

COPPER COUNTRY MENTAL HEALTH SERVICES BOARD
AD HOC COMMITTEE MEETING
Wednesday, December 21, 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 6:08 PM.

ROLL CALL: Richard Bourdeau, Carol Evers, Albert Koskela, Pat Rozich and James Tervo.

ABSENT: Randy Eckloff, Zach Edgerton, Barry Fink, James Fyfe, Richard Herrala, Dr. Kathleen Johnson and Mike Koskinen.

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

Approval of Agenda

MOTION: by Mr. Koskela, seconded by Mr. Bourdeau, that the Ad Hoc Committee recommends to the full board that the Agenda be approved as presented without any additions or deletions. Motion carried unanimously.

Minutes of November 2, 2016 Meeting

MOTION: by Mr. Koskela, seconded by Mr. Bourdeau, that the Ad Hoc Committee recommends to the full Board that the Minutes of the November 2, 2016 meeting be approved as presented. Motion carried unanimously.

Treasurer's Report for October 31, 2016

MOTION: by Mr. Tervo, seconded by Mr. Koskela, that the Ad Hoc Committee recommends to the full Board that checks numbered 47689 to 47990 for a total of \$1,438,861.23 and Combined Cash Investments Report for October 31, 2016 totaling \$8,837,513.99 is accepted and placed on file. YES: Bourdeau, Evers, Koskela, 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 Winter Conference – February 7th & 8th, 2017 – Mr. Rozich encouraged Board Members to let Angie Cline know as soon as possible if anyone is interested in attending the MACMHB Winter Conference in Kalamazoo, MI on February, 7th and 8th, 2017.

NorthCare Governing Board Meeting – November 9, 2016 & December 14, 2016 – Mr. Rozich stated he was unable to make the December meeting and the November meeting had the same agenda items. A motion was made to write a letter to the Attorney General regarding the liquor tax item. Mr. Rozich stated he is very happy with the way the NorthCare Board is going and as usual, Mr. Slavin's report is in the board packet and provides a comprehensive summary of NorthCare activities. Mr. Slavin's job has also been posted.

Rice Memorial Clinic Foundation Board Dinner – January 25, 2017 – Mr. Rozich reminded the Board that the Rice Memorial Clinic Foundation Board dinner is being held at the Magnuson Hotel – Franklin Square Inn (7th Floor) in Houghton on Wednesday, January 25, 2017, with the social hour beginning at 4:45 PM, the dinner beginning at 5:45 PM, and the Copper Country Mental Health Services Board meeting to begin at 7:15 PM, following the dinner. Mr. Rozich encouraged all Board Members to attend.

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

2017 Board Meeting Schedule – Vicki Mikkola stated a draft of the 2017 Board Meeting Schedule was provided in the board packet and asked the Board for a motion, if approved.

MOTION: by Mr. Koskela, seconded by Mr. Bourdeau, that the Ad Hoc Committee recommends to the full Board the approval of the 2017 Board Meeting Schedule, as presented. Motion carried unanimously.

QI Program Report – 4th Quarter FY2016 – The Board reviewed the Quality Improvement Program report for the 4th Quarter of FY2016. Mrs. Evers stated under "Incident Reports", there is a summary by category and the total number of Incident Reports for FY2016 was 583 versus 833 in FY2015. Another section was summary by locations which goes through by month and quarter and it was noticed in the 4th quarter of FY16, Rice House had a noticeable decrease in the number of Incident Reports and medication errors. There was emphasis on documentation for missed medications. Mr. Rozich asked if the rate of return for Customer Service surveys is decreasing and if so, he recommended changing the process. Vicki Mikkola responded that the entire region must do them the same way. Mrs. Evers stated under "Strategic Plan Report", goals were developed in three major areas of Service Delivery, Human Resources and Resource Development. There was also a nice summary of achievements for programs. Under "Technology & Systems", Aric Asti spoke about VOIP telephone services and in some instances analog phone systems were down but the internet based phones that were up and running proved to be helpful during these times. It was also brought up that with the VOIP phones we will be able to use direct dial extensions to dial another extension at other sites. Susan Serafini stated the maintenance contract for the current telephone system is up in March, 2017 and therefore they will no longer support our current phone system. Vicki Mikkola added that we will be going through Baraga Telephone for the VOIP service and our IT department will install the phone system itself.

Public Policy Update (Alan Bolter) – Vicki Mikkola stated the Public Policy Update from Alan Bolter, Associate Director of MACMHB, is regarding the Lame Duck session. An additional handout was presented tonight regarding the final update for Lame Duck. There was discussion regarding the Use

Tax Moratorium and standing orders for Naloxone. Mr. Rozich asked how House Bill 4674 - Kevin's Law will affect anything. Vicki Mikkola responded that it will depend on whether the judges will use it and there is really no enforcement aspect to it. House Bill 5782 – Sharing of Information will be the one that will really affect us as it brings it more in line with HIPAA. This would be nice to have to help people apply for benefits but doesn't address how 42 CFR fits in.

Vicki Mikkola stated Alan Bolter has offered to present to CMH Boards in the Upper Peninsula again. We are unable to do so in January due to the Rice Board dinner, nor in February as there is no meeting scheduled and asked the Board about scheduling him in March, 2017. Mr. Koskela stated he would prefer Alan to present in person rather than via video conferencing.

Section 298 Update – Vicki Mikkola stated the Section 298 update was in the board packet and an additional handout was given out tonight. DHHS has produced a draft report and the MACMHB is very supportive of the recommendations in the report and very supportive that Medicaid funds remain in the mental health system. They will be looking at different delivery models, payment models, etc. possibly by pilot projects, while keeping Person Centered Planning in the forefront.

