

COPPER COUNTRY MENTAL HEALTH SERVICES BOARD

Wednesday, April 26, 2017 6:00 PM

Baraga County Center

15644 Skanee Road

L'Anse, MI 49946

MINUTES

CALL TO ORDER: The meeting was called to order at 6:01 PM.

ROLL CALL: Carol Evers, Barry Fink, Richard Herrala, Dr. Kathleen Johnson, Mike Koskinen, Pat Rozich, James Tervo and Tom Tikkanen.

ABSENT: Richard Bourdeau, Zach Edgerton, James Fyfe, and Sandra Gayk.

OTHERS: Vicki Mikkola, Cari Raboin, Susan Serafini, Dawn Stromer, Karyn Carr, RN, Delana Hadden, Tonya Jackson and Angela Cline.

Approval of Agenda

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

Approval of Minutes of March 29, 2017 Meeting

MOTION: by Mrs. Fink, seconded by Mrs. Evers, that the Minutes of the March 29, 2017 meeting be approved as presented. Motion carried unanimously.

Treasurer's Report for March, 2017

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that checks numbered 49146 to 49465 for a total of \$1,211,527.43 and Combined Cash Investments Report for March 31, 2017 totaling \$8,293,732.41 is accepted and placed on file. YES: Evers, Fink, Herrala, Johnson, Koskinen, Rozich, Tervo and Tikkanen. 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.

NorthCare Governing Board Meeting – April 12, 2017 – The NorthCare Governing Board meeting was held on April 12, 2017. As usual, Mr. Slavin's report is in the Board packet and provides a comprehensive summary of NorthCare's activities. Mr. Rozich stated in the search for a new Director, eleven applications were received over three months. No one has matched the qualifications that Mr. Slavin has. By the May 10, 2017 meeting, the NorthCare Governing Board will approve spending

\$10,000 on advertising and recruitment and will update the Board at the next monthly Board meeting regarding this. Mr. Slavin will stay on as Director until a replacement is found.

MACMHB Spring Conference – May 16th & 17th, 2017 – Mr. Rozich stated to contact Angela Cline if interested in attending the 2017 MACMHB Spring Conference in Dearborn, MI. Mr. Rozich encouraged Board members to contribute to the CMH PAC.

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

Baraga County Update – Vicki Mikkola introduced Delana Hadden, Case Manager, Karyn Carr, RN and Tonya Jackson, Program Secretary. Karyn Carr stated the Baraga County Vikings Special Olympics team took first place at the Ishpeming Special Olympics Invitational Basketball Tournament this year but the Escanaba tournament was canceled in February due to a snow storm. Tonya Jackson stated each of the basketball players did the CrossFit Challenge this year as well to help get fit for basketball. Delana Hadden stated a Cooking Matters class was set up through the MSU Extension office and everyone loved it. It was talked about doing it again maybe out in the community. The RICC program is still going on and the Knights of Columbus have offered to assist with funding to keep the program running. Vicki Mikkola added that the DD Council has always funded the RICC program in the past but had stopped funding two years ago. Mick Sheridan approached the Knights of Columbus and they were willing to fund our RICC. Karyn Carr stated the Knights of Columbus have been very generous and it allows us to continue doing activities with our Consumers. Karyn Carr stated Tonya Jackson has painted various areas of the Baraga County Center and Tonya Jackson stated she is now working in one of the therapist's office as well as Dr. Morgan's office. Tonya Jackson stated individuals are working with the Superior Alliance for Independent Living (SAIL) and have done snowshoeing this winter and ballroom dancing at the Lakeside Inn. The Board thanked staff for the update.

