

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, December 10, 2025 | 4:00 PM

Rice Memorial Center - Boardroom

901 W. Memorial Drive

Houghton, MI 49931

MINUTES

CALL TO ORDER: The meeting was called to order at 4:00 PM.

PRESENT: Richard Bourdeau, Katherine Carlson-Lynch, Randy Eckloff, Barry Fink, Richard Herrala, Mike Koskinen, Linda Pelli, and James Tervo.

ABSENT: Roy Britz, Gale Eilola, and Pat Rozich.

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*, and Angela Cline, *Executive Assistant*.

Those in attendance stood for the pledge of allegiance.

Approval of Agenda

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that agenda of the December 10, 2025 meeting be approved with one addition to the Director's Report, *Executive Director Succession Plan Announcement* and *Executive Director Succession Plan policy revision*, as presented. Motion carried unanimously.

Approval of Minutes of October 29, 2025 Meeting

MOTION: by Mrs. Pelli, seconded by Mrs. Fink, that the Minutes of the October 29, 2025 be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for October 2025

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Herrala, that checks numbered 75503 to 75761 in the amount of \$1,558,562.61 and Combined Cash Investments Report for October 31, 2025 totaling \$11,872,452.82 are accepted and placed on file. YES: Bourdeau, Carlson-Lynch, 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(s) – November 12, 2025 & December 10, 2025 – The NorthCare Network Board reports for November and December 2025 were provided in the Board meeting packets. Mr. Koskinen stated it was approved that NorthCare Governing Board members can attend NorthCare Network Governing Board meetings remotely from a qualifying site, such as at their local CMH.

2026 Board Meeting Schedule – The 2026 Copper Country Community Mental Health Services Board meeting schedule was provided in the Board meeting packets. There were no objections to the proposed meeting dates.

Mr. Tervo stated the Great Lakes Rural Mental Health Association (GLRMHA) Executive Committee will be meeting tomorrow to plan for the 2026 GLRMHA conference. The conference will be held September 27th – 29th, 2026 at the Island Resort and Casino in Harris, MI.

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

Corporate Compliance Training – Crispin Stone provided Board members the most current Corporate Compliance training from NorthCare.

Quality Improvement Quarterly Reports – 3rd & 4th Quarters FY 2025 – The 3rd and 4th quarter FY25 Quality Improvement quarterly reports were provided in the Board meeting packets.

FY 2026 Quality Improvement Program Plan – The FY 2026 Quality Improvement Program Plan was provided in the Board meeting packets. Appendices can be made available to Board members at their request.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board approves the FY 2026 Quality Improvement Program Plan, as presented. Motion carried unanimously.

CCMHS Emergency Operations Plan (*EOP Principles*) – The *Emergency Operations Plan (EOP) Principles* summary was provided in the Board meeting packets. The full version of the agency's EOP can be made available to Board members at their request.

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

Policy & Procedure

Grievance & Appeal Process – Non-Medicaid (REVISED) – The *Grievance and Appeal Process – Non-Medicaid* policy was revised to provide a clear non-Medicaid grievance and appeal process for staff.

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Eckloff, that the Board approves the revised policy, *Grievance and Appeal Process – Non-Medicaid*, as presented. Motion carried unanimously.

Executive Director Succession Plan (REVISED) – The *Executive Director Succession Plan* police was revised to change the date of when the Executive Director will provide the CCMHS Board the name of the staff member they believe would be the best replacement for the Executive Director position annually.

Executive Director Success Plan – Mike recommended to the Board Associate Director, Leslie Griffith, as his replacement in the event of an unplanned Executive Director absence or departure.

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board approves the revised policy, *Executive Director Succession Plan*, and Associate Director, Leslie Griffith, as the Executive Director's replacement in the event of an unplanned Executive Director absence or departure.