Vicki Mikkola stated Michigan was not chosen to receive grant funding for Certified Community Behavioral Health Centers (CCBHC).

Healthcare Integration Report – Vicki Mikkola stated the handout provided is informational. The MACMHB did a survey of all CMH's in the state and produced this report about all the healthcare integration activities in Michigan. One thing we have that is unique is that we used to have Dr. Kinzel on staff as the Primary Care Physician for group home Consumers until we were told by NorthCare that we cannot use Medicaid dollars to employ him anymore. He is now working for us through the Upper Great Lakes Family Health Center and is still able to see our Consumers and his notes are faxed in immediately. Vicki Mikkola stated three weeks ago, she and Cari Raboin met with Upper Great Lakes Family Health Center regarding having a physician here in our building as a co-location. A lot of places are now doing co-location for healthcare integration. We are still looking into this to see if it is feasible and if any physicians are willing to do that.

Youth Crisis Services Survey – Vicki Mikkola stated the Youth Crisis Services Survey Executive Summary, provided in the board packet, confirms what we already know and want the Board to have this, as four PIHP's were surveyed and NorthCare was one of them. There are no surprises in here and the greatest need was inpatient services, which we already know, but now have the figures to back it up.

YTD Appointment & Call Comparisons FY2016 – Vicki Mikkola stated the YTD Appointment Comparison graph shows our appointments for intake are up 26% from last year. There were 54 appointments of new people requesting services. The 3rd page shows calls which have increased by 25%, or 191 calls, for us. These are calls to the access center. New requests for services and calls for the entire Upper Peninsula have also gone up.

Updates – Vicki Mikkola stated she was invited to a meeting with the MI Health Endowment Fund representatives. As a follow-up to that meeting, she met with Don Simila, CEO of Upper Great Lakes

Family Health Center, Rebecca Crane, Dial HELP Director and Mark Maggio, Phoenix House Director, regarding the needs in our community. They will try to get a small group together and have someone facilitate to create a “dreamscape” about what we would want in our community, what we already have and what we can do to fill unmet needs in our community.

Hostile Intruder training is scheduled for Friday, January 13, 2017 and the Rice Memorial Center building will be closed from 9:00 AM to 2:00 PM. Classroom instruction will be held at the Institute and we will be doing the scenarios in the Rice Memorial Center.

Included in the board packet were articles from the Ontonagon Herald regarding the Ontonagon RICC group who are doing an amazing job.

Anderson, Tackman & Company FY 2016 Board Fraud Letter & FY 2016 Audit Engagement Letter – Susan Serafini stated last year we did a three-year agreement for our audit. The first letter, provided in the board packet, sets forward the Board’s role and governance role of the Board and the last page provides a phone number to call if anyone wants Anderson, Tackman & Company to look into anything more thoroughly. The letter would require Board Chairperson’s signature if approved. Any questions Board members may have, they can call Anderson, Tackman & Company. The second letter provided in the board packet sets forth specifically what is being audited, the procedure and notes the fee of \$10,600, which is \$100 more than last year. These are the same forms as last year with the exception of the increase in the fee.

Finance Director’s Report for October, 2016: Susan Serafini, Finance Director, provided the Finance Director’s Report.

Susan Serafini reviewed Revenue & Expenditures by funding source as of October 31, 2016. Medicaid was underspent and Healthy Michigan was overspent. The General fund was overspent slightly and we will have savings once the audits are completed and we cost settle with NorthCare. It is anticipated that the General Fund will continue to be in this situation. We are still in a strong cash position of \$8,837,513.99, which is down approximately \$45,000 from September, 2016 due to projects being done before winter. The total net income of all funds through October, 2016 is \$2,790 compared to \$29,006 in October, 2015. The General Fund’s Income Statement reports a net loss of \$10,990 at the end of October, 2016 compared to a gain of \$24,149 at the end of October, 2015. The Institute is running at a small loss and still has grants that are needing to be billed after the fact. The General Fund’s Income Statement revenues should be at 8.33% of the budget variance to be right on budget. Revenues are slightly under budget and expenditures are right on budget due to having experienced a couple of larger outliers on the expenditure side for inpatient children’s cost over the budget.

FY2016 Revised Final Budget – Susan Serafini reviewed FY2016 Revised Final Budget and overall the budget allows us to do a One-Time Pay Adjustment. We will end up using less local and General Fund dollars but will be spending more Medicaid and Healthy Michigan. Total expenses are about \$300,000 more in the final budget. Excess funds coming from Medicaid and Healthy Michigan will still give us a little less than \$1,000,000 in savings for this year. Also, the Institute’s final budget had to be increased slightly to allow payout for trainings. Vicki Mikkola added that we will be dipping into the reserve fund

balance by \$52,000. Susan Serafini is recommending Board approval of the FY2016 Revised Final Budget.

MOTION: by Mr. Koskela, seconded by Mrs. Evers, that the Ad Hoc Committee recommends to the full Board, the approval of the FY2016 Revised Final Budget, as presented. Motion carried unanimously.

Personnel Committee Meeting – December 21, 2016

Mr. Rozich presented the Personnel Committee report. The Committee met just prior to this meeting. The Committee will recommend full Board approval for all items on the Agenda.

Old / New Business

Mr. Koskela stated he would like to see that Randy Eckloff receives a letter for his fine service to the Copper Country Mental Health Services Board, to be signed by the Chairman.

Adjournment

MOTION: by Mr. Koskela, seconded by Mr. Bourdeau, that the meeting adjourn. The meeting adjourned at 7:06 PM.

Submitted by,



Pat Rozich, Board Chairperson


Michael Koskinen, Board Secretary