

**COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD**

Wednesday, May 26, 2021 5:00 PM

CCCMHS Institute  
900 W. Sharon Avenue  
Houghton, MI 49931

**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 5:00 PM.

**PRESENT:** Richard Bourdeau, Katie Carlson-Lynch, Randy Eckloff, Zach Edgerton, Gale Eilola, Albert Koskela, Mike Koskinen, Catherine Paavola, Pat Rozich, and James Tervo.

**OTHERS:** Mike Bach, David Cole, Dawn Gibson, Cari Raboin, Susan Serafini, Sue Turner, and Angela Cline.

**ABSENT:** Barry Fink and Dr. Kathleen Johnson.

Those in attendance stood for the Pledge of Allegiance.

**Approval of Agenda**

**MOTION:** by Mr. Koskela, seconded by Mrs. Paavola, that the Board approves the May 26, 2021 Agenda with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Approval of the April 29, 2021 Minutes**

**MOTION:** by Mr. Koskinen, seconded by Mr. Bourdeau, that the Board approves the April 28, 2021 meeting Minutes with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Treasurer's Report for April 2021**

**MOTION:** by Mrs. Paavola, seconded by Mr. Rozich, that checks numbered 62371 to 62642 in the amount of \$1,980,081.61 and Combined Cash Investments Report for April 30, 2021 totaling \$10,483,342.66 are accepted and placed on file. YES: Bourdeau, Carlson-Lynch, Eckloff, Edgerton, Eilola, Koskela, Koskinen, Paavola, Rozich, and Tervo.

**Comments from the Public**

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

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

**NorthCare Governing Board Meeting – May 12, 2021 –** Mr. Rozich stated the NorthCare CEO Report was provided in the Board packet. The Board discussed NorthCare not achieving improvement in the FUH (Follow-Up to Hospitalization) performance improvement project for CY20 and CEO, Dr. Timothy Kangas is looking into this. There are 126 individuals enrolled in the Opioid Health Home in our region

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as of April 22, 2021 and Gery Shelafae, SUD Prevention Coordinator, will be leaving his position and has contracted with NorthCare to continue on a limited basis until the new person has been trained.

**CMHAM Virtual Annual Summer Conference – June 14 – 17<sup>th</sup>, 2021** – Mr. Tervo stated if any Board members are interested in attending the CMHAM Virtual Annual Summer Conference, to let Angela Cline know to make the arrangements.

**Great Lakes Rural Mental Health Association (GLRMHA) Meeting Update** – Mr. Tervo stated the GLRMHA Conference agenda items haven been finalized and Missy Lane was able to stay on the committee as a contract conference coordinator. The Executive Committee met at the Baraga Lakeside Inn to view the venue and sample food choices and were pleased with the facility. Sponsors have committed to the conference ensuring a good financial position. Bob Barr from Hiawatha CMH has retired from the GLRMHA Board and will receive a plaque at the conference to recognize his 50 years of service. The committee will meet again on July 21, 2021 to finalize all plans and send out brochures. Mr. Tervo reminded Board members that the conference is being held September 12<sup>th</sup> – 14<sup>th</sup>, 2021 at the Baraga Lakeside Inn.

**Director's Report:** Cari Raboin, Executive Director, presented the Director's Report.

**David Cole, Acute Services Manager – Acute Services Presentation** – Cari Raboin introduced Acute Services Manager, David Cole, who will be presenting to the Board regarding Acute Services. David Cole reviewed the services his department provides including, the crisis line, emergency assessments, the Jail Diversion Program, crisis intervention which may include safety planning or hospitalization, coordination of care with psychiatric hospitals, and providing education regarding general services or hospitalization. The Board thanked David for his presentation.

**Proposal for Sheriff's Transports Funding** – Cari Raboin stated the proposal letter to the four county Sheriff's Departments and county Board of Commissioners was included in the Board packet and is proposing a way that CCCMHS may be able to provide them with General Fund monies that the Agency can afford to help with transportation costs for involuntary hospitalizations.

**MOTION:** by Mr. Koskela, seconded by Mrs. Paavola, that the Board approves the Executive Director sending the proposal for Sheriff's Transports funding letter to Baraga, Houghton, Keweenaw, and Ontonagon County Sheriffs and Board of Commissioners to provide some funding assistance for the transportation costs for involuntary hospitalizations from the Agency's General Fund (if monies are available at the end of the fiscal year), as presented. Motion carried unanimously.

