

COPPER COUNTRY MENTAL HEALTH SERVICES BOARD

Wednesday, March 29, 2017 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 5:57 PM.

ROLL CALL: Pat Rozich, Mike Koskinen, Dr. Kathleen Johnson, Richard Herrala, Richard Bourdeau, Zach Edgerton, Carol Evers, Sandra Gayk, Barry Fink and James Tervo.

ABSENT: James Fyfe and Tom Tikkanen.

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

Approval of Agenda

MOTION: by Mr. Tervo, seconded by Mr. Bourdeau, that the Agenda be approved as presented.
Motion carried unanimously.

Approval of Minutes of January 25, 2017 Meeting

MOTION: by Mr. Koskinen, seconded by Mrs. Gayk, that the minutes of the January 25, 2017 meeting be approved as presented. Motion carried unanimously.

Treasurer's Report for January & February, 2017

MOTION: by Mrs. Fink, seconded by Mr. Bourdeau, that checks numbered 48631 to 48873 for a total of \$1,130,910.09 and Combined Cash Investments Report for January 31, 2017 totaling \$8,785,398.74 and that checks numbered 48874 to 49145 for a total of \$1,893,201.78 and Combined Cash Investments Report for February 28, 2017 totaling \$8,160,186.44 is accepted and placed on file. YES: Bourdeau, Edgerton, Evers, Fink, Gayk, Herrala, Johnson, Koskinen, Rozich and Tervo. Motion carried unanimously.

Comments from the Public

There was no public present and therefore no comments were noted.

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

Nominating Committee – Mr. Rozich stated the members of the Nominating Committee are Mr. Herrala, Mrs. Fink and Mrs. Evers. Board Members were encouraged to contact the Nominating Committee with any nominations or concerns.

NorthCare Governing Board Meeting – February 15, 2017 – Mr. Rozich stated the NorthCare Governing Board is getting along quite well. Applications for the replacement of NorthCare CEO, Bill Slavin are becoming problematic as Mr. Slavin held many certifications and it has been difficult to fill the position with one applicant who may not hold all those same certifications. NorthCare will either breakdown Mr. Slavin's duties or continue to try to find someone to fit the position. Mr. Slavin will stay with NorthCare until a replacement is found. Mr. Rozich stated he is pleased with how NorthCare is functioning as a Board and how well CMH Directors are getting along with NorthCare.

Executive Director Performance Evaluation – The Executive Director Performance Evaluation forms were distributed to the Board members and Mr. Rozich asked the Board members to complete the form and return it back to him in the self-addressed, stamped envelope provided, within 2-3 weeks.

NorthCare Governing Board Delegates – Mr. Rozich stated each CMH Board appoints their NorthCare Governing Board delegates at different times and had already spoken to current delegates, Mr. Koskinen and Mr. Tervo, about staying on as a delegate and both agreed. Mr. Rozich confirmed he will reappoint Mr. Koskinen, Mr. Tervo and himself to the NorthCare Governing Board.

2017 GLRMHA Officer Nominations – Mr. Tervo stated he is currently the President of the Great Lakes Rural Mental Health Association, which is comprised of five CMH Boards. Mr. Tervo stated if the Boards wish to nominate him for another year as President, he is willing to do so. The GLRMHA is holding an Executive Board meeting on March 30, 2017, via phone, to talk about sponsors, presenters and activities for the Fall Conference being held September 10-12, 2017. Mr. Tervo stated the Fall Conference has been very good for the last several years.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board nominates Mr. Tervo as President of the Great Lakes Rural Mental Health Association. Motion carried unanimously.

CMH PAC Annual Campaign – Mr. Rozich encouraged Board member participation in the 2017 CMH PAC Annual Campaign by making a donation to help support candidates who are supportive of the efforts at MACMHB. Mr. Rozich stated we have until May, 2017 to donate.

