

COPPER COUNTRY MENTAL HEALTH SERVICES BOARD

Wednesday, January 25, 2017 7:15 PM
Magnuson Hotel – Franklin Square Inn (7th Floor)
820 Shelden Avenue
Houghton, MI 49931

MINUTES

CALL TO ORDER: The meeting was called to order at 7:15 PM.

ROLL CALL: Richard Bourdeau, Zach Edgerton, Carol Evers, Barry Fink, James Fyfe, Sandra Gayk, Richard Herrala, Mike Koskinen, James Tervo and Tom Tikkanen.

ABSENT: Dr. Kathleen Johnson and Pat Rozich.

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

Approval of Agenda

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

Approval of Personnel Committee & Ad Hoc Committee Report and Minutes – December 21, 2016

Board approval is required for both the Personnel Committee and Ad Hoc Committee's Report and Minutes for December 21, 2016, as a quorum was not present for the regular meeting of the Copper Country Mental Health Services Board, due to inclement weather.

Personnel Committee Report & Minutes – December 21, 2016: James Tervo, Personnel Committee member, presented the Personnel Committee Report for December 21, 2016.

Mr. Tervo stated the Personnel Committee met on Wednesday, December 21, 2016 to discuss the reclassification of position L-8 to L-11 and are recommending Board approval of the reclassification.

MOTION: by Mr. Herrala, seconded by Mrs. Evers, that the Board approves the reclassification of position L-8 to L-11, as presented. Motion carried unanimously.

Mr. Tervo stated the Personnel Committee reviewed a new position, Youth Peer Support Specialist, and are recommending Board approval of this new position.

MOTION: by Mrs. Fink, seconded by Mrs. Evers, that the Board approves the new position of Youth Peer Support Specialist, as presented. Motion carried unanimously.

Mr. Tervo stated the Personnel Committee discussed the addition of up to four Applied Behavior Analysis Aides, as needed, and are recommending Board approval of the addition of up to four ABA Aides.

MOTION: by Mr. Herrala, seconded by Mr. Fyfe, that the Board approves the addition of up to four Applied Behavior Analysis Aides, as needed, as presented. Motion carried unanimously.

Ad Hoc Committee Report & Minutes – December 21, 2016: James Tervo, Vice Chairperson, presented the Ad Hoc Committee Report for December 21, 2016.

Mr. Tervo stated the Ad Hoc Committee met on December 21, 2016, in place of the regular Copper Country Mental Health Services Board meeting, as a quorum was not present due to inclement weather. The Agenda was reviewed by the committee and are recommending Board approval of all agenda items discussed at the meeting and minutes of the meeting.

MOTION: by Mr. Fyfe, seconded by Mr. Bourdeau, that the Board approves all agenda items from the December 21, 2016 Ad Hoc Committee meeting, as presented. Motion carried unanimously.

Treasurer's Report for November 30, 2016 and December 31, 2016

MOTION: by Mr. Koskinen, seconded by Mrs. Fink, that checks numbered 47991 to 48270 for a total of \$1,106,018.09 and Combined Cash Investments Report for November 30, 2016 totaling \$8,918,038.10 and checks numbered 48271 to 48630 for a total of \$1,606,838.96 and Combined Cash Investments Report for December 31, 2016 totaling \$8,602,857.46 are accepted and placed on file. YES: Bourdeau, Edgerton, Evers, Fink, Fyfe, Gayk, Herrala, Koskinen, Tervo, and Tikkanen. Motion carried unanimously.

Comments from the Public

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

Chairperson's Report: James Tervo, Vice Chairperson, presented the Chairperson's Report.

CMH PAC Annual Campaign – Mr. Tervo stated the CMH PAC Campaign memo was included in the Board packet for review and is needed now more than ever. A donation to the CMH PAC helps support candidates who are supportive of the efforts at MACMHB.

NorthCare Governing Board Meeting – January 11, 2017 – Mr. Tervo stated the NorthCare Board seems to be running smoother than when it had started. It feels like they are going in the right direction and he will continue to advocate for a smooth operation there.

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

Contract Additions FY 2017 – Vicki Mikkola stated the first three contracts are renewals for the Senior Reach program, that is run through the Institute and is grant funded, to provide home based behavioral health and in-home care management services. The fourth contract is a renewal for the Coordinator of the Communities That Care Project to provide services to CCMH including community organizing, training, facilitating meetings and traveling to meet with key county leaders. The last contract is also a renewal for Stewart Wilson, CPA, PC to provide services for Consumers on self-determination arrangements for the disbursement of funds to respite providers.

