

**COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD**

Wednesday, January 25, 2023 5:00 PM

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

**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 5:00 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.

**OTHERS:** Mike Bach, Leslie Griffith, Chip Johnston, Megan Rooney, Susan Serafini, and Angela Cline.

**ABSENT:** Richard Bourdeau and Julie Farmer.

Those in attendance stood for the Pledge of Allegiance.

**Approval of Agenda**

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

**Approval of Minutes of December 14, 2022 Meeting Minutes**

**MOTION:** by Mr. Koskinen, seconded by Mr. Eckloff, that the Minutes of the December 14, 2022 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Treasurer's Report for November & December 2022**

**MOTION:** by Mr. Herrala, seconded by Mrs. Fink, that checks numbered 66919 to 67115 in the amount of \$1,481,532.17 and Combined Cash Investments Report for November 30, 2022 totaling \$11,892,071.85 and that checks numbered 67116 to 67324 in the amount of \$1,639,209.37 and Combined Cash Investments Report for December 31, 2022 totaling \$12,132,262.26 are accepted and placed on file. YES: Britz, Carlson-Lynch, Eckloff, Eilola, Fink, Herrala, Johnson, Koskinen, Rozich, and Tervo.

**Comments from the Public**

Chip Johnston, CEO of Centra Wellness Network introduced himself to the Board.

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

**Introduction of Megan Rooney, Interim NorthCare Network CEO –** Mr. Tervo introduced Megan Rooney, interim NorthCare Network CEO and CFO.

**NorthCare Network Governing Board Meeting – January 11, 2023** – Mr. Tervo stated the NorthCare Network Governing Board report was provided in the meeting packet.

**CMHA Annual Winter Conference – February 7<sup>th</sup> & 8<sup>th</sup>, 2023** - Mr. Tervo stated if any Board members are interested in attending, they should contact Angela Cline.

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

**Quality Improvement Program Report – 1<sup>st</sup> Quarter FY 2023** – Mike Bach presented the Quality Improvement Program Report for the 1<sup>st</sup> Quarter of FY 2023 and asked if any Board members have questions to let him know. Mr. Rozich asked if Board members are allowed to attend the Adverse Childhood Experiences (ACEs) training put on by Institute Director, Taryn Mason, and Mike Bach replied that he will contact Taryn tomorrow.

**FY 2022 Annual Report** – Leslie Griffith presented the FY 2022 Annual Report and stated this is her first year writing the Annual Report and she received help from Administrative Coordinator, Eliza Richard, who created it. The Annual Report will be mailed, or emailed, out this week to the agency's stakeholders and other community partners.

**FY 2022 Customer Satisfaction Survey Report** – Mike Bach presented the FY 2022 Customer Satisfaction Survey Report and reported that the overall customer satisfaction rate for FY 2022 was 87.8%, which is down from previous years. He is working with the Recipient Rights Officer to look into the reason for the decrease in satisfaction and noted that there have been some changes to the survey in the last couple of years.

**Recipient Rights Annual Report 2022** – Mike Bach presented the Recipient Rights Annual Report 2022 and stated the Office of Recipient Rights is required to submit this report to the State each year. Ms. Carlson-Lynch reviewed the report and stated the Recipient Rights Advisory Committee (RRAC) has made a recommendation to the Board to allow RRAC members to attend the annual Recipient Rights conference downstate in September.

**Recipient Rights Advisory Committee Meeting Report – January 17, 2023** - Ms. Carlson-Lynch presented and reviewed the RRAC meeting report.

**New Contract(s) FY 2023** – Mike Bach stated the agency would like to contract with Paul Eyke to provide intakes and other services. This would help to ease the burden on current CCMHS therapists.

**MOTION:** by Ms. Carlson-Lynch, seconded by Mr. Herrala, to approve the FY 2023 new contract with Paul Eyke, LL.P, as presented. Motion carried unanimously.

