

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, August 30, 2023 5:00 PM

Rice Memorial Center - Boardroom
901 W. Memorial Drive
Houghton, MI 49931

MINUTES

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

PRESENT: Katie Carlson-Lynch, Randy Eckloff, Gale Eilola, Julie Farmer, Barry Fink, Richard Herrala, Dr. Kathleen Johnson, Mike Koskinen, Pat Rozich, and James Tervo.

OTHERS: Mike Bach, Dawn Gibson, Leslie Griffith, Eliza Richard, Susan Serafini, and Angela Cline.

ABSENT: Richard Bourdeau and Roy Britz.

Those in attendance stood for the Pledge of Allegiance.

Approval of Agenda

MOTION: by Dr. Johnson, seconded by Mr. Eilola, that the Board approves the August 30, 2023 agenda with the addition of two items, *Baraga County Center Boiler Replacement* under the Finance Director's Report and *MDHHS CMHSP 2024 Agreement* under the Director's Report, as presented. Motion carried unanimously.

Approval of the June 28, 2023 Minutes

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board approves the June 28, 2023 meeting Minutes with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for June and July 2023

MOTION: by Mr. Rozich, seconded by Ms. Carlson-Lynch, that checks numbered 68551 to 68787 in the amount of \$1,635,885.27 and Combined Cash Investments Report for June 30, 2023 totaling \$10,758,230.44 and checks numbered 68788 to 69032 in the amount of \$1,581,756.66 and Combined Cash Investments Report for July 31, 2023 totaling \$11,047,253.32 are accepted and placed on file. YES: Carlson-Lynch, Eckloff, Eilola, Farmer, Fink, Herrala, Johnson, Koskinen, Rozich, and Tervo.

Comments from the Public

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

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

NorthCare Governing Board Meeting – August 9, 2023 – Mr. Rozich stated the NorthCare Governing Board members were encouraged to have NorthCare Network Interim CEO, Megan Rooney, sign a contract as their new CEO. The contract is currently being reviewed by NorthCare's lawyer.

CMHA 2023 Annual Fall Conference – October 23rd & 24th, 2023 – Grand Traverse Resort - Mr. Tervo stated the Community Mental Health Association (CMHA) 2022 Annual Fall Conference is being held on October 23rd and 24th, 2023 at the Grand Traverse Resort. If anyone is interested in attending, they can contact Angela Cline.

GLRMHA Fall Conference – September 10th – 12th, 2023 – Baraga Lakeside Inn – Mr. Tervo stated the GLRMHA conference is being held at the Baraga Lakeside Inn on September 10th – 12th, 2023. There will be several Legislators attending, as well as NorthCare Network's Interim CEO, Megan Rooney, the U.P. CMH Directors, and Social Security Administration.

Director's Report: Mike Bach, Executive Director, presented the Director's Report.

Policy & Procedure

Administration – ADA Accommodation for Service Animals – Employees (NEW) – Mike Bach presented the creation of the *ADA Accommodation for Service Animals – Employees* policy. The agency also wanted to recognize that under the ADA, we are required to allow service animals.

Administration – Service Animal – Consumers (NEW) – Mike Bach stated the *Service Animal – Consumers* policy is not regarding an emotional support, therapy, or comfort animal. The service animal must be trained to do specific work such as a seeing eye dog. The policy describes the employer being able to remove the animal if it becomes destructive, etc.

Service Animal Workplace Agreement (NEW) – Mike Bach stated the *Service Animal Workplace Agreement* is an agreement for employees to sign if they need a service animal at work and goes along with the *ADA Accommodation for Service Animals – Employees* policy. This agreement has been reviewed by the agency's attorney.

MOTION: by Mr. Rozich, seconded by Mr. Eckloff, that the Board approves the two new Administration policies, *ADA Accommodation for Service Animals – Employees* and *Service Animal – Consumers*, and the new *Service Animal Workplace Agreement*, as presented. Motion carried unanimously.

Quality Improvement Committee Report – 3rd Quarter FY 2023 – The Board reviewed the Quality Improvement Program Report for the 3rd Quarter of FY 2023. Mike Bach stated Quality Improvement is a continuous process of reviewing and measuring effectiveness, evaluating, and making necessary improvements. Under the *Community Education* section, the Recovery Committee is working to schedule interviews with consumers to talk about their own story living with a mental illness and the committee will record those interviews, edit them, and post short clips on the agency's Facebook page, as well as the entire interview on the agency's website.

