

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, October 29, 2025 | 5:00 PM

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

MINUTES

PRESENT: Richard Bourdeau, Roy Britz, Randy Eckloff, Barry Fink, Richard Herrala, Mike Koskinen, Linda Pelli, and James Tervo.

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

ABSENT: Gail Eilola, Katherine Carlson-Lynch, and Pat Rozich.

CALL TO ORDER: The meeting was called to order at 5:00 pm.

Approval of Agenda

MOTION: by Mr. Koskinen, seconded by Mrs. Pelli, that the October 29, 2025 agenda be approved with three additions to the Director's Report, "*CMHA FY25/26 Membership Dues*", "*Appeals Process for Compliance Decisions*" policy, and "*USW Union Contract Approval/Ratification*" and one addition to the Finance Director's Report, "*FY 2025 Inpatient Transportation by County Sheriff*", as presented. Motion carried unanimously.

Approval of Minutes of September 24, 2025 Meeting

MOTION: by Mr. Koskinen, seconded by Mrs. Pelli, that the Minutes of the September 24, 2025 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for September 2025

MOTION: by Mrs. Fink, seconded by Mr. Eckloff, that checks numbered 75273 to 75502 in the amount of \$1,736,800.96 and Combined Cash Investments Report for September 30, 2025 totaling \$10,232,059.46 are accepted and placed on file. YES: Bourdeau, Britz, Eckloff, Fink, Herrala, Koskinen, Pelli, 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 – October 8, 2025 – The NorthCare Network Board report was provided in the Board meeting packets. Mr. Koskinen stated the PIHP lawsuit is now in court.

2025 CMHA Annual Fall Conference – October 27-28, 2025 – Mr. Tervo stated the CMHA Annual Fall Conference was overall a solid conference. The big picture item was focused on collaboration. He visited with some vendors and presenters who will be attending the 2026 Great Lakes Rural Mental Health Association

conference. Mrs. Pelli stated she attended a meeting about Board reports and was very impressed that our agency is already on top of everything that is required or mandatory.

Revised 2025 CCMHS Board Meeting Schedule – Mr. Tervo stated a revised 2025 Board meeting schedule was provided in the meeting packet and to note that the December 10, 2025 Board meeting will be held at 4:00 pm at the Rice Memorial Center.

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

Trauma Informed Organizations Basics Training – Leslie Griffith, Associate Director, provided trauma informed training to the Board.

Recipient Rights Advisory Committee Report – October 8, 2025 – The Minutes of the October 8, 2025 Recipient Rights Advisory Committee meeting was provided in the Board packet.

Policies & Procedures

Drugs and Alcohol on Agency Premises-Employees (RESCIND) – This policy is being rescinded as it was combined with another agency policy that had similar content.

Recipient Rights Specific to Recipients Receiving Integrated Treatment for Co-Occurring Disorders (RESCIND) – This policy is being rescinded as much of the content is no longer appropriate and the remaining content can be found in other agency policies.

Appeal Process for Compliance Decisions (RESCIND) – This policy is being rescinded as our agency does not make compliance decisions and now reports to NorthCare Network who handles their own investigations and has their own appeal process.

MOTION: by Mr. Koskinen, seconded by Mr. Britz, that the Board approves the three rescinded policies, *Drugs and Alcohol on Agency Premises-Employees*; *Recipient Rights Specific to Recipients Receiving Integrated Treatment for Co-Occurring Disorders*; and *Appeal Process for Compliance Decisions*, as presented. Motion carried unanimously.

Executive Director Succession Plan (NEW) – This policy was created from a recommendation by another CMH in the region and is for the agency to have a plan in place.

Service Authorization (REVISED) – This policy was revised in response to corrections from the agency's most recent NorthCare site visit and is aligned with NorthCare's respective policy.

MOTION: by Mr. Herrala, seconded by Mr. Eckloff, that the Board approves the new policy, *Executive Director Succession Plan* and the revised policy, *Service Authorization*, as presented. Motion carried unanimously.

Health Insurance Premium Cost Sharing

Each year the agency is required under Public Act 152 to receive Board approval for the premium cost sharing with employees of the agency's health insurance. Historically, Management has recommended an 80/20

premium share split for health insurance and Management is recommending the same 80/20 split for next year's plan beginning in January 2026.

Cash Investment Allocation

Susan Serafini stated the agency has an investment policy and is covered under Public Act 20. If there are additional investments, such as CDs, then she presents that information to the Board.

Associate Director & Finance Director Pay Range Adjustment

Agency pay scales are reviewed annually with the results from the CMHA survey to determine if our wage ranges are competitive with other comparable CMHs. Management is proposing to adjust the salary wages for the Associate Director and Finance Director to be reflective of their duties.

MOTION: by Mr. Herrala, seconded by Mrs. Pelli, that the Board approves the proposed wage ranges for the Associate Director and Finance Director, as presented. Motion carried unanimously.

