

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, March 30, 2022 5:00 PM

CCMHS Institute
900 W. Sharon Avenue
Houghton, MI 49931

MINUTES

CALL TO ORDER: The meeting was called to order at 5:03 PM.

PRESENT: Richard Bourdeau, Randy Eckloff, Gale Eilola, Barry Fink, Julie Farmer, Albert Koskela (*Attending via Zoom Videoconferencing*), Mike Koskinen, Pat Rozich, and James Tervo.

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

ABSENT: Katie Carlson-Lynch, Richard Herrala, and Dr. Kathleen Johnson.

Those in attendance stood for the Pledge of Allegiance.

Approval of Agenda

MOTION: by Mr. Eilola, seconded by Mr. Eckloff, that the agenda be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Approval of Minutes of February 23, 2022 Meeting

MOTION: by Mr. Koskinen, seconded by Mr. Bourdeau, that the Minutes of the February 23, 2022 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for February 2022

Mr. Tervo stated he noticed there was a significant change in the Trust account and Finance Director, Susan Serafini, stated the Medicaid payment for February 2022 was not received until March 2022 and the One-Time Pay Adjustment also occurred in February 2022.

MOTION: by Mr. Rozich, seconded by Mrs. Fink, that checks numbered 64732 to 64968 in the amount of \$3,232,063.54 and Combined Cash Investments Report for February 28, 2022 totaling \$11,286,092.10 is accepted and placed on file. YES: Bourdeau, Eckloff, Eilola, Fink, Farmer, Koskinen, 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, Committee Chairperson, presented the Chairperson's Report.

NorthCare Governing Board Meeting – March 9, 2022 – Mr. Tervo stated the NorthCare CEO Report was provided in the Board packet.

Executive Director Performance Report – Mr. Tervo presented the Executive Director Performance Report and stated he received many evaluations from Board members. The reviews of Executive Director, Cari Raboin, came back very positive and since Cari Raboin will be retiring on May 27, 2022, there was no reason to hold an Executive Committee meeting to discuss the results.

NorthCare Governing Board Delegates Appointments/Re-Appointments – Mr. Tervo asked current NorthCare Governing Board Delegates, Mr. Koskinen and Mr. Rozich, if they wish to be reappointed as delegates to the NorthCare Governing Board and all, including himself, agreed.

MOTION: by Mr. Eckloff, seconded by Mr. Eilola, that the Board approves the reappointments of Mr. Koskinen, Mr. Rozich, and Mr. Tervo as delegates to the NorthCare Governing Board, as presented. Motion carried unanimously.

CMHA Persons Served Advisory Group Invitation – Mr. Tervo stated the Community Mental Health Association (CMHA) has sent out an invitation to those interested in attending the CMHA Persons Served Advisory Group meetings in April, June, October, and November 2022. Cari Raboin added that she has shared this information with Recipient Rights Officer, Sarah Rousseau, to share it with the Agency's Recipient Rights Advisory Committee for anyone who may be interested in attending. She advised those interested to contact the Agency first.

GLRMHA Conference Update - Mr. Tervo stated the Executive Committee of the Great Lakes Rural Mental Health Association (GLRMHA) met yesterday and the conference agenda is coming along nicely. The committee is working on a human trafficking/substance use presentation as well as a presentation from the group, *Frontline Strong Together Project*. "Save the Date" flyers were sent out and the committee is hoping those who may be running for legislator positions would be willing to attend in addition to the current legislators to listen and learn what CMH's are all about. The conference will be held September 11th – 13th, 2022 at the Baraga Lakeside Inn in Baraga, MI.

"Brain Illness & Stigma" Letter – Mr. Tervo stated in the Board packets was a copy of a letter from Catherine Paavola who writes to keep our legislators informed about our loved ones who may struggle with a brain illness. The letter was well thought out and lets us know what struggles someone with a brain illness has or is happening to them.

Mr. Tervo stated there were some openings in Board committees and he would like to assign Mr. Eckloff to the Nominating Committee, Richard Herrala to the Recipient Rights Advisory Committee and as a NorthCare Governing Board delegate alternate, Julie Farmer to the Program Committee, and Gale Eilola to the Quality Improvement Committee. Mr. Rozich asked that the Board review the current committee structure to see if there are any committees that can be eliminated. Mr. Tervo stated the updated committee assignments will be included in next month's Board meeting packets.

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

Autism Program Presentation – Cari Raboin welcomed and introduced Sarah Heikkinen, Autism Program Supervisor, Christina Mayworm, Autism Program Client Services Manager, and Tamara Turcotte, Autism

Program Intern who provided a presentation about CCMHS' Autism Benefit Program. The Board thanked staff for their presentation.

Annual Review of Mission Statement - Cari Raboin stated the Copper Country Mental Health Services Board Mission Statement must be reviewed each year and a copy was provided in the Board packets.

MOTION: by Mrs. Fink, seconded by Mr. Bourdeau, that the Board approves the Copper Country Community Mental Health Services Mission Statement with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Recipient Rights Advisory Committee Meeting Report – February 8, 2022 – This item has been tabled as there not a Board member representative available to present the report.

Recipient Rights Annual Report 2021 – This item has been tabled as there not a Board member representative available to present the report.

