

**COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD**

Wednesday, October 27, 2021 5:00 PM

Northern Lights Clubhouse  
200 Quincy Street  
Hancock, MI 49930

**MINUTES**

**ROLL CALL:** Richard Bourdeau, Katherine Carlson-Lynch, Randy Eckloff, Gale Eilola, Barry Fink, Dr. Kathleen Johnson, Albert Koskela, Mike Koskinen, Catherine Paavola, Pat Rozich, and James Tervo.

**ABSENT:** None.

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

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

Those in attendance stood for the Pledge of Allegiance.

**Approval of Agenda**

**MOTION:** by Mrs. Paavola, seconded by Mrs. Fink, that the agenda be approved with the addition of three items, *“Personnel Committee Meeting Report – October 27, 2021”*, *“GLRMHA Update”*, and *“Catherine Paavola”*, as presented. Motion carried unanimously.

**Approval of Minutes of September 29, 2021 Meeting**

**MOTION:** by Mr. Koskela, seconded by Mr. Rozich, that the Minutes of the September 29, 2021 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Treasurer’s Report for September 2021**

**MOTION:** by Mr. Koskinen, seconded by Mr. Bourdeau, that checks numbered 63493 to 63704 in the amount of \$1,575,901.08 and Combined Cash Investments Report for September 29, 2021 totaling \$13,845,819.00 are accepted and placed on file. YES: Bourdeau, Carlson-Lynch, Eckloff, Fink, Johnson, Koskela, Koskinen, Paavola, Rozich, and Tervo.

**Comments from the Public**

There were no comments from the public to note.

**Chairperson’s Report:** James Tervo, Chairperson, presented the Chairperson’s Report.

**NorthCare Governing Board Meeting – October 13, 2021** – Mr. Rozich stated the NorthCare CEO Report was provided in the Board packet for review and on pages 20-23, Board members can read about issues that other CMH’s are dealing with.

**CMHAM Annual Fall Hybrid Conference Report** – Cari Raboin reported that she attended virtually and there was a limited availability of sessions to attend but she did learn about some crisis unit issues, possibilities, etc. She also attended the keynotes and the last keynote was very uplifting and humorous. Mr. Tervo stated he attended in-person. There were people who wanted every session to be virtual but it is very expensive because a production crew is needed to make each session virtual. Everything started on time and it was really good. There were approximately 600 people in attendance. The first keynote was on resilience and the Boardworks session on leadership was terrible and gave this feedback to CMHAM. Funding for CMHSP's is very complicated and the GLRMHA is going to have a presentation about this for Board members at their next fall conference. Overall, it was a great conference and encouraged Board members to attend one if they are able. He also encouraged Board members to call or email our legislators to discourage Senator Shirkey's Senate bills 597 and 598. Cari Raboin added that Senator Shirkey's bills have been successfully voted out of his committee and will go before the full Senate. Mr. Tervo stated Alan Bolter, Associate Director at CMHAM, did a great job explaining this.

**Catherine Paavola** – Catherine Paavola stated this will be her last Board meeting. She is dealing with a family matter which has been affecting her health. Mrs. Paavola stated she has enjoyed working with every single Board member and thanked everyone who works with those with a mental illness. Mr. Rozich stated that Mrs. Paavola has made a difference on this Board and it is sad to see her go. Mr. Tervo added that Board appreciates Mrs. Paavola but it is important to take care of ourselves and thanked her for her years of service.

**GLRMHA Update** - Mr. Tervo stated the Great Lakes Rural Mental Health Association (GLRMHA) met on October 21, 2021 and the Executive Committee still does not have a member from the Hiawatha Board. There was an overwhelming response to hold the fall conference at the Baraga Lakeside Inn in Baraga again next year. Everything was great there and the vote was almost unanimous. The committee will still look at three different sites to get an idea of cost, but there is a good chance it will end up in Baraga again. The Executive Committee will meet again in January 2022.

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

**QI Program Report – 4<sup>th</sup> Quarter FY 2021** – Mrs. Fink presented the Quality Improvement Program Report for the 4<sup>th</sup> Quarter of FY 2021.

**Recipient Rights Advisory Committee Report – October 12, 2021** - Mrs. Paavola presented the Recipient Rights Advisory Committee Report from October 12, 2021.

The Board discussed meeting via Zoom videoconference in rural areas and talking to legislators about this.

