

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, March 27, 2024 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: Richard Bourdeau, Roy Britz, Randy Eckloff, Gale Eilola, Barry Fink, Mike Koskinen, and Pat Rozich.

OTHERS: Mike Bach, Dawn Gibson, Leslie Griffith, Jamie Rheault, Susan Serafini, and Angela Cline.

ABSENT: Katie Carlson-Lynch, Julie Farmer, Richard Herrala, Dr. Kathleen Johnson, and James Tervo.

Those in attendance stood for the Pledge of Allegiance.

Approval of Agenda

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

Approval of Minutes of February 28, 2024 Meeting

MOTION: by Mr. Koskinen, seconded by Mr. Bourdeau, that the Minutes of the February 28, 2024 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for February 2024

MOTION: by Mr. Eilola, seconded by Mr. Bourdeau, that checks numbered 70493 to 70730 in the amount of \$3,768,660.68 and Combined Cash Investments Report for February 28, 2024 totaling \$10,168,721.72 is accepted and placed on file. YES: Bourdeau, Britz, Eckloff, Eilola, Fink, Koskinen, and Rozich.

Comments from the Public

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

Chairperson's Report: Pat Rozich, Vice Chairperson, presented the Chairperson's Report.

Executive Director Performance Report – Mr. Rozich presented the Executive Director Performance Report and stated 83% of the Board responded. Board members unanimously support Executive Director, Mike Bach, and have confidence in his reporting and his team.

NorthCare Governing Board Delegates Appointments/Re-Appointments – Mr. Rozich stated NorthCare Governing Board Delegates, Mr. Koskinen, Mr. Tervo, alternate Mr. Herrala, and himself, have agreed to continue their appointments as delegates to the NorthCare Governing Board.

Recipient Rights Advisory Committee Member Appointment & Reappointments – Mr. Rozich stated one member is being appointed to the Recipient Rights Advisory Committee, Pat Rozich, and eight members are being reappointed to the Recipient Rights Advisory Committee, Zach Edgerton, Julie Farmer, Robert Farmer, Richard Herrala, Dr. Kathleen Johnson, Joe LeVeque, Douglas Lindberg, and Lt. Nick Roberts. All members are being appointed to the committee for a two-year term.

MOTION: by Mr. Eilola, seconded by Mr. Eckloff, that the Board approves the appointment of Recipient Rights Advisory Committee member, Pat Rozich, and the reappointments of Recipient Rights Advisory Committee members, Zach Edgerton, Julie Farmer, Robert Farmer, Richard Herrala, Dr. Kathleen Johnson, Joe LeVeque, Douglas Lindberg, and Lt. Nick Roberts, to the committee for a two-year term, as presented. Motion carried unanimously.

CMHA Annual Summer Conference – June 11th – 12th, 2024 – Grand Traverse Resort – Mr. Rozich encouraged CCMHS representation at Community Mental Health Association (CMHA) conferences as there is a lot of good information provided.

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

Jamie Rheault, Program Manager – Community Treatment Team (CTT) & Community Supports Program (CSP) Presentation – Jamie Rheault, Program Manager, presented on CCMHS's Community Treatment Team (CTT), Community Supports Program (CSP), Community Employment Program (CEP), and Rice House.

Home Based Services Position Reclassification – Leslie Griffith, Associate Director, stated last year Management asked the Board to approve a change in Home Based Services from two therapist positions to one therapist and one case manager position. Now the case manager is completing their master's degree and Management is asking the Board to approve the reclassification of the FTE case manager position to be split into a therapist/case manager position.

MOTION: by Mr. Koskinen, seconded by Mrs. Fink, that the Board approves the reclassification of the Home Bases Services FTE case manager position to be split into a therapist/case manager position, as presented. Motion carried unanimously.

Annual Review of Mission Statement – Mr. Rozich presented the Copper Country Mental Health Services Board Mission Statement which must be reviewed each year.

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

Policy & Procedure

Client Services – Waiting List (REVISED) – Mike Bach stated Management is asking the Board to approve the addition of the *Appendix to the Waiting List Policy* which outlines and sets a maximum amount of services approved for individuals without Medicaid receiving services off of the General Fund Waiting List. Management has the ability to change the amounts based on reviewed clinical factors.

Client Services – Admission for Residential Group Homes (REVISED) – Mike Bach asked the Board to approve an addition to the *Admission for Residential Group Homes* policy which states that homelessness cannot be the determining factor in whether a person meets the criteria for admission to a group home.

MOTION: by Mr. Eilola, seconded by Mr. Bourdeau, that the Board approves the revised policies, *Waiting List* and *Admission for Residential Group Homes*, as presented. Motion carried unanimously.

