

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, February 22, 2023 5:00 PM

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

MINUTES

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

PRESENT: Richard Bourdeau, Roy Britz, Randy Eckloff, Gale Eilola, Julie Farmer, Barry Fink, Richard Herrala, Mike Koskinen, Pat Rozich, and James Tervo.

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

ABSENT: Katherine Carlson-Lynch and Dr. Kathleen Johnson.

Those in attendance stood for the Pledge of Allegiance.

Approval of Agenda

MOTION: by Mr. Koskinen, seconded by Mr. Rozich, that the agenda be approved with the addition of three items, *“Sign-On/Retention Bonus” policy revision, Home Based Services Restructuring action item, and Registered Nurse Wage Adjustment action item*, as presented. Motion carried unanimously.

Approval of Minutes of January 25, 2023 Meeting Minutes

MOTION: by Mr. Koskinen, seconded by Mr. Rozich, that the Minutes of the January 25, 2023 meeting be approved with one amendment, to remove Richard Bourdeau from a motion as he was absent from the January 25, 2023 meeting, as presented. Motion carried unanimously.

Treasurer’s Report for January 2023

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that checks numbered 67325 to 67537 in the amount of \$1,567,503.37 and Combined Cash Investments Report for January 31, 2023 totaling \$12,374,342.77 are accepted and placed on file. YES: Bourdeau, Britz, Eilola, Farmer, Fink, Herrala, 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 – February 15, 2023 – The NorthCare Board report was provided in the Board packets for review. Mr. Koskinen stated the NorthCare Governing Board is going to form a committee to develop a method for selecting a new NorthCare CEO. The interim CEO does not want to take the position at this time. They would like a representative from each U.P. CMH to be on the committee.

Nominating Committee – Mrs. Fink presented the Nominating Committee report and stated the current officers of the Copper Country Community Mental Health Services Board (CCMHS) have agreed to serve another term. The committee recommended the nominations for the slate of officers for the 2023 – 2024 year, as follows:

For the Office of Chairperson – James Tervo
For the Office of Vice Chairperson – Pat Rozich
For the Office of Treasurer – Dr. Kathleen Johnson
For the Office of Secretary – Mike Koskinen

MOTION: by Mrs. Fink, seconded by Mr. Koskinen, that the Board approves the nominations for the slate of officers for the 2023-2024 year, as presented. Motion carried unanimously.

GLRMHA Annual Fall Conference Update - Mr. Tervo stated the Great Lakes Rural Mental Health Association (GLRMHA) Executive Committee met in early February and went over the reviews from last year. A decision was made to hold the conference at the Baraga Lakeside Inn in Baraga, MI again this year. The conference will be held September 10th – 12th, 2023. He visited with Mr. Edmonds from the Social Security Administration following the CMHA Fall Conference and asked if he and his cohort would be willing to present at the conference regarding Social Security and Disability related information. The committee is working on putting together other presenters for the program.

Mr. Eckloff entered the meeting at 5:11 pm.

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

Annual Quality Improvement Report FY 2022 – Mike Bach reviewed the Annual Quality Improvement Report for FY 2022. The Mental Health Code requires a Quality Improvement Committee where programs are continuously reviewed, goals are set by supervisors, and the committee reviews the goals to see if they have been met. Mr. Rozich asked for definitions of sentinel, risk, and critical events to be sent to him.

Policies & Procedures

Board Administration: Board Meeting Teleconferencing (RECIND) – Mike Bach stated the policy, “Board Meeting Teleconferencing”, is being rescinded as it was a policy created during the COVID-19 pandemic so CCMHS Board members could participate and vote at Board meetings. The agency's bylaws follow the Open Meetings Act and therefore this policy is no longer needed.

MOTION: by Mr. Rozich, seconded by Mr. Eilola, that the Board approves rescinding the Board Administration policy, *Board Meeting Teleconferencing*, as presented. Motion carried unanimously.

Personnel: Sign-On/Retention Bonus (REVISED) – Mike Bach stated the agency is in need of Registered Nurses and would like to offer a sign-on bonus but the current policy requires waiting until six months have passed. Management is recommending removing the language regarding the six-month waiting period.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board approves the revised policy, *Sign-On/Retention Bonus*, as presented. Motion carried unanimously.

Vestige Personal Safety Device (PERSA) – Mike Bach stated the Vestige Personal Safety Device is a device that the agency would like to purchase for staff to wear when entering into consumer’s homes in high-risk situations. Staff would push a button on the device that would call 911 and their position would be automatically known. The devices have been tested by the CSP and ACT programs in each of the four counties for coverage and they have worked well. Mr. Britz stated he is concerned that there may be a hidden cost if the devices are cellular where the agency would be charged additionally for each cellular line, if that is what is required. He is questioning how they are being transmitted, cellular vs. satellite, and if the company is going to charge a monitoring or transmitting fee in addition to the \$174.95 monthly cost.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board approves the purchase of the Vestige Personal Safety Devices, pending verification with Vestige about how the devices are transmitted and if there are additional costs for monitoring or transmitting, as presented. Motion carried unanimously.