## **Policies & Procedures**

***Anti-Kickback & Stark Law Policy Revision*** – Cari Raboin stated our *Anti-Kickback & Stark Law* policy was changed in response to NorthCare's change to their policy. The main changes are language

changes. At the December meeting of the CCMHS board, there will be Corporate Compliance training which will cover this topic and the Board will be meeting the new Corporate Compliance Officer.

**Sign-On/Retention Bonus Policy Revision** – Cari Raboin stated there was a small revision to add an eligibility requirement for former employees of CCMHS.

**MOTION:** by Mr. Koskinen, seconded by Mr. Rozich, that the Board approves the revised policies, *Anti-Kickback & Stark Law* and *Sign-On/Retention Bonus*, as presented. Motion carried unanimously.

**CMHAM FY21/22 Membership Dues** – Cari Raboin stated the invoice for the CMHAM FY 21/22 Membership Dues was provided in the Board packets. The membership dues have increased by \$253 from FY 20/21 for a total of \$10,672.

**MOTION:** by Mr. Rozich, seconded by Ms. Carlson-Lynch, that the Board approves the CMHAM FY 21/22 Membership dues in the amount of \$10,672 for FY 21/22, as presented. YES: Bourdeau, Carlson-Lynch, Eckloff, Fink, Johnson, Koskela, Koskinen, Paavola, Rozich, and Tervo.

**Health Insurance Renewal** – Cari Raboin stated every year Management recommends the Agency continue the 80/20 premium share split for health insurance. The board is required to make a decision regarding the premium share prior to a renewal in the health insurance policy.

**MOTION:** by Mrs. Paavola, seconded by Mrs. Fink, that the Board approves the continuation of the 80/20 premium share split for health insurance, as presented. Motion carried unanimously.

### **Cash Investment Allocation**

Susan Serafini stated once a year we provide the cash investment allocation as an informational item to the Board to show where our funds are being invested. It is very restricted as to what we can invest in. This is managed through the Trust Department at Superior National Bank.

### **Updates**

Cari Raboin reviewed position openings and stated there are twenty full-time DCS and approximately ten relief/part-time DCS openings. There are also openings for two ABA Aides, two Outpatient Secretaries, one full-time nurse in Baraga, one part-time nurse in Houghton, an Acute Services Clinician, a maintenance custodian, and a Parent Support Partner. A new Case Manager in Baraga and a Supports Coordinator in Houghton have been recently hired.

Cari Raboin stated our requests for intake appointments continue to increase. There were approximately 30 requests in the past three months and we have already had 33 intake requests for the month of October.

Cari Raboin stated there are currently five individuals on the waiting list.

Cari Raboin stated the Agency has received requests from the Houghton County and Ontonagon County Sheriff's Departments for reimbursement of transportation costs. They had provided us with a list of individuals that they have transported and we have reconciled this list with our documentation as to who we screened and hospitalized. There were some individuals that had to be removed from the list because our Agency did not hospitalize them. Baraga and Keweenaw counties have until the end of this month to submit for reimbursement.

*Mr. Gale Eilola entered the meeting.*

Mr. Tervo thanked Clubhouse Coordinator, Chad Johnson, for inviting the Board to Clubhouse for their meeting and stated it is a very nice building and he should be proud of it. Chad Johnson stated he has received positive feedback from members about the space and thanked the Board for purchasing the building. He added that it is nice to be part of downtown and the activities that happen in town. There are a lot of people who stop in to ask about the Clubhouse and what they do.

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

Susan Serafini reviewed the preliminary report of Revenue & Expenditures by funding source as of September 30, 2021. There continues to be excess revenue across all funding sources and with the Federal emergency due to COVID-19, MDHHS suspended Medicaid closures and deductibles so the Agency has been receiving an increasing in funding as we do not have to use the General Fund for those on spenddowns or those who need to meet their deductibles. Part of the Medicaid balance is \$1,200,000 from last year's savings that the Agency can spend in 2021 and 2022. The Agency has funds available to reimburse the Sheriff's Departments for transports. Susan Serafini reviewed the Balance Sheet as of September 30, 2021. The total cash at the end of September 2021 was \$13,845,819.00 which is an increase of \$1,535,802.07 from August 2021 due to the timing of the Medicaid payments from NorthCare for August and September being received in September. In October there will be a large decrease also due to the timing of payments and having three payrolls and three check runs in October. The total net income of all funds through September 2021 is \$1,002,699 which is an increase of \$44,460 compared to August 2021. The General Fund is reporting net income of \$720,391 at the end of September 2021 which is an increase of \$63,719 from August 2021. All other service funds are looking good. Last month, the Building and Grounds fund had net income of \$52,000 and the Agency was able to get some projects completed which brought the fund balance down. Susan Serafini reviewed the General Fund's Income Statement. The revenues would have a variance of 100% to be right on budget and are running 9.5% under budget. There will be funds for a One-Time Pay Adjustment and savings to spend next year. Expenditures are under budget by 13%.