2024 Needs Assessment Report – Mike Bach stated the agency’s needs assessment report is completed every two years. The report was put together by Leslie Griffith and other staff. The report provides comparisons of results to questions from this year compared to two years ago. It also includes some responses to the five top concerns.

Updates

Job Openings Data - Dawn Gibson reported there was an internal candidate that was hired for the Human Resources position which resulted in another opening that has since been filled. With the retirement of the agency’s Team coordinator, a Residential Team Leader was hired to fill the position which also resulted in an opening for a Residential Team Leader. Newer openings include an ACT/IDDT Secretary/Benefit Specialist, a Community Employment Coordinator, and a Supports Coordinator in the Autism Program. This month there are a total of 11 full-time Direct Care Staff openings which is an increase from last month.

Data on Access Screenings – Leslie Griffith stated there were a total of 85 Access calls in January, 62 in February, and 45 as of March 22, 2024. There were also 19 calls during Monday through Wednesday of this week.

Data on Medicaid Redeterminations – Leslie Griffith reported on Medicaid redeterminations for the month of March as of March 25, 2024, and stated 42% of consumers due for a Medicaid redetermination secured their Medicaid, 11 individuals did not have redeterminations for their Medicaid, and 15 individuals lost their Medicaid. The agency is reevaluating to see if any individuals can be seen off of the waiting list. There are currently 21 individuals on the waiting list.

Four Principles That Management Will Be Working with Supervisors On – Mike Bach stated he meets with the Management team every Monday and currently they are reading a supervisors book and working on four principles that they would like to model to supervisors, and then to staff, to the best of their ability.

- 1) **All staff should leave work each day with a sense of achievement of our mission** – This may include reducing clutter in staff’s work areas or prioritizing tasks.
- 2) **Supervisors should use objective performance expectations for staff evaluation and empower staff to take ownership of reaching performance goals** – Such as setting goals to complete tasks in a timely manner or ensure they do not receive rights violations and encouraging staff to keep up on their trainings.
- 3) **We adhere to all laws, policies, and procedures, but always look for ways to improve efficiency** – With technology, staff can streamline processes.

- 4) **Staff should be empowered to present possible solutions to supervisors rather than just report problems** – Work with staff to empower them to create potential solutions to propose to supervisors in addition to the problem.

Roles in Assessment Process – The Board reviewed the handout, *Roles in Assessment Process*, which shows the roles of the involved parties in the psychiatric hospitalization assessment process.

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

LR Contracting – Stanton house Bathroom – Susan Serafini stated Management is asking the Board to approve a change order to add the second bathroom at Stanton House to the contract with LR Contracting to be done the same time as the first bathroom as residents will have to be temporarily moved to Lakeside while construction takes place. The cost is \$76,591.

MOTION: by Mr. Eilola, seconded by Mrs. Fink, that the Board approves a change order to add the second bathroom at Stanton House to the contract with LR Contracting in the amount of \$76,591, as presented. Motion carried unanimously.

Financial Statements for February 2024 – Susan Serafini reviewed the Revenues and Expenditures by funding source report as of February 29, 2024. There was an improvement in Medicaid funding in February partly due to retroactive payments received in February. Healthy Michigan continues to be inadequately funded. Both the General Fund and Local funding are doing well. Most of the local dollars are from the Rice Memorial Clinic Foundation and interest on our cash balances. Susan reviewed the Balance Sheet as of February 29, 2024. The total cash at the end of February 2024 was \$10,168,721.72 which is a decrease of \$1,534,200.44 compared to the end of January 2024 of \$11,702,922.16 due to the cash event of the One-Time Payout, the purchase of agency vehicles, and a high community inpatient payment to hospitals. The total net income of all funds through February 2024 is \$800,848 compared to January 2024 of \$624,283 which is an increase of \$176,565. The General Fund is reporting net income of \$636,484 which is an increase of \$183,496 compared to January 2024 of \$452,988. The agency is reporting a small loss in the Equipment fund which is due to the timing of the purchase of vehicles. Susan reviewed the General Fund's Income Statement. The revenues would have a variance of 41.67% to be right on budget and are ½% over budget. Expenditures are under budget by 2.4%. Community inpatient costs continue to run high. The financial audit statements report will be emailed to Board members this week and reviewed with the Finance Committee prior to the April meeting. The Board thanked Susan for her report.

Old / New Business

There was no old or new business to note.

Adjournment

MOTION: by Mr. Bourdeau, seconded by Mr. Eilola, that the meeting adjourn. The meeting adjourned at 5:53 PM.

Submitted by,

Pat Rozich, Board Vice Chairperson

Michael Koskinen, Board Secretary

/ac