

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, December 14, 2022 3:30 PM

Rice Memorial Center
901 W. Memorial Drive
Houghton, MI 49931

MINUTES

CALL TO ORDER: The meeting was called to order at 3:30 PM.

PRESENT: Roy Britz, Katherine Carlson-Lynch, Randy Eckloff, Gale Eilola, Barry Fink, Richard Herrala, Dr. Kathleen Johnson, Mike Koskinen, Pat Rozich, and James Tervo.

ABSENT: Richard Bourdeau and Julie Farmer.

OTHERS: Mike Bach, Dawn Gibson, Leslie Griffith, Daniel Lawton, 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 Dr. Johnson, that Agenda of the December 14, 2022 meeting be approved with one addition to the Director's Report, *Rice Center Ramp Replacement Bid*, as presented. Motion carried unanimously.

Approval of Minutes of October 26, 2022 Meeting

MOTION: by Mr. Koskinen, seconded by Dr. Johnson, that the Minutes of the October 26, 2022 be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for October 2022

MOTION: by Mr. Rozich, seconded by Mr. Eilola, that checks numbered 66663 to 66918 in the amount of \$1,715,260.96 and Combined Cash Investments Report for October 31, 2022 totaling \$11,251,934.99 are accepted and placed on file. YES: Britz, Carlson-Lynch, Eckloff, Eilola, 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(s) – November 9, 2022 & December 14, 2022 – Mr. Tervo stated the December 14, 2022 NorthCare Governing Board meeting was cancelled. There was nothing outstanding to report from the November 9, 2022 meeting. The Board report was provided in the Board meeting packets.

CMHA Annual Winter Conference – February 7th & 8th, 2022 – Kalamazoo, MI – Mr. Tervo stated if any Board members are interested in attending, please contact Angela Cline.

2023 CCMHS Board Meeting Schedule – The 2023 CCMHS Board meeting schedule was provided in the Board meeting packets. Angela Cline noted that the Rice Memorial Clinic Foundation Board annual dinner will now be held in May and therefore the time and location of the May CCMHS Board meeting will be announced at a later time. There were no objections to any of the scheduled meeting dates.

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

Daniel Lawton, ACT Team Presentation – Mike Bach introduced Daniel Lawton, Assertive Community Treatment (ACT) acting Team Coordinator, who presented to the Board about ACT's population served, services provided, and described various success stories about the individuals they serve. The ACT Team strives to engage individuals in supported employment, co-occurring, and psychoeducation services and tries to build insight into their illnesses. Staff also coach those who may have cognitive deficits and help to empower them. Many of the results are gradual increases in individuals' daily environments or small daily life improvements. Their main function as an ACT Team is to keep individuals living independently. He has also begun establishing rapport with local police departments which can be very helpful when working with their consumers in the community. The Board thanked Dan for his and his team's work and for his positive attitude.

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

FY 2023 Quality Improvement Program Plan – Crispin Stone presented the FY 2023 Quality Improvement Program Plan. The plan contains the different categories and programs that the agency monitors and reviews each year. Mike Bach added for Board members to let him know if they have any questions.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board approves the FY 2023 Quality Improvement Program Plan, as presented. Motion carried unanimously.

YTD Appointment & Call Comparisons, Consumers Served, & Services Provided Summary & Trend Report FY 2022 – Mike Bach reviewed the year-to-date (YTD) appointment and call comparisons, consumers served, and services provided summary and trend report for FY 2022. Mike noted there were more calls than appointments and explained that calls are for both requesting services and for seeking information. In FY22, there were 396 appointments. Currently, there are two to three intakes a week per therapist which is a high number of intakes.

FY 2023 Contracts – Mike Bach stated the company that snowplows for the L'Anse Center and two L'Anse group homes had finally responded to renew their contract. There was a small increase in the snow removal rate for the two group homes.

MOTION: by Mr. Eilola, seconded by Mr. Eckloff, that the Board approves the FY 2023 Contracts for KCO Construction, as presented. Motion carried unanimously.

Updates

Mike Bach stated the threat from Senate bills 597 and 598, otherwise known as the “Shirkey bills”, is gone for now.

The agency has filled a Team Leader position for Stanton House and the BRAVO program. There were five therapist openings, but the agency is offering positions to two applicants. There are currently 17 Direct Care Staff (DCS) openings, which is down from 20, and there are still several part-time/relief openings. Daniel Lawton has temporarily taken over as the ACT Team Coordinator, but that position is still open. The peer and parent support positions also continue to be open.

Making connections with the local police departments is critical and Mike Bach stated he has talked with management and supervisors about the need to carry out the agency’s mission and the need to have a good working relationship with other people. He had recently assembled the “dream team” which includes Associate Director, Leslie Griffith, Acute Services Supervisor, David Cole, Outpatient Program Director, Jeff Williams, Nursing Services Supervisor, Danielle Reath, IT Director, Taylor Makela, and himself. They have gone to talk to local hospitals, Sheriffs, probate court judges, the Copper Country Intermediate School District, and County Commissioner Boards. Mike stated he also has good working relationships with State Representatives. He is putting a lot of effort into meeting with people in our communities so they know who we are, what we can or cannot do as an organization, and so they can help us help our consumers.