Updates

Job Openings Data – Dawn Gibson stated the agency has filled a Case Manager position, made an offer to an internal candidate for the Human Resources Director position who accepted, and that staff's position is now being posted, made an offer to a candidate for the Finance Director position and are waiting to see if they accept. There are position openings for a Community Employment Coordinator/Case Manager, an Outpatient clinician, a children's Case Manager/therapist in Home Based, and three full-time Direct Care Staff openings. A training class has been scheduled for January.

Leslie Griffith reviewed the *Hospital Discharge Transport Data* spreadsheet which is used to track the number of downstate transports.

Update on PIHP Bid Out/Lawsuit – Mike provided the Board an update regarding the lawsuit involving three downstate PIHPs and CMHs and Region 1 and 2 PIHPs. An additional lawsuit was filed by several CMHs and the two lawsuits were consolidated into one case. Arguments started on Monday, December 8th with closing arguments ending today. Mike will let the Board know of the Judge's decision as soon as he has been informed.

Senator McBroom Proposed Changes to Mental Health Code – Senator McBroom's proposed changes were previously shared with all Board members. He is also proposing a large inpatient unit in the U.P. so law enforcement does not have to transport individuals downstate to inpatient hospitals. Mike stated he will keep the Board updated.

Mike stated it was mentioned in the Keweenaw Report about the Houghton County Board of Commissioners' resolution to build a Behavioral Health Hospital in the U.P. which sounds like a State hospital and not a private psychiatric inpatient hospital.

Regional Collaboration with Other U.P. Directors – Mike stated he and the other four U.P. CMH Executive Directors speak frequently and share ideas which is very helpful.

Strategic Plans: 2025 Review & Looking Toward 2026 – The Board reviewed CCMHS' *Strategic Plan Progress Review* and *Strategic Plan*. The plan includes being proactive with Corporate Compliance, reviewing outliers and programs that are using more services than others, and working with supervisors who can then build a positive work environment in their work programs.

Update on Management Team Hiring – *This information was discussed under agenda item, "Job Openings Data".*

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

Anderson, Tackman & Company, PLC FY 2025 Board Fraud Letter & FY 2025 Audit Engagement Letter –
Susan Serafini reviewed the Anderson, Tackman & Company, PLC FY 2025 Board Fraud letter and Audit Engagement letter.

Financial Statements for October 2025 - Susan Serafini reviewed the Revenues and Expenditures by funding source report as of October 31, 2025. The agency will be starting out the year well in both Medicaid and Healthy Michigan compared to last year. General Fund utilization has been higher and Management meets monthly regarding this. The General Fund amount is fixed and was phased in as an increase years ago. The agency received its increase which was phased in over five years. There is no adjustment for inflation. Local funding was under budget compared to last year and was budgeted in due to short-term interest rates dropping. Susan Serafini reviewed the Balance Sheet as of October 31, 2025. The total cash at the end of October 2025 was \$11,8572,452.82 which is an increase of \$1,639,978.36 from September 2025 of \$10,232,474.46. This is due to the agency receiving Medicaid payments for September in October as a cash event. The total net income of all funds through October 2025 is \$93,381 compared to the same time last year of \$140,038 which is a decrease of \$46,657. The General Fund is reporting net income of \$24,297 compared to the same time last year of \$105,531 for a decrease of \$81,234. All other internal service funds are reporting net income, while the equipment fund is reporting a small loss due to the submission timing of mileage logs. 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 1/3 % under budget. Expenditures are also under budget by just under 1/2%. Anderson, Tackman & Co., PLC will be on site in January. There is a change coming to the MI Health Link pilot which has been going on for a long time and will sunset at the end of this month. CCMHS consumers will automatically switch and CMHs will bill directly without NorthCare in the middle.

Old / New Business

Mr. Tervo thanked the Board for their work on the CCMHS Board and being a great Board to work with. He also thanked all CCMHS staff for all their work at CCMHS.

Adjournment

MOTION: by Ms. Carlson-Lynch that the meeting adjourn. The meeting was adjourned by the Chairperson at 5:16 PM.

Submitted by,



James Tervo, Board Chairperson



Michael Koskinen, Board Secretary

/ac