

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, August 31, 2022 5:00 PM

CCMHS Institute
900 W. Sharon Avenue
Houghton, MI 49931

MINUTES

CALL TO ORDER: The meeting was called to order at 5:02 PM.

PRESENT: Richard Bourdeau, Katie Carlson-Lynch, Randy Eckloff, Gale Eilola, Julie Farmer, Barry Fink, Richard Herrala, Dr. Kathleen Johnson, Mike Koskinen, Pat Rozich, and James Tervo.

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

ABSENT: Roy Britz.

Those in attendance stood for the Pledge of Allegiance.

Approval of Agenda

MOTION: by Mr. Koskinen, seconded by Mr. Eckloff, that the Board approves the August 31, 2022 Agenda with the addition of two items, *Rice Center Generator Bid Results* under the Finance Director's Report and *CMHA Proposed Bylaws Changes – August 31, 2022* under the Chairperson's Report, as presented. Motion carried unanimously.

Approval of the June 29, 2022 Minutes

MOTION: by Mr. Koskinen, seconded by Mr. Eckloff, that the Board approves the June 29, 2022 meeting Minutes with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for June and July 2022

MOTION: by Mr. Rozich, seconded by Mr. Eilola, that checks numbered 65695 to 65906 in the amount of \$1,562,102.39 and Combined Cash Investments Report for June 30, 2022 totaling \$12,006,995.27 and checks numbered 65907 to 66148 in the amount of \$1,521,261.91 and Combined Cash Investments Report for July 31, 2022 totaling \$12,380,356.59 are accepted and placed on file. YES: Bourdeau, Carlson-Lynch, Eckloff, Eilola, Farmer, Fink, 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.

NorthCare Governing Board Meeting – August 10, 2022 – Mr. Rozich stated the NorthCare Board report was in the Board meeting packets and on page 20, there is information about interactions with

CMHs and the Department of Corrections which was interesting. Also, on page 23, under SUD updates, Northern Michigan University will offer a substance use minor through their school social work program beginning this fall.

CMHA 2022 Annual Fall Conference – October 24th & 25th, 2022 – Grand Traverse Resort - Mr. Tervo stated the Community Mental Health Association (CMHA) 2022 Annual Fall Conference is being held on October 24th and 25th, 2022 at the Grand Traverse Resort. If anyone is interested in attending, they can contact Angela Cline.

GLRMHA Fall Conference – September 11th – 13th, 2022 – Baraga Lakeside Inn – Mr. Tervo stated the GLRMHA conference is being held at the Baraga Lakeside Inn on September 11th – 13th, 2022 and today is the last day of registration. There will be at least three legislators attending the roundtable on Sunday night and many good presenters/presentations including Bob Sheehan, CEO of CMHA; a human trafficking/substance use panel; mental health court and drug court; a recovery story; supported living housing with Chip Johnston, Centra Wellness CEO; a NorthCare Network update from Judi Brugman, SAPT Director; frontline strong workers training from the Frontline Strong Together Project; sponsor presentations; and a crisis line update from David Cole, Acute Services Supervisor at CCMHS. Anyone who is interested in attending can talk to Angela Cline.

Ms. Carlson-Lynch provided a Bylaws committee update for CMHA and stated the immediate past president has stopped serving on their local board and part of the Association's bylaws state that all officers need to be serving on a board, but that has changed as of today. This also frees up some positions since there is a two-person per region limit, so if someone wants to move up they can. The Board thanked Ms. Carlson-Lynch for her report.

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

Home Based Services Presentation – Associate Director, Leslie Griffith, provided a presentation on home-based services and stated home-based services are the most intense children's service that is provided in the home or community. Agencies are required to provide four hours of service per month for each family and clinicians are required to have two years of training and experience to be endorsed to provide that training. A waiver can also be obtained through the State. Home-based services are relationship based, culturally sensitive, and didactic work. Common diagnoses are caregivers who have post-partum depression or psychosis, struggling with substance use, and parental or generational trauma. Leslie stated the hope is that you can make a small impact now and make a difference for the next generation.

Leslie Griffith informed the Board of the annual trauma training for all agency staff being held on September 21, 2022 and stated all Board members are welcome to attend. They will be showing the movie, "*Resilience*". Anyone who is interested in attending can contact Angela Cline.

Quality Improvement Committee Report – 3rd Quarter FY 2022 - Mrs. Fink presented the Quality Improvement Program Report for the 3rd Quarter of FY 2022.

Recipient Rights Advisory Committee Report – July 12, 2022 – The Board reviewed the Recipient Rights Advisory Committee Report from July 12, 2022. There were no questions or comments.

Mr. Koskinen stated he was contacted by the Baraga County Memorial Hospital (BCMHS) Board of Trustees and CEO, Rob Stowe, who asked if the hospital hired a psychiatrist, if CCMHS would have funds to assist paying for one. Mike Bach replied that BCMH is on the agenda for the September CCMHS Board meeting and he has also been meeting with Rob Stowe, so he will reach out to him.