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

Annual Review of Mission Statement – Vicki Mikkola stated the Mission Statement is reviewed each year by the Board and she is requesting formal approval. Mrs. Fink asked, now that we are only able to serve those with Medicaid and Healthy Michigan, if that should that be reflected in the Mission Statement. The Board discussed the waiting list, insurance and the cutting of non-Medicaid money. Mr. Rozich stated he would like Management to discuss the idea of adding the information regarding serving only those with Medicaid or Healthy Michigan to the Mission Statement and the Board can approve the current Mission Statement now and amend it later.

MOTION: by Mr. Herrala, seconded by Mrs. Evers, that the Board approves the Copper Country Mental Health Services Board Mission statement as presented, with Management team review and possible future recommendation to amend. Motion carried unanimously.

Policy Revisions – Waiting List & Coordination, Communication, Consent to Share Information – Vicki Mikkola reviewed the Waiting List policy with revisions and stated those revisions would change our procedure. Individuals without Medicaid or Healthy Michigan are placed on the waiting list and now those same individuals would get an appointment through NorthCare for a face to face intake appointment with a clinician. We are recommending doing a phone screen instead to get the same information from these individuals, eliminating the need to come in or cancel the appointment.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board approves the Waiting List policy revision, as presented. Motion carried unanimously.

Vicki Mikkola reviewed the Coordination, Communication, Consent to Share Information policy with revisions regarding how we need to coordinate with other providers and how we are required to use a standard consent form required by the Department of Health and Human Services. The form allows a person to authorize the release of information to multiple providers for behavioral health. The policy describes in detail how our staff are to use that form.

MOTION: by Mr. Tervo, seconded by Mr. Herrala, that the Board approves the Coordination, Communication, Consent to Share Information policy revision, as presented. Motion carried unanimously.

Community Needs Assessment – Cari Raboin stated each year we are required to do an annual submission to the Michigan Department of Health and Human Services as part of our contract with them. Various pieces of information must be submitted and every two years a needs assessment survey has to be done. The State gives us questions to ask and we can also add our own questions. A question regarding integrated care was added to our survey. The survey was sent to 181 stakeholders, including judges, police officers, schools, counselors, Primary Care Physicians, MDHHS, private mental health providers, substance abuse providers, Dial HELP, Phoenix House, the public Health Department, etc. The survey is also placed in our waiting rooms for Consumers to answer and is sent out with some of our satisfaction surveys. The rate of return of the mailed survey was 25%. Graphs show how people responded and shows responses in 2014 compared to responses in 2016. Access to mental health services and psychiatric services were the top concern, because they are so limited in our area. Cari Raboin stated the report is also accessible on our website. Mr. Rozich stated he appreciates this report from CCMH staff and Mr. Tervo stated he really likes this report and is able to share it with his staff at DHHS.

2017 Contracts – Vicki Mikkola reviewed FY 2017 Contracts and stated there is one new contract with Wedgewood Christian Services, which will be temporary. A child was placed there when he was removed from his home by DHHS and is now turning 18 and we will be responsible for him in May on the day he turns 18. The plan is for him to move into Stepping Stone as soon as another young Consumer moves out. The second grouping of contracts is for two Acute Services Specialist contract workers to help with on-call after hours. The last contract is a contract renewal and because of the new rules from MDHHS, we can no longer pay a standard rate for a contract person at a group home, such as Westside. We must calculate a rate by the minute for each individual, based on the services they will be receiving. The rate we are using is \$12 per hour for direct service. For general supervision, we will take the \$12 per hour rate and divide it by the number of people in the home that day.

Previous to this, we owned all the beds at Westside, paid a lesser amount if the bed was empty and could have placed anyone we wanted there, but we can no longer do that. The "New Levels" chart indicates the rates for the four individuals that resided at Westside at the time the contract was negotiated. There are a few individuals that will reside there more permanently. Vicki Mikkola asked for approval to pay Westside the \$12 per hour rate for direct services, per person and a pro-rated amount based on the \$12 per hour rate for overall supervision, up to six people.

