

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, June 30, 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, Barry Fink, Dr. Kathleen Johnson, Albert Koskela, Mike Koskinen, Catherine Paavola, and James Tervo.

OTHERS: Mike Bach, Dawn Gibson, Cari Raboin, and Angela Cline.

ABSENT: Zach Edgerton, Gale Eilola, Pat Rozich, and Susan Serafini.

Those in attendance stood for the Pledge of Allegiance.

Approval of Agenda

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that the Board approves the June 30, 2021 Agenda with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Approval of the May 26, 2021 Minutes

MOTION: by Mr. Koskinen, seconded by Mr. Koskela, that the Board approves the May 26, 2021 meeting Minutes with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for May 2021

MOTION: by Mrs. Paavola, seconded by Dr. Johnson, that checks numbered 62643 to 62835 in the amount of \$1,419,672.15 and Combined Cash Investments Report for May 31, 2021 totaling \$10,832,725.04 are accepted and placed on file. YES: Bourdeau, Carlson-Lynch, Eckloff, Fink, Johnson, Koskela, Koskinen, Paavola, and Tervo.

Comments from the Public

Rachelle Rodriguez, Direct Care Staff (DCS) at CCCMHS, stated she and her colleagues are here today for two important issues which are the rate of pay for DCS and being short staffed in the group homes. Rachelle stated there are relief/part-time staff being scheduled into overtime and there are other staff who care about the consumers and are willing to be scheduled for 100 hours a week.

Laurie Stromer, RN at CCCMHS stated she has the same concerns with staffing issues. When one staff is on duty, there is an increased risk for medication errors, patient safety, and other risks. There are also residents who need a two-person transfer. The rate of pay for the people who deserve it is way beneath them. Some wages are \$0.80 beneath some positions at other facilities locally. Laurie stated

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there is also very little staff being hired and we need to make this Agency more attractive for new employees coming in and more secure for veteran employees who have been through the trenches. She asks that the Board considers this when discussing the budget.

Jayne Reynolds stated she is the parent of a resident at Lakeside House which is closing. Her child has been there for 18 years, while some residents have been there longer, and does not see why they need to be broken up when they move out of the home as they are like a family. Jayne stated Atlantic House is vacant and does not understand why the five residents of Lakeside House cannot move there together. Her child's room was changed once and they began crying because they did not understand why. She is very upset about this and does not think it is right for residents to be separated after so many years residing together. Jayne stated there was nothing wrong with Lakeside House which is accredited and has passed all inspections. She also heard it was closing because it is a two story home but her child was raised in a two story home.

The Board thanked the public for their comments.

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

2021 /2022 County Appropriations Letters – Mr. Tervo stated a copy of the 2021/2022 County Appropriations letters were provided in the Board packet for review. The amounts being requested from each of the four counties have not changed since 1996.

NorthCare Governing Board Meeting – June 9, 2021 – Mr. Tervo stated the NorthCare CEO Report was provided in the Board packet. The Board will not have a meeting in July and are hoping to meet in person in August.

CMHAM Virtual Annual Summer Conference Update – Cari Raboin stated she attended the summer conference and it was ran well. CMHAM did not have a variety of workshop topics as they usually do but it was still worth attending.

CMHAM 2021 Annual PAC Campaign – Mr. Tervo stated after a year of COVID-19, the fund balance for the PAC is very low and everyone is being encouraged to contribute to the PAC. Typically, Board members have donated one Board per diem towards this. Donations can be given to Angela Cline, mailed directly to the PAC, or now can be made online.

Great Lakes Rural Mental Health Association (GLRMHA) Meeting Update – Mr. Tervo stated the GLRMHA conference is moving along. Conference Coordinator, Missy Lane, has retired and Angela Cline has volunteered to take over as Conference Coordinator for the GLRMHA. There will be five legislators attending the round table on Sunday night including Mr. Greg Markkanen, Mr. Beau LaFave, and Mr. Wayne Schmidt. This is a chance for Board members to interact with the legislators. Mr. Tervo stated they hope to have a draft of the brochure at their next meeting on July 13, 2021 and have many sponsors again this year. The conference is being held at the Baraga Lakeside Inn on September 12th - 14th, 2021.

