

**COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD**

Wednesday, October 25, 2023 5:00 PM

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

**MINUTES**

**ROLL CALL:** Richard Bourdeau, Roy Britz, Katherine Carlson-Lynch, Randy Eckloff, Gale Eilola, Barry Fink, Richard Herrala, Mike Koskinen, and James Tervo.

**ABSENT:** Mike Bach, Julie Farmer, Dr. Kathleen Johnson, and Pat Rozich.

**OTHERS:** Dawn Gibson, Leslie Griffith, Dr. Kristin McArthur, Susan Serafini, Sue Turner, and Angela Cline.

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

Those in attendance stood for the Pledge of Allegiance.

**Approval of Agenda**

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

**Approval of Minutes of September 27, 2023 Meeting**

**MOTION:** by Mr. Koskinen, seconded by Mr. Herrala, that the Minutes of the September 27, 2023 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Treasurer's Report for September 2023**

**MOTION:** by Ms. Carlson-Lynch, seconded by Mr. Eckloff, that checks numbered 69229 to 69518 in the amount of \$1,687,178.11 and Combined Cash Investments Report for September 30, 2023 totaling \$11,218,813.59 are accepted and placed on file. YES: Bourdeau, Britz, Carlson-Lynch, Eckloff, Eilola, Fink, Herrala, Koskinen, and Tervo.

**Comments from the Public**

There were no comments from the public to note.

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

**NorthCare Governing Board Meeting – October 11, 2023**

Mr. Tervo stated everything went well at the October 11, 2023 NorthCare Governing Board meeting and Mr. Koskinen added that NorthCare has a new CFO, Jennifer Ahonen.

**CMHA Annual Fall Conference Report** – Mr. Tervo stated the CMHA annual fall conference was good. The last speaker was Miss USA from 2006 who presented her recovery story which was very interesting. He also met with some vendors for potential Great Lakes Rural Mental Health Association conference sponsors.

**Director's Report:** Leslie Griffith, Associate Director, presented the Director's Report on behalf of Executive Director, Mike Bach.

**Sue Turner, Team Coordinator/Homes Administrator – CCMHS Group Homes/Residential Services Presentation** – Sue Turner, Team Coordinator/Homes Administrator presented to the Board about CCMHS group homes and residential services.

**Quality Improvement Program Report – 4<sup>th</sup> Quarter FY 2023** – The 4<sup>th</sup> Quarter FY 2023 Quality Improvement Program Report was provided in the Board meeting packet for review. There were no questions or comments from Board members.

**Recipient Rights Advisory Committee Report – September 26, 2023** – The Recipient Rights Advisory Committee Report from September 26, 2023 was provided in the Board meeting packet for review. There were no questions or comments from Board members.

**FY 2024 Contracts** – Leslie Griffith presented the list of FY 2024 contracts which contain the old and new rates for FY24.

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

**CMHA FY23/24 Membership Dues** – This item has been tabled.

**Health Insurance Premium Cost Sharing** – Human Resources Director, Dawn Gibson, stated each year the agency is required under Public Act 152 to receive Board approval for the premium cost sharing with employees of the agency's health insurance. Historically, Management has recommended an 80/20 premium share split for health insurance and Management is recommending the same 80/20 split for next year's plan beginning in January 2024.

**MOTION:** by Mr. Eilola, seconded by Ms. Carlson-Lynch, that the Board approves the continuation of the 80/20 premium share split for health insurance, as presented. Motion carried unanimously.

**Sheriff Department Payments for Inpatient Hospitalization Transports** – Finance Director, Susan Serafini, stated payments to the four county Sheriff Departments for inpatient hospitalization transports began in FY 2021. The agency has followed the same process in the past and allocated the amount of funds to each department based on the number of transports they provided. The amount has increased this year to a total of \$105,000.

**MOTION:** by Mr. Eckloff, seconded by Mr. Bourdeau, that the Board approves payments to the four county Sheriff Departments for inpatient hospitalization based on the number of transports provided by each county, for a total of \$105,000, as presented. Motion carried unanimously. YES: Bourdeau, Britz, Carlson-Lynch, Eckloff, Eilola, Fink, Herrala, Koskinen, and Tervo.



## **Cash Investment Allocation**

Susan Serafini stated once a year we provide the cash investment allocation as an informational item to the Board to show where our funds are being invested. The majority of the funds are in a trust account at Superior National Bank, as well as the agency's CDs. It is very limited as to what we can invest in. The trust account is currently earning 5.62% as of December.

