

**COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD**

Wednesday, March 29, 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, Katie Carlson-Lynch, Randy Eckloff, Gale Eilola, Barry Fink, Julie Farmer, Richard Herrala, Dr. Kathleen Johnson, Mike Koskinen, Pat Rozich, and James Tervo.

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

**ABSENT:** Roy Britz.

Those in attendance stood for the Pledge of Allegiance.

**Approval of Agenda**

**MOTION:** by Mr. Koskinen, seconded by Ms. Carlson-Lynch, that the agenda be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

**Approval of Minutes of February 22, 2023 Meeting**

**MOTION:** by Mr. Koskinen, seconded by Ms. Carlson-Lynch, that the Minutes of the February 22, 2023 meeting be approved with one amendment to the section title, *"Policies & Procedures - Board Administration: Board Meeting Teleconferencing (RESCIND)"*, as presented. Motion carried unanimously.

**Treasurer's Report for February 2023**

**MOTION:** by Dr. Johnson, seconded by Mr. Herrala, that checks numbered 67538 to 67764 in the amount of \$3,466,809.72 and Combined Cash Investments Report for February 28, 2023 totaling \$10,702,795.68 is accepted and placed on file. YES: Bourdeau, Carlson-Lynch, Eckloff, Eilola, Fink, Farmer, Herrala, Johnson, Koskinen, Rozich, and Tervo.

**Comments from the Public**

Ms. Fink noted on behalf of the public that in a recent obituary for a resident of Atlantic House, it included several sentences of praise from the resident's family for the care that CCMHS staff had provided to their family member.

**Chairperson's Report:** James Tervo, Committee Chairperson, presented the Chairperson's Report.

**Executive Director Performance Report** – Mr. Tervo presented the Executive Director Performance Report and stated he received ten evaluations from Board members and each evaluation responded to was very positive. Mr. Tervo stated on behalf of the Board, he would like to note that the Copper Country Community

Mental Health Services' (CCMHS) history and engagement with staff and community that Mike Bach and his team has delivered in his role as Executive Director has been very well received.

**CMHA Annual Summer Conference – June 6-7, 2023 – Grand Traverse Resort** – Mr. Tervo stated if any Board member is interested in attending, to let Angie Cline know.

**NorthCare Governing Board Delegates Appointments/Re-Appointments** – Mr. Tervo asked current NorthCare Governing Board Delegates, Mr. Koskinen and Mr. Rozich, as well as alternate, Mr. Herrala, if they wish to be reappointed as delegates to the NorthCare Governing Board and all, including himself, agreed to continue their appointments.

**GLRMHA Officer Nominations** – Mr. Tervo stated every two years, the Great Lakes Rural Mental Health Association's (GLRMHA) Bylaws require them to change or nominate officers. The current officers are Jim Tervo – Chairperson, Jay Martin – Vice Chairperson, George Beninghaus – Treasurer, and Joan Luhtanen – Secretary. Joan is resigning from the Northpointe Board this month and that Board will be choosing a replacement. Also, Cathy Pullen from Pathways, who was an elected County Commissioner and had lost her commissioner seat this year, was not able to finish her term on the GLRMHA Board and Angie Cline has sent a letter to the Pathways Board requesting a replacement. Mr. Rozich stated he would like to express his thanks to the GLRMHA Board members as they have done a very good job at the conferences.

**MOTION:** by Mr. Koskinen, seconded by Mr. Herrala, that the Board renominates Mr. Tervo as President of the Great Lakes Rural Mental Health Association, as presented. Motion carried unanimously.

**GLRMHA Conference Update** - Mr. Tervo stated the GLRMHA Executive Committee has confirmed presentations for this year's fall conference including, Bob Sheehan, Community Mental Health Association (CMHA) CEO, a recovery story from a Youth Peer Support Specialist from Hiawatha CMH, and Social Security Administration representatives who will answer questions about Medicaid and will also have a table at the conference. He will be asking Megan Rooney, Interim NorthCare CEO, to see if she could attend and provide a NorthCare Network update and letters have been sent to U.P. legislators requesting their presence for a Legislative Roundtable. The Executive Committee is also thinking about asking U.P. CMH Directors to attend and hold a Directors Roundtable to talk about issues U.P. wide related to staffing. The committee is also working to get an Emergency Room doctor to provide an update on drug issues and what they are seeing in the ER's related to drugs and mental health. Also confirmed for the conference is a representative of the CMHA Public Relations Committee who will provide a presentation on the work of the CMHA Public Relations Committee, and a Northpointe staff who works in their School Based Services program to present on mental health issues in schools.

