

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, September 25, 2024 5:00 PM

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

MINUTES

CALL TO ORDER: Richard Bourdeau, Roy Britz, Katherine Carlson-Lynch, Randy Eckloff, Gail Eilola, Barry Fink, Mike Koskinen, Pat Rozich, and James Tervo.

OTHERS: Mike Bach, Dawn Gibson, Leslie Griffith, Lindsey Larson, Susan Serafini, Kimberly Walters, and Angela Cline.

ABSENT: Richard Herrala and Dr. Kathleen Johnson.

Approval of Agenda

MOTION: by Mr. Eilola, seconded by Mrs. Fink, that the September 25, 2024 agenda be approved with two additions, under the Chairperson's Report, *Fit Together Program Presentation*, and under the Director's Report, *Reclassify ACT Case Manager to ACT Therapist/Case Manager*, as presented. Motion carried unanimously.

Approval of Minutes of August 28, 2024 Meeting

MOTION: by Mr. Koskinen, seconded by Ms. Carlson-Lynch, that the Minutes of the August 28, 2024 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for August 2024

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Eckloff, that checks numbered 71990 to 72292 in the amount of \$2,300,108.26 and Combined Cash Investments Report for August 31, 2024 totaling \$10,450,924.50 are accepted and placed on file. YES: Bourdeau, Britz, Carlson-Lynch, Eckloff, Eilola, Fink, 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 – September 11, 2024 – Mr. Tervo stated the NorthCare Network Board report was provided in the Board meeting packets.

CMHA Annual Fall Conference – October 21st & 22nd, 2024 – Mr. Tervo stated the CMHA Annual Fall Conference is being held October 21st and 22nd this year in Traverse City and he will be attending the conference. If any other Board members are interested in attending, please contact Executive Assistant, Angela Cline.

Great Lakes Rural Mental Health Association (GLRMHA) Fall Conference Update – Mr. Tervo stated the GLRMHA Conference was held at the Island Resort and Casino in Harris, MI and it seemed to go well. Mr. Rozich stated the presentation on the Behavioral Health Homes by Katreena Hite at NorthCare was great and she shared some surprising success stories. Mr. Tervo announced that Pathways CMH CEO, Matt Maskart, will be joining the GLRMHA Executive Committee.

Fit Together Program Presentation – Lindsey Larson, Fit Together Coordinator, presented to Board members about the Fit Together program, which helps us integrate physical and behavioral health. Consumers are eligible for the program based on their diagnosis and referrals are made by a consumer's case holder. The Board thanked Lindsey for her presentation.

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

Annual Review & Approval of Policies of Record – Mike Bach stated the agency's *Policies & Procedures* table of contents was provided in the packet. Each policy is reviewed at least yearly by policy holders, compared to NorthCare's policies, and updated as necessary. Mike Bach requested Board approval of all policies of record.

MOTION: by Mr. Rozich, seconded by Mr. Eilola, that the Board approves CCMHS' Policies of Record, as presented. Motion carried unanimously.

Policies & Procedures

Report, Investigation, & Review of Unusual Incidents (REVISED) – Mike Bach stated the agency's Recipient Rights Officer was presenting more reports in Quality Improvement (QI) Committee meetings which is now being done by the agency's Corporate Compliance Officer. The agency is also revising the Risk Management Committee and how we're tracking risk.

Behavior Treatment Committee (REVISED) – Leslie Griffith stated some of the main revisions include the Chair of the Behavior Treatment Committee (BTC) meetings being required to bring the information from those meetings to the quarterly QI meetings. The committee will review trends based on the BTC review of certain Incident Reports.

MOTION: by Mr. Koskinen, seconded by Mr. Eckloff, that the Board approves both revised policies, *Report, Investigation, & Review of Unusual Incidents* and *Behavior Treatment Committee*, as presented. Motion carried unanimously.

FY 2025 Contracts – Mike Bach stated a list of contracts and contract renewals that the Agency will be entering into for FY 2025 were provided in the Board packet and includes the current rate and new rates.

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Eilola, that the Board approves all FY 2025 contracts, as presented. Motion carried unanimously.

MRS FY 2025 Interagency Cash Transfer Agreement – Mike Bach stated this is an agreement the Agency enters into each year with Michigan Rehabilitation Services (MRS) who are located within Michigan's Department of Labor division. The Agency provides a local match contribution of \$8,000 and MRS matches \$21,000 for a total of \$29,000 to provide vocational services to our consumers to help them become more independent and find employment.

MOTION: by Mrs. Fink, seconded by Ms. Carlson-Lynch, that the Board approves the MRS FY 2025 Interagency Cash Transfer Agreement, as presented. Motion carried unanimously.

FY 2025 One-Time Pay Adjustment – Susan Serafini, Finance Director, stated the request for approval of a One-Time Pay Adjustment Resolution is for any funds that would be available in FY 2025, would be used in FY 2026.