**MOTION:** by Mr. Koskela, seconded by Mr. Eckloff, that the Board approves the Finance Director's Report for September, 2021, as presented. Motion carried unanimously.

### **Anderson, Tackman, & Co., PLC Audit Proposal – 2021, 2022, & 2023**

Susan Serafini presented the audit proposal from Anderson, Tackman, & Co., PLC for the years ended September 30, 2021, 2022, and 2023 and recommended Board approval to continue to work with Anderson, Tackman, & Co., PLC for the next three years.

**MOTION:** by Mr. Rozich, seconded by Mrs. Paavola, that the Board approves the audit proposal from Anderson, Tackman, & Co., PLC for the years ended September 30, 2021, 2022, and 2023, as presented. Motion carried unanimously.

### **Personnel Committee Meeting Report – October 27, 2021**

Mr. Rozich stated the Personnel Committee met tonight to review a proposed salary schedule adjustment and a health insurance update. The salary schedule adjustment will increase Team Leader's pay scale by \$2.35 per hour, combine staff levels L4, L7, L8, and L9 to a level called L8 with an increase to their pay scale of \$2.35 per hour, increase the pay scale of staff on level L6 by \$1.50 per hour, retroactive to October 3, 2021 for a total cost increase of \$92,242.90 once the Agency has received the letter from MDHHS approving the \$2.35 per hour increase for DCS. The committee recommends to the full Board the approval of the proposed salary schedule adjustment.

**MOTION:** by Mr. Koskela, seconded by Ms. Carlson-Lynch, that the Board accepts the Personnel Committee's recommendation to approve the proposed salary schedule adjustment which will increase Team Leader's pay scale by \$2.35 per hour, combine staff levels L4, L7, L8, and L9 to a level called L8 with an increase to their pay scale of \$2.35 per hour, increase the pay scale of staff on level L6 by \$1.50 per hour, retroactive to October 3, 2021 for a total cost increase of \$92,242.90 once the Agency has received the letter from MDHHS approving the \$2.35 per hour increase for DCS, as presented. Motion carried unanimously.

### **Building & Grounds Committee Meeting Report – October 27, 2021**

Mr. Koskela stated the Building and Grounds Committee met tonight to review the replacement of the elevator at the Rice Memorial Center for a total cost of \$96,500 and to decommission the elevator at the 200 Quincy Street building in Hancock for a total cost of \$9,294. The committee recommends to the full Board the approval of the elevator replacement at the Rice Memorial Center and the decommission of the elevator at the 200 Quincy Street building in Hancock.

**MOTION:** by Mr. Koskinen, seconded by Mr. Koskela, that the Board accepts the Building and Grounds Committee's recommendation to approve the elevator replacement at the Rice Memorial Center for a total cost of \$96,500 and the decommission of the elevator at the 200 Quincy Street building in Hancock for a total cost of \$9,294, as presented. Motion carried unanimously.

### **Finance Committee Meeting Minutes – September 29, 2021**

**MOTION:** by Mr. Rozich, seconded by Dr. Johnson, that the Minutes of the September 29, 2021 Finance Committee meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Old / New Business**

Mr. Rozich stated the Board has voted affirmatively of the salary schedule changes because in history, Management has not been wrong and he thanks staff for keeping things in order and in sound condition.

Mr. Rozich reminded the Board that there is no November meeting and the next meeting of the Copper Country Community Mental Health Services Board will be December, 8, 2021.

**Adjournment**

**MOTION:** by Mr. Koskela that the meeting adjourn. The meeting was declared adjourned by Chairperson Tervo at 6:13 PM.

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James Tervo, Board Chairperson

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Michael Koskinen, Board Secretary

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