

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, January 19, 2022 5:00 PM

CCMHS Institute
900 W. Sharon Avenue
Houghton, MI 49931

MINUTES

CALL TO ORDER: The meeting was called to order at 5:08 PM.

PRESENT: Richard Bourdeau, Katherine Carlson-Lynch, Richard Herrala, Mike Koskinen, Pat Rozich, and James Tervo.

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

ABSENT: Randy Eckloff, Gale Eilola, Julie Farmer, Barry Fink, Dr. Kathleen Johnson, and Albert Koskela.

Those in attendance stood for the Pledge of Allegiance.

Approval of Agenda

MOTION: by Mr. Koskinen, seconded by Ms. Carlson-Lynch, that the agenda be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Approval of Minutes of December 8, 2021 Meeting Minutes

MOTION: by Mr. Koskinen, seconded by Ms. Carlson-Lynch, that the Minutes of the December 8, 2021 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for November 2021

MOTION: by Mr. Rozich, seconded by Mr. Bourdeau, that checks numbered 64067 to 64292 in the amount of \$1,457,131.13 and Combined Cash Investments Report for November 30, 2021 totaling \$12,843,684.29 are accepted and placed on file. YES: Bourdeau, Carlson-Lynch, Herrala, Koskinen, 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.

CMHA 2022 Virtual Annual Winter Conference – Mr. Tervo stated the Community Mental Health Association (CMHA) 2022 Virtual Annual Winter Conference is being held virtually and if any Board members are interested in attending, they should contact Angela Cline.

Mr. Tervo stated the Great Lakes Rural Mental Health Association Executive Committee had a meeting last Thursday and it was determined that this year's conference will be held again at the Baraga Lakeside Inn, September 11th – 13th, 2022. Angela Cline is sending out *save the date* letters to all sponsors, presenters, and legislators so everyone is aware of the date and location. The Executive Committee is working on putting together a panel to talk about substance use and human trafficking. Mr. Tervo asked if anyone has any ideas about how to put the panel together, he would be interested. The Executive Committee will be meeting again at the end of February. Mr. Rozich asked if there will be someone from the SUD Board presenting because he would like to hear the numbers on recidivism, etc.

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

Quality Improvement Program Report – 1st Quarter FY 2022 – This item has been tabled as there were no representatives from the Quality Improvement Committee available to report on the item.

FY 2021 Annual Report – Mike Bach presented the FY 2021 Annual Report and stated each year the Annual Report is sent out to the Board, schools, and other agencies we work with in the community.

FY 2020 Customer Satisfaction Survey Report – Mike Bach presented the FY 2021 Customer Satisfaction Survey Report and reported that the overall customer satisfaction rate for FY 2021 was 91%.

Recipient Rights Advisory Committee Member Re-Appointments – Mr. Tervo stated two members are being appointed to the Recipient Rights Advisory Committee, Lieutenant Nick Roberts and Julie Farmer, and five members are being reappointed to the Recipient Rights Advisory Committee, Katherine Carlson-Lynch, Zach Edgerton, Robert Farmer, Joe LeVeque, and Douglas Lindberg. All members are being appointed to the committee for a two-year term.

MOTION: by Mr. Rozich, seconded by Mr. Koskinen, that the Board approves the appointment of Recipient Rights Advisory Committee members, Lieutenant Nick Roberts and Julie Farmer, and the reappointment of Recipient Rights Advisory Committee members, Katherine Carlson-Lynch, Zach Edgerton, Robert Farmer, Joe LeVeque, and Douglas Lindberg to the committee for a two-year term, as presented. Motion carried unanimously.

Recipient Rights Advisory Committee Meeting Report – This item has been tabled as the Recipient Rights Advisory Committee has not met.

Recipient Rights Annual Report 2021 – This item has been tabled as the Recipient Rights Advisory Committee has not met to review the report.

CMHA Special Assessment Request – Cari Raboin stated the CMHA Special Assessment Request was an item on the December Board meeting agenda. Mr. Tervo stated if the Agency has funds available and this is something we can do to promote the legal system, then he is in favor of this. Cari Raboin stated the CMHA is asking for a percentage of the Agency's total budget or the amount of our dues which were \$10,672 this past year.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board approves to fund the CMHA Special Assessment with \$5,000, as presented. Motion carried unanimously.

Board Member Per Diem/Stipend - Cari Raboin stated there is essentially no difference between a per diem and a stipend. She had asked Mr. Koskela for information about another Board paying a stipend but she has not received that information yet. The Agency is unable to pay more than the highest paying advisory committee within our four counties and the highest amount is currently \$30.

Updates – Cari Raboin reported on current position openings and stated there are openings for fifteen full-time and ten part-time/relief Direct Care Staff, a Case Manager in Baraga, a nurse in Baraga, a Human Resources Aide, two ABA aides, and one mental health clinician. An offer was made to a nurse for Baraga.

Cari Raboin stated the Agency is purchasing ten portable air purifiers which will cost approximately \$80,000. However, NorthCare will reimburse the Agency because they have received a federal grant. The air purifiers will be for the nine group homes and Clubhouse.

Mike Bach stated State Representative, Greg Markkanen, called and stated Representative, Mary Whiteford, would like to allocate money to help with some of the issues that come with psychiatric hospitalizations such as, law enforcement being required to stay at the hospital until a bed is found and with transportation to those hospitals. She would like to provide a two bed crisis unit but the hospitals would have to want a psychiatric unit, have to become licensed by MDHHS, and meet all the required qualifications and standards which local hospitals have not expressed an interest in. Mike Bach stated Mr. Markkanen asked him for some ideas for the money and he suggested using the money to find a child psychiatrist. He also suggested hiring someone to sit with the individual at the hospital and using the funds for transportation to the psychiatric hospital, to relieve law enforcement. Mr. Markkanen liked the idea and stated Senator McBroom has already started something similar to this.