MOTION: by Mr. Tervo, seconded by Mr. Herrala, that the Board approves the Contract Additions and one Contract Renewal – FY 2017 for Wedgwood Christian Services to provide Psychiatric Evaluation and Management and DD/CI Residential treatment, Acute Services Specialists, Kimberly Hendrickson and Jamie Rheault to provide on-call after hours services, and Westside Home, Inc. to provide room, board, supervision and specialized residential services, as presented. Motion carried unanimously.

QI Program Report for 1st Quarter of FY 2017 – The Board reviewed the Quality Improvement Program Report for the 1st Quarter of FY 2017. Mrs. Evers reviewed the Behavioral Treatment 6-Month Summary Report and stated there were three Consumers with Behavioral Treatment plans and all involved psychotropic medications. The committee had received clarification as to who is able to receive this type of medication and were informed that the individual must have a treatment plan. Regarding Community Education, there are Mental Health First Aid trainings planned including youth, public safety and adult trainings this year. When new Consumers attend their first assessment appointment, we take 20% of those individuals and send them a satisfaction survey. There were a total of five grievances regarding quality of care, financial concern and a customer services suggestion. There were concerns regarding the number of falls reported from Incident Reports, as there were 47 falls reported in one quarter. Mrs. Evers stated Tracy Jaehnig review the definitions of critical, risk and sentinel events and handed out a copy of NorthCare's policy about these types of events.

Annual Report – Cari Raboin reviewed Copper Country Mental Health Services Annual Report FY 2016. We follow the standard format as in previous years and the report includes a letter from the Board Chairperson, Fiscal Profile, Information about the Consumers we serve, Consumer Satisfaction Survey Data, Agency Highlights, Anger Management Groups, "Did you Know" section about CCMH and Michigan's CMH System, Wraparound Program, Community Mental Health Careers Scholarships, Institute Highlights, CCMHS Programs and Services information and our Code of Ethics.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board accepts the Copper Country Mental Health Services Annual Report FY 2016, as presented. Motion carried unanimously.

Updates – Vicki Mikkola presented the Board with a list of all the comments from the Consumer Satisfaction Surveys.

Vicki Mikkola stated there has been a lot of activity around the American Health Care Act at the Federal Level, which was pulled from the House floor without a vote. We will wait to see what the new Administration will do with Medicaid.

Vicki Mikkola stated the Governor's Proposed Budget is out and it looks like a slight decrease for Medicaid mental health services in FY 2018 from FY 2017 and a slight increase statewide for substance

abuse. However, because of re-basing formulas we have been told that the U.P. will see a significant decrease in substance abuse funds.

Vicki Mikkola stated other action at the State Level is about the Section 298 process. The final report went to legislature on March 15, 2017 and a copy of this report was provided to the Board Members.

Vicki Mikkola stated she handed out a copy of *Commentary on Section 298 Processes & Reports* that was put together by advocacy groups and summarizes what has happened. The Health Plans were complaining that they did not have enough of a chance to make proposals and that the voices of the Consumers were too many and too loud, so MACMHB is keeping a close eye on what they are doing with 298.

Additional handouts were also distributed to the Board for their review including informational items from MACMHB regarding budget priorities and a report from the Healthcare Research and Innovation Center on integration efforts.

Vehicle Bids – Susan Serafini presented Vehicle Bid results from Northern Auto, Copper Country Ford and Big Valley. Currently we have 39 vehicles and are trying to replace a quarter of the fleet each year. The bids are for five front-wheel drive minivans, three all-wheel drive midsize SUV's, one full size van with sport top and lift, one ¾ ton pickup truck with a plow and one 15 passenger full size van. Susan Serafini recommended to the Board to accept the low bid for all vehicles. Northern Auto presented low bids for all five front-wheel drive minivans, Copper Country Ford presented low bids for one all-wheel drive SUV, both full size vans and the ¾ ton pickup truck with plow, and Big Valley Ford presented low bids for the remaining two all-wheel drive SUV's.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board accepts the low bids for all vehicles to be purchased, as presented. Motion carried unanimously.

