serafini reviewed Revenue & Expenditures by funding source as of August 31, 2021. The Agency received its cost settlement with NorthCare and received \$1.2 million from last year to spend this year. With the Federal emergency due to COVID-19, MDHHS suspended Medicaid closures and deductibles and the way the Agency is funded for our catchment area, the Agency has been receiving a lot of funds and does not need to use the General Fund for those on spenddowns or those who need to meet their deductibles. Susan Serafini reviewed the Balance Sheet as of August 31, 2021. The total cash at the end of August 2021 was \$12,310,016.93 which is an increase of \$479,267.27 from July 2021 mainly due to the timing of the Medicaid payments from NorthCare being received in August instead of July. The total net income of all funds through August 2021 is \$958,239 which is an increase of \$72,358 compared to July 2021. The General Fund is reporting net income of \$656,672 at the end of August 2021 which is an increase of \$18,686 from July 2021. Susan Serafini reviewed the General Fund's Income Statement. The revenues would have a variance of 92% to be right on budget and are running 0.5% over budget. Expenditures are under budget by 3% while community inpatient usage has decreased within the last few months. The Board complimented Susan Serafini and all staff for doing a good job with expenses and thanked Susan for her report.

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Finance Committee Meeting Report – September 30, 2020: Dr. Kathleen Johnson, Committee Chairperson, presented the Finance Committee meeting report.

Dr. Johnson stated the Finance Committee met tonight to discuss changes to the FY 2021 General Fund and Institute budgets. The budgets were adjusted to reflect current revenues and expenditures. The General Fund budget includes an estimate to assist all four counties with inpatient transportation expenses, a One-Time Pay Adjustment, and savings that can be used in FY 2022. The Institute's final budget was also discussed.

MOTION: by Mrs. Paavola, seconded by Ms. Carlson-Lynch, that the Board accepts the recommendation of the Finance Committee and approves the General Fund and Institute's FY 2021 Final Budgets, as presented. Motion carried unanimously. YES: Bourdeau, Carlson-Lynch, Eckloff, Eilola, Fink, Johnson, Koskela, Paavola, Rozich, and Tervo.

Dr. Johnson stated the Finance Committee met tonight to discuss the Initial FY 2022 Initial Budget which includes an increase to the State General Fund revenue of \$116,000. Expenditures include the Cost of Living Adjustment (COLA) increase, step adjustments, and a projected health insurance increase starting January 1, 2022. Savings from FY 2021 have not been included in the budget.

MOTION: by Mrs. Paavola, seconded by Mrs. Fink, that the Board accepts the recommendation of the Finance Committee and approves the General Fund and Institute's FY 2022 Initial Budgets, as presented. Motion carried unanimously. YES: Bourdeau, Carlson-Lynch, Eckloff, Eilola, Fink, Johnson, Koskela, Paavola, Rozich, and Tervo.

Dr. Johnson stated the Finance Committee met tonight to also discuss a recommendation for a 3.5% COLA increase and step adjustments for employees at level A to level B and those at level B to level C for the non-bargaining unit employees, and for employees who have been frozen at their current step for two years or more to move up a step, effective the first full pay period in October 2021.

MOTION: by Mr. Rozich, seconded by Mrs. Paavola, that the Board accepts the recommendation of the Finance Committee and approves the 3.5% COLA increase and step adjustments for those at the entry level to step one and those at step one to step two for the bargaining unit employees, and those at level A to level B and those at level B to level C for the non-bargaining unit employees, and for employees who have been frozen at their current step for two years or more to move up a step, effective the first full pay period in October 2021, as presented. Motion carried unanimously.

Old / New Business

Mr. Rozich noted that he is very appreciative of management staff who the Board can trust to spend the funding the Agency receives. Mr. Tervo stated that the Board thanks all staff also.

Adjournment

Chairperson Tervo adjourned the meeting of the Copper Country Community Mental Health Services Board at 6:31 PM.

Submitted by,

James Tervo, Board Chairperson

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Mike Koskinen, Board Secretary