**Contracts FY 2021** – Cari Raboin reviewed one new contract with Bedford Specialized Living, for a supported apartment program, and one amended contract with Hidden Acres Manor, to place an additional individual into this facility.

**MOTION:** by Mr. Rozich, seconded by Ms. Carlson-Lynch, that the Board approves one new contract with Bedford Specialized Living and one amended contract with Hidden Acres Manor, as presented. Motion carried unanimously.

**Rice Memorial Clinic Foundation Board Meeting – May 5, 2021** – Cari Raboin stated the Rice Memorial Clinic Foundation Board met on May 5, 2021 and three new members, Katrina Carlson, Michael Mikkola, and Lisa Lindberg were in attendance. The Board approved the Rice Scholarship Awards for 2021. Twenty scholarships are being given to high school students and students currently attending college who are continuing their studies in fields related to mental health. The Board continues to look for additional Board members and recently, Board member Debbie Bradford passed away.

## Updates

Cari Raboin stated the Agency continues to work on reopening and Management is determining how to deal with the changing rules as both a business and healthcare provider. They are in the middle of writing protocols to adjust to the new mask rules, etc. and are offering more face to face services, including small groups. Many consumers are choosing to continue with video or phone contact and the Agency will continue to offer those services as long as it can.

Cari Raboin stated a group home staff had tested positive for COVID-19 but no other staff or group home residents tested positive after that. The agency continues to test group home staff weekly who are not vaccinated.

Cari Raboin stated Mr. Tervo called her awhile back as State Representative, Greg Markkanen, contacted her regarding money from the State for behavioral health and if we have any ideas for the money. She discussed this with the other U.P. CMH Directors and came up with some ideas that she shared with Mr. Markkanen. Some ideas to use the money is a way to increase psychiatric beds in the U.P. and for the issues with recruiting professional and frontline staff.

Cari Raboin reported there are four individuals on the waiting list.

Cari Raboin stated the Agency has been having difficulty with the turnover of Telepsychiatrists. This is due to various reasons with most reasons being out of our control such as, personal matters or the doctor not liking the job despite our best efforts describing the types of services they will be providing. Cari stated the Agency is developing an independent contract with a new Telepsychiatrist who is also working for Hiawatha Behavioral Health and will be our Agency's child Psychiatrist. The Agency is also working with the company who provides Telepsychiatrists to be clearer about our expectations when working with a CMH.

Cari Raboin stated the Agency filled a number of positions but currently have openings for a Residential Team Leader, Office Assistant, part-time nurse, 24 full-time Direct Care Staff (DCS), 10 part-time DCS, and 4 mental health aides. Cari presented a PowerPoint presentation regarding staffing issues, mainly with DCS in the group homes, as DCS openings have remained high and have been an issue for years. This is creating increased staff stress with Team Leaders having to create schedules to fill shifts and current staff working overtime to fill those shifts. Cari reviewed the current list of CCCMHS group homes and stated one possible solution is to hire more staff by increasing recruiting efforts, which the Agency has done by hiring Stang Decision Systems to do more promoting and advertising. Dawn Gibson stated since working with Stang Decision Systems, she has received five responses. Cari stated

the Agency continuously reminds staff of the referral bonus system and another possible solution is to increase wages and benefits which Management is working on but is difficult to do with the uncertainty of funding. The Agency is also looking at a Dependent Care Fund, which is similar to a Health Reimbursement Account (HRA) to allow staff to use pre-tax dollars to pay for eligible dependent care expenses. Another idea for recruitment is utilizing a sign-on bonus. A concern is that staff will quit after the bonus, but a timed system could address this. Another approach would be to move residents from one CCCMHS group home into the Agency's other nine group homes, which has the potential for up to eight staff (if they continue to work for CCCMHS) to be transferred to work in other homes. Cari stated the Agency would like to move towards the consolidation of one group home into other homes which would be a process that would take at least a month. It was the consensus of the Board to begin planning the consolidation of one CCCMHS group home into the other nine CCCMHS group homes.