Mike stated he is working on a project called “the 1962 project”, which is the year that the Rice Clinic was founded. In the Board packets was a copy of a biography of William and Isabel Rice that will eventually be placed into a frame and hung in the Rice Memorial Center so everyone, including staff, know why our mission is so important. The agency’s website will also be updated so it reads better and includes more information about its history and services. A small group of staff will be meeting to talk about using the agency’s Facebook page more effectively and to get its name out in the community more positively as well as highlight positive things the agency is doing. This may include featuring the Rice Memorial Clinic Foundation scholarship winners, the Fit Together program, and pictures of our Board members with a short post about them, etc. Mike stated when talking to the agency’s staff, his goal is to help them understand the agency’s history and get them up to speed so they feel like they are working for an organization that does good things. Also, the “CCMHS Wave” newsletter has been created to try to get positive messages out to staff.

Mr. Rozich asked about the new signage at the Rice Memorial Center and if it will be electronic. He also asked about the agency’s logo being on the signage at all of the agency’s buildings. Mrs. Fink noted that in the past, individuals preferred not to be recognized at a mental health facility and Mr. Herrala added that was the perspective in the past but thinks that has changed now. Mrs. Fink asked about the progress with Delta-T’s services and Mike Bach stated there have been very positive results and feedback. The agency’s group home residents go to local emergency rooms for various reasons and he is hearing that as hospital staff get to know us through Acute Services, the services for consumers in the emergency rooms have increased positively, including for the non-acute services also.

Anderson, Tackman & Company, PLC FY 2022 Board Fraud Letter & Audit Engagement Letter – Susan Serafini reviewed the Anderson, Tackman & Company, PLC FY 2022 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 fee has increased \$600 from last year to \$12,900. Anderson, Tackman, & Company, PLC also does the compliance audit and will be here for two weeks in January.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board approves the Anderson, Tackman, & Company, PLC FY 2022 Audit Engagement letter, as presented. Motion carried unanimously.

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 Mrs. Fink, that the Board approves the Anderson, Tackman, & Company, PLC FY 2022 Board Fraud letter, as presented. Motion carried unanimously.

Rice Center Ramp Replacement Bid – Susan Serafini stated the Rice Center Ramp Replacement bid is to replace the ramp on the south side of the Rice Memorial Center which is used a lot by Community Support Program (CSP) staff. The ramp cannot be repaired and must be completely rebuilt to be brought up to ADA standards. The ramp will be designed by U.P. Engineers & Architects and will not be built until spring. It will include a covering and lighting. The only bid for this project is from George Jaehnig Contracting in the amount of \$40,900.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board approves the sole bid from George Jaehnig Contracting to replace the Rice Memorial Center ramp, in the amount of \$40,900, as presented. Motion carried unanimously.

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

Susan Serafini provided the Board with an update regarding new agency vehicles and stated the agency will be able to obtain ten vans through Big Valley Ford. The vans are higher priced at \$42,000 each but the overall cost will be lower because the agency's existing vans will be traded in. The vans being traded in have anywhere between 90,000 to 115,000 miles on them.

Susan Serafini reviewed the Revenues and Expenditures by funding source report as of October 31, 2022. It shows a surplus across all funding sources and the agency received an additional \$116,000 in State General Fund dollars, which was a five-year phase in. 2023 will be the final year the additional funds will be received. Local dollars are doing well because of increasing interest rates. Susan Serafini reviewed the Balance Sheet as of October 31, 2022. The total cash at the end of October 2022 was \$11,251,934.99, which is a decrease of \$295,178.32 compared to the end of September 2022 of \$11,547,113.31. This is typical due to the closing of year-end and with all bills being paid. The total net income of all funds through October 2022 is \$96,491 compared to last year at this time of \$65,646 which is an increase of \$30,845. The General Fund is reporting net income of \$71,821 which is an increase of \$36,711 compared to last year at this time of \$35,110. Susan Serafini reviewed the General Fund's Income Statement. The revenues would have a variance of 8.33% to be right on budget. Revenues are under budget by less than ½%, mainly due to Medicaid and Healthy Michigan funding, meaning our expenses are down in those areas. Expenditures are less than 1% under budget. Community inpatient for children is very high through October 2022 and inpatient hospitalization for adults is also a little over budget. The Assertive Community Treatment expenditures line budget item is reporting \$738,192 which is mostly Medicaid and some Healthy Michigan. These costs include psychiatric and

administrative costs. Funding has been fairly good for about eight years and staff have been very good at keeping expenses down. The Board thanked Susan for her report.

Old / New Business

There was no old or new business to note.

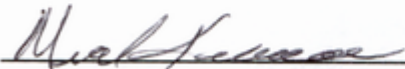
Adjournment

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 4:51 PM.

Submitted by,



James Tervo, Board Chairperson
/ac



Michael Koskinen, Board Secretary