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

**Annual Review of Mission Statement** – Mr. Tervo presented the Copper Country Mental Health Services Board Mission Statement which must be reviewed each year.

**MOTION:** by Mr. Rozich, seconded by Mr. Eckloff, that the Board approves the Copper Country Community Mental Health Services Mission Statement with no additions, deletions, or amendments, as presented. Motion carried unanimously.

## Policy & Procedure

**Personnel – Referral Program (REVISED)** – Mike Bach stated a revision is being made to the Referral Program policy. The referral program provides an incentive to staff for referring individuals for employment at CCMHS. The current referral is \$150 to the staff who made the referral. Management has discussed this and is suggesting increasing the referral amount to \$500 with an option to increase it further to \$1000, if needed.

**MOTION:** by Mr. Rozich, seconded by Mr. Herrala, that the Board approves the revised policy, *Referral Program*, as presented. Motion carried unanimously.

## Updates

Mike Bach stated the agency has recently filled the Home Based program team who work with children from infants to the age of 21. There are currently openings at ACT and three open nursing positions. In the last two months there have been openings for 13 full-time Direct Care Staff (DCS), which is a decrease from 19 in January. Dawn Gibson attended the job fair at Finlandia University last week and received a couple of resumes. The agency has made it easier for people to see job openings on the website and to apply for jobs by being able to upload documents to send in.

The agency continues to do a lot of outreach in the community and Leslie Griffith has done a great job and has been doing outreach throughout the four counties. We met with UP Health System-Portage hospital last week and will be meeting again soon to work on the issue of multi-day assessments in the emergency room.

Mike reviewed the options for conflict free access and planning which the Michigan Department of Health and Human Services (MDHHS) has presented. CMHA is reviewing these options & will provide feedback to MDHHS.

There are descriptions added to each picture in the Boardroom and brass placards have been ordered to be engraved with those descriptions. A timeline and the agency's mission statement will be added to the wall as well.

Julie Farmer noted that it has been nice talking to the Peer Support Specialist who is someone with lived experience and makes it easier than talking to a peer or therapist sometimes. The Peer Support Specialist program is a very nice program and she has benefited from it.

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

**Anderson, Tackman, & Co., PLC FY 2022 Financial Audit Report** – Susan Serafini presented the Anderson, Tackman, & Co., PLC FY 2022 Audited Financial Statements for the year ended September 30, 2022. The agency received an unqualified audit, with one Plan of Correction this year. The Corrective Action Plan was submitted to Anderson, Tackman, & Co., PLC on March 14, 2023.

**MOTION:** by Mrs. Fink, seconded by Mr. Eckloff, that the Board approves the Anderson, Tackman, & Co., PLC FY 2022 Audited Financial Statements report for the year ended September 30, 2022, as presented. Motion carried unanimously.

**Financial Statements for February 2023** – Susan Serafini reviewed the Revenues and Expenditures by funding source report as of February 28, 2023. The agency continues to show a surplus across all funding sources and is anticipating this will continue until the end of the fiscal year. Susan reviewed the Balance Sheet as of February 28, 2023. The total cash at the end of February 2023 was \$10,702,795.68, which is a decrease of \$1,671,547.09 compared to the end of January 2023 of \$12,374,342.77. This is due to several factors including a cash event of the One-Time Pay Adjustment, the savings settlement with NorthCare following the audit, and the February Medicaid payment arriving in March. The total net income of all funds through February 2023 is \$552,586 compared to January 2023 of \$422,197 which is an increase of \$130,389. The General Fund is reporting net income of \$468,920 which is an increase of \$150,831 compared to January 2023 of \$318,089. 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 41.67% to be right on budget. Revenues are under budget by 1%. Expenditures are also under budget by 3%. The Board thanked Susan for her report.


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


There was no old or new business to note.

#### **Adjournment**

**MOTION:** by Ms. Carlson-Lynch, seconded by Mr. Koskinen, that the meeting adjourn. The meeting adjourned at 5:44 PM.

Submitted by,

  
James Tervo, Board Chairperson

  
Michael Koskinen, Board Secretary

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