Action Items

New Employment Contract – Mike Bach stated the agency has hired a replacement for Principal Behavioral Psychiatrist, Dr. Kambiz Alavi, who is willing to stay with the agency longer as a consultant. Management is asking the Board to approve his contract.

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Herrala, that the Board approves the *New Employment Contract* for Kambiz Alavi, PhD as a consultant to the agency, as presented. Motion carried unanimously.

Maintenance Worker – Request for FTE Increase – Mike Bach stated the agency currently has three full-time and three part-time staff on its maintenance team. There are 17 buildings, 10 group homes, and 41 vehicles to maintain and manage for the agency. Management is asking to increase the Maintenance Worker position from 1 FTE to 2 FTE.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board approves the request to increase the Maintenance Worker position from 1 FTE to 2 FTE, as presented. Motion carried unanimously.

Rice Memorial Clinic Foundation Board Meeting - August 3, 2022

Mike Bach stated the Rice Memorial Clinic Foundation Board met on August 3, 2022 and he is now part of the Board according to their Bylaws which state that the CCMHS Executive Director must always be on the Board. Two new Houghton County Board members were added, James Koskela and Danielle Racine. There is still one open position for a Baraga County representative and two individuals have applied so the current Board members will be voting on that. The Board members are working with Superior National Bank and their accounting firm to develop their investment strategy. CCMHS also requested funding to replace fire alarms in the group homes and signs in front of the Rice Center and Institute buildings. The Board will meet again on October 5, 2022.

Updates

Mike Bach reported on agency openings and stated there are currently openings for 13 full-time Direct Care Staff (DCS), six multi-site/relief staff, therapist positions, a nurse in Houghton, and an Assertive Community Treatment (ACT) Supervisor. Some positions have been filled including a new Board-Certified Behavior Analyst (BCBA) in the Autism Program who can do assessments, a Case Manager at ACT and in Baraga, a secretary in Houghton, and Dr. Kambiz Alavi's replacement, Dr. Morten Haugland. Dr. Haugland was born in Norway and was a DCS for the agency in the 1980's. He already knows Dr. Alavi and Sue Turner, Team Coordinator of Residential Services. He became intrigued in the mental health field while working as a DCS and went on to receive his PhD, as well as developed a program to help adults and children with autism.

In the Board meeting packets was some background information about the Board member \$30 per diem rate. The information was presented to the agency's attorney, Bonnie Toskey, to review. Mike Bach stated he did a lot of research on this as well as received Attorney Toskey's input. The increase to per diems goes back to the County Commissioners who originally formed our agency. Each County Board creates advisory boards for public health, animal control, taxes, etc. and currently, each county pays a \$30 per diem to attend those advisory board meetings, with the exception of Keweenaw County who pays a \$25 per diem. The Mental Health code addresses this and the per diem is capped at the highest paid per diem for county advisory boards. To change this, the Boards of Commissioners have to review their per diems and vote to raise them. Then our agency can raise our Board member per diem rate. Mr. Koskinen stated a stipend was also discussed and asked about that. Finance Director, Susan Serafini, stated the stipend is the same as the per diem and the agency cannot pay a per diem and a stipend at the same time, in addition to mileage.

Mike reported on the status of Directions Unlimited, Inc. (*Drop-In Center*) which is a Medicaid service for a peer led group. The local Drop-In Center is located down the street from the agency's Clubhouse and has 9:00 am to 5:00 pm hours where individuals can stop in anytime. It is not just for those with a mental illness and they do some outings like art classes, etc. to help them in their recovery process. The agency has helped them for many years and one problem was that they had lost their tax-exempt status because their Director failed to complete paperwork. There has also been a lot of conflict between members, their Director, and their Board. Membership has dropped to five members per week. There are currently only two Board members and the Associate Director has difficulties keeping up with the duties of the Director. Mike stated he consulted with the Justice in Mental Health Organization (JIMHO) and they recommended our agency cancel the contract with the local Drop-In Center and help them start a new non-profit. The agency will stop its contract with Directions Unlimited, Inc. beginning September 12, 2022 and he will also submit a waiver with the Michigan Department of Health and Human Services (MDHHS) to not start a new non-profit organization, as the service will be continued with Clubhouse. The agency also has other programs that an individual could attend if they did not want to attend Clubhouse. The situation is unfortunate and MDHHS may deny his request, but the agency can meet the needs of individuals with Clubhouse services, and he would love to see people go there. Mr. Tervo stated he is hopeful that MDHHS would grant the waiver because attending Clubhouse is more structured. Mike added that NorthCare Network is supportive and he has a call with them next week.

Mike reported on after-hours crisis assessments and stated currently assessments are being done in emergency rooms via telehealth. Clinical staff who are qualified to do assessments, do not like doing them as they are a 24-hour service and is the number one reason staff leave the agency. To help with this, the agency went to providing tele-assessments and increased the pay. Management's hope was that contract workers would flock to these shifts and could take the burden off our daytime staff. By using *After-Hours Delta-T Contractors & Emergency Services Clinicians*, after-hours crisis assessments will be done via video and everything can be done remotely. ACT staff will continue to do their own assessments in-person and agency staff will also continue to do our assessments in-person during daytime hours. Mike stated he has been communicating with Pathways CEO, Matt Maskart, about the *After-Hours Delta-T Contractors & Emergency Services Clinicians* and if approved at their next Board meeting, he will bring it to our September Board meeting to vote on, and if approved, the contract would begin October 1, 2022.

