

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, May 25, 2022 5:00 PM

CCCMHS Institute
900 W. Sharon Avenue
Houghton, MI 49931

MINUTES

CALL TO ORDER: The meeting was called to order at 5:09 PM.

PRESENT: Katie Carlson-Lynch, Randy Eckloff, Julie Farmer (*via Zoom Videoconferencing*), Dr. Kathleen Johnson (*entered the meeting at 5:32 PM*), Mike Koskinen, Pat Rozich, and James Tervo.

OTHERS: Mike Bach, Dawn Gibson, Leslie Griffith, Cari Raboin, Susan Serafini, and Angela Cline.

ABSENT: Richard Bourdeau, Gale Eilola, Barry Fink, and Richard Herrala.

Those in attendance stood for the Pledge of Allegiance.

Approval of Agenda

MOTION: by Mr. Koskinen, seconded by Dr. Johnson, that the Board approves the May 25, 2022 meeting Agenda of the Copper Country Community Mental Health Services Board (CCMHS) with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Approval of the April 27, 2022 Minutes

MOTION: by Mr. Koskinen, seconded by Dr. Johnson, that the Board approves the April 27, 2022 meeting Minutes of the CCMHS Board with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for April 2022

MOTION: by Mr. Rozich, seconded by Mr. Eckloff, that checks numbered 65165 to 65472 in the amount of \$1,736,457.94 and Combined Cash Investments Report for April 30, 2022 totaling \$11,509,129.16 are accepted and placed on file. YES: Carlson-Lynch, Eckloff, Johnson, Koskinen, Rozich, and Tervo.

Comments from the Public

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

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

NorthCare Governing Board Meeting – May 11, 2022 – Mr. Tervo stated the NorthCare CEO Report was provided in the Board packet.

CMHAM 2022 Annual Summer Conference – June 7th & 8th, 2022 – Traverse City - Mr. Tervo stated Mike Bach and Mr. Rozich will be attending the CMHAM 2022 Annual Summer Conference this year.

Great Lakes Rural Mental Health Association (GLRMHA) Meeting Update – Mr. Tervo stated the GLRMHA Executive Committee will be meeting at the Baraga Lakeside Inn to sample meal choices and hold their next meeting.

Director's Report: Cari Raboin, Executive Director, presented the Director's Report.

Family Support Subsidy Presentation – Angela Cline presented on the Family Support Subsidy program which is a program through the State of Michigan to provide financial assistance to families providing care to their children with severe disabilities and/or autism. The presentation included an update of the current subsidy amount and the total number of families enrolled in the program through CCMHS, the application process, outreach activities, and statements from families enrolled in the program.

Rice Memorial Clinic Foundation Board Meeting – May 4, 2022 – Cari Raboin stated the Rice Memorial Clinic Foundation Board met on May 4, 2022 and the Board continues to recruit new members but now have some names of individuals who are interested in joining. The Board approved the Rice Scholarship Awards for 2022 which included scholarships for nine new high school graduates and ten scholarships for students currently attending college who are continuing their studies in fields related to mental health.

Updates

Cari Raboin reported on position openings and stated the Agency recently filled positions for the Recipient Rights Office Assistant, a nurse in Baraga, a secretary in Houghton, and a Training and Prevention Coordinator. The Board Certified Behavior Analyst (BCBA) position in the Applied Behavior Analysis (ABA) program is close to being filled also. There are currently openings for a Parent Support Partner, two secretaries in Houghton, a nurse in Houghton, three Case Managers for Houghton, ACT, and Baraga, fifteen full-time Direct Care Staff (DCS), five relief/multisite DCS, ten part-time DCS, and five mental health clinicians. Cari stated clinicians will be reviewing new requests for services very closely to determine eligibility due to staffing issues and the Agency can anticipate that the number of denials will be increasing because we do not have the staff. All CMH's are struggling recruiting and retaining Masters level clinician positions and our Agency will be looking at other options such as, using contract staff to provide teletherapy services and to increase telehealth services in other areas to provide the service.

Cari Raboin introduced Leslie Griffith who will become the new Associate Director of CCMHS beginning May 28, 2022. Leslie Griffith introduced herself to the Board.

Mike Bach stated there was a question raised about CCMHS reaching out to law enforcement about mental health training and the answer is not at this time. The first reason is that the Agency is fortunate to have local officer, Lt. Nick Roberts, from Houghton City Police, who is trained in the crisis intervention model and is able to provide training to other officers. He is also a member on the Agency's Recipient Rights Advisory Committee and Recovery Committee. Mike stated he reviewed the

curriculum for that model and it emphasized not falling into the training trap but to work with community members about mental health knowledge, signs to look for when officers are responding to a call, and to recognize that a person may need some help. This is something that the Agency will continue to monitor but at this time will focus on these relationships with the community and local law enforcement.