Home Based Services Restructuring – Mike Bach stated the agency is trying to solve the problem of how to fill the Home Based Services position that has been open. Leslie Griffith added that the agency has postings for two full-time Home Based positions and the use of 10% of a Case Manager’s time (2.1 FTEs). Management would like to restructure the position to one full-time clinician and one Case Manager to serve the caseload of 15 children/families maximum. In addition, Management is asking for approval to increase the salary of the full-time clinician, depending on their licensure, and would like to move their salary level to L16.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board approves the restructure of Home Based Services from two full-time clinician positions, and 10% of a Case Manager’s time (2.1 FTEs), to one full-time clinician position and one full-time Case Manager position, as well as the increase in salary of the full-time clinician position, as presented. Motion carried unanimously.

Registered Nurse Wage Adjustment – Mike Bach stated Management would like to increase the pay scale of the Registered Nurse position to become more competitive for the agency’s existing staff and also to help in the recruitment of open Registered Nurse positions. There are currently two openings in Houghton for Registered Nurses.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board approves the Registered Nurse Wage Adjustment, as presented. Motion carried unanimously.

Rice Memorial Clinic Foundation Board Meeting – January 25, 2023 – Mike Bach stated the Rice Memorial Clinic Foundation Board met on January 25, 2023 and reviewed the overall summary performance of their account at Superior National Bank for 2022. The Board talked about their support to CCMHS, as required in their bylaws, and discussed possibly providing support for some of the agency’s projects, including the group home’s bathrooms. The Board also discussed the Rice Memorial Clinic Foundation scholarships. Schools will be nominating students and the Board will approve those recipients in April. The agency is also hoping to announce those recipients on its Facebook page as a positive promotion.

Updates

Mike Bach presented staff openings and stated the agency is hoping to make an offer for the Home Based Services position. The open OBRA nursing position is being filled by a current CCMHS nurse. The search continues for an ACT Team Coordinator. There are also openings for two Mental Health Aide positions and nine full-time Direct Care Staff (DCS).

In the Board packet was a copy of response to Jenn Donovan, author of an article that discusses options, such as a crisis center, for those who are waiting in Emergency Departments for multiple days to get into an inpatient hospital. The article was published on an online news source, the *Copper Beacon*. The concern is how the crisis center would be staffed, funded, and where it would be located.

The Board viewed the a PowerPoint presentation, *A Brief History of CCMH*, regarding the *1962 Project* which is the year that the Rice Memorial Clinic was dedicated. Mike also noted that the Boardroom has been updated and includes historical CCMHS pictures in order to help staff better understand who CCMHS is and what we do.

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 January 31, 2023. The agency continues to show a surplus across all funding sources and is doing better than at the same time last year. The Public Health Emergency is ending on May 11, 2023 and re-enrollments for Medicaid is a big focus of the agency at this time. Susan reviewed the Balance Sheet as of January 31, 2023. The total cash at the end of January 2023 was \$12,374,342.77, which is an increase of \$242,080.51 compared to the end of December 2022 of \$12,132,262.26. The total net income of all funds through January 2023 is \$422,197 compared to December 2022 of \$333,165 which is an increase of \$89,032. The General Fund is reporting net income of \$318,089 which is an increase of \$91,721 compared to December 2022 of \$226,368. Susan reviewed the General Fund's Income Statement. The revenues would have a variance of 33.33% to be right on budget. Revenues are under budget by less than 1%. There are two areas with 0% variance, local sources and other sources. The agency will receive a performance payment later this summer that comes through NorthCare. Income reported under private sources is the support from the Rice Memorial Clinic Foundation. Expenditures are also under budget by 2%. Community inpatient continues to run high, but State Facility will be under budget this year. The Board thanked Susan for her report.

Building & Grounds Committee Meeting Minutes – January 25, 2023

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Minutes of the January 25, 2023 Building and Grounds Committee meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Executive Committee Meeting Minutes – January 25, 2023

MOTION: by Mr. Herrala, seconded by Mr. Eilola, that the Minutes of the January 25, 2023 Executive Committee meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Old / New Business

Mr. Rozich stated regarding the One-Time Payout for staff, the Board appreciates the effort put forth by all staff employed at CCMHS.

Mrs. Fink stated the Clubhouse International Accreditation Committee met at Clubhouse. The Accreditation Committee began with four recommendations for the Northern Lights Clubhouse which has now been reduced to only two recommendations.

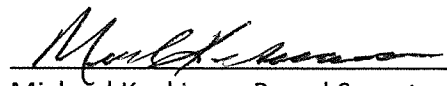
Mr. Eilola disclosed to the Board that he is no longer on the BHK Board, has been added to the Western U.P. Health Board, and remains on the Copper Country ISD Board.

Adjournment

The meeting was adjourned by Chairperson Tervo at 6:13 PM.

Submitted by,


James Tervo, Board Chairperson


Michael Koskinen, Board Secretary