In the Minutes of the June 29, 2022 CCMHS Board meeting, the names of the selection committee members from each of the four counties, who met on December 20, 1963 at the Houghton County Courthouse to select

the first members of the Copper Country Mental Health Board, were mentioned. The names of those first members of the Copper Country Mental Health Board were:

Frank Domitrovich, Jr. – Ontonagon County
Rev. Charles Herbst – Ontonagon County
F. Loren Rogers – Ontonagon County
Cornelius Sullivan – Baraga County
F. Hubert Mather – Baraga County
Reuben K. Mehring – Houghton County

Joseph M. Donnelly – Houghton County
John W. Rice – Houghton County
Harry Trainor – Houghton County
A.J. Janis – Houghton County
Rev. Armas K. Holmio – Houghton County
Miss Jacqueline Jaaskelainen – Keweenaw County

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

Vehicle Bid Results – August 2022

Susan Serafini stated the vehicle bid results were provided in the Board meeting packet to replace ten minivans with all-wheel drive minivans. Management recommends approval of the low bids from Northern Auto in the amount of \$327,500.

MOTION: by Mr. Koskinen, seconded by Mr. Rozich, that the Board approves Management's recommendation to accept the low bids from Northern Auto to replace the agency's ten minivans with all-wheel drive minivans, in the amount of \$327,500, as presented. Motion carried unanimously.

Rice Center Generator Bid Results

Susan Serafini reviewed the Rice Center generator bid results. There have been a lot of power outages near the Rice Center and even a ten-minute outage can cause the agency's servers to go down. The generator is a natural gas automatic generator that will provide back-up for servers, phone system, doors, and some lights. Management recommends approval of the low bid from Keweenaw Power & Lite in the amount of \$10,560.

MOTION: by Mr. Rozich, seconded by Mr. Eilola, that the Board approves Management's recommendation to accept the low bid from Keweenaw Power & Lite to install a natural gas automatic generator in the amount of \$10,560, as presented. Motion carried unanimously.

Financial Statements for June & July 2022

Susan Serafini reviewed Revenues and Expenditures by funding source as of July 31, 2022, and stated the Agency continues to run a surplus across all funding sources. The Local fund is reporting a balance of \$164,818 and the agency received a performance payment of \$129,000 in July and its cost settlement from last year with NorthCare of \$1,900,000 took place in August. At the June meeting, the Board approved special payments to staff and \$205,000 was paid to CCMHS staff. Through the end of the fiscal year, the total in

special payments will be \$404,000. Susan Serafini reviewed the Balance Sheet as of July 31, 2022. The total cash at the end of July 2022 was \$12,380,356.59, which is an increase of \$373,361.32 compared to the end of June 2022 of \$12,006,995.27. The agency anticipates a decrease in cash in August as we will be returning about \$800,000 to NorthCare for the cost settlement. The total net income of all funds through July 2022 is \$820,412 compared to \$646,483 at the end of June 2022, which is an increase of \$173,929 due to the

performance payment in General Fund. The General Fund is reporting net income of \$634,327 which is an increase of \$164,686 compared to the end of June 2022. The Institute continues to run at a deficit of \$29,296. The Institute has had a substance use disorder grant from NorthCare for a number of years and two years ago it received a large cut. This year additional funds are available, as it is a very underfunded program, and NorthCare approved those additional funds to the grant. The Building and Grounds fund had a small loss due to the timing of completing some projects and the Rice Memorial Clinic Foundation approved \$63,329 to replace fire alarms in the group homes and outdoor signs at the Rice Center and Institute buildings. Susan Serafini reviewed the General Fund's Income Statement. There is a variance of 83.3% to be right on budget and revenues continue to be over budget by 3.5%. Expenditures are right on

budget. State Facility costs continue to be very high and the Autism Program is higher due to the additional expenses for the new building. Angela Cline will reach out to the Finance Committee to schedule a Finance Committee meeting to review the budget. The Board thanked Susan for her report.

Personnel Committee Meeting Minutes – June 29, 2022

MOTION: by Mr. Rozich, seconded by Ms. Carlson-Lynch, that the Board approves the June 29, 2022 Personnel Committee meeting Minutes, with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Old / New Business

Mr. Rozich stated the Western U.P. Health Department completed a study, available on their website, with interesting information that covers the entire Upper Peninsula about poverty, mental health statistics, etc.

Dawn Gibson stated she did hear from the Union about union negotiations with some proposed dates which she has sent to Attorney Bonnie Toskey. The dates are in September and the Union representative asked if negotiations during the day is a possibility. Mr. Tervo stated he and Mr. Rozich will look into those dates and times.

Adjournment

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Herrala, that the meeting adjourn. The meeting adjourned at 6:25 PM.

Submitted by,



James Tervo, Board Chairperson
/ac



Mike Koskinen, Board Secretary