

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, September 28, 2022 5:00 PM

CCMHS Institute
900 W. Sharon Avenue
Houghton, MI 49931

MINUTES

CALL TO ORDER: Richard Bourdeau, Roy Britz, Katherine Carlson-Lynch, Randy Eckloff, Julie Farmer, Richard Herrala, Dr. Kathleen Johnson, Mike Koskinen, Pat Rozich, and James Tervo.

OTHERS: Mike Bach, Dawn Gibson, Cari Raboin, Susan Serafini, Sarah Rousseau, Erin Mercier, and Angela Cline.

ABSENT: Barry Fink and Gail Eilola.

Approval of Agenda

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the September 28, 2022 agenda be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Approval of Minutes of August 31, 2022 Meeting

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Minutes of the August 31, 2022 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for August 2022

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that checks numbered 66149 to 66361 in the amount of \$1,597,949.88 and Combined Cash Investments Report for August 31, 2022 totaling \$11,750,223.56 are accepted and placed on file. YES: Bourdeau, Britz, Eckloff, Farmer, Herrala, Johnson, Koskinen, Rozich, and Tervo.

Katherine Carlson-Lynch entered the meeting at 5:05 PM.

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.

Recipient Rights Training – Sarah Rousseau, Recipient Rights Officer, provided Recipient Rights training to Board members.

NorthCare Governing Board Meeting – September 14, 2022 – Mr. Rozich stated the NorthCare Governing Board discussed a recommended increase in salary for the NorthCare Director. The NorthCare CEO Report was provided in the Board packet and the first item in the report describes the intent to switch to the *Child and Adolescent Needs and Strengths (CANS) Assessment*. Mr. Rozich

stated the second page of the report discusses the *FY22 and FY23 Budget* and the second to last page contains the *SUD Updates* and encouraged Board members to review these items.

CMHAM Annual Fall Conference – October 24th & 25th, 2022 – Mr. Tervo stated the CMHAM Annual Fall Conference is being held October 24th and 25th this year and asked Board members who are interested in attending to let Angela Cline know to make arrangements. An agenda has not yet been released.

Great Lakes Rural Mental Health Association (GLRMHA) Fall Conference Update – Mr. Tervo stated the GLRMHA Conference was held at the Baraga Lakeside Inn and it was a very good conference. Overall, the results of the surveys had positive comments on every aspect of the conference.

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

Annual Review & Approval of Policies of Record – Mike Bach stated the agency's *Policies & Procedures* table of contents was provided in the packet. Supervisors review the policies to see if there are any changes that need to be made and compare them to NorthCare's policies. The Board is notified of any major changes to policies. Mike Bach requested Board approval of all policies of record.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board approves all CCMHS Policies of Record, as presented. Motion carried unanimously.

FY 2023 Contract Renewals – Mike Bach stated a list of contracts and contract renewals that the Agency will be entering into for FY 2023 were provided in the Board packet and include the current rate, the new rate, and the percentage of change in rates. It was clarified on page 2 of the list of contracts for nurses that the agency is currently paying nurses the new rate as voted on by the Board at the June 2022 Board meeting.

MOTION: by Mr. Koskinen, seconded by Dr. Johnson, that the Board approves all contract renewals for FY 2023, as presented. Motion carried unanimously.

After-Hours Crisis Assessments Contract with Pathways

Mike Bach stated the agency has tried to resolve the problem of staff leaving the agency due to being on-call by using contract staff but were then approached by Pathways CMH to utilize the company, *Delta T*, to provide these services. If approved by the Board, the services would begin Saturday, October 1, 2022. One disadvantage is that the agency had to eliminate an after-hours position but was able to provide that staff person with another daytime position. The cost of the services will be split with Pathways CMH based on the percentage of total assessments completed.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board approves the contract with Pathways CMH to provide after-hours crisis assessments, beginning October 1, 2022, as presented. Motion carried unanimously.

MRS FY 2023 Interagency Cash Transfer Agreement – Mike Bach stated this is an agreement the Agency enters into each year with Michigan Rehabilitation Services (MRS) who has a similar mission as

ours and provides vocational services to our consumers, especially with school age children, to prepare them for the competitive workforce by helping them with resumes, job searches, getting ready for work, working with a boss or co-workers, wardrobes, or vehicle expenses. The Agency provides a local match contribution of \$8,000.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board approves the MRS FY 2023 Interagency Cash Transfer Agreement, as presented. Motion carried unanimously.

Updates

Mike Bach provided an update regarding position openings and stated a Mental Health Aide and an ACT Case Manager position have been filled. There are still openings for 19 Direct Care Staff, four therapist positions in the Outpatient Department, one nurse, and an ACT supervisor.

Mike stated in the Board packets, he provided the survey questions from the Recruitment and Retention Workgroup, whose focus is on non-monetary employee recruitment and retention ideas, and about 100 staff responded to the survey. The area that most staff wanted to address was communication. Jordan Gherna, Direct Care Staff at Quincy House edits the workgroup's newsletters which will be sent out every three months.

Mike stated there have been a number of issues over the years with Directions Unlimited Inc./Drop-In Center. They had lost their tax-exempt status and the Board and membership had dissolved, so the agency has decided not to renew their contract. Mike stated he had talked with MDHHS about whether or not the agency is required to have a Drop-In Center and was told we are not required. The plan is to move everything out of the building and work with consumers to attend Clubhouse, which is a very similar program. Once the building is empty and the final bills are paid, the agency will not start another Drop-In Center program at this time.