Employee Opinion Survey – Vicki Mikkola stated the past semester, we have had a student intern working for the Human Resources department named Leah Ruotsala. One project she was requested to do was an employee survey. The survey focused on employee engagement and coworker relations. She sent out 232 surveys and 115 responded. The surveys were completely anonymous and Leah presented the results to the Management team. Vicki Mikkola reviewed graphs for both Coworker Relations and Employee Engagement. Anything above a 75% is considered an outstanding strength, anything 67% and above is considered a strength and anything with dissatisfaction above 20% is considered a danger zone. In regard to Coworker Relations, two areas from written comments that came out on top were team work and communication. Things to improve were also communication and social opportunities. Regarding Employee Engagement, written comments reflected areas needing improvement which were pay and benefits, more recognition and feedback and more social opportunities. Generally, there were more positive results than negative and people feel committed to the Consumers they work with and feel their work is rewarding. Vicki Mikkola stated this year at staff meetings she will kick off a Peer to Peer Recognition program. This allows coworkers the chance to recognize each other. There will be a drawing for some rewards each quarter and results will be revealed to staff at the staff meetings. Mr. Rozich stated he is very happy to see this was done and about the overall response rate.

Annual U.P. Recovery Conference – May 18, 2017 – Vicki Mikkola stated Consumers were asking about this year’s conference before we even received the flyer. The conference is always well received and we will be supporting Consumers and staff that want to attend. The conference is held in Marquette at Northern Michigan University.

Updates – Vicki Mikkola stated the Active Shooter training has been completed in all three centers, Houghton, Baraga and Ontonagon. Ontonagon’s training was completed yesterday and a couple of the trainers did a walk-through of the building and gave us suggestions. There were not a lot of suggestions for the Baraga building and Houghton’s building had a lot of suggestions due to having three levels and two wings on each level. There are only two entryways now to the Rice Center but when people get in, they have access to the entire building. The police gave suggestions from security cameras to putting up walls in certain areas to electronic locks. Susan Serafini found a grant through Michigan Municipal Risk Management Authority (MMRMA), who will match whatever the Agency puts in. We have asked for \$15,000 but are unsure when they will get back to us. Vicki Mikkola stated we will get back to the Board for approval for anything done in the building.

Vicki Mikkola stated there are additional handouts available tonight regarding the budget, including newspaper articles and she had sent out an action alert to staff and Board Members to please contact legislators to support what the House had in the original proposal and oppose what the Senate had proposed. The House made some changes in their version of the budget and that is reflected in the handout tonight.

Copier Bid – Susan Serafini reviewed bids, for a color copier for the Institute, from U.P. Office and OPG Sayens. The current copier is ten years old and no longer prints with the black toner. The bids include copiers with two different speeds and we are looking at a copier that will make 40 copies per minute. Susan Serafini stated she is recommending the approval of the bid for copier #2 from OPG Sayens for a total cost of \$8,780 including the cost of the machine and five years of maintenance.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board accepts the recommended bid for copier #2 from OPG Sayens for a total cost of \$8,780 including the cost of the machine and five years of maintenance, as presented. Motion carried unanimously.

Finance Director’s Report for March, 2017: Susan Serafini, Finance Director, presented the Finance Director’s report.

Susan Serafini stated the end of March marked the six month of the current fiscal year. Susan Serafini reviewed the Revenue & Expenditures by funding source as of March 31, 2017. Through the end of March there was unspent Medicaid of \$573,147.35 and Healthy Michigan was overspent by \$242,981.05 due to the funding being cut. The Autism Benefit program is showing being overspent by \$60,648.57. MDHHS will be sending five additional payments throughout the year to support the Autism Program and NorthCare would cover any shortfalls with Medicaid. The General Fund deficit has improved slightly at \$79,918. The bulk of the deficit is being covered with Local dollars and are looking to finish the year with a deficit of \$62,000. There are a high number of individuals in State Facilities now and the number has not been this high in ten years. Susan Serafini reviewed the Balance Sheet as of March 31, 2017. The total cash for March, 2017 is \$8,293,331, which is an increase from

February, 2017 which was at \$8,159,787. The total net income of all funds through March, 2017 is a loss of \$35,885, compared to a loss of \$51,094 at the end of February, 2017. The General Fund's Income Statement reports a loss of \$62,577. Revenues are 1% under budget and expenditures are also under budget by 1%. Children's Community Inpatient and State Inpatient Facilities are over budget. The Compliance Audit was completed earlier this month and there were no adjustments. We will have savings from Medicaid and Healthy Michigan from last year to use this year. We did a cost of living and step increases at the beginning of the year and budgeted for approximately \$240,000. Salaries and fringes have only increased by \$32,000. The Board thanked Susan for her report.