Updates

Cari Raboin stated when Alan Bolter, CMHA Associate Director, presented to the Board he spoke about the National Service Core Loan Repayment program and she wanted to explain the reason the Agency does not use it is because there is a requirement regarding the sliding fee scale. It is a technicality that MDHHS does not have their sliding fee scale up to date and therefore is the reason we are not participating. She had heard today that legislation addressing this problem is moving out of committee and hopes it will force the State to update their sliding fee scale to allow us to participate in the program.

Cari Raboin stated there is reorganization occurring at MDHHS with different departments and different staff running those departments. Both Management and CMHA do not know how this will affect MDHHS and are also unsure of the reason why the reorganization is happening.

Cari Raboin presented staff openings and stated there are openings for 18 full-time Direct Care Staff (DCS), ten part-time/relief DCS, and one Mental Health Aide. The Agency is also advertising for an ACT Case Manager, Human Resources Aide, RN in Baraga, two Mental Health clinicians, and a Peer Parent Support Partner. There have also been a number of positions filled recently.

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

Susan Serafini reviewed Revenues and Expenditures by funding source as of February 28, 2022. The Agency continues to run a surplus across all funding sources. Over the next few months Local funds will decrease some and in June or July the Agency will receive a performance payment. Susan stated the Agency has not had its cost settlement with NorthCare yet but it should be happening in May or June. At that time the Agency will receive its savings from last year. Susan Serafini reviewed the Balance Sheet as of February 28, 2022. The total cash at the end of February 2022 was \$11,286,092.10 which was a decrease of \$1,567,076.64 compared to January 2022. A large part of the reason for the decrease in total cash was due to the February Medicaid payment being received in March and the cash event of the One-Time Pay Adjustment in February. The total net income of all funds through February 2022 is \$450,153 compared to January 2022 of \$356,164. The

General Fund is reporting net income of \$333,504 which is an increase of \$84,893 compared to the end of January 2022. All other internal service funds are in good shape. Susan Serafini reviewed the Income Statement. The revenues would have a variance of 41.6% to be right on budget and are currently 1% ahead of the budget. Medicaid is running slightly under budget while Healthy Michigan is running over budget. Expenditures are ½% under budget. Community Inpatient and State Facility Inpatient are tending to run high and the Agency will continue to monitor that. The Board thanked Susan for her report.

Finance Committee Meeting Report – March 30, 2022 (Anderson, Tackman, & Co., PLC. Financial Statements Report)

Mr. Eckloff stated the Finance Committee met tonight to review the FY 2021 audited financial statements from Anderson, Tackman, & Co., PLC and there were no findings. The Finance Committee recommends to the full Board to approve the 2021 Anderson, Tackman, & Co., PLC Audited Financial Statements Report.

MOTION: by Mr. Rozich, seconded by Mr. Koskinen, that the Board accepts the recommendation of the Finance Committee to approve the FY 2021 Anderson, Tackman, & Co., PLC Audited Financial Statements Report, as presented. Motion carried unanimously.

Personnel Committee Meeting Report – March 30, 2022

Mr. Rozich stated the Personnel Committee met tonight to discuss three new contracts. The first contract is an employment contract with Mick Sheridan to provide up to 40 hours per week. The second contract is for Michael Garrison, LMSW to provide primarily after-hours Acute Services work, and the third contract is for Mark Campbell-Olzewski, LLP to provide guardianship evaluations for the courts, as well as evaluations for autism services. The Personnel Committee recommends to the full Board to approve the new contracts.

MOTION: by Mr. Eilola, seconded by Mr. Eckloff, that the Board accepts the recommendation of the Personnel Committee to approve three new contracts for Mick Sheridan, Michael Garrison, LMSW, and Mark Campbell-Olzewski, LLP, as presented. Motion carried unanimously.

Mr. Rozich stated the Personnel Committee discussed proposed salary scale adjustments for Peer Support positions and Registered Nurse positions. The Personnel Committee recommends to the full Board to approve both proposed salary scale adjustments for both positions.

MOTION: by Mrs. Fink, seconded by Mr. Koskinen, that the Board accepts the Personnel Committee's recommendation to approve the proposed salary scale adjustments for Peer Support position and Registered Nurse positions, as presented. Motion carried unanimously.

Mr. Rozich stated the Personnel Committee discussed a proposed position reclassification for the *Human Resources Aide* position from salary level L1 to L2, due to additional responsibilities being added to the position. The Personnel Committee recommends to the full Board to approve the proposed position reclassification.

MOTION: by Mr. Eckloff, seconded by Mr. Eilola, that the Board accepts the Personnel Committee's recommendation to approve the proposed position reclassification of the *Human Resources Aide* position from salary level L1 to L2, as presented. Motion carried unanimously.

Mr. Rozich stated the Personnel Committee discussed a proposed new position to change the current *Nursing Services Coordinator* position to a *Nursing Services Manager* position. The Personnel Committee recommends to the full Board to approve the proposed new position.

MOTION: by Mr. Koskinen, seconded by Mr. Eckloff, that the Board accepts the Personnel Committee's recommendation to approve the proposed new position of *Nursing Services Manager*, as presented. Motion carried unanimously.

Personnel Committee Meeting Minutes – February 23, 2022

MOTION: by Mr. Eilola, seconded by Mr. Bourdeau, that the Board approves the February 23, 2022 Personnel Committee meeting Minutes with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Old / New Business


There was no old or new business to note.

Adjournment

Chairperson Tervo adjourned the meeting of the Copper Country Community Mental Health Services Board at 6:21 PM.

Submitted by,


James Tervo, Board Chairperson
/ac


Michael Koskinen, Board Secretary