

COPPER COUNTRY MENTAL HEALTH SERVICES BOARD

Wednesday, November 2, 2016 6:00 PM

Rice Memorial Center, Boardroom

901 W. Memorial Drive

Houghton, MI 49931

MINUTES

CALL TO ORDER: The meeting was called to order at 5:58 PM.

ROLL CALL: Richard Bourdeau, Randy Eckloff, Carol Evers, James Fyfe, Richard Herrala, Dr. Kathleen Johnson, Albert Koskela, Mike Koskinen, Pat Rozich and James Tervo.

ABSENT: Zach Edgerton and Barry Fink.

OTHERS: Vicki Mikkola, Cari Raboin, Susan Serafini, Dawn Stromer and Angela Cline.

Approval of Agenda

MOTION: by Mr. Koskela, seconded by Mr. Fyfe, that the Agenda be approved as presented without any additions or deletions. Motion carried unanimously.

Minutes of September 28, 2016 Meeting

MOTION: by Mr. Koskela, seconded by Mr. Fyfe, that the Minutes of the September 28, 2016 meeting be approved as presented. Motion carried unanimously.

Treasurer's Report for September 30, 2016

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that checks numbered 47401 to 47688 for a total of \$1,277,531.23 and Combined Cash Investments Report for September 30, 2016 totaling \$8,882,522.82 is accepted and placed on file. YES: Bourdeau, Eckloff, Evers, Fyfe, Herrala, Johnson, Koskela, Koskinen, Rozich and Tervo. Motion carried unanimously.

Comments from the Public

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

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

MACMHB Fall Conference – October 24th & 25th, 2016 – Mr. Rozich stated the MACMHB Fall Conference went well and the plenary sessions were good including presentations from the politicians and the presentation from the director of MDHHS was interesting. Two of the programs stuck out from the others, which were from Saginaw County regarding analyzing your operation by using data and the other regarding the Flint water situation. The MACMHB Director had talked about using social

media for various Board activities such as sending automated text messages or “tweets” using Twitter or Hootsuite, and one CMH changed their bylaws to allow for electronic voting from their Board. Mr. Tervo added that he attended the last plenary session by speaker David Pitonyak regarding the “importance for belonging” which was very good as well as the entire conference.

NorthCare Governing Board Meeting – October 12, 2016 – Mr. Rozich stated the NorthCare Governing Board met on October 12, 2016. As usual, Mr. Slavin’s report is in the board packet and provides a comprehensive summary of NorthCare activities. Mr. Rozich stated a posting for Mr. Slavin’s job is starting to be developed and the posting will be done before the end of November.

Mr. Tervo stated the next Great Lakes Rural Mental Health Association meeting will be on November 9, 2016.

Director’s Report: Vicki Mikkola, Executive Director, presented the Director’s Report.

Wellness Committee Update – Vicki Mikkola introduced Beki Asti, FNP, to present and update on the Wellness Committee. Beki Asti, FNP stated it has been about four months since she last spoke with the Board. The five-week challenge went well and there were 33 participants. There was a five-way tie and a tie-breaker was thrown in to determine a winner. The feedback from the participants was good, with a few bumps and lessons learned. People had difficulty with the app to track the challenge and some thought things were not fair due to work schedules, etc. The goal was to get people to make healthy changes but it turned into a bit of a competition as the prizes were really good. First place was eight hours of leave time and a \$50 gas card, second place was a \$100 gas card and third place was a \$50 gas card. Beki Asti, FNP reviewed some statistics from the challenge that were obtained through surveys and questionnaires from those who competed. Twenty-six participants had a body mass index indicating being overweight or obese, there was an average of a four-pound weight loss during the five weeks, and 44% of the individuals said at the end of the challenge they considered themselves to be doing 90% of the activities. Josh Drew, Finlandia University’s Fitness Director, who ran and led the five-week challenge, is willing to do another challenge with some changes. Beki Asti, FNP stated we hosted a mindfulness class with Kim Menzel at the Institute and there were 13 or 14 participants. The participants loved the class but it was held at the end of the day and during the summer and others did not like participating on the floor with yoga mats and pillows, so Kim Menzel said she could hold a class at a desk, talk more about mindfulness, hold the class during a lunch hour and in a more formal setting to meet more people at their comfort level. Beki Asti, FNP stated Joe Freed, RN is still assisting scheduling massages for staff which are going very well. We paired up with Blue Cross Blue Shield for a smoking cessation class. Two staff are interested but both want to quit together and one is not quite ready to do so, so they are waiting to begin the class. This is still an item on the Wellness Committee agenda and hope to get others to participate. The Committee just started talking about the next health challenge and what they want to do and how to do it. Sleep was a problem category in the last challenge and may eliminate that category. There was good feedback from individuals who said they were pressing themselves to drink more water and someone mentioned doing acts of kindness for additional points as well. The Committee is hoping to schedule another health challenge after the first of the year, starting mid-January, depending on Josh Drew’s schedule. The Committee is also looking at offering an exercise class as well. Fruit of the Month was an idea to have fruit available for employees once a month to get more fruit into their diets. Angie Cline has been getting the fruit out