MOTION: by Mr. Koskinen, seconded by Mr. Fyfe, that the Board approves the Contract Additions FY 2017 to renew the contracts of Sarah Baraton, Nancy Taglione and Marja Salani to provide services for the Senior Reach Program, for Nicole Ceccon, Communities That Care Coordinator, and for Stewart Wilson, CPA, PC to provide financial management services, as presented. Motion carried unanimously.

Request for Vehicle Bidding – Susan Serafini stated after a review of the vehicle fleet, it has been determined that certain vehicles should be replaced due to high mileage and heavy wear. Susan Serafini recommended Board approval for authorization to obtain bids for the purchase of five minivans, one full size van, one lift van, one plow truck and three mid-size SUV's, and including the trade-in of eleven specified vehicles. This will keep the fleet at 39 vehicles and the results will be brought back to the Board in March, 2017.

MOTION: by Mr. Fyfe, seconded by Mr. Herrala, that the Board approves the request for vehicle bidding for the purchase of five minivans, one full size van, one lift van, one plow truck, three mid-size SUV's and the trade-in of eleven specified vehicles, as presented. Motion carried unanimously.

FY 2016 Annual Quality Improvement Report – Vicki Mikkola stated the Quality Improvement Annual Report is a compilation of information reviewed during the QI Committee meetings. The Annual Report focuses on highlights from the Quality Improvement Committee and is a summary of some of the areas that are monitored such as Recipient Rights Satisfaction Data, Event Monitoring, and Outcomes Measurement of State indicators required to report on and meet standards.

MOTION: by Mr. Herrala, seconded by Mrs. Evers, that the Board approves the FY 2016 Annual Quality Improvement Report, as presented. Motion carried unanimously.

FY 2017 Quality Improvement Program – Vicki Mikkola presented the Quality Improvement Program for FY 2017. The same format is used as in previous years, which works well and meets requirements. The Quality Improvement Committee receives data from other committees and meets throughout the year to review various topics. The Board receives quarterly reports of the Committee's activities.

MOTION: by Mr. Fyfe, seconded by Mr. Herrala, that the Board accepts the FY 2017 Quality Improvement Program, as presented. Motion carried unanimously.

FY 2016 Customer Satisfaction Survey Report – Vicki Mikkola reviewed the 2016 Customer Satisfaction Survey Report. The overall satisfaction rate is 95.6% as compared to 96.6% last year. Out of the 808 surveys mailed to Consumers and Guardians during FY 2016, 190 were returned for a response rate of 23.5%. Mr. Tervo stated he will propose to the NorthCare Board, the possibility of new satisfaction survey questions and to direct any questions regarding the report to Vicki Mikkola. Mrs. Fink wondered if individuals are afraid to say that things are much better for them as they may think they will subsequently lose their services. Vicki Mikkola added that it is also hard for parents of children with severe disabilities to answer the survey questions as they are geared more towards adults.

Recipient Rights Advisory Committee Report – Mrs. Evers and Mrs. Fink presented an overview of the Recipient Rights Advisory Committee Report. Mrs. Fink stated the numbers of incidents were down and there was not a great deal of problems that had to be addressed. Circumstances are in good shape

in terms of anything that was substantiated. Mrs. Evers stated the number of Consumers served was 996. In regards to complaint data, there were 43 allegations, three interventions, 31 investigations and twenty of those investigations were substantiated. Vicki Mikkola reviewed and explained the definition of abuse, neglect, exploitation and unreasonable force.

MOTION: by Mr. Herrala, seconded by Mrs. Fink, that the Board accepts the Recipient Rights Advisory Committee Report, as presented. Motion carried unanimously.

Record Retention & Disposal Policy Revision – Vicki Mikkola stated our medical records staff went through our Record Retention and Disposal policy, compared it to NorthCare’s policy, and made the appropriate revisions. Vicki Mikkola asked for Board approval of this policy revision.

MOTION: by Mr. Koskinen, seconded by Mrs. Evers, that the Board approves the revision of the Record Retention and Disposal policy, as presented. Motion carried unanimously.

Coordination, Communication, Consent to Share Information Policy Revision – Vicki Mikkola stated a revision of the Coordination, Communication, Consent to Share Information policy title was made so we can begin to use the standard consent form that is used by the Michigan Department of Health and Human Services. We need to use this consent form to release information. Vicki Mikkola asked for Board approval of this policy revision.