Executive Committee Meeting Report – April 26, 2017: Mr. Rozich, Committee Chairperson, presented the Executive Committee report for April 26, 2017.

Mr. Rozich stated the Executive Committee met today, April 26, 2017, and reviewed two items on the Agenda. The first item was the Executive Director Performance Evaluation and Contract Renewal. There were nine evaluations returned and all were favorable as the Board is quite pleased with the Director's performance. There were no real changes to the contract and the committee agreed to approve the contract.

MOTION: by Mr. Tervo, seconded by Mr. Herrala, that the Board supports the Executive Committee's recommendation for renewal of the Executive Director's contract as of April 26, 2017, as presented. Motion carried unanimously.

Mr. Rozich stated the Executive Committee reviewed the second item on the Agenda regarding a new Medical Scribe position. This position would provide transcription of medical records during clinic patient encounters for CCMH Psychiatrist, Dr. Morgan. The Executive Committee unanimously recommended the approval of the Medical Scribe position.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board supports the recommendation to approve the Medical Scribe position, as presented. Motion carried unanimously.

Building & Grounds Committee Report & Minutes – March 29, 2017: Mr. Herrala, Committee Chairperson, presented the Building & Grounds Committee report and Minutes.

Mr. Herrala stated the Building & Grounds Committee met on March 29, 2017 to review the FY 2017 Maintenance Projects for our offices and group homes. The plan ensures we continue to have buildings that are structurally sound and appealing, therefore requiring maintenance projects from time to time. The estimated total of repairs to the offices are \$98,000 and estimated total of repairs to the group homes are \$95,200, for a grand total of \$193,200. The committee recommended Board approval to bid out all items over \$5,000, as stated in the Minutes.

MOTION: by Mr. Tervo, seconded by Mrs. Evers, that the Board approves the Building and Grounds Committee Report and Minutes, as presented. Motion carried unanimously.

Nominating Committee Meeting Report: Mr. Herrala, Committee Chairperson, presented the Nominating Committee Meeting report.

Mr. Herrala stated the Board Chairperson's term is up this year and recommendations were made for Mr. James Tervo to become Chairperson and Mr. Pat Rozich to become Vice Chairperson, and both parties agreed. The remaining officers of the Copper Country Mental Health Services Board have agreed to serve another term. The Committee recommended the nominations of officers for the 2017 – 2018 year as follows:

For the Office of Chairperson	James Tervo
For the Office of Vice Chairperson	Pat Rozich
For the Office of Secretary	Mike Koskinen
For the Office of Treasurer	Richard Herrala

MOTION: by Mrs. Fink, seconded by Mrs. Evers, that the Nominating Committee approves the nomination of Mr. Tervo as Chairperson and Mr. Rozich as Vice Chairperson of the Copper Country Mental Health Services Board and that the Board cast a unanimous ballot for the officers of Chairperson, Vice Chairperson, Secretary and Treasurer of the Copper Country Mental Health Services Board, as presented. YES: Evers, Fink, Herrala, Johnson, Koskinen, Rozich, Tervo and Tikkanen. Motion carried unanimously.


Old / New Business

There was no old or new business to report.

Adjournment

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the meeting adjourn. The meeting adjourned at 7:12 PM.

Submitted by,



Michael Koskinen, Board Secretary



Patrick Rozich, Board Chairperson