

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, December 11, 2024 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: Roy Britz, Randy Eckloff, Gale Eilola, Barry Fink, Mike Koskinen, Linda Pelli, Pat Rozich, and James Tervo.

ABSENT: Richard Bourdeau, Katherine Carlson-Lynch, and Richard Herrala.

OTHERS: Mike Bach, *Executive Director*, Dawn Gibson, *Human Resources Director*, Leslie Griffith, *Associate Director*, Susan Serafini, *Finance Director*, Crispin Stone, *Quality Improvement Coordinator/Corporate Compliance Officer*, Kimberly Walters, *Baraga County Program Manager*, and Angela Cline, *Executive Assistant*.

Those in attendance stood for the pledge of allegiance.

Approval of Agenda

MOTION: by Mr. Koskinen, seconded by Mr. Eckloff, that agenda of the December 11, 2024 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Approval of Minutes of October 30, 2024 Meeting

MOTION: by Mr. Koskinen, seconded by Mr. Eilola, that the Minutes of the October 30, 2024 be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for October 2024

MOTION: by Mr. Rozich, seconded by Mr. Koskinen, that checks numbered 72524 to 72779 in the amount of \$2,056,820.63 and Combined Cash Investments Report for October 31, 2024 totaling \$10,545,775.60 are accepted and placed on file. YES: Britz, Eckloff, Eilola, Fink, Koskinen, Pelli, 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) – December 11, 2024 – Mr. Tervo stated the NorthCare Governing Board meeting was cancelled today.

CMHA Annual Winter Conference – February 4th & 5th, 2025 – Kalamazoo, MI – Mr. Tervo stated to let Angela Cline know if any Board members are interested in attending the conference.

Board Member Committees – This agenda item has been tabled.

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

Corporate Compliance Training – Crispin Stone provided the annual Corporate Compliance training to the Board and stated the Board will be reviewing the revised *Corporate Compliance* policy as NorthCare Network is the primary lead to open any Corporate Compliance investigations. Corporate Compliance issues can be reported to his office at CCMHS.

FY 2025 Quality Improvement Program Plan – Crispin Stone reviewed the FY 2025 Quality Improvement Program Plan. The focus of the plan is for the agency to meet its goals, as well as State and Federal requirements, ensure its goals are appropriate to support the agency's mission, measure success of its programs, explain how success is measured, and determine effectiveness. The plan was amended to remove duplicate wording and to better show its focus.

MOTION: by Mr. Rozich, seconded by Mr. Eilola, that the Board approves the FY 2025 Quality Improvement Plan, as presented. Motion carried unanimously.

CCMHS Emergency Operations Plan (EOP Principles) – Mike Bach reviewed the *Emergency Operations Plan (EOP) Principles* summary and stated the purpose of the EOP is to guide the agency through a major incident by thinking in advance how we would respond. The key feature is someone being on the ground receiving support from the Executive team, communication, and getting back to normal operations as quickly as possible. The EOP is required by the Code of Federal Regulations and licensing. He will be scheduling a meeting with supervisors next week to review this plan. Supervisors already regularly review emergency scenarios with their staff. The full EOP can be made available to any Board member at their request.

MOTION: by Mrs. Fink, seconded by Mr. Eckloff, that the Board approves the *CCMHS Emergency Operations Plan*, as presented. Motion carried unanimously.

Maintenance Worker Request for FTE Increase – Dawn Gibson stated currently there are four full-time and two part-time staff allocated to the Maintenance department. The agency has been trying to fill one part-time position for a year without success. There is a lot of work for the Maintenance department due to the quantity of buildings, group homes, and vehicles the agency has. Management is proposing to move one part-time position to a full-time position which will also hopefully help with better recruitment. The approximate cost to increase one part-time position to a full-time position is \$11,250 annually.

MOTION: by Mr. Koskinen, seconded by Mr. Eckloff, that the Board approves the request to increase one part-time maintenance position to a full-time maintenance position, for an approximate annual cost of \$11,250, as presented. Motion carried unanimously.

Bid Results – Generator – Mike Bach presented the bid results for a natural gas generator, and complete installation, for Stanton House. The idea for a generator came about as a result of the Emergency Operations Plan and this group home has residents who are medically fragile. Management is recommending accepting the bid from Keweenaw Power & Lite for \$10,780.

MOTION: by Mr. Eilola, seconded by Mrs. Fink, that the Board approves the recommendation to accept the low bid from Keweenaw Power & Lite for a natural gas generator, and complete installation, for Stanton House in the amount of \$10,780, as presented. Motion carried unanimously.

Request to Seek Bids for Group Home Bathrooms (Phase 2) – Susan Serafini stated the agency is beginning phase two of the group home bathroom remodels. Five bathrooms have already been completed. Management is requesting permission to extend the contract with U.P. Engineers and Architects to manage the formal bidding process of the remaining seven group home bathrooms, as well as the management of the project. The estimated cost of bidding and negotiation is \$5,500 and for construction administration is \$8,500.

MOTION: by Mr. Rozich, seconded by Mrs. Pelli, that the Board approves Management's request to extend the contract with U.P. Engineers and Architects to manage the formal bidding process of the remaining seven group home bathrooms, as well as the management of the project at an estimated total cost of \$14,000, as presented. Motion carried unanimously.

Policy & Procedure

Compliance Committee (REVISED) – The *Compliance Committee* policy was revised to reflect that the Corporate Compliance Officer is creating activity reports and to make it clear that if fraud, waste, or abuse was detected, he would hand it over the NorthCare Network to begin an investigation.

Corporate Compliance (REVISED) – The *Corporate Compliance* policy was revised to remove wording about establishing workgroups, as this is described in other policies.

