

**COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD**

Wednesday, May 31, 2023 5:00 PM

MTU Memorial Union Building  
1400 Townsend Drive  
Houghton, MI 49931

**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 6:30 PM.

**PRESENT:** Richard Bourdeau, Roy Britz, Randy Eckloff, Gale Eilola, Barry Fink, Julie Farmer, Richard Herrala, Dr. Kathleen Johnson, Pat Rozich, and James Tervo.

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

**ABSENT:** Katie Carlson-Lynch and Mike Koskinen.

Those in attendance stood for the Pledge of Allegiance.

**Approval of Agenda**

**MOTION:** by Mr. Eilola, seconded by Mr. Herrala, that the Board approves the May 31, 2023 meeting Agenda of the Copper Country Community Mental Health Services Board (CCMHS) with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Approval of the April 26, 2023 Minutes**

**MOTION:** by Mr. Herrala, seconded by Dr. Johnson, that the Board approves the April 26, 2023 meeting Minutes of the CCMHS Board with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Treasurer's Report for April 2023**

**MOTION:** by Mr. Rozich, seconded by Mr. Eckloff, that checks numbered 68608 to 68251 in the amount of \$1,540,210.31 and Combined Cash Investments Report for April 30, 2023 totaling \$10,400,151.30 are accepted and placed on file. YES: Bourdeau, Britz, Eckloff, Eilola, Farmer, Fink, Herrala, Johnson, 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 – May 10, 2023 –** Mr. Rozich stated the NorthCare Governing Board approved the new job description for the CEO position and it went well.

**Approval of Executive Director Contract** – Mr. Tervo stated Mike Bach has been in the Executive Director position for a year now and the Board is required to approve the Executive Director contract.

**MOTION:** by Mr. Herrala, seconded by Mr. Eilola, that the Board approves the Executive Director’s contract, as presented. Motion carried unanimously.

**CMHA Boardworks Report** - Mr. Tervo stated the most recent Community Mental Health Association (CMHA) Boardworks report is in the Board packet for review and anyone who is interested in beginning or completing the CMHA Boardworks training can contact Angela Cline.

**Great Lakes Rural Mental Health Association (GLRMHA) Meeting Update** – Mr. Tervo stated the GLRMHA Executive Committee is working on having a U.P. Community Mental Health (CMH) Director’s roundtable as one of its presentations and the committee is also in contact with legislators to hold another legislative roundtable.

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

## **Policies & Procedures**

**Admission for Residential Group Homes (NEW)** – Mike Bach stated the new *Admission for Residential Group Homes* policy was created by Associate Director, Leslie Griffith, and the agency’s Placement Committee. Leslie Griffith stated she chairs the Placement Committee for the agency to make decisions about who to place in our residential group homes and for out of the area placements. She realized the agency did not have a policy for admissions, only a guideline, which she revised into a policy that the Placement Committee will follow and recreated the guideline for agency staff to follow. She is asking for Board approval of this new policy.

**MOTION:** by Mr. Rozich, seconded by Mr. Herrala, that the Board approves the new Client Services policy, *Admission for Residential Group Homes*, as presented. Motion carried unanimously.

**Emergency Paid Sick Leave (RESCIND)** – Mike Bach stated the *Emergency Paid Sick Leave* policy was created during COVID-19 and with the end of the Public Health Emergency, it is no longer in effect.

**Time Off Due to Lack of Childcare COVID-19 (RESCIND)** – Mike Bach stated the *Time Off Due to Lack of Childcare COVID-19* policy was created during COVID-19 and with the end of the Public Health Emergency, it is no longer in effect.

**MOTION:** by Mr. Herrala, seconded by Mr. Eilola, that the Board approves rescinding the Personnel policies, *Emergency Paid Sick Leave* and *Time Off Due to Lack of Childcare COVID-19*, as presented. Motion carried unanimously.

**Request for Daytime Acute Staffing** – Mike Bach stated in January, the Board approved a change to create a solution for daytime Acute Services not being able to fill their open positions but it became obvious that the agency was unable to build a team using the after-hours team through Delta-T, as these staff already have daytime jobs with benefits. Management is asking the Board for approval to create an FTE position and would use Delta-T to fill that position remotely. This would also allow the staff person currently in the Acute Services daytime position to move into a therapist position.

**MOTION:** by Mr. Rozich, seconded by Mr. Eilola, that the Board approves the creation of a remote daytime FTE position in Acute Services, as presented. Motion carried unanimously.

**Rice Memorial Clinic Foundation Board Meeting – May 31, 2023** – Mike Bach stated the Rice Memorial Clinic Foundation Board now has a full Board with representation from all four counties. The new members are still learning about the Foundation and its history with CCMHS. Superior National Bank presented an update of the Foundation’s financials and the Board discussed funding requests and expanding the awareness about the Foundation.