by purchasing baskets and a different fruit each month. In October, apples were given out and today, for November, was pears. We will also talk to Econo Foods about possibly giving us a discount. Beki Asti, FNP stated she and the Wellness Committee are open to ideas. Mr. Tervo suggested possibly getting the speaker from the MACMHB Fall Conference who spoke about the "importance for belonging" and added that the smoking cessation class is wonderful. The Board thanked Beki Asti, FNP for her hard work on the Committee and her presentation.

MRS Cash Match Agreement – Vicki Mikkola reviewed the Michigan Rehabilitation Services (MRS) 2017 Interagency Cash Transfer Agreement and stated this is an arrangement we've had with MRS since 1996 to develop and deliver vocational rehabilitation services to those persons who have physical and/or mental impairments that constitute a substantial impediment to employment. The Agency provides a 27% local match contribution amounting to \$8,000 and MRS provides \$21,629 for a total funding of \$29,629.

MOTION: by Mr. Tervo, seconded by Mr. Fyfe, that the Board approves the Cash Match Agreement with Michigan Rehabilitation Services (MRS), as presented. Motion carried unanimously.

Contract Revisions – Vicki Mikkola reviewed revised contract renewals for FY 2017 for Goodwill Industries, Ontonagon County Public Transit and Ontonagon County Board of Commissioners. The contracts listed are the continuation of existing agreements to provide services to Consumers who are the responsibility of the Board.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board approves the revised contract renewals for FY 2017, as presented. Motion carried unanimously.

Affinity Group Meeting – November 10, 2016 – Vicki Mikkola stated she wanted the Board to be aware of the meeting as there is no group for the Board. A group meeting for providers was held at the MACMHB Fall Conference, which she attended, and a number of meetings have been held for Consumers, guardians and families. A meeting will be held at the Rice Center on November 10, 2016 and we are trying to get as many participants to attend as possible and will provide transportation for Consumers. Mr. Fyfe asked what cost there would be to get a notice to everyone. Vicki Mikkola responded that the Community Supports Program (CSP) is delivering a notice to Consumers during their med run and are being mailed to guardians. There are questionnaires for Consumers and providers and a copy was provided to the Board members in their board packet. There is also a way for people to input online.

Other Updates – Mr. Rozich stated the MACMHB has a "Go to Bat" award and we should talk to the Rice Foundation Board members about nominations. Mr. Rozich commented that the Drop-In Center has been painted and it looks very nice.

Vicki Mikkola stated she contacted Trooper Djerf of the State Police regarding active shooter training and has been trying to do so for the last couple of years. Trooper Djerf will come next week to first do a walk-through of the Rice Center and give pointers about how to improve security. Mr. Fyfe stated Ontonagon County has hired Bill Witt for active shooter training in the Ontonagon area. Vicki Mikkola added that Trooper Djerf said training can be offered in both Ontonagon and Baraga.

Vicki Mikkola stated there are trainings happening in Marquette next week for emergency disaster preparedness and threat de-escalation through the Region 8 Healthcare Coalition for staff who go into homes. Vicki Mikkola stated she will also be attending and about 14 staff total are registered.

Vicki Mikkola stated she and Cari Raboin attended their last meeting with the local hospitals, at Baraga County Memorial Hospital, to let them know we will no longer be providing pre-admission screenings for those without Medicaid, Healthy Michigan or are indigent as of March 1, 2017. UP Health System – Portage still has not contacted us for training arrangements but the other smaller hospitals are starting to work towards doing the pre-screenings themselves.