MOTION: by Mr. Herrala, seconded by Mr. Bourdeau, that the Board approves the revision of the Coordination, Communication, Consent to Share Information policy, as presented.

Interim Report of the 298 Facilitation Workgroup – Vicki Mikkola stated the Executive Summary of Interim Report of the 298 Workgroup report was provided in the Board packet for review. The theme from those who gave input was to be sure that Medicaid money stayed in the public sector. Crain’s Detroit Business report was also provided in the Board packet for review, that summarized the issue at the State level.

FY 2017 & FY 2018 MACMHB Legislative Policy Priorities – Vicki Mikkola stated the FY 2017 and FY 2018 MACMHB Legislative and Policy Priorities was included in the Board packet for review. The MACMHB is our trade association made up of all the CMH’s and other providers in the State. They keep us informed of what is happening in Lansing and advise us where our energies need to be directed and these are their priorities based on what they are hearing from their constituents.

Updates – Vicki Mikkola stated we had Active Shooter / Hostile Intruder training on January 13, 2017 at the Rice Memorial Center. The training raised awareness levels and taught us how to blockade doors and improve securities in our building and other centers. Eight police officers, from various law enforcement agencies, were brought in to train us and will also be providing training at the Baraga and Ontonagon County centers. The training was very well received by the staff.

Finance Director’s Report for November and December, 2016: Susan Serafini, Finance Director, presented the Finance Director’s Report.

Susan Serafini reviewed the Revenue & Expenditures by funding source as of December 31, 2016. Susan Serafini reviewed the Balance Sheet as of December 31, 2016. The total cash in December, 2016 is \$8,602,857.46 versus \$8,918,038.10 in November, 2016. There were three check runs and three payrolls in December, 2016, resulting in a decrease of cash. The total net income of all funds through December 31, 2016 is a loss of \$37,151, compared to a loss of \$15,533 at the end of November, 2016. The General Fund's Income Statement reports a net loss of \$45,501, due to the funding cuts over the past few years. The General Fund's Income Statement should be at 25% of the budget variance to be right on budget. Revenues are less than one half of 1% under budget, and expenditures are also slightly under budget. The areas over budget are MI adult contract residential, for those who need to be placed downstate, and the MI children community inpatient and state inpatient. The children contract residential has no expense as the children are in inpatient facilities. Susan Serafini stated the audit was completed last week by Anderson, Tackman & Co., Inc. and there were no adjustments or findings.

MOTION: by Mr. Fyfe, seconded by Mr. Herrala, that the Board approves the Finance Director's Report for November and December, 2016, as presented. Motion carried unanimously.

Mr. Tervo introduced the two new Board members of the Copper Country Mental Health Services Board, Ms. Sandra Gayk and Mr. Tom Tikkanen. Mr. Tervo welcomed the new members and thanked them for serving on the CCMHS Board.

Executive Committee Report – January 25, 2017

Mr. Tervo stated the Executive Committee met tonight, January 25, 2017, to discuss one agenda item, the One-Time Pay Adjustment FY 2016. Following the recent audit by the Anderson, Tackman & Co., Inc. firm, Management would like to propose a one-time pay adjustment for CCMH employees for FY 2016, due to excess Medicaid and Healthy Michigan funds. Staff do not receive raises very often and the payout is unable to be given out each year. The one-time pay adjustment is based on total hours worked from October 1, 2015 through September 30, 2016 and continuous employment up to the time of the payout. The method of calculating the adjustment will be the same as in the past. The Executive Committee is recommending full Board approval of the One-Time Pay Adjustment FY 2016.

MOTION: by Mr. Fyfe, seconded by Mr. Herrala, that the Board approves the One-Time Pay Adjustment FY 2016 to all agency staff working at the time of the payout, as presented.

YES: Bourdeau, Edgerton, Evers, Fink, Fyfe, Gayk, Herrala, Koskinen, Tervo, and Tikkanen.

Old / New Business

Vicki Mikkola encouraged our new Board members to call if they have any questions and stated she is able to meet with them for Board Member orientation.

Mr. Tervo asked that we send a thank you letter to the Rice Memorial Clinic Foundation Board and Superior National Bank Trust Department. Vicki Mikkola added that she has also wrote letters thanking Albert Koskela and Randy Eckloff for their years of service to the CCMH Board.

Adjournment

MOTION: by Mr. Fyfe, seconded by Mr. Herrala, that the meeting adjourn. The meeting adjourned at 8:17 PM.

Submitted by,


James Tervo, Board Vice Chairperson


Michael Koskinen, Board Secretary