

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, September 27, 2023 5:00 PM

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

MINUTES

CALL TO ORDER: Richard Bourdeau, Roy Britz, Gail Eilola, Julie Farmer, Richard Herrala, Dr. Kathleen Johnson, Mike Koskinen, Pat Rozich, and James Tervo.

OTHERS: Mike Bach, Dawn Gibson, Leslie Griffith, Susan Serafini, Sarah Rousseau, and Angela Cline.

ABSENT: Katherine Carlson-Lynch, Randy Eckloff, and Barry Fink.

Approval of Agenda

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the September 27, 2023 agenda be approved with one addition under New Business, *Secretary Wage Adjustment*, as presented. Motion carried unanimously.

Approval of Minutes of August 30, 2023 Meeting

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Minutes of the August 30, 2023 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for August 2023

MOTION: by Mr. Herrala, seconded by Mr. Eilola, that checks numbered 69033 to 69228 in the amount of \$1,761,783.02 and Combined Cash Investments Report for August 31, 2023 totaling \$11,102,001.24 are accepted and placed on file. YES: Bourdeau, Britz, Eilola, Farmer, 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.

Recipient Rights Training – Sarah Rousseau, Recipient Rights Officer, provided Recipient Rights training to Board members.

NorthCare Governing Board Meeting – September 13, 2023 – Mr. Tervo stated the most significant item discussed at the NorthCare Governing Board meeting was that Megan Rooney has become the new NorthCare Network CEO.

CMHAM Annual Fall Conference – October 23rd & 24th, 2023 – Mr. Tervo stated the CMHAM Annual Fall Conference is being held October 23rd and 24th this year and he will be attending the conference with Mr. Rozich and Mike Bach.

Great Lakes Rural Mental Health Association (GLRMHA) Fall Conference Update – Mr. Tervo stated the GLRMHA Conference was held at the Baraga Lakeside Inn and it was another very good conference. Some of the highlights were the Youth Peer Support Specialist, the CMH CEO roundtable, the Legislative roundtable, the drug enforcement/recovery panel, good food, good company, and a good sound system. The GLRMHA Executive Committee will be meeting again to discuss next year's conference.

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

Annual Review & Approval of Policies of Record – Mike Bach stated the agency's *Policies & Procedures* table of contents was provided in the packet. Policies are reviewed continuously, compared to NorthCare's policies, and are updated as needed. Mike Bach requested Board approval of all policies of record.

MOTION: by Mr. Rozich, seconded by Mr. Koskinen, that the Board approves all CCMHS Policies of Record, as presented. Motion carried unanimously.

MRS FY 2024 Interagency Cash Transfer Agreement – Mike Bach stated this is an agreement the Agency enters into each year with Michigan Rehabilitation Services (MRS) who are located within Michigan's Department of Labor division. The Agency provides a local match contribution of \$8,000 and MRS matches \$21,000 for a total of \$29,000 to provide vocational services to our consumers to help them become more independent and find employment.

MOTION: by Mr. Herrala, seconded by Dr. Johnson, that the Board approves the MRS FY 2024 Interagency Cash Transfer Agreement, as presented. Motion carried unanimously.

FY 2024 Contracts – Mike Bach stated a list of contracts and contract renewals that the Agency will be entering into for FY 2024 were provided in the Board packet and includes the current rate and new rates.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board approves all FY 2024 contracts, as presented. Motion carried unanimously.

Residential Services On-Call – Mike Bach stated the Residential Team Leaders (RTLs) supervise the agency's nine group homes and are on-call during the week for each of their own homes but split on-call duties on weekends and holidays. It was found that there was a period of time where RTLs were not being reimbursed and Management recommends Board approval to reimburse RTLs for these times. The anticipated increase will be \$7,000 annually.

MOTION: by Mr. Herrala, seconded by Mr. Eilola, that the Board approves the proposed Residential Services On-Call reimbursement for a total increase of \$7,000 annually, as presented. Motion carried unanimously.

Job Description Revision – Office Assistant – Mike Bach stated the Office of Recipient Rights includes an Office Assistant and it was suggested that since the Office Assistant has training to conduct rights investigations, to include that in her job description for when she does investigations if the Recipient Rights Officer and Recipient Rights Advisor are not available. As those investigations are done, the agency would compensate this staff at a higher rate.

MOTION: by Mr. Herrala, seconded by Mr. Eilola, that the Board approves the job description revision from Office Assistant to *Office Assistant/Rights Alternate*, as presented. Motion carried unanimously.