MOTION: by Mr. Rozich, seconded by Mr. Eilola, that the Board approves the FY 2025 One-Time Pay Adjustment Resolution, as presented. Motion carried unanimously.

Reclassify ACT Client Services Manager to ACT Therapist/Case Manager – Dawn Gibson stated the agency would like to change our current one FTE ACT Client Services Manager to expand the degree/licensure to include a Master's level degree and licensure in Michigan as a Social Worker, Psychologist, or Counselor. This would allow the ability to hire either a Bachelor's or Master's Level candidate.

MOTION: by Mr. Koskinen, seconded by Mr. Rozich, that the Board approves the reclassification of the ACT Client Services Manager to an ACT Therapist/Case Manager, as presented. Motion carried unanimously.

Updates

Job Openings Data – Dawn Gibson reported the agency's Youth Peer Support staff will be transitioning to the Peer Support position and we are currently interviewing for all open positions. The Department of Labor has changed the threshold for receiving overtime from \$43,888 to \$58,656, effective January 1, 2025. Management is currently reviewing pay scales and positions that will be impacted.

Data on Access Screenings – Leslie Griffith reviewed access screening data for September 1, 2024 through September 20, 2024. There was a total of 55 calls, 17 information only calls, 38 access screens were completed, 8 callers were referred to outside providers, and 30 callers were scheduled for intake appointments.

Search for an In-Person Psychiatrist – Management met again with Dr. Asbury yesterday who is currently working in Boise, ID at a large non-profit that accepts Medicaid. If he accepts, Dr. Asbury would be full-time with his time split between Houghton, Ontonagon, and Baraga. Mike stated he will keep the Board posted.

Policy & Legislative Update – This year the Michigan House is up for election and currently, it is a 56 to 54 Democrat majority. What happens in the Lame Duck session will depend on who wins the House.

Regarding Conflict Free Access and Planning, the Community Mental Health Association (CMHA) has received communication from the Centers for Medicare and Medicaid Services (CMS) that supports our position.

There is under funding based on the end of the Public Health Emergency (PHE) and enrollment declining. The agency's funding is based on per member, per month, so there is a large gap. Mike stated he received an email today from CMHA that Medicaid rates are going to be readjusted and PIHPs are going to receive an addition \$41,000,000. We will continue to advocate for funding.

Scheduled Outreach Before the Snow Flies – CCMHS' team will continue to meet with Emergency Departments, law enforcement, etc.

Substantial Compliance with Office of Recipient Rights Audit & MDHHS Certification – The agency's Recipient Rights Office has made a lot of refinements, corrected the problem identified in the Plan of Correction, and received an official letter regarding substantial compliance.

Mike stated the agency also received its certification from MDHHS.

The master contract between NorthCare Network and MDHHS, as well as the provider agreement between the agency and NorthCare Network spells out what the agency is required to do. Our agency is now doing access screenings and NorthCare is now handling all grievance and appeals. The contract was signed and sent back to NorthCare.

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

Lift Van Bid Results – Susan reviewed bid results for a full-size lift van and is recommending Board approval of the low bidder, Copper Country Ford, for a 2024 Transit RWD in the amount of \$76,528.50.

MOTION: by Mr. Koskinen, seconded by Mr. Rozich, that the Board approves the low bid from Copper Country Ford for a 2024 Transit RWD lift van in the amount of \$76,528.50, as presented. Motion carried unanimously.

Stanton House Full House Generator – Susan stated as part of the agency's Emergency Preparedness Plan, power outages have been identified as a likely occurrence and Stanton House has been recognized to benefit most from a full-house generator back-up. The agency would like to continue working with Keweenaw Power & Lite, Inc. (KPL) for consistency with generators but if we do not bid it out, then there will not be a bidding process. The total cost of the natural gas generator and complete installation is \$10,780 which will be capitalized and depreciated over five years. Mr. Koskinen recommended that the generator purchase be bid out instead.

200 Quincy Street (Clubhouse) Roof – Susan reviewed bid results for the 200 Quincy Street roof sealant and stated there was only one bidder, Superior Polymer, in the amount of \$19,450 which includes a 10-year warranty for the sealant.

MOTION: by Mr. Rozich, seconded by Mr. Eilola, that the Board approves the recommended bidder, Superior Polymer, to seal the roof at 200 Quincy Street in the amount of \$19,450, as presented. Motion carried unanimously.

Reception Area Security Curtain & Film – Susan reviewed the project quotes to install resistant security film on windows and security curtains for reception desks and recommended the low bidder, Auto-Pro Glass and Tire to install the security film in the amount of \$29,795, and Keweenaw Glass and Door to install the security curtains for reception desks in the amount of \$38,720.

MOTION: by Mr. Koskinen, seconded by Mr. Eilola, that the Board approves the low bid from Auto-Pro Glass and Tire to install the security film in the amount of \$29,795, and Keweenaw Glass and Door to install the security curtains for reception desks in the amount of \$38,720, as presented. Motion carried unanimously.