Cari Raboin presented a COVID-19 update and stated the virus is running high in our area and the Agency is aware of a total of nine consumer deaths, one of which was a group home resident. There have been 24 staff that have tested positive for COVID-19 since January 1, 2022. The Agency continues to test group home staff, who are not fully vaccinated, twice a week as well as all staff who have symptoms, have had an exposure, who travelled outside of Michigan, or who just want the test. Cari Raboin stated the Agency has a lot of rapid tests so we are going to offer rapid testing to any staff who want it voluntarily, without symptoms, once a week. Group home staff continue to wear masks as well as office staff when around others. The Agency is also encouraging those who can work from home to do so if they are able to. Clubhouse has been closed for one week due to staff illness. Ms. Carlson-Lynch asked if staff have to wear the N95 masks and Cari Raboin replied that group home staff can wear them as well as face shields when they are working closely with residents.

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 November 30, 2021 and stated Anderson, Tackman, & Co., PLC are onsite this week and next week to complete the financial and compliance audit for CCMHS. There is a surplus in Medicaid and Healthy Michigan. This is prior to our cost settlement with NorthCare in the spring and the Agency has savings from 2021 to use in FY 2022. The General Fund received another planned increase of \$116,000. Local funds are running a

deficit mainly due to State Facility individuals. There has been another individual admitted to the Center for Forensic Psychiatry for a total of three individuals placed at this facility. The budgeted State Facility cost is \$290,000 and the Agency has received \$225,000 from the four counties that help towards that cost. If the Agency does receive a performance payment, the funds are considered Local dollars as well as any contributions from the Rice Memorial Clinic Foundation. The Rice Memorial Clinic Foundation has recently contributed over \$92,000 to put towards the elevator and elevator car replacement at the Rice Memorial Center. Susan Serafini reviewed the Balance Sheet as of November 30, 2021. The total cash at the end of November 2021 was \$12,843,684.29, which is an increase of \$266,200.92 compared to October 2021. The total net income of all funds through November 2021 is \$140,817, compared to October 2021 of \$65,646. The General Fund is reporting net income of \$88,887 which is an increase of \$53,777 compared to the end of October 2021. The Institute is showing a loss of \$8,709 and she will be working with the Institute to reassess the needs mainly in the area of training. Susan Serafini reviewed the General Fund's Income Statement. The revenues would have a variance of 16.66% to be right on budget and are slightly over budget. Expenditures are ¼% under budget. State and Inpatient Facilities continue to trend high. Susan Serafini stated she will have a draft of the final audit report in early February. There will be approximately \$2.6 million in excess Medicaid and Healthy Michigan funds from 2021 that will be cost settled with NorthCare with most of those funds likely returning to the Agency this year. There is approximately \$44,000 in General Fund carry forward to spend in the current year. The Board thanked Susan for her report.

MOTION: by Mr. Koskinen, seconded by Mr. Bourdeau, that the Board approves the Finance Director's Report for November 2021, as presented. Motion carried unanimously.

Building & Grounds Committee Meeting Report – January 19, 2022

Mr. Koskinen presented the Building and Grounds Committee meeting report and stated the committee reviewed a list of FY 2022 maintenance projects for group homes and office buildings. The total estimate of all maintenance projects for the group homes is \$261,000 and the total estimate of all maintenance projects for the office buildings is \$200,000. Mr. Koskinen stated the Building and Grounds committee recommend to the full Board to approve the FY 2022 maintenance projects.

MOTION: by Mr. Koskinen, seconded by Mr. Bourdeau, that the Board accepts the recommendation of the Building and Grounds committee to approve the FY 2022 maintenance projects for group homes and office buildings, as presented. Motion carried unanimously.

Executive Committee Meeting Report – January 19, 2022: Mr. Tervo, Committee Chairperson, presented the Executive Committee meeting report and stated the Executive Committee met to discuss the agenda item, *One-Time Pay Adjustment FY 2021*. Excess funds are available and

Management has proposed using those funds to provide a one-time pay adjustment to all staff working at the time of the payout, both union and non-union, following the Anderson, Tackman, & Co., PLC financial audit and closing. There are a total of 203 employees that will receive the pay adjustment. The percentage given to 123 union employees is 25% and to 86 non-union employees is 20%. Mr. Tervo stated the Executive Committee recommends to the full Board the approval of the One-Time Pay Adjustment for FY 2021.

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MOTION: by Mr. Herrala, seconded by Mr. Rozich, that the Board accepts the recommendation of the Executive Committee to approve a One-Time Pay Adjustment for FY 2021 to all Agency staff working at the time of the payout, both union and non-union, following the Anderson, Tackman, & Co., PLC financial audit and closing, as presented. Motion carried unanimously.

Mr. Tervo stated the second agenda item was to review a new policy, *COVID-19 Vaccination, Testing, and Face Covering*, but this policy was withdrawn for consideration by Management.

Personnel Committee Meeting Minutes – December 8, 2021

MOTION: by Mr. Rozich, seconded by Mr. Bourdeau, that the Board approves the Minutes of the December 8, 2021 Personnel Committee meeting, as presented. Motion carried unanimously.

Old / New Business

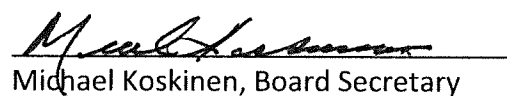
There was no old or new business to note.

Adjournment

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the meeting adjourn. The meeting adjourned at 6:02 PM.

Submitted by,


James Tervo, Board Chairperson


Michael Koskinen, Board Secretary