Finance Director's Report: Susan Serafini, Finance Director, presented the Finance Director's Report for January 31, 2017 and February, 28, 2017.

Susan Serafini reviewed Revenue & Expenditures by funding source as of February 28, 2017. There is excess revenue from Medicaid of \$481,074.51 and Healthy Michigan is overspent by \$227,533.09, due to funding being cut in half. Susan Serafini stated we will do a cost settlement for FY16 after the audits and Healthy Michigan should finish in the black next year. The Autism Benefit was overspent by \$57,335.49 but there could be more funding coming. The Autism Benefit currently serves approximately 20 children. There was a shortfall of General Fund dollars of \$83,253 due to emergency screenings, services and individuals on the "must serve" list. Susan Serafini reviewed the Balance Sheet as of February 28, 2017. The total cash for February, 2017 is \$8,159,787, which is a decrease from January 31, 2017 of \$8,784,998. Some of this is due to the One-Time Pay Adjustment. The total net income of all funds through February, 2017 is a loss of \$51,094, compared to a loss of \$7,481 at the end of January, 2017. The General Fund's Income Statement reports a net loss of \$68,793. Revenues are 1.33% under budget and expenditures are also under budget by a little more than 1%. The area over budget is Children's State Facility. Susan Serafini stated the Compliance Audit is scheduled for

April, 2017. A copy of the Financial Statements, for the year ended September 30, 2016 from Anderson, Tackman & Company, PLC, were distributed to the Board members.

MOTION: by Mr. Koskinen, seconded by Mr. Tervo, that the Board approves the Finance Director's Report for January 31, 2017 and February 28, 2017, as presented. Motion carried unanimously.

Anderson, Tackman & Company, PLC Financial Statements Report

Susan Serafini reviewed Copper Country Mental Community Mental Health Services Board Financial Statements for the year ended September 30, 2016 from Anderson, Tackman & Company, PLC. Susan Serafini stated there were no findings and once again we have an unqualified audit. Page 7 includes the Financial Highlights. We had savings from NorthCare for next year and the General Fund reported an increase in the fund balance of \$1,452. The Board thanked Susan Serafini for the report. Mr. Tervo stated there is tremendous appreciation from the Board for staff for making us come out even.

Building & Grounds Committee Report – March 29, 2017: Richard Herrala, Committee Chairperson, presented the Building and Grounds Meeting Report for March 29, 2017.

Mr. Herrala stated the Building and Grounds Committee met today, March 29, 2017, and reviewed the plan for the FY 2017 Maintenance Projects, especially those projects that are over \$5,000 that will be submitted for bids. Some of the larger projects over \$5,000 include replacing boilers for two of the Group Homes and replacing windows at the Rice Memorial Center that are beginning to buckle.

MOTION: by Mr. Bourdeau, seconded by Mr. Koskinen, that the Board approves the request for bids of all items over \$5,000 for FY 2017. Motion carried unanimously.

Old / New Business


Vicki Mikkola stated Ginny Diroff, Accounts Payable Specialist, is retiring this Friday, March 31, 2017. She has been with the Agency for 28 years and her attention to detail will be missed. Laura Raffaelli will be replacing her and Laura has worked with us before. Vicki Mikkola invited Board Members to the potluck on Friday.

Vicki Mikkola stated Alan Bolter was unable to be here tonight and the April meeting is going to be held at the Baraga County Center and therefore wondering if we should hold off on Mr. Bolter presenting in April. Mr. Rozich recommended we invite Mr. Bolter to the May meeting or later in the summer.

Adjournment

MOTION: by Mr. Herrala, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 7:32 PM.

Submitted by,


Pat Rozich, Board Chairperson
Michael Koskinen, Board Secretary