Snow Plowing Bid Results – Susan reviewed snow plowing/removal bids and recommended low bidder, Northern Excavating, for all Houghton County locations excluding Calumet, Superior Land Management, for the Ontonagon County Center, OBI, and Harbor House, Kahkonen Construction for the Baraga County Center, Aurora House, and Woodhaven House, and Keweenaw Auto Body for the Calumet Center.

MOTION: by Mr. Eilola, seconded by Mr. Eckloff, that the Board approves the low bid from Northern Excavating, for all Houghton County locations excluding Calumet, Superior Land Management, for the Ontonagon County Center, OBI, and Harbor House, Kahkonen Construction for the Baraga County Center, Aurora House, and Woodhaven House, and Keweenaw Auto Body for the Calumet Center, as presented. Motion carried unanimously.

Financial Statements for August 2024

Susan Serafini reviewed Revenues and Expenditures by funding source as of August 31, 2024 and stated the agency continues to run a surplus across all funding sources and therefore the agency is in a very good financial position starting year end. Funds will be available to help the Sheriff's Departments with funding for transports. Susan Serafini reviewed the Balance Sheet as of August 31, 2024. The total cash at the end of August 2024 was \$10,450,924.50 which is a decrease of \$856,885.65 compared to the end of July 2024 of \$11,307,810.15. The decrease is due to having three payrolls in the month and an additional third check-run. Also, one of the agency's Medicaid payments for August, was received in September. The total net income of all funds through August 2024 is \$1,599,795 compared to \$1,622,291 at the end of July 2024, which is a decrease of \$22,496. The General Fund is reporting net income of \$1,322,221 compared to \$1,266,360 in July 2024. All other internal service funds are reporting net income. Susan Serafini reviewed the General Fund's Income Statement. There is a variance of 91.67% to be right on budget and revenues are running 1.4% over budget. Expenditures are 4.4% under budget. The Board also thanked Susan for her report.

Finance Committee Meeting Report – September 25, 2024: Gale Eilola, Committee Chairperson, presented the Finance Committee meeting report.

Mr. Eilola stated the Finance Committee met tonight to review the FY 2024 General Fund and Institute final budgets, as well as the FY 2025 General Fund and Institute initial budgets, and the FY 2025 COLA and step adjustments. The budgets were adjusted to reflect current revenues and expenditures. The FY 2024 General Fund final balanced budget with revenues and expenditures totals \$23,541,502. The FY 2025 General Fund initial balanced budget with revenues and expenditures totals \$22,666,321. The FY 2024 Institute final balanced budget with revenues and expenditures totals \$684,845. The FY 2025 Institute initial balanced budget with revenues and expenditures totals \$630,524. The Finance Committee recommends to the full Board the approval of the General Fund and Institute's FY 2024 final and FY 2025 initial balanced budgets and the COLA and step adjustments.

MOTION: by Mr. Bourdeau, seconded by Ms. Carlson-Lynch, that the Board accepts the recommendation of the Finance Committee and approves the FY 2024 General Fund final balanced budget with revenues and expenditures totaling \$23,541,502, the FY 2025 General Fund initial balanced budget with revenues and

expenditures totaling \$22,666,321, the FY 2024 Institute final balanced budget with revenues and expenditures totaling \$684,845, and the FY 2025 Institute initial balanced budget with revenues and expenditures totals \$630,524, as presented. Motion carried unanimously.

The Finance Committee also discussed a 3% Cost of Living Adjustment (COLA) for both bargaining and non-bargaining staff at an estimated cost of \$389,257 and step adjustments for both bargaining staff and non-bargaining staff at Start to move to step 1, staff at step 1 to move to step 2, staff at step A to move to step B, staff at step B to move to step C, and staff frozen at their step for two-plus year to move to the next step. This will impact 64 staff and would cost \$107,953. Total increases will cost approximately \$497,210.

MOTION: by Mr. Rozich, seconded by Mr. Eckloff, that the Board accepts the recommendation of the Finance Committee and approves a 3% Cost of Living Adjustment (COLA) for both bargaining and non-bargaining staff at an estimated cost of \$389,257 and step adjustments for both bargaining staff and non-bargaining staff at Start to move to step 1, staff at step 1 to move to step 2, staff at step A to move to step B, staff at step B to move to step C, and staff frozen at their step for two-plus year to move to the next step at an estimated cost of \$107,953, as presented. Motion carried unanimously.

Old / New Business


New Business – Following Board discussion of returning to holding Board meetings at the Ontonagon and Baraga County Centers once a year, Mr. Tervo stated the Board will resume meeting once a year in the other counties, excluding Keweenaw County. It was also requested that the January and February 2025 meetings be held at 4:00 pm EST.

Adjournment

MOTION: by Ms. Carlson-Lynch and declared adjourned by Chairperson Tervo of the meeting of the Copper Country Community Mental Health Services Board at 6:23 PM.

Submitted by,


James Tervo, Board Chairperson
/ac


Mike Koskinen, Board Secretary