Policy & Procedure – Medical Services – Medication Administration Authorization (REVISED) – Mike Bach stated the *Medication Administration Authorization* policy guides nurses in training staff to administer medications. The policy reflects the process of staff who have three or more medication errors being required to have a medication recheck done by a nurse and the nurse being required to document the reason for the recheck and to provide that documentation to the Human Resources Department to be entered into MyLearningPointe.com.

MOTION: by Ms. Farmer, seconded by Mr. Herrala, that the Board approves the revised policy, *Medication Administration Authorization*, as presented. Motion carried unanimously.

One-Time Pay Adjustment – Susan Serafini, Finance Director, stated the request for approval of a One-Time Pay Adjustment Resolution is for any funds that would be available in FY 2024, would be used in FY 2025.

MOTION: by Mr. Rozich, seconded by Mr. Eilola, that the Board approves the FY 2024 One-Time Pay Adjustment Resolution, as presented. Motion carried unanimously.

Updates

Rural & Frontier Task Force – Mike Bach stated there is an official caucus within the Community Mental Health Association (CMHA) consisting of the U.P., the northern lower peninsula, and any other rural areas. They are trying to get official recognition from MDHHS to receive feedback from our agencies before rolling out any initiatives.

Job Openings – Dawn Gibson, Human Resources Director, presented current agency openings which include a Social Worker at ACT, a Board Certified Behavior Analyst in the Autism Program, a Case Manager in Baraga, two Peer Support Specialists, a Parent Support Partner, two nurses, a Secretary in the Houghton Outpatient Department, a Therapist/Intake worker in the Houghton Outpatient Department, a Training/Prevention Specialist, and 17 full-time openings for paraprofessionals, which include Direct Care Staff and Mental Health Aides.

Conflict Free Access & Planning – Mike Bach stated MDHHS is receiving feedback from CMHs and consumer groups. He will keep the Board updated.

Outreach to the Community on Who We Are & What We Do – A community event flyer was provided in the Board packet. Management wanted to do something for the community to let the community know who we are and what we do. The gathering will take place at all four CCMHS clinics on October 18th from 5:00 – 6:30 pm. There will be coffee, cookies, and a raffle. The agency will send out invitations to various community people and organizations including County Commissioners, DHHS offices, schools, Sheriff Departments, courts, etc. A press release will be published in the Daily Mining Gazette and other newspapers.

MDHHS Certification – The Mental Health Code requires MDHHS to promulgate rules to set standards for CMHs and every three years they must certify our agency which we are in the process of now. The first step is

to gather all of the information they have requested and the second step is for MDHHS to come on-site. The site visit will be scheduled for the spring and the Board will be notified about that date.

Plans to Mitigate Threats from Infectious Respiratory Disease – The agency is training staff to make it clear that if they have symptoms, to talk to their supervisor and to not come into work sick.

House Bill 4841 (Requirement of 24/5 Onsite Nursing Coverage in AFC Homes) – A Legislator introduced House Bill 4841, requiring onsite nursing coverage in AFC homes 24 hours a day, five days a week. After speaking with other organizations, Representative Young will be dropping social worker and nurse requirements.

Community Gathering (Outreach to Community in Light of 60 Years at CCMHS) – *Discussed under agenda item, “Outreach to Community on Who We Are & What We Do”.*

Public Health Emergency – Leslie Griffith, Associate Director, stated with the unwinding of the Public Health Emergency, every individual who had Medicaid wasn’t dropped from Medicaid during the emergency and are now being redetermined. This process will take 12 months and she checks on these three times a month as well as follows up with staff to make sure they are also following up and checking on the status of their consumers redeterminations.

Mr. Eilola left the meeting at 6:15 pm.

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

Vehicle Bid – Susan Serafini stated Keweenaw Chevrolet has now provided a lower bid over Copper Country Ford for a 2024 Silverado Work truck in the amount of \$45,886 and is recommending Board approval of the low bidder.

MOTION: by Mr. Koskinen, seconded by Dr. Johnson, that the Board approves the low bid from Keweenaw Chevrolet for a 2024 Silverado Work truck in the amount of \$45,886, as presented. Motion carried unanimously.

Susan Serafini provided an update of other agency vehicle purchases and stated the Equinox’s are built and are being coordinated to be delivered to dealerships. The agency has picked colors for the vans, but they have not been built yet.

