

## COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, May 29, 2024 | 6:30 PM

MTU Memorial Union Building  
1400 Townsend Drive  
Houghton, MI 49931

### MINUTES

**CALL TO ORDER:** The meeting was called to order at 6:35 PM.

**PRESENT:** Richard Bourdeau, Katie Carlson-Lynch, Randy Eckloff, Gale Eilola, Barry Fink, Richard Herrala, Dr. Kathleen Johnson, Mike Koskinen, and James Tervo.

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

**ABSENT:** Roy Britz and Pat Rozich.

Those in attendance stood for the Pledge of Allegiance.

#### **Approval of Agenda**

**MOTION:** by Mr. Koskinen, seconded by Mr. Eilola, that the Board approves the May 29, 2024 meeting Agenda of the Copper Country Community Mental Health Services Board (CCMHS) with one addition under the Director's Report, "*FY 2024 Contract (NEW)*", as presented. Motion carried unanimously.

#### **Approval of the April 24, 2024 Minutes**

**MOTION:** by Mr. Koskinen, seconded by Mr. Eilola, that the Board approves the April 24, 2024 meeting Minutes of the CCMHS Board with no additions, deletions, or amendments, as presented. Motion carried unanimously.

#### **Treasurer's Report for April 2024**

**MOTION:** by Mr. Eilola, seconded by Mr. Bourdeau, that checks numbered 71030 to 71273 in the amount of \$1,529,127.29 and Combined Cash Investments Report for April 30, 2024 totaling \$10,395,844.95 are accepted and placed on file. YES: Bourdeau, Carlson-Lynch, Eckloff, Eilola, Fink, Herrala, Johnson, Koskinen, 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 8, 2024 –** Mr. Tervo stated the NorthCare Governing Board report was provided in the Board packets. There was nothing to note from the meeting.

**Approval of Executive Director Contract** – Mr. Tervo stated the Board is required to approve the Executive Director contract and reported there were no changes. All Executive Director evaluations were returned with positive results and Mr. Tervo thanked Mike Bach for all the great work he has done as Executive Director.

**MOTION:** by Mr. Herrala, seconded by Mr. Eckloff, 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 conference is scheduled for September 8<sup>th</sup>-10<sup>th</sup>, 2024 at the Island Resort & Casino in Harris, MI. Most of the presenters have been confirmed and the presentation schedule consists of a legislative roundtable including four legislators, Bob Sheehan from CMHA, a suicide prevention presentation, a substance use panel, a CMH Directors roundtable, a presentation on the Open Meetings Act, a NorthCare update from CEO, Megan Rooney and Katreena Hite, an AFC provider presentation, and another presentation on school based services. Conference brochures will be mailed in July.

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

**FY 2024 Contract (NEW)** – Mike Bach stated the new contract is for psychiatrist, Dr. Razdan, who will be taking over for Dr. Miller at ACT. He will be working six hours a week which allows the ACT Team to continue to provide support.

**MOTION:** by Ms. Carlson-Lynch, seconded by Mr. Herrala, that the Board approves the new contract for Dr. Amit Razdan as the ACT psychiatrist, as presented. Motion carried unanimously.

## **Policies & Procedures**

**Use of Agency Vehicles (REVISED)** – Mike Bach stated the revised *Use of Agency Vehicles* policy was updated in accordance with Michigan Municipal Risk Management Authority’s guidelines. The first revision is to clarify that staff cannot be on the phone in an agency vehicle at all, even if the van is equipped with hands-free technology. The second revision is that staff can use their cellphone for navigation but must enter their destination before moving the vehicle and set their phone aside while driving.

**MOTION:** by Mr. Eilola, seconded by Mr. Eckloff, that the Board approves the revised Facilities/Safety policy, *Use of Agency Vehicles*, as presented. Motion carried unanimously.

**Coordinated Community Planning (RESCIND)** – Mike Bach stated the *Coordinated Community Planning* policy is based on a similar NorthCare policy that was rescinded and some of the information in this policy is covered in other agency policies. Management is recommending the Board rescind this policy.

**MOTION:** by Mr. Koskinen, seconded by Dr. Johnson, that the Board approves rescinding the Client Services policy, *Coordinated Community Planning*, as presented. Motion carried unanimously.

