

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, December 13, 2023 5:00 PM

Rice Memorial Center

901 W. Memorial Drive

Houghton, MI 49931

MINUTES

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

PRESENT: Richard Bourdeau, Roy Britz, Katherine Carlson-Lynch, Randy Eckloff, Gale Eilola, Richard Herrala, Mike Koskinen, and James Tervo.

ABSENT: Julie Farmer, Barry Fink, Dr. Kathleen Johnson, and Pat Rozich.

OTHERS: Mike Bach, Dawn Gibson, Leslie Griffith, Susan Serafini, Crispin Stone, and Angela Cline.

Those in attendance stood for the pledge of allegiance.

Approval of Agenda

MOTION: by Mr. Koskinen, seconded by Richard Bourdeau, that Agenda of the December 13, 2023 meeting be approved with one addition to the Director's Report, *Entryway Project*, as presented. Motion carried unanimously.

Approval of Minutes of October 25, 2023 Meeting

MOTION: by Mr. Koskinen, seconded by Richard Bourdeau, that the Minutes of the October 25, 2023 be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for October 2023

MOTION: by Mr. Eilola, seconded by Mr. Herrala, that checks numbered 69519 to 69785 in the amount of \$1,674,768.14 and Combined Cash Investments Report for October 31, 2023 totaling \$11,314,970.04 are accepted and placed on file. YES: Bourdeau, Britz, Carlson-Lynch, Eckloff, Eilola, Herrala, Koskinen, 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(s) – December 13, 2023 – The Board report was provided in the Board meeting packets and Mr. Tervo reported that NorthCare Network CEO, Megan Rooney, has returned from leave. It was reported at the meeting that there has been a 36% reduction in Healthy Michigan enrollment, as well as a reduction in reimbursement throughout the region in the last few months, which is significant.

CMHA Annual Winter Conference – February 6th & 7th, 2023 – Kalamazoo, MI – Mr. Tervo stated if any Board members are interested in attending the Community Mental Health Association (CMHA) annual winter conference to please contact Angela Cline.

2024 CCMHS Board Meeting Schedule – The 2024 CCMHS Board meeting schedule was provided in the Board meeting packets. Angela Cline noted that the Rice Memorial Clinic Foundation Board annual dinner will be held again in May and therefore the time and location of the May CCMHS Board meeting will be announced at a later time. Mr. Tervo stated he was asked about possibly moving the January and February 2024 meeting times from 5:00 PM to 4:00 PM, to accommodate those who come from further away to avoid driving in the dark. There were no objections from the Board members present.

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

Corporate Compliance Training – Crispin Stone, Corporate Compliance Officer/Quality Improvement Coordinator, provided Corporate Compliance training to the Board members in attendance.

FY 2024 Quality Improvement Program Plan – Mike Bach presented the FY 2024 Quality Improvement Program Plan. The plan contains the different programs that the agency monitors and reviews each year and additional appendices are available if any Board member wants to review them.

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Herrala, that the Board approves the FY 2024 Quality Improvement Program Plan, as presented. Motion carried unanimously.

YTD Appointment & Call Comparisons, Consumers Served, & Services Provided Summary & Trend Report FY 2023 – Mike Bach reviewed the year-to-date (YTD) appointment and call comparisons, consumers served, and services provided summary and trend report for FY 2023.

FY 2024 Contracts – Mike Bach reviewed the FY 2024 contracts and stated three contracts are for residential services and the contract for Paul Eyke is amended to provide access screenings in addition to intakes.

MOTION: by Mr. Koskinen, seconded by Mr. Eckloff, that the Board approves the FY 2024 Contracts, as presented. Motion carried unanimously.

CMHA FY23/24 Membership Dues – Mike Bach presented the CMHA FY23/24 Membership Dues invoice in the amount of \$10,971. This is an increase of \$46 from FY22/23 of \$10,925.

MOTION: By Ms. Carlson-Lynch, seconded by Mr. Eckloff, that the Board approves the CMHA FY23/24 Membership Dues in the amount of \$10,971, as presented. Motion carried unanimously. YES: Bourdeau, Britz, Carlson-Lynch, Eckloff, Eilola, Herrala, Koskinen, and Tervo.

Updates

Focus of Rural & Frontier Task Force – Mike Bach stated the Directors and PIHPs from the Upper Peninsula, northern lower Michigan, and other rural areas in Michigan have been recognized as a caucus within the CMHA and their purpose is to work with MDHHS to give recommendations before new initiatives are presented. The task force is currently in the stage of getting recognition within MDHHS. The three current

areas of focus are CFAP, Residential Day Code vs. 15-minute codes, and expanding audio-only telehealth service delivery.

Job Openings – Dawn Gibson, Human Resources Director, provided a job openings update and stated since October, the agency will be filling a Case Manager position in Baraga, hired a new Peer Support Specialist, a Houghton Outpatient Secretary, and an intake worker. There is still an opening for a Social Worker in the Assertive Community Treatment (ACT) office. The agency has been speaking with a Board Certified Behavior Analyst (BCBA) who is moving to the area, as we currently contract for this service with a company out of Marquette. There are still openings for a Parent Support Partner, an RN, and a Training and Prevention Specialist. The agency is open to hiring another Peer Support Specialist and will be opening a new therapist position. There was a large hiring of Direct Care Staff (DCS) in November and there are currently eleven full-time positions open.