CMHA FY25/26 Membership Dues

The CMHA membership dues for FY 25/26 are \$11,715, compared to \$11,464 for FY 24/25.

MOTION: by Mrs. Pelli, seconded by Mr. Herrala, that the Board approves the CMHA membership dues for FY25/26 in the amount of \$11,715, as presented. Motion carried unanimously.

Updates

Job Openings Data – Dawn Gibson reported the clinician position was filled on Monday and she recently made an offer for the open Case Manager position. If accepted, the agency will have filled all clinical positions. The agency is recruiting a Finance Director as Susan Serafini will be retiring. Dawn noted that she will also be retiring, and the agency will also advertise for a Human Resources Director. Open DCS positions are at their lowest and a training class is being held next week. There will only be three full-time DCS and one full-time Mental Health Aide position open following the training.

USW Union Contract Approval/Ratification

Dawn stated management and Union members met on October 18th. The Union voted on October 22nd and ratified membership with their contract. The Union agreed to a three-year contract with wage and retirement reopeners over the next two years. Management proposed a 3.5% Cost of Living Adjustment (COLA) and the same step-movements as non-union staff. Longevity steps were added to their wage range with full-time staff working 15 years and 20 years to move to the next step. Adjustments were made to the sick leave article to align with the sick time Act. There were two Letters of Agreement for isolation home pay and _____ pay. Management agreed to remove the Letter of Agreement for solo pay.

MOTION: by Mrs. Fink, seconded by Mr. Koskinen, that the Board approves to ratify the USW Union contract, as presented. Motion carried unanimously.

Access Data – Leslie reviewed *FY25 Q4 Access Review; FY25 Access Review; Acute Inpatient Psychiatric Hospitalization; and Psychiatric Hospitalization Transportation* handouts. Mr. Tervo stated this is good information to present to our Legislators and Mike replied that this information will be shared in the agency's annual report for the community, as well as with probate judges, county commissioners, hospitals, etc.

Update on PIHP Bidout – The PIHP lawsuit is currently with the Court of Claims and has been heard by Judge Yates who issued a ruling that allowed MDHHS to continue with the competitive procurement process, as well as to reduce the number of PIHP regions, but has doubts about the legality of the proposal. A status conference was held this week and another court hearing has been scheduled for December 8th.

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

FY 2025 Inpatient Transportation by County Sheriff – Susan Serafini stated the agency has General Fund dollars available to help with transports to inpatient psychiatric facilities. The total of available funds for FY 2025 is \$95,000.

MOTION: by Mr. Eckloff, seconded by Mr. Britz, that the Board approves payment to the four county Sheriff Departments for inpatient transportation, in the amount of \$95,000, as presented. Motion carried unanimously.

Phone System Proposal – Susan stated the agency will be moving to a VOIP type phone system to replace its current system. Management and the IT Director looked at Microsoft Teams and Ring Central. Management is recommending Ring Central, who focuses solely on phone service and provides a better interface which will be better for receptionists and end users.

MOTION: by Mr. Koskinen, seconded by Mr. Eckloff, that the Board approves Management's recommendation to switch the agency's phone system to Ring Central, as presented. Motion carried unanimously.

Financial Statements for September 2025

Susan Serafini reviewed the preliminary Revenues and Expenditures by funding source as of September 30, 2025 and stated over the past three months the agency has received an additional \$1,200,000 in Medicaid and Healthy Michigan dollars from the State in addition to its cost savings settlement with NorthCare of approximately \$974,000. Susan Serafini reviewed the Balance Sheet as of September 30, 2025. The total cash at the end of September 2025 was \$10,232,059.46, which is an increase of \$102,016.64 compared to the end of August 2025 of \$10,130,042.82. Total Net income for all funds at the end of September was \$947,647, a decrease of \$319,489 from August. The General Fund is reporting a net income of \$657,976 compared to \$963,969 in August, which is a decrease of \$305,993. All other internal service funds are reporting net income. There is a variance of 100% to be right on budget. Revenues are 5.5% under budget, while expenditures are 8% under budget. The audit is scheduled for January 6th-12th, 2026.

Personnel Committee Meeting Minutes - September 22, 2025

MOTION: by Mr. Herrala, seconded by Mrs. Fink, that the Board approves the September 22, 2025 Personnel Committee meeting Minutes, as presented. Motion carried unanimously.

Finance Committee Meeting Minutes – September 24, 2025

MOTION: by Mr. Eckloff, seconded by Mr. Herrala, that the Board approves the September 24, 2025 Finance Committee meeting Minutes, as presented. Motion carried unanimously.

Old / New Business

There was no old or new business to note.

Adjournment

MOTION: by Mr. Bourdeau that the meeting adjourn. The meeting was declared adjourned by Chairperson Tervo at 6:14 PM.

Submitted by,

James Tervo, Board Chairperson

Mike Koskinen, Board Secretary

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