**Resolution to Continue to Respect Cultural Differences** – Mike Bach referred to a short summary, the agency’s Code of Ethics, a Safe Space PowerPoint presentation from NorthCare, and a copy of the resolution that was provided in the Board packet. Management has discussed the agency’s Code of Ethics, which they believe is a very good document that should possibly be posted in all our departments. The Board discussed the importance of treating each consumer as an individual.

**MOTION:** by Mr. Herrala, seconded by Ms. Carlson-Lynch, that the Board approves the *Resolution to Continue to Respect Cultural Differences*, as presented. YES: Bourdeau, Carlson-Lynch, Eckloff, Eilola, Fink, Herrala, Johnson, and Tervo. NO: Koskinen.

**Rice Memorial Clinic Foundation Board Meeting – May 29, 2024** – Mike Bach stated the Rice Memorial Clinic Foundation Board met today and received, and approved, one new funding request from a group who supports children with Autism, to provide admission for children with autism and their families at the 2024 Houghton County Fair.

## Updates

**Job Openings Data** - Dawn Gibson provided a job openings report and stated the agency hired a Social Worker and secretary at the ACT office. The Recipient Rights Officer and Advisor have both taken positions outside of the agency and recently the Rights Office Assistant accepted the Rights Advisor position and a new Rights Office Assistant was hired. Another individual has also accepted the Rights Officer position. The open nursing position has been filled by a part-time RN who will begin in July. The nursing department will be fully staffed at that time. The agency continues to recruit for a Community Employment Coordinator and recently a therapist retired so the agency is recruiting for that position as well. The Psychiatric Support Specialist has taken the intake worker position and therefore will need to fill their position as well. There are four full-time and four multisite positions open. Direct Care Staff are in a better state now compared to last year.

**Data on Access Screenings** - Leslie Griffith reviewed the quarter access and May access review. In May, there were a total of 52 calls, 18 information only calls, 34 access screenings completed, 4 calls were referred to outside providers, and 30 individuals were scheduled for an intake appointment.

**Conflict Free Access & Planning Update** – The meeting between MDHHS and the PIHP CEOs was cancelled but MDHHS is still planning to implement this by October 1, 2024.

**Protocall Update** – The agency has been receiving data about Protocall’s after-hours crisis services since March and for March and April, the call volume was lower than expected. The percentage of calls answered within 30 seconds was 86%. The service is working well and Administration will keep the Board updated.

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

**Finance Director’s Report for April 2024** - Susan Serafini reviewed the Revenues and Expenditures by funding source report as of April 30, 2024. The agency shows a surplus across all funding sources except Healthy Michigan. A plan will be submitted to NorthCare as we are required to formalize a request for our savings from last year and will use that to cover the shortfall. Funds will likely not be seen until June or July and at that time we will see a large increase in the Healthy Michigan fund. Local revenue is fairly high due to a combination of Rice Memorial Clinic Foundation funding and with interest rates being relatively high. Susan

reviewed the Balance Sheet as of April 30, 2024. The total cash at the end of April 2024 was \$10,395,844.95 which is an increase of \$302,634.27 compared to the end of March 2024 of \$10,093,210.68. The total net income of all funds through April 2024 is \$1,027,819 compared to March 2024 of \$942,816 which is an increase of \$85,003. The General Fund is reporting net income of \$798,052 which is an increase of \$71,734 compared to March 2024 of \$726,318. The Equipment Fund for vehicles is running a small deficit but the agency is closer to getting the mileage logs turned in more timely. Susan reviewed the General Fund's Income Statement. The revenues would have a variance of 50.33% to be right on budget and revenues are over by 1.3%. Expenditures are under budget by over 2%. The Board thanked Susan for her report.

#### **Finance Committee Meeting Minutes – April 24, 2024**

**MOTION:** by Ms. Carlson-Lynch, seconded by Mr. Eckloff, that the Board approves the April 24, 2024 Finance Committee meeting Minutes, as presented. Motion carried unanimously.

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

The Board requested that the Rice Memorial Clinic Foundation Board and MTU be thanked for tonight's dinner.

#### **Adjournment**

**MOTION:** by Ms. Carlson-Lynch that the meeting adjourn. The Chairperson declared the meeting adjourned at 7:22 PM.

Submitted by,

---

James Tervo, Board Chairperson

---

Michael Koskinen, Board Secretary

/ac