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

Financial Statements for August 2022

Susan Serafini reviewed Revenues and Expenditures by funding source as of August 31, 2022. The agency finalized its cost settlement from 2021 with NorthCare in August. Savings from last year is reported under Medicaid and Healthy Michigan funding sources. There is savings which can be spent this year and a percentage of that can be spent next year. The four county Sheriff's Departments were contacted for information about their inpatient hospitalization transports as there will be General Fund dollars available. The numbers for the transports will be provided to the Board at the October meeting. Susan Serafini reviewed the Balance Sheet as of August 31, 2022. The total cash at the end of August 2022 was \$11,750,223.56, which is a decrease of \$630,133.03 compared to the end of July 2022 of \$12,380,356.59. Part of this was due to the process of settling with NorthCare and returning approximately \$800,000 back to NorthCare, although, the agency retained approximately \$1,900,000. During the Public Health Emergency, individuals are not losing their Medicaid and more individuals are being enrolled in Healthy Michigan. The total net income of all funds through August 2022 is \$1,033,677 compared to \$820,412 at the end of July 2022, which is an increase of \$213,265. The

General Fund is reporting net income of \$757,972 which is an increase of \$123,645 compared to the end of July 2022. The Institute continues to run at a deficit of \$17,344, which is a decrease from a net loss of \$29,296 at the end of July 2022. Some Institute projects have to incur costs before they can be reimbursed. Susan Serafini reviewed the General Fund's Income Statement. There is a variance of 91.67% to be right on budget and revenues continue to be over budget by 4%. Heathy Michigan was overfunded the last two years and the agency had received a performance payment, contributions from the Rice Memorial Clinic Foundation, and interest has increased on the agency's investments. Expenditures overall, are right on budget. Susan stated she is already scheduling for the compliance and financial audit with Anderson, Tackman, & Co., PLC. The Board was provided an update on vehicle bids and Susan stated the agency is going to continue to have issues getting vehicles. Both Northern Auto and Big Valley Ford cannot place vehicle orders until later in the year, and Fox Marquette said they technically cannot bid as they are unable to get trade-in prices until two weeks before they receive the vehicle. The Board thanked Susan for her report.

FY 2023 One-Time Pay Adjustment – Susan Serafini stated the request for approval of a One-Time Pay Adjustment Resolution is for FY 2023 and sets criteria that if additional funds are available at the end of the year, the agency would pay them out. The resolution must be adopted prior to the beginning of the year.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board approves a One-Time Pay Adjustment for FY 2023, as presented. Motion carried unanimously.

Finance Committee Meeting Report – September 28, 2022: Dr. Kathleen Johnson, Committee Chairperson, presented the Finance Committee meeting report.

Dr. Johnson stated the Finance Committee met tonight to discuss changes to the FY 2022 General Fund and Institute final budgets. The budgets were adjusted to reflect current revenues and expenditures. The FY 2022 Final General Fund Budget with total revenues and expenditures is reported at \$21,703,164. The FY 2022 Final Institute Budget with total revenues and expenditures is reported at \$689,000. The Finance Committee recommends to the full Board, the approval of the General Fund and Institute's FY 2022 final budgets.

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Britz, that the Board accepts the recommendation of the Finance Committee and approves the General Fund's FY 2022 final budget of \$21,703,164 and the Institute's FY 2022 final budget of \$689,000, as presented. Motion carried unanimously.

Dr. Johnson stated the Finance Committee met tonight to discuss the FY 2023 General Fund and Institute initial budgets, which includes an increase to the State General Fund revenue of \$116,000. Expenditures include a Cost of Living Adjustment (COLA) and step adjustments for non-bargaining unit staff. The FY 2023 Initial General Fund Budget with total revenues and expenditures is reported at \$21,362,295. The FY 2023 Initial Institute Budget with total revenues and expenditures is reported at \$558,709. The Finance Committee recommends to the full Board, the approval of the General Fund and Institute's FY 2023 initial budgets.

MOTION: by Mr. Koskinen, seconded by Ms. Farmer, that the Board accepts the recommendation of the Finance Committee and approves the General Fund's FY 2023 initial budget of \$21,362,295 and the Institute's FY 2023 initial budget of \$558,709, as presented. Motion carried unanimously.

Dr. Johnson stated the Finance Committee met tonight to also discuss a recommendation for a 4.5% COLA increase and step adjustments for those at level A to move to level B and those at level B to move to level C, and for those employees who have been frozen at their current step for two years or more to move up a step, for non-bargaining unit employees, effective the first full pay period in October 2022. The total budgeted cost of these items is \$283,357. The Finance Committee recommends to the full Board, the approval of the FY 2023 COLA increase and step adjustments.

MOTION: by Mr. Herrala, seconded by Mr. Rozich, that the Board accepts the recommendation of the Finance Committee and approves the 4.5% COLA increase and step adjustments for those at level A to move to level B and those at level B to move to level C, and for those employees who have been frozen at their current step for two years or more to move up a step, for non-bargaining unit employees, effective the first full pay period in October 2022, as presented. Motion carried unanimously.

Old / New Business

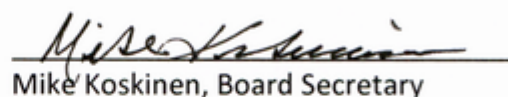
There was no old or new business to note.

Adjournment

Chairperson Tervo adjourned the meeting of the Copper Country Community Mental Health Services Board at 6:24 PM.

Submitted by,


James Tervo, Board Chairperson
/ac


Mike Koskinen, Board Secretary