Recipient Rights Advisory Committee Report – July 11, 2023 – The Board reviewed the Recipient Rights Advisory Committee Report from July 11, 2023. Mike Bach stated there are some recommendations to the Board and two of the recommendations Management will work on and bring back to the Board at the next Board meeting.

Rice Memorial Clinic Foundation Board Meeting - August 2, 2023

Mike Bach stated the Rice Memorial Clinic Foundation Board met on August 2, 2023 and the biggest highlight was a request for funding from the Copper Country Autism Awareness organization. Their request was for funding at the sensory day at the Houghton County Fair where there is a specified day and time when the fair's lights and music are shut off so children with sensory issues, and their families, could enjoy the fair together.

MDHHS CMHSP 2024 Agreement

Mr. Tervo stated the State is granting the agency \$1,248,472 in General Fund money, which is the same as last year, and the CMHA is recommending our agency sign the contract. Mike Bach added that these funds are used to serve individuals on the waiting list. Mrs. Fink asked if all funds were utilized last year and Finance Director, Susan Serafini, replied that 5% was carried into this year to use. The agency was also able to help the local Sheriff Departments with transportation funding after using the funds to serve consumers.

MOTION: by Mr. Rozich, seconded by Mr. Eilola, that the Board approves the signing of the *MDHHS CMHSP 2024 Agreement*, as presented. YES: Carlson-Lynch, Eckloff, Eilola, Farmer, Fink, Herrala, Johnson, Koskinen, Rozich, and Tervo.

Updates

Mike Bach stated that approximately 150 agency staff, Board members, former Executive Directors, etc. attended the 60th Anniversary event held at the Rice Center on August 9th, which was a way to try to get all staff together. This information will also be put into the next agency newsletter.

The CMHA recently formed a *Rural and Frontier Taskforce* to work with MDHHS on how new initiatives will be implemented in rural settings.

Dawn Gibson reported the agency has recently hired some staff including Daniel Lawton as ACT's new ACT Coordinator and a nurse, Brad Sturtevant, in Houghton's Outpatient Department. The agency will also be recruiting an ACT social worker position which is a Masters level position. There have also been a record number of people requesting internships with our agency and she has been in discussion with some of them to see if they will remain with our agency. Openings include an on-site Behavior Analyst in the Autism Program, Case Manager at the Baraga County Center, a Parent Support Parter, two Peer Support Specialists, Houghton Outpatient Secretary, therapist/intake worker/Case Manager in Outpatient, three Mental Health Aides in Houghton CSP, one Mental Health Aide in Ontonagon CSP, 11 full-time Direct Care Staff positions, and five multisite openings in the group homes or CSP. The agency is also looking for relief staff as Behavioral Technicians in the Autism Program. One Houghton nurse will be going down to part-time and the agency will continue to recruit two full-time nurses. If two nurses are unable to be found, the nurse going to part-time is willing to float if needed. Training begins next week and four individuals are ready for that training.

Mike Bach stated *Conflict Free Access and Planning* is MDHHS' concern about CMHs doing assessments, creating treatment plans, and providing services in the same place. However, there are safeguards that MDHHS has submitted to the Federal Government and they have approved that.

As outreach to the community, the agency continues to meet with law enforcement, hospitals, Sheriffs, judges, etc. to try to put a face to who we are, explain what we do, and build trust between our organizations. It becomes difficult when there is a high stress case and many agencies are involved and our agency will continue to work on that. The agency also continues to work on its Facebook page and website and continues to post about various events, new staff, current programs, etc. The goal is to highlight every department within the agency by the end of the year and to explain to the community what we do.

The agency has hired a contract person for Acute Services daytime which we hope to bring on as full-time eventually. He is currently doing work, training, and assessments remotely. This will free up the current Acute Services daytime worker to take a therapist position.

The Copper Shores Community Health Foundation is a merger between the Portage Health Foundation, Dial Help, and Meals on Wheels. They have the same mission but are holding listening tours because they want to hear from the community, which includes Board members but not mental health professionals. Mike stated he spoke with the Foundation's Executive Director, Kevin Store, today and he understands our agency's role and wants to work together with us.