Recruit Retain Team – Mike stated the Recruit Retain Team is always looking into creative ways to recruit staff. Dawn recently attended a virtual job fair and there was discussion about the agency's Behavioral Psychologist going into high schools in the spring to talk to seniors about what careers they could have here. The December "CCMHS Wave" newsletter was also provided in the Board meeting packet.

Access Screenings: Progress & Outreach to the Community – Beginning January 3, 2024, CCMHS will resume all access services. NorthCare Network has provided this service since 2005. There are a lot of steps, training, and practicing that is being done with staff. Associate Director, Leslie Griffith, stated she held four trainings for all screeners. Secretaries who will be taking the initial calls have attended one training and will be attending a customer services training. Other staff have trained and will do a one-on-one practice call with her or Outpatient Program Director, Jeff Williams. The goal is to be all trained by December 29, 2023. Mike added that the agency will be collecting a lot of data about the number of calls received, who we are screening, second opinions, etc.

Emergency Operations Plan (EOP) – Mike stated he has updated the agency's EOP which tells us who does what and how to restore services as quickly as we can in the event of a natural disaster, power outage, etc. This month he met with and asked each supervisor to write a simple training plan for their program that he will review with them in the new year. Changes were made to the EOP following recommendations from law enforcement after they did walk throughs of our buildings.

Dream Team Outreach – The priority for our agency is to get out and build relationships with hospitals, judges, law enforcement, MDHHS offices, etc. to let them know who our agency is and what we do.

Key Challenges for 2024 – Certified Community Behavioral Health Clinics (CCBHCs) are designations given to a mental health center or non-profit organization which opens them up to funding from SAMHSA. These would be very difficult to maintain in a rural setting. Privatization attempts to revamp the mental health system continue but there has not been anything new to report. There is a concern of a potential revenue drop due to the Public Health Emergency ending as redeterminations are being done again and some individuals may no longer be eligible because of a change in their income, address, etc. and this will affect our funding. Leslie stated every month, supervisors are told which of their staff have individuals that have redeterminations scheduled two months in advance.

1962 Project – 1962 is the year that John and Mildred Rice purchased the Child Guidance Center on the Houghton Canal Road and we want to make sure that staff are aware of that and to try to increase the sense of the shared mission between all of our programs. Some of the projects that have been done are biographies of John Rice’s parents being put up next to their photos in the entryway at the Rice Center, the Boardroom being updated with historical pictures and information, old Board meeting Minutes being converted electronically, updating the agency website and Facebook page, and holding both staff and community events to recognize this anniversary and the agency’s mission.

Entryway Project – Mike stated the entryway at the Rice Center has been updated by being painted and the addition of a platform to cover the rocks. Now something needs to be done with the platform and Management has looked at many different ideas. Industrial Graphics in Houghton was consulted and proposed an idea that includes Lake Superior and a summary of the agency’s mission, *“Supporting Independence in the Community Since 1962”*. The amount needed to complete this project is \$5,700. Board members asked for more details such as the type of wood being used and a quote for using a different type of wood.

MOTION: by Mr. Britz, seconded by Mr. Koskinen, that the Board approves the entry way project from Industrial Graphics in the amount of \$5,700, contingent upon additional details be provided to the Board, as presented. Motion carried unanimously.

Anderson, Tackman & Company, PLC FY 2023 Board Fraud Letter & Audit Engagement Letter – Susan Serafini reviewed the Anderson, Tackman & Company, PLC FY 2023 Board Fraud letter and Audit Engagement letter. The audit engagement letter sets the criteria for the upcoming audit and the language used is the same as in years past. The second letter is the Board fraud letter and contains an area on the last page to write about any concerns which can be returned to Anderson, Tackman & Company, PLC, as well as a phone number to contact Anderson, Tackman, & Company, PLC with any questions or concerns.

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Herrala, that the Board approves the Anderson, Tackman, & Company, PLC FY 2023 Audit Engagement letter and Board Fraud letter, as presented. Motion carried unanimously.

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

Susan Serafini reviewed the Revenues and Expenditures by funding source report as of October 31, 2023. There was a large decrease in Healthy Michigan funding and Milliman, Inc. also reduced the rate set for Healthy Michigan. The agency is overspent in Healthy Michigan by \$3,117.06. There will also be fewer people covered under General Fund. Medicaid is trending upward due to the rate increase and it is anticipated that Healthy Michigan will continue to decrease. There is a surplus across Medicaid, General Fund, and Local dollars. Interest rates remain relatively high. Susan reviewed the Balance Sheet as of October 31, 2023. The total cash at the end of October 2023 was \$11,314,970.04 which is an increase of \$96,156.45 compared to the end of September 2023 of \$11,218,813.59. The total net income of all funds through October 2023 is \$165,523 compared to \$96,491 in October 2022. The General Fund is reporting net income of \$96,820 which is an increase of \$24,999 compared to last year at this time of \$71,821. All other internal service funds are reporting net income. Susan reviewed the General Fund’s Income Statement. The revenues would have a variance of 8.33% to be right on budget. Revenues are slightly under budget and expenditures are ¾ % under budget. The Board thanked Susan for her report.

Old / New Business

There was no old or new business to note.

Adjournment

MOTION: by Ms. Carlson-Lynch that the meeting adjourn. The meeting was adjourned by the Chairperson at 6:22 PM.

Submitted by,

James Tervo, Board Chairperson

Michael Koskinen, Board Secretary

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