## Updates

Mike Bach stated he provided a handout containing a summary about common CCMHS and psychiatric hospitalization questions in the Board packet. We are giving this out to people and organizations within the community such as police, DHHS offices, courts, hospitals, etc. This same information is on the agency’s website and it was also given out at the Portage Lake District Library when a forum was held there for Mental Health Awareness month.

Chip Johnston, CEO of Centra Wellness Network, puts on a Red Book training on the public mental health system and the mental health code and about it’s complexities, waivers, representative payees, etc. He presented to U.P. Directors earlier this month, and it was a great source of information.

At the last Board meeting, conflict free access and planning was discussed. The Michigan Department of Health and Human Services (MDHHS) sees this as a problem as the same entity cannot approve Home and Community Based Services and also provide them. However, the waivers written by MDHHS and approved by Centers for Medicare and Medicaid Services (CMS) address this issue. CMHA is working to educate MDHHS on this.

There are currently two House bills that are essentially the reintroduction of Senator Shirkey’s bills which would dissolve all Prepaid Inpatient Health Plans (PIHPs) and create a single state-wide entity. The Medicaid carveout for behavioral services would end, and the money would be managed by the private Medicaid Health Plans. CMHA is actively opposing this.

CCMHS wrote a letter of support for Baraga County Memorial Hospital (BCMh) who is applying for a grant through the Portage Health Foundation to provide iPads to law enforcement for individuals who are in a crisis situation to be able to speak with a psychiatrist or mental health professional. They may be able to deescalate the situation and arrange follow-up with CCMHS or someone else. Mike stated he thinks this is a good idea and will keep the Board informed.

The CCMHS team continues to do outreach within the community and is spending a lot of time getting to know people. Mike stated he and Leslie Griffith met with State Police Post Commander Wickstrom last week. When dealing with a complex case, it requires a lot of coordination on CCMHS’ part, and it is helpful to have good working relationships with other community agencies.

Regarding staff openings, a nurse position has been filled with two nurse positions left to fill. The ACT Administrative Assistant position has also been filled. There are openings for a mental health clinician in Outpatient and Peer Support positions. There are also still 20 full-time Direct Care Staff (DCS) openings.

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

**Request to Seek Vehicle Bids** – Susan Serafini stated the agency is looking to replace ten agency vehicles. She will most likely have results from the bids to bring back to the Board in June or August. One change is that the bids will be awarded to the lowest bidder for the new vehicle, but the trade-in value will be determined at the time of the delivery of the new vehicle.

**MOTION:** by Dr. Johnson, seconded by Mr. Bourdeau, that the Board approves the request to seek vehicle bids for ten new agency vehicles, as presented. Motion carried unanimously.

**Rice Center Roof Replacement** – Susan Serafini stated the roof on the south wing of the Rice Center has developed a leak and the agency is looking to work with Lake State Roofing, Inc. to replace the roof as soon as possible for the cost of \$38,000. Lake State Roofing, Inc. has been the only responsive contractor.

**MOTION:** by Mr. Herrala, seconded by Mr. Eilola, that the Board approves the replacement of the Rice Center's south wing roof by Lake State Roofing, Inc. in the amount of \$38,000, as presented. Motion carried unanimously.

**Finance Director's Report for April 2023** - Susan Serafini reviewed the Revenues and Expenditures by funding source report as of April 30, 2023. The agency continues to show a surplus across all funding sources and does not reflect cash or the \$1.4 million in Medicaid savings that has not been brought in yet to spend and likely will carry over into next year again. Susan reviewed the Balance Sheet as of April 30, 2023. The total cash at the end of April 2023 was \$10,400,151.30 which is an increase of \$277,812.26 compared to the end of March 2023 of \$10,122,339.04. The total net income of all funds through April 2023 is \$761,407 compared to March 2023 of \$654,455 which is an increase of \$106,952. The General Fund is reporting net income of \$606,149 which is an increase of \$93,684 compared to March 2023 of \$512,465. All other internal service funds are also reporting net income. Susan reviewed the General Fund's Income Statement. The revenues would have a variance of 58.33% to be right on budget and revenues are right on budget. A few of the areas are at \$0, which is due to the agency's performance payment and with interest rates increasing, the agency is earning interest on its overnight funds. Susan stated she will also reach out to the agency's bank for CD rates to reserve CDs at those higher rates. Expenditures are under budget by 3.4%. The variances are normal within the different categories and last year's expenditures were up by \$106,000. There was also the 4.5% Cost of Living Adjustment (COLA) increase for staff. The Board thanked Susan for her report.

### **Old / New Business**

Dr. Johnson stated she would like to send a thank you card on behalf of the CCMHS Board to the Rice Memorial Clinic Foundation Board to thank them for the very nice dinner tonight.

### **Adjournment**

**MOTION:** by Mr. Eilola, seconded by Mr. Bourdeau, that the meeting adjourn. The meeting adjourned at 7:22 PM.

Submitted by,

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James Tervo, Board Chairperson

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Michael Koskinen, Board Secretary

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