**Rice Memorial Clinic Foundation Board Meeting Update** – This item has been tabled.

## **Updates**

Leslie Griffith introduced CCMHS Medical Director, Dr. Kristin McArthur, who is here to visit the agency as well as to see consumers for psychiatric appointments. Dr. McArthur stated she has been working with CCMHS for the past seven years on a limited basis and sees consumers at the Calumet Clinic one day a week.

Leslie stated the community gathering event was held on October 18<sup>th</sup> at each of the agency's four locations and there was a total of 20 attendees between the four locations. A raffle was held and all winners have been notified. The winners will also be posted on the agency's Facebook page. There were questions for staff, consumers in attendance, and community members that wanted to know more about our programming. Management will discuss if this event will be held again next year.

Dawn Gibson stated the agency has hired a nurse in the Outpatient Department and will be hiring a Training and Prevention Specialist who will be working out of Ontonagon for now. There continues to be openings in ACT for a social worker and we are trying to recruit an onsite Behavior Analyst for our Autism Program. There are also openings for a Case Manager in Baraga, a Parent Support Partner, a Peer Support, another nurse, a Secretary in the Houghton Outpatient Department, an intake worker/therapist in Outpatient, another Training and Prevention Specialist through a grant for Gogebic and Ontonagon counties. The agency is beginning training next Thursday for Direct Care Staff and as of right now there are a possible 13 attendees, which is considered a large class. This will have a significant impact on the full-time hours that are open right now.

Leslie stated as part of the 60<sup>th</sup> anniversary community gathering event, the agency sent out many press releases which ran in the Ontonagon Herald, the L'Anse Sentinel, and the Daily Mining Gazette. Copper Country Today ran an interview with her and Executive Director, Mike Bach, on-air on October 12<sup>th</sup> where they discussed the agency's services. TV6 also recorded and posted an interview with her at the community gathering event in Houghton on October 19<sup>th</sup>.

Leslie stated NorthCare is in discussion with a company called Protocall to handle after-hours crisis calls and to move away from using MiCAL. They are in the process of handling paperwork and working out financial obligations. This will be a similar experience to using Dial Help and Gryphon Place in the past. She will get more detailed information to bring back to the Board.

Leslie stated NorthCare is returning the obligation of access back to the CMHs. Our agency used to do our own access until 2007 or 2008 and are excited to have the opportunity to do our own access and screen individuals again because we know our community responses better. Individuals can also come in and talk to someone instead of over the phone if they prefer. Mrs. Fink asked if this will fit into current staff's schedules

and Leslie replied that they are planning to build a team to share the duties. It has been calculated that there are three to four screenings a week but also a seasonal component to request volume which we will want the data on.

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

### **Financial Statements for September 2023**

Susan Serafini reviewed Revenues and Expenditures by funding source as of September 30, 2023 and stated the report is preliminary at this point. As the agency is going into year-end close, there continues to be a surplus across all funding sources. With the Public Health Emergency ending, it will put the agency into a good position with General Fund dollars especially. Susan Serafini reviewed the Balance Sheet as of September 30, 2023. The total cash at the end of September 2023 was \$11,218,813.59 which is an increase of \$116,812.35 compared to the end of August 2023 of \$11,102,001.24. The total net income of all funds through September 2023 is \$1,489,916 compared to \$1,457,548 at the end of August 2023, which is an increase of \$32,368. The total net income of the General Fund at the end of September 2023 is \$1,242,475 which is an increase of \$98,511. All other internal service funds are showing a small net income. Susan reviewed the General Fund Income Statement. The budget was revised last month at the Finance Committee meeting. Expenditures are running at 9% under budget which will allow payments to the four county Sheriff Departments. The Anderson, Tackman, & Co., PLC audit is scheduled for January 3<sup>rd</sup>-12<sup>th</sup>, 2024. The agency received three vehicles from Keweenaw Chevrolet. Vans have been assigned VIN numbers but are not built yet and are expected to be received before January. The Board thanked Susan for her report.

### **Finance Committee Meeting Minutes – September 27, 2023**


**MOTION:** by Mr. Herrala, seconded by Mr. Eilola, that the Minutes of the September 27, 2023 Finance Committee meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

### **Old / New Business**

There was no old or new business to note.

### **Adjournment**

**MOTION:** by Ms. Carlson-Lynch, seconded by Mr. Koskinen, that the meeting adjourn. The meeting was declared adjourned by Chairperson Tervo at 5:49 PM.

  
James Tervo, Board Chairperson  
Michael Koskinen, Board Secretary

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