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Mr. Tervo stated he would like to make some Board member committee changes by adding Mr. Eckloff and Mr. Koskinen to the Building & Grounds Committee, Mr. Eckloff and Mr. Eilola to the Finance Committee, Mrs. Fink to the Personnel Committee, Ms. Carlson-Lynch to the Program Committee and to the Recipient Rights Advisory Committee in place of Mrs. Fink.

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

Updates

Cari Raboin reported on current staff vacancies and stated there are openings for eighteen full-time DCS, ten relief/part-time DCS, an Autism Program Aide, and one part-time nurse. Positions have been filled for the Office Assistant, Residential Team Leader, two Mental Health Aides, and a BRAVO Supports worker.

Cari Raboin stated the Agency continues to have problems with MICAL, the new crisis line provider for the U.P., and are narrowing down what those issues are. It seems to be technical issues with either the Agency's phone, phone system, or the company we use for our phone system and our IT Department is working on this. Cari stated the Agency is very concerned about this and are working quickly to fix it.

Cari Raboin stated there are still five individuals on the Waiting List. Since April 2021, the Agency has been able to serve 13 individuals who do not have Medicaid and continue to use General Fund to serve them. The number of intakes for the month of May 2021 has been much higher than they have been in a while.

Cari Raboin reported on the group home move and stated initially the plan was to move the residents who moved out of Atlantic House back to Atlantic and those in Lakeside House to other homes. Since then, the area had received a lot of rain and apparently a sandbag from a nearby construction site had washed into a sanitary drain and backed up Stepping Stone which caused flooding inside the home. Residents there had to be evacuated to Atlantic House so repairs can be done in the home. Repairs have been delayed as there has been difficulty getting some items such as flooring.

Cari Raboin stated there are two legislative proposal updates and if any Board members are interested in hearing what is going on, Alan Bolter, Associate Director at CMHAM, has a video that he updates monthly on CMHAM's website where he explains what the legislative proposals are all about.

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

Cari Raboin stated the Agency continues to run surplus across all funding sources except for the Local fund. The Agency will be receiving a performance payment from NorthCare in July 2021 that will go into the Local fund. Cari Raboin reviewed the Balance Sheet as of May 31, 2021. The total cash at the end of May 2021 was \$10,832,725.04, which is an increase of \$349,382.38 compared to the end of April 2021. The total net income of all funds through May 2021 is \$495,441 compared to \$469,933 at the end of April 2021. The General Fund is reporting net income of \$339,165, which is an increase of \$11,681 compared to the end of April 2021. The Institute continues to show a deficit of \$4,329 due to increased costs due to virtual training. The Building and Grounds Fund is showing a surplus of \$23,577

due to the difficulty of completing projects at this time. Cari Raboin reviewed the General Funds' Income Statement. There is a variance of 66.67% to be right on budget. The revenues are running at ½% over budget while expenditures are running under budget by 1%. Cari Raboin stated Finance Director, Susan Serafini, noted that the Agency's community inpatient cost is the highest we have ever experienced which is partially due to the hospital's increase in cost. Susan also received a draft of the compliance audit from Anderson, Tackman, & Company, PLC and so far, there have been no findings. The Board thanked Cari for the report.

Personnel Committee Meeting Report – June 30, 2021

Mr. Tervo stated the Board will review the Personnel Committee meeting agenda as a whole Board due to the lack of Personnel Committee attendees.

Job Description(s)

Fleet/Facility Maintenance Coordinator - Dawn Gibson stated this is a reclassification of one position to Fleet/Facility Maintenance Coordinator as there is a Maintenance staff who has strong trade skills and is able to do more contract type work so the Agency does not have to hire elsewhere to complete Agency projects. The Agency would like to reclassify this staff's position to a higher pay grade to compensate for the duties they have been doing.

Record Specialist – Dawn Gibson stated the Record Specialist is a temporary position. The Agency is required to dispose of medical records according to the State's retention schedule. There are many records that need to be addressed and not enough time to do so with the staff we currently have. This person will be hired on a temporary basis and it will depend on how long they will work for the Agency to decide if they will be full-time or part-time.

MOTION: by Mrs. Paavola, seconded by Mrs. Fink, that the Board approves the reclassification of the Fleet/Facility Maintenance Coordinator and the hiring of a Record Specialist, as presented. Motion carried unanimously.