Financial Statements for August 2023

Susan Serafini reviewed Revenues and Expenditures by funding source as of August 31, 2023 and stated the agency continues to run a surplus across all funding sources but expects to see higher expenses in September with staff closing out year end. Susan Serafini reviewed the Balance Sheet as of August 31, 2023. The total cash at the end of August 2023 was \$11,102,001.24 which is an increase of \$54,747.92 compared to the end of July 2023 of \$11,047,253.32. The total net income of all funds through August 2023 is \$1,457,548 compared to \$1,518,080 at the end of July 2023, which is a decrease of \$60,532. Some of this is due to additional expenses for health insurance. All other internal service funds are running at a surplus. Susan Serafini reviewed the General Fund’s Income Statement. There is a variance of 91.67% to be right on budget and

revenues are right on budget. *Investment Income* continues to be very high over budget. *Contributions from Private Sources* are contributions from the Rice Memorial Clinic Foundation and the agency has not requested funds from them during the fiscal year but will be approaching them for funds before the end of the calendar year for group home bathrooms, etc. Expenditures are 5.4% under budget and are in a very good position. Mr. Tervo stated he would like to thank CCMHS staff, on behalf of the Board, for keeping expenses as low as possible. The Board also thanked Susan for her report.

Finance Committee Meeting Report – September 27, 2023: Dr. Kathleen Johnson, Committee Chairperson, presented the Finance Committee meeting report.

Dr. Johnson stated the Finance Committee met tonight to review the FY 2023 General Fund and Institute final budgets, as well as the FY 2024 General Fund and Institute initial budgets, and the FY 2024 COLA and step adjustments. The budgets were adjusted to reflect current revenues and expenditures. The FY 2023 General Fund final balanced budget with revenues and expenditures totals \$21,935,209. The FY 2024 General Fund initial balanced budget with revenues and expenditures totals \$22,316,365. The FY 2023 Institute final balanced budget with revenues and expenditures totals \$673,700. The FY 2024 Institute initial balanced budget with revenues and expenditures totals \$669,777. The Finance Committee recommends to the full Board the approval of the General Fund and Institute's FY 2023 final and FY 2024 initial balanced budgets.

MOTION: by Ms. Farmer, seconded by Mr. Herrala, that the Board accepts the recommendation of the Finance Committee and approves the FY 2023 General Fund final balanced budget with revenues and expenditures totaling \$21,935,209, the FY 2024 General Fund initial balanced budget with revenues and expenditures totaling \$22,316,365, the FY 2023 Institute final balanced budget with revenues and expenditures totaling \$673,700, and the FY 2024 Institute initial balanced budget with revenues and expenditures totals \$669,777, as presented. Motion carried unanimously.

Dr. Johnson stated the Finance Committee met tonight to discuss a 3% Cost of Living Adjustment (COLA) and step movements for non-bargaining staff currently at step A move to step B, staff currently at step B move to step C, and those staff that are frozen at their step for two or more years move to the next step. The Finance Committee also discussed a \$0.85 per hour increase for bargaining staff and step movements for bargaining staff at the Entry Level step move to step 1, staff at step 1 move to step 2, and those staff that are frozen at their step for two or more years move to the next step.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board accepts the recommendation of the Finance Committee and approves the 3% Cost of Living Adjustment (COLA) and step movements for non-bargaining staff currently at step A move to step B, staff currently at step B move to step C, and those staff that are frozen at their step for two or more years move to the next step, as well as an \$0.85 per hour increase for bargaining staff and step movements for bargaining staff at the Entry Level step move to step 1, staff at step 1 move to step 2, and those staff that are frozen at their step for two or more years move to the next step, as presented. Motion carried unanimously.

Old / New Business

New Business – *Secretary Wage Adjustment* – Dawn Gibson stated after analyzing the secretarial wage range in 2019, Management adjusted the range by 6% and these staff also received the COLA, but the wage range is still below competitive rates for our area. In addition to the 3% COLA, Management is proposing a \$1.00 per

hour increase and step adjustments in order to increase this wage range. The total estimated cost will be \$15,000 and will impact six positions.

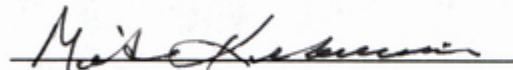
MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board approves the Secretary Wage Adjustment of a \$1.00 per hour increase and step adjustments, for a total estimated cost of \$15,000, as presented. Motion carried unanimously.

Adjournment

MOTION: by Mr. Herrala and declared adjourned by Chairperson Tervo of the meeting of the Copper Country Community Mental Health Services Board at 6:30 PM.

Submitted by,


James Tervo, Board Chairperson
/ac


Mike Koskinen, Board Secretary