Mike Bach stated the second new FY 2023 contract is for Delta-T Emergency Services Daytime. The Board had previously approved Delta-T after-hours coverage and the agency is asking to approve extended daytime emergency services coverage through Delta-T because we are unable to fill the current daytime emergency services position. The only current daytime emergency services staff would like to take an open therapist position within the agency, but it would leave his position open. The agency would like to have 8:00 am to 5:00 pm, Monday through Friday, covered by a team that Delta-T would help us find. It would be the same coverage from the hospital's point of view and would allow the agency to move the current emergency services worker into the open therapist position. The contract would eliminate the two current Acute Services Therapist FTE positions and provide the coverage with a contracted team for the equivalent of 45 hours per week.

**MOTION:** by Mr. Rozich, seconded by Mr. Herrala that the Board approves the FY 2023 new contract for daytime Delta-T contract staff for 45 hours per week, to provide daytime emergency services coverage, as presented. Motion carried unanimously.

**Financial Institution Online Access** – Susan Serafini stated the agency has petty cash accounts and she is asking for Board approval to allow herself and two other accounting staff access to view those accounts online to help staff manage their petty cash accounts.

**MOTION:** by Mr. Rozich, seconded by Ms. Carlson-Lynch, that the Board approves allowing Finance Director, Susan Serafini, and two additional accounting staff access to view agency petty cash accounts online, as presented. Motion carried unanimously.

**Milliman Inc. GASB 75 2023-2024** – Susan Serafini stated the agency is required to obtain a full actuarial valuation every two years and roll forward valuation on off years, based on the agency's number of employees and annual revenues. She is asking for the Board to approve a contract with Milliman Inc. to provide the valuation to determine the expected benefit obligation and annual required contribution under GASB 75, and to fulfill a new requirement under Public Act 202. The cost for the roll-forward valuation for FY 2023 is \$7,000 and the cost for the full valuation in 2024 is \$15,800.

**MOTION:** by Mr. Koskinen, seconded by Mr. Herrala, that the Board approves the contract with Milliman Inc. to provide the valuation to determine the expected benefit obligation and annual required contribution under GASB 75, and to fulfill a new requirement under Public Act 202, in the amount of \$7,000 for FY 2023 and \$15,800 for 2024, as presented. Motion carried unanimously.

**Keweenaw Power & Lite Electronic Door Locks** – Susan Serafini stated the agency would like to contract with Keweenaw Power & Lite to install electronic door locks at the 200 Quincy Street building in Hancock for their external doors. Clubhouse and the Autism program will each have panic buttons to allow for immediate lockdowns as well as the ability to disable lost cards and former employees' cards. The total cost is \$9,430 and the project cannot be bid out as it needs to be a specific system which is compatible with the Rice Center system. She will also be contacting the agency's liability insurance company who will most likely pay at least half of the cost.

**MOTION:** by Mr. Eilola, seconded by Mr. Eckloff, that the Board approves the contract with Keweenaw Power & Lite to install electronic door locks at the 200 Quincy Street building in Hancock for a total cost of \$9,430, as presented. Motion carried unanimously.

**Updates** – Mike Bach reviewed Management goals for 2023 and stated the agency is continually trying to deal with staffing issues and the Recruit Retain Team has a meeting tomorrow to discuss ways to improve recruitment and retention.

It is 60 years this year that the CCMHS Board was formed and management will work to help staff and the community understand more about who the agency is and what we do. Pictures of the 1962 Rice Memorial Clinic dedication ceremony were provided in the packet.

There will be some changes to the Boardroom as well as the agency's website. Mike shared the new website with the Board and stated the agency would like to highlight job postings which will tie into Indeed.com as well.

The Emergency Operations Plan (EOP) Project will include someone from the Houghton County Sheriff Department doing a walk-through of all our buildings to give us feedback on safety.

Biggest challenges for 2023 include continued efforts toward privatization of the public mental health system, which the Community Mental Health Association (CMHA) is aware of.

There was a possibility of getting a part-time psychiatrist from UP Health Systems – Marquette but that is no longer the case. Dr. Lynn Miller is coming out of retirement again to head up the agency's ACT team.

There is an Acute Services daytime position open, but the agency will now have five therapists. The ACT Team supervisor position is also still open. There are approximately 20 full-time Direct Care Staff (DCS) openings.