Wage Pay Scale Adjustments – Cari Raboin stated approximately once a year the Agency reviews wage pay scales in comparison to other Upper Peninsula CMH's and are looking to increase the wage pay scale of four levels. Level 1 is a secretary/receptionist position. There are eight staff on this level and Management is asking to increase their wage pay scale by 4%. Level 2 is administrative support staff. There are seven staff on this level and Management is asking to increase their wage pay scale by 3%. Level 3 is the Administrative Assistant and Billing Specialist positions. There are two staff on this level and Management is asking to increase their wage pay scale by 3%. Management reviewed the Human Resources Director level, which has been lower than the other Management level positions, and Management is looking to increase their wage pay scale comparable to the other Management level positions. This depends on the Human Resources Director's current step position and it will be between a 9 - 16% increase. There are three types of Peer Supports which has five staff on this level and Management is asking to increase their wage pay scale by 6%.

MOTION: by Mr. Koskinen, seconded by Ms. Carlson-Lynch, that the Board approves wage pay scale adjustments of Levels 1, 2, 3, the Human Resources Director, and Peer Supports, as presented. Motion carried unanimously.

Wage Pay Scale Adjustments (Union Positions) – Cari Raboin stated Management is asking the Board to increase the wage pay scale of full-time DCS, relief/part-time staff, and a groundskeeper by \$1.00 per hour. This will increase full-time Direct Care Staff's starting wage to \$14.09 per hour, relief/part-time Direct Care Staff's starting wage to \$13.85 per hour, and the groundskeeper's starting wage to \$10.86.

MOTION: by Mr. Koskela, seconded by Mr. Bourdeau, that the Board approves the wage pay scale adjustments for union positions to increase by \$1.00 per hour for full-time and relief/part-time Direct Care Staff, and a groundskeeper, as presented. Motion carried unanimously.

Sign-on/Retention Bonus Proposal – Cari Raboin reviewed the sign-on/retention bonus proposal and stated Administration will determine which positions will be eligible and will be the positions we are currently having trouble filling. When a person is hired and completes training and two full weeks of work, they will receive half of the bonus and when they work six months, they will receive the other half. A \$2,000 bonus is being considered and Management is proposing that the Agency will not implement the bonus immediately but have the option to implement it in the near future.

MOTION: by Mrs. Paavola, seconded by Mrs. Fink, that the Board approves the sign-on/retention bonus proposal, with the option for Management to implement bonus at their discretion, as presented. Motion carried unanimously.

Compensation for Solo Staff in Group Homes – Cari Raboin stated there are times in the group homes where staff are left with no choice but to work alone on shift which puts pressure on these staff. Management is proposing if staff are scheduled to work alone that the Agency pays them for time and a half for the shift they are working solo. Each case will be approved by the supervisor first. Rachelle Rodriguez asked what happens to staff that are going to be going into overtime and already receiving time and a half but still have to work alone on their shift. Mr. Tervo responded that as a Board, they can ask Administration to look into this situation for those staff and get back to the Board at the next Board meeting. Mrs. Paavola stated there is some liability when staff are working alone and Laurie Stromer added that she is very concerned about staff working alone. Mr. Tervo explained the reason the Agency is closing Lakeside House is because there are not enough staff. He appreciates the effort that DCS puts in and that no one is thinking they are not going above and beyond to get the job done. Mrs. Paavola stated the Board will ask Administration to review the situation where employees are working alone but already working overtime.

MOTION: by Mr. Koskela, seconded by Mr. Eckloff, that the Board approves compensation of time and a half pay for staff working alone on a shift in the group homes, as presented. Motion carried unanimously.

Policy & Procedure

Administration - Disclosure of Ownership, Control, & Criminal Convictions (REVISED) – Cari Raboin stated the *Disclosure of Ownership, Control, & Criminal Convictions* policy has been revised to align with NorthCare’s policy. The revisions have not changed the meaning or purpose of the policy.

MOTION: by Mrs. Paavola, seconded by Mr. Bourdeau, that the Board approves the revised *Disclosure of Ownership, Control, & Criminal Convictions* policy, as presented. Motion carried unanimously.

Old / New Business

Mr. Koskela asked if the Agency has received its new fleet of vehicles and Mr. Tervo responded that it has not and it was his understanding that it will be a while before the Agency receives them.

Adjournment

MOTION: by Mr. Koskela, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 5:59 PM.

Submitted by,



James Tervo, Board Chairperson
/ac



Mike Koskinen, Board Secretary