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

Harbor House Siding Bid Results – Susan Serafini presented siding bid results for Harbor House from George Jaehnig Contracting and Nordic Contracting Co. to replace siding, soffit, fascia, and clean-up and disposal of debris at Harbor House. Susan recommended Board approval of the low bid from George Jaehnig Contracting in the amount of \$21,210.

MOTION: by Mr. Koskinen, seconded by Ms. Carlson-Lynch, that the Board approves the low bid from George Jaehnig Contracting, in the amount of \$21,210, to replace siding, soffit, fascia, and clean-up and disposal of debris at Harbor House, as presented. Motion carried unanimously.

Finance Director's Report for April 2022 - Susan Serafini reviewed Revenues and Expenditures by funding source as of April 30, 2022 and stated the Agency continues to run a surplus across all funding sources. The Agency has not had its cost settlement from last year with NorthCare yet and she will report on that at the August meeting. Susan Serafini reviewed the Balance Sheet as of April 30, 2022. The total cash at the end of April 2022 was \$11,509,129.16, which is a decrease of \$92,928.87 compared to the end of March 2022 of \$11,602,058.03. The total net income of all funds through April 2022 is \$581,981 compared to \$560,635 at the end of March 2022. The General Fund is reporting net income of \$396,860 which is an increase of \$35,813 compared to the end of March 2022. The Institute is running at a deficit of \$7,290 due to timing with one of their grants but do anticipate breaking even at the end of the year. Susan Serafini reviewed the General Fund's Income Statement. There is a variance of 58.33% to be right on budget and revenues are over budget by approximately 1.6%. Expenditures are approximately 1/3% over budget and community inpatient continues to trend at record highs. The Board thanked Susan for her report.

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Rozich, that the Board accepts the Finance Director's Report, as presented. Motion carried unanimously.

Personnel Committee Meeting Report – May 25, 2022

Mr. Rozich stated the Personnel Committee met tonight to review three new contracts for Michael Garrison, LMSW, for the addition of new services to his current contract to provide the completion of Biopsychosocial (BPS) Assessments and therapy, for Hope Network AFC Home for an individual who requires specialized services, and for Crystal Stone, LMSW, for the completion of BPS Assessments and Individual Plans of Service (IPOS), as well as to provide after-hours on-call services and teletherapy services. The Personnel Committee recommends Board approval of all three new contracts.

MOTION: by Mr. Eckloff, seconded by Dr. Johnson, that the Board accepts the recommendation of the Personnel Committee and approves the three new contracts for Michael Garrison, LMSW, Hope Network AFC Home, and Crystal Stone, LMSW, as presented. Motion carried unanimously.

Mr. Rozich stated the Personnel Committee reviewed four revised policies, *Combined Leave, Referral Program, Sick Leave, and Vacation Leave*. The *Combined Leave, Sick Leave, and Vacation Leave* policies were revised to waive the waiting period for employees to use their combined, sick, and vacation leave hours. The *Referral Program* policy was revised to allow independent contractors to receive the referral benefit. The Personnel Committee recommends Board approval of all four revised policies.

MOTION: by Mr. Rozich, seconded by Mr. Koskinen, that the Board accepts the Personnel Committee's recommendation and approves the four revised policies, *Combined Leave, Referral Program, Sick Leave, and Vacation Leave*, as presented. Motion carried unanimously.

Mr. Rozich stated the Personnel Committee reviewed one new policy, *Mediation Services*, which is to provide notice to all recipients of the option to request mediation if resolution of a dispute related to planning and providing services or supports is need. The Personnel Committee recommends Board approval of the new policy.

MOTION: by Mr. Rozich, seconded by Ms. Carlson-Lynch, that the Board accepts the recommendation of the Personnel Committee and approves the new policy, *Mediation Services*, as presented. Motion opposed by Dr. Johnson. Motion carried by majority vote.

Old / New Business

Cari Raboin noted there was also a copy of a thank you note from Albert Koskela's family and the Daily Mining Gazette article featuring Mike Bach in the Board packets. There were also copies of the Agency's ad placed in the American Psychiatric Association's conference brochure placed on the tables.

Dr. Johnson stated Albert Koskela had previously brought up raising per diem costs for Board members attending Board meetings as the cost of everything is raising, especially the cost of mileage. Cari Raboin stated she has sent this information to the Agency's attorney and it is on her desk to review.

Mr. Rozich stated he would like to thank Cari Raboin for her work as Executive Director, especially during the COVID-19 pandemic.

Adjournment

MOTION: by Ms. Carlson-Lynch, that the meeting adjourn. The meeting adjourned at 6:07 PM.

Submitted by,

James Tervo, Board Chairperson

Michael Koskinen, Board Secretary

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