Mr. Koskela asked if CCMH has a lockdown procedure. Vicki Mikkola responded that in her years here at CCMH, a lockdown was done once for a disgruntled employee and the decision to do so was made by herself and Rick Isaacson, but there is no written policy. Mr. Tervo stated when MDHHS did their active shooter training, they did not do a walk through first, which is a good idea as staff were giving management a lot of “what if” scenarios.

Finance Director’s Report for September, 2016: Susan Serafini, Finance Director, presented the Finance Director’s Report for September, 2016.

Susan Serafini reviewed the preliminary Revenue & Expenditures by funding source as of September 30, 2016. At the end of September, 2016 we continue to have unspent dollars in Medicaid of \$1,209,296.53 and in Healthy Michigan of \$458,564.68. Compared to the end of August, 2016 we were able to use more Medicaid and Healthy Michigan dollars. There was a significant improvement in the General Fund due to trading general fund dollars for extra Medicaid dollars with Pathways and working with MDHHS to resolve some Medicaid eligibility issues. These numbers do not include a one-time pay adjustment and the funds available are subject to an audit and would then be brought to the Board for approval of the one-time pay adjustment in January. We will still be sending dollars back to NorthCare and have some savings for the current year as well. Susan Serafini reviewed the Balance Sheet as of September 30, 2016. The total cash as of September 30, 2016 is \$8,882,522.82 compared to \$8,932,981.36 in August, 2016. This is mainly due to cash going out for the work on the parking lots. The total net income of all funds through September, 2016 is \$29,006 compared to a loss of \$31,325 at the end of August, 2016 due to being able to utilize Medicaid and Healthy Michigan dollars. The General Fund’s Income Statement reports a gain of \$24,149 at the end of September, 2016 compared to a loss of \$121,648 at the end of August, 2016 due to working with Pathways to trade excess Medicaid dollars for General Fund dollars. The Building and Grounds fund is still carrying a net income of \$10,871 and should finish close to \$0 by the end of the year. The Institute had a number of building projects finished at the end of September, 2016 and a fund balance of \$57,040 may be used for these projects. The General Fund’s Income Statement revenues are 3.5% under budget and expenditures are 4.25% under budget. There have not been any entries done for a one-time pay adjustment. Susan Serafini stated Anderson, Tackman & Company, PLC will be here next week for a field audit and back in January, 2017 to complete the audit.

Executive Committee Meeting and Minutes – October 11, 2016: Pat Rozich, Executive Committee Chairperson, presented the Executive Committee Meeting and Minutes for October 11, 2016.

Mr. Rozich stated the Executive Committee met on Tuesday, October 11, 2016 to discuss the Union negotiations and contract. The negotiations went to the point of mediation and a tentative agreement was reached on September 29, 2016. Mr. Rozich stated the Executive Committee is recommending to the full Board to accept the Union contract.

MOTION: by Mr. Koskela, seconded by Mr. Herrala, that the Board accepts the Union contract, as presented. Motion carried unanimously.

Personnel Committee Report – November 2, 2016: Pat Rozich, Personnel Committee Chairperson, presented the Personnel Committee Report for November 2, 2016.

Mr. Rozich stated the Personnel Committee met on Wednesday, November 2, 2016 to discuss the FLSA Overtime Rule, the Overtime policy, the Fair Labor Standards Act policy and are recommending Board approval of both policies.

MOTION: by Mr. Koskinen, seconded by Mr. Fyfe, that the Board approves the Overtime and Fair Labor Standards Act policies, as presented. Motion carried unanimously.

Mr. Rozich stated the Personnel Committee reviewed an adjustment to the salary schedule for the L-8 (H) position and are recommending Board approval.

MOTION: by Mr. Fyfe, seconded by Mr. Koskela, that the Board approves the adjustment to the salary schedule for the L-8 (H) position, as presented. Motion carried unanimously.

Old / New Business

Mr. Tervo commented that the Shooting Star newsletter from the Northern Lights Clubhouse is "awesome". Vicki Mikkola reminded Board members that the next meeting of the Copper Country Mental Health Services Board is scheduled for Wednesday, December 14, 2016, due to the holidays at the end of the month.


Adjournment

MOTION: by Mr. Koskela, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 7:07 PM.

Submitted by,



Pat Rozich, Board Chairperson



Michael Koskinen, Board Secretary