An Acute Inpatient Psychiatric Hospitalization fact sheet was put together by Associate Director, Leslie Griffith, and Administrative Services Coordinator, Eliza Richard, which contains data about multi-day hospital stays. A multi-day hospital stay is defined as two or more days in a hospital. The fact sheet has also been an important tool for communicating with hospitals, Sheriff Departments, and local MDHHS offices. The reason for a bed search is that almost ¼ of the time we are told that the patient is too acute, there are no beds (meaning no staffing), or milieu. The number of multi-day individuals was 31 from October 1, 2022 to June 20, 2023. The agency will continue to update this data each quarter.

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

Vehicle Bid Results – August 2023

Susan Serafini stated the vehicle bid results were provided in the Board meeting packet to replace ten agency vehicles. The value of the trade-ins will be determined once they receive the new vehicles to trade in. She will receive confirmation when the vehicles have been received and their estimated time of arrival. Management recommends Board approval of the low bids from Northern Auto for vehicles 1-6 in the amount of \$39,406 each, the low bids from Keweenaw Chevrolet for vehicles 7-9 in the amount of \$29,985 each, and the low bid from Copper Country Ford for vehicle 10 in the amount of \$43,817. Copper Country Ford is bidding at 2023 prices because they cannot get 2024 vehicles and told the agency the new vehicles will be at the same price.

MOTION: by Mr. Koskinen, seconded by Mr. Eckloff, that the Board approves Management's recommendation to accept the low bids from Northern Auto for vehicles 1-6 in the amount of \$39,406 each, the low bids from Keweenaw Chevrolet for vehicles 7-9 in the amount of \$29,985 each, and the low bid from Copper Country Ford for vehicle 10 in the amount of \$43,817, as presented. Motion carried unanimously.

Baraga County Center Boiler Replacement

Susan Serafini reviewed the Baraga County Center boiler replacement bid results. The Baraga County Center's boiler is almost 30 years old. ALK Contracting was the only bidder but has two options. Option 1 is a standard

boiler and option 2 is a high efficiency boiler. Option 2 will have a 15-year return on its high efficiency, but is for two boilers which will require two circuit panels and is more high-tech. Management recommends Board approval of option 1, which is still 85% efficient and has less parts to replace if they break. The total cost of option 1 is \$16,181.

MOTION: by Mr. Herrala, seconded by Ms. Farmer, that the Board approves Management's recommendation to purchase boiler option 1 from ALK Contracting in the amount of \$16,181, as presented. Motion carried unanimously.

Financial Statements for June & July 2023

Susan Serafini reviewed Revenues and Expenditures by funding source as of July 31, 2023 and stated the agency had its cost settlement with NorthCare in June which is reflected on this report. There was \$1,400,000 in savings from last year in funds through NorthCare and 5% was kept to roll forward in savings. The agency continues to run a surplus across all funding sources. The General Fund surplus will decrease as the Public Health Emergency ends. Susan Serafini reviewed the Balance Sheet as of July 31, 2023. The total cash at the end of July 2023 was \$11,047,253.32, which is an increase of \$289,022.88 compared to the end of June 2023 of \$10,758,230.44. The agency is now earning over 5% on cash. The total net income of all funds through July 2023 is \$1,518,080 compared to \$1,247,514 at the end of June 2023, which is an increase of \$270,566. All other internal service funds show net income. Susan Serafini reviewed the General Fund's Income Statement. There is a variance of 88.33% to be right on budget and revenues are over budget by 1.5%. Expenditures are 4% under budget. Some areas such as adults with a mental illness for contract residential was over budget but State Facilities are under budget as staff are currently working to move individuals out of State Facilities. Expenses are up by \$340,000 compared to last year. There is a 2% increase in inflation but the agency is still under inflation. Angela Cline will contact the Finance Committee to meet to review the final and initial budgets for next month. The Board thanked Susan for her report.

Old / New Business

Mr. Rozich stated he is the Region 1 Political Action Committee (PAC) representative and each year he makes a contribution to the PAC. Mr. Rozich reminded the Board that Angela Cline will accept personal checks and forward them to the CMHA.

Adjournment

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Rozich, that the meeting adjourn. The meeting adjourned at 6:03 PM.

Submitted by,


James Tervo, Board Chairperson


Mike Koskinen, Board Secretary

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