Risk Management (RESCIND) – Management is requesting approval to rescind the *Risk Management* policy as the Risk Management committee is defunct because the functions of this committee are being done in other ways and there are many other committees who are monitoring risk.

Purchasing (REVISED) – Management is requesting approval to revise the *Purchasing* policy to increase the threshold for the formal bidding process from \$5,000 to \$10,000.

MOTION: by Mr. Koskinen, seconded by Mr. Eilola, that the Board approves revised policies, *Compliance Committee*, *Corporate Compliance*, *Purchasing*, and rescinded policy, *Risk Management*, as presented. Motion carried unanimously.

Updates

Job Openings Data – Dawn Gibson stated the agency has hired a Case Manager in the ACT department, a secretary in the Outpatient department, a training specialist who will be based out of Gogebic County, a Youth Peer Support Specialist, and six new Direct Care Staff (DCS). Open positions include a billing specialist, a secretary in the main reception area, a Parent Support Partner, a nurse, and a maintenance worker. There are currently 11 full-time DCS positions open in the group homes. Regarding the Fair Labor Standards Act, the federal government was going to be implementing a salary threshold increase in January 2025 and the agency would need to address salaries and overtime of its staff. A Texas court invalidated this and with the new presidency, it is unlikely that the government will implement this. There is a new earned sick time Act in Michigan with some significant changes for some agencies, to be effective by the end of February 2025. Dawn

stated she has begun working on this but saw feedback from other Human Resources departments that there is a possibility that this will change following the lame duck session. If needed, she will bring these policy changes to the Board in January.

Post-Election Uncertainty in the Michigan House and Senate – Mike Bach stated this is the same information as reported by Dawn Gibson in her report. Associate Director, Alan Bolter, of the Community Mental Health Association will be attending the agency's February Board meeting remotely and will update us then.

Contract Between NorthCare and MDHHS – Mike Bach stated the master/annual contract between MDHHS, NorthCare Network, and all Michigan PIHPs is not currently signed. The PIHP Directors were concerned about three issues, 1) the reserve fund they can have, 2) a potential settlement regarding the State dictating wages to a small number of Community Living Supports (CLS) providers, and 3) certified Behavioral Health Centers and unfunded mandates. The PIHP Directors pushed back, and some signed the contract. The State did not want to negotiate and wanted to defund the PIHPs. The PIHPs took this to the court of claims and are asking for a preliminary injunction. It was filed in court yesterday and is asking the court to instruct MDHHS to be able to fund more in their reserves, not forcing wages to workers, and not requiring mandates for certified behavioral health centers. He will keep the Board updated.

2025 Management Goals – Mike Bach stated he continues to work with the Quality Improvement Committee to get objective data to them so the agency can evaluate how well we are carrying out its mission, identifying problems, and implementing solutions. He meets with the Chairs of 18 agency committees and teams to make sure that each committee has a clear committee charge. Management is revising the agency's annual performance evaluation form, increasing support to supervisors, and continuing to build community relationships.

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

Anderson, Tackman & Company, PLC FY 2024 Board Fraud Letter & FY 2024 Audit Engagement Letter – Susan Serafini reviewed the Anderson, Tackman & Company, PLC FY 2024 Board Fraud letter and Audit Engagement letter. The Board fraud letter reviews Board knowledge and responsibility 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. The audit engagement letter sets the criteria for the upcoming audit and the language used is the same as in years past.

Anderson, Tackman & Company, PLC Audit Proposal FY 2024, FY 2025, & FY 2026 – Susan Serafini reviewed the Anderson, Tackman & Company, PLC audit proposal letter to cover FY 2024, FY 2025, and FY 2026. The cost for the financial and compliance audit for FY24 is \$14,950, which is an increase of \$1,050 from last year's audit.

MOTION: by Mrs. Fink, seconded by Mr. Eilola, that the Board approves the Anderson, Tackman, & Company, PLC FY 2024 Board Fraud letter, Audit Engagement letter, and audit proposal for FY 2024, FY 2025, and FY 2026, as presented. Motion carried unanimously.

Financial Statements for October 2024 - Susan Serafini reviewed the Revenues and Expenditures by funding source report as of October 31, 2024. Except for Healthy Michigan, the agency continues to run a surplus

across all funding sources. Susan Serafini reviewed the Balance Sheet as of October 31, 2024. The total cash at the end of October 2024 was \$10,545,775.60 which is a decrease of \$190,788.23 from September 2024 of \$10,736,563.83. This is expected due to the closing out of the fiscal year. The total net income of all funds through October 2024 is \$140,038 compared to the same time last year of \$165,523 which is a decrease of \$25,485. The General Fund is reporting net income of \$105,531 compared to the same time last year of \$96,820. This is an increase of \$8,711. All other internal service funds are reporting net income. Susan Serafini reviewed the General Fund's Income Statement. The revenues would have a variance of 8.33% to be right on budget and are running ¼ % under budget. Expenditures are also under budget by just under 1%. Anderson, Tackman & Co., PLC will be onsite the week of January 6, 2025 and January 13, 2025.

Old / New Business

Mr. Rozich thanked staff for attending the Board meetings.

Mr. Tervo commented on the MTU/CCMSH basketball game at MTU last week and commended staff for putting it together. Mr. Rozich added that it was very nice to see the consumers excited and happy to be there.

Mr. Tervo reminded Board members that the January and February Board meetings will be held at 4:00 pm, instead of 5:00 pm, and stated the Board can discuss changing the December 2025 meeting to 4:00 PM also.


Adjournment

MOTION: by Mr. Eilola that the meeting adjourn. The meeting was adjourned by the Chairperson at 6:03 PM.

Submitted by,


James Tervo, Board Chairperson

/ac


Michael Koskinen, Board Secretary