**Vehicle Bid Results** – Susan Serafini presented vehicle bid results from Copper Country Ford, Big Valley Ford, and Northern Auto to replace eight Agency vehicles including one new all-wheel drive SUV and seven new all-wheel drive minivans. Susan recommended Board approval of the low bid from Copper Country Ford for a new all-wheel SUV and from Northern Auto for seven new all-wheel drive minivans.

**MOTION:** by Mrs. Paavola, seconded by Mr. Rozich, that the Board approves the low bid from Copper Country Ford for a new all-wheel SUV and the low bids from Northern Auto for seven new all-wheel drive minivans, as presented. Motion carried unanimously.

**Facility & Group Home Project Bid Results** – Susan Serafini reviewed facility project bid results from George Jaehnig Contracting, A-1 Drywall, and ZP Construction to replace kitchen cabinets at Portage House, Quincy House, Rice House, and Stanton House. Susan Serafini reviewed facility project bid results from George Jaehnig Contracting, A-1 Drywall, ZP Construction, and DTA Contracting to replace windows at Atlantic House and Rice House, and to replace siding, an external door, and a ramp at Quincy House. Susan Serafini also reviewed facility project bid results from Aire Care and ALK Contracting to replace two HVAC units at the Institute. Susan recommended Board approval of the low bids from George Jaehnig Contracting to replace the kitchen cabinets and from Aire Care to replace two HVAC units. Susan recommended Board approval of the second lowest bid from DTA Contracting to replace windows, siding, an external door, and a ramp in order to have the projects completed before the end of September.

Susan Serafini presented a request for a group home project at Quincy House to replace an outdoor deck that is unsafe. Susan stated the Agency has the ability within our procurement policy to forego competitive solicitation in an emergent situation and requested Board approval to work with a contractor who will be able to complete this project.

**MOTION:** by Mr. Rozich, seconded by Mr. Eckloff, that the Board approves the low bid from George Jaehnig Contracting to replace kitchen cabinets at Portage House, Quincy House, Rice House, and Stanton House, the low bid from Aire Care to replace two HVAC units at the Institute, the second lowest bid from DTA Contracting to replace windows at Atlantic House and Rice House and to replace siding, an external door, and a ramp at Quincy House, and to seek a contractor to complete the

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replacement of the outdoor deck at Quincy House, as presented. Motion carried unanimously. Mr. Tervo abstained.

**Finance Director's Report:** Susan Serafini, presented the Finance Director's Report.

Susan Serafini reviewed Revenues and Expenditures by funding source as of April 30, 2021 and stated the Agency continues to run a surplus in Medicaid, Healthy Michigan, and the General Fund. The only area with a deficit is Local dollars which is used to pay State facilities and the County contributions contribute towards this cost. The Agency will be receiving a performance payment from NorthCare in June 2021 which are local funds. Susan Serafini reviewed the Balance Sheet as of April 30, 2021. The total cash at the end of April 2021 was \$10,483,342.66, which is a decrease of \$291,615.63 compared to the end of March 2021 of \$10,774,958.29. The total net income of all funds through April 2021 is \$469,933 compared to \$429,448 at the end of March 2021. The General Fund is reporting net income of \$327,484 which is an increase of \$43,213 compared to the end of March 2021. The Institute is showing a small deficit of \$3,568 as there are two grants where the projects must be completed before a bill can be submitted. Susan Serafini reviewed the General Fund's Income Statement. There is a variance of 58.33% to be right on budget. The revenues are running at ½% over budget while expenditures are running 1% under budget. The Board thanked Susan for her report.

### **Old / New Business**

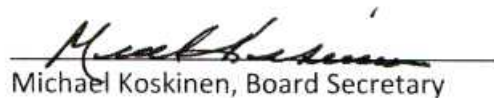
Cari Raboin stated the Behavior Health Homes and Opioid Health Homes flyer in the Board packet is information to counter the proposed legislation to integrate mental health with physical health. Also in the packet is a shared letter from MDHHS thanking staff. Cari stated Clubhouse will be partially reopening soon in the new building in Hancock.

### **Adjournment**

**MOTION:** by Mr. Koskela, seconded by Mr. Rozich, that the meeting adjourn. The meeting adjourned at 6:37 PM.

Submitted by,

  
James Tervo, Board Chairperson  
/ac

  
Michael Koskinen, Board Secretary