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

Susan Serafini reviewed the Revenues and Expenditures by funding source report as of December 31, 2022. It shows a surplus across all funding sources. Healthy Michigan continues to be funded at a high level 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 for the increase. Susan Serafini reviewed the Balance Sheet as of December 31, 2022. The total cash at the end of December 2022 was \$12,132,262.26, which is an increase of \$240,190.41 compared to the end of November 2022 of \$11,892,071.85. The total net income of all funds through December 2022 is \$333,165 compared to November 2022 of \$242,034 which is an increase of \$91,131. The General Fund is reporting net income of \$226,368 which is an increase of \$80,474 compared to November 2022 of \$145,894. The Equipment Fund is running a small loss due to timing. The Employee Benefit Fund will continue to run a net income to account for the OPEB liability over a ten-year period. Susan Serafini reviewed the General Fund's Income Statement. The revenues would have a variance of 25% to be right on budget. Revenues are under budget by less than 1.5%, mainly due to Medicaid and Healthy Michigan funding. Expenditures are also under budget by 2.25%. Most areas are under budget with the exception of children's community inpatient which was very high in the past couple of months. The Board thanked Susan for her report.

### **Building & Grounds Committee Meeting Report – January 25, 2023**

Mr. Koskinen presented the Building and Grounds Committee meeting report and stated the committee reviewed a list of FY 2023 maintenance projects for group homes and office buildings. The total estimate of all maintenance projects for the office buildings is \$77,500 and the total estimate of all maintenance projects for the group homes is \$19,000. Mr. Koskinen stated the Building and Grounds committee recommend to the full Board to approve the FY 2023 maintenance projects.

**MOTION:** by Mr. Herrala, seconded by Mr. Rozich, that the Board accepts the recommendation of the Building and Grounds committee to approve the FY 2023 maintenance projects for office buildings and group homes, as presented. Motion carried unanimously.

### **Executive Committee Meeting Report – January 25, 2023**

Mr. Tervo, Committee Chairperson, presented the Executive Committee meeting report and stated the Executive Committee met to discuss the agenda item, *One-Time Pay Adjustment FY 2022*. Excess funds are available and Management has proposed using those funds to provide a one-time pay adjustment to all staff working at the time of the payout, both union and non-union, following the Anderson, Tackman, & Co., PLC

financial audit and closing. There are a total of 227 employees that will receive the pay adjustment. The percentage given to 133 union employees is 26% of their salary and to 94 non-union employees is 23% of their salary. Mr. Tervo stated the Executive Committee recommends to the full Board the approval of the One-Time Pay Adjustment for FY 2022.

**MOTION:** by Mr. Herrala, seconded by Mrs. Fink, that the Board accepts the recommendation of the Executive Committee to approve a One-Time Pay Adjustment for FY 2022 to all Agency staff working at the time of the payout, both union and non-union, following the Anderson, Tackman, & Co., PLC financial audit and closing, as presented. Motion carried unanimously.

#### **Old / New Business**

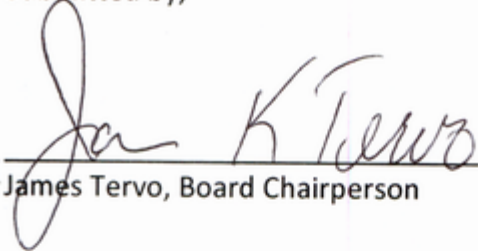
Mr. Koskinen asked County Commissioner Board members if any of their Boards have raised their per diem and Mr. Eckloff replied that Keweenaw County did raise their per diem for an advisory board by \$5 for a \$35 per diem.

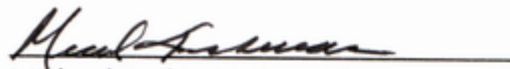
**MOTION:** by Dr. Johnson, seconded by Ms. Carlson-Lynch, that the Board approves increasing the amount of the CCMHS Board per diem to \$35, as presented. Motion carried unanimously.

#### **Adjournment**

The meeting was declared adjourned by the Chairperson at 6:23 PM.

Submitted by,

  
James Tervo, Board Chairperson

  
Michael Koskinen, Board Secretary