

**COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD**

Wednesday, January 28, 2026 | 4:00 PM

Rice Memorial Center

901 W. Memorial Drive

Houghton, MI 49931

**MINUTES**

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

**PRESENT:** Richard Bourdeau, Roy Britz, Randy Eckloff, Gale Eilola, Barry Fink, Mike Koskinen, and James Tervo.

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

**ABSENT:** Katie Carlson-Lynch, Richard Herrala, Linda Pelli and Pat Rozich.

Those in attendance stood for the Pledge of Allegiance.

**Approval of Agenda**

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

**Approval of Minutes of December 10, 2025 Meeting Minutes**

**MOTION:** by Mr. Koskinen, seconded by Mrs. Fink, that the Minutes of the December 10, 2025 meeting be approved with one deletion to the section, *Job Openings Data*, to remove *Outpatient Clinician* as a position opening, as presented. Motion carried unanimously.

**Treasurer's Report for November & December 2025**

**MOTION:** by Mr. Eilola, seconded by Mrs. Fink, that checks numbered 75762 to 75974 in the amount of \$1,481,611.91 and Combined Cash Investments Report for November 30, 2025 totaling \$10,895,755.27 and that checks numbered 75975 to 76178 in the amount of \$1,466,061.06 and Combined Cash Investments Report for December 31, 2025 totaling \$12,197,379.44 are accepted and placed on file. YES: Bourdeau, Britz, Eckloff, Eilola, Fink, Koskinen, and Tervo.

**Comments from the Public**

There was no public in attendance.

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

**Approval for Recommendation of New CCMHS Board Member to County Commissioners** – Mr. Tervo stated it is being recommended to Houghton County Commissioners to reappoint Zach Edgerton to the CCMHS Board.

**MOTION:** by Mrs. Fink, seconded by Mr. Koskinen, that the Board accepts the recommendation to Houghton County Commissioners to reappoint Zach Edgerton to the CCMHS Board, as presented. Motion carried unanimously.

**Recipient Rights Advisory Committee Re-Appointments** – The seven (7) members of the Recipient Rights Advisory Committee have agreed to be reappointed to the committee for a two-year term through calendar year 2027.

**MOTION:** by Mr. Britz, seconded by Mr. Eilola, that the Board approves the reappointments of the seven (7) current Recipient Rights Advisory Committee members to the committee through calendar year 2027, as presented. Motion carried unanimously.

**Great Lakes Rural Mental Health Association Conference Update** – Mr. Tervo stated the 2026 GLRMHA conference is being held September 27<sup>th</sup> - 29<sup>th</sup> at the Island Resort and Casino in Harris, MI. The Executive Committee is working to get as many Board members, Executive Directors, and Legislators as possible from Region 2 to attend. The committee is creating a two-sided information sheet with data from the U.P. CMHs to present to the Legislators before the conference. All presenter slots have been filled and will include a presentation from Kevin Fischer, the Executive Director of NAMI.

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

**Dr. Carl "Andy" Astbury, CCMHS Psychiatrist Presentation** – Mike Bach introduced Dr. Astbury who presented to the Board.

**FY 2025 Annual Report** – Leslie Griffith presented the FY 2025 Annual Report and highlighted page 3, *Fiscal Year 2025 Snapshot*. The report will be sent to all staff and stakeholders this week.

**Needs Assessment Report** – Leslie Griffith presented the *2026 Community Needs Assessment Survey Report* and noted the top five concerns of the community are the same top five concerns from two years ago. The report will also be posted to the agency's website. There were no questions or comments.

**FY 2025 Customer Satisfaction Survey Report** – Mike Bach presented the *FY 2025 Customer Satisfaction Survey Report* results.

**2025 Recipient Rights Annual Report** – Mike Bach presented the *2025 Recipient Rights Annual Report* data summary. The State Office of Recipient Rights auditors will be on site July 14-16, 2026.

**Recipient Rights Advisory Committee Meeting Report – January 6, 2026** – The January 6, 2026 *Recipient Rights Advisory Committee* meeting Minutes were provided in the Board packet.

## **Policy & Procedure**

***Representative Payeeship (REVISED)*** – The *Representative Payeeship* policy was revised with one addition to the policy that states the agency will not add any new representative payee accounts.

**MOTION:** by Mr. Koskinen, seconded by Mr. Britz, that the Board approves the revised policy, *Representative Payeeship*, as presented. Motion carried unanimously.

**Home and Community Based Services (HCBS) (DRAFT)** – The *Home and Community Based Services (HCBS)* policy is a new policy that ensures consistent understanding and compliance with the HCBS Final Rule.

**MOTION:** by Mr. Eilola, seconded by Mr. Eckloff, that the Board approves the new policy, *Home and Community Based Services (HCBS)*, as presented. Motion carried unanimously.

**CMHA FY 2025/2026 Membership Dues** – The Board reviewed the *CMHA FY 2025/2026 membership dues* invoice for a total amount of \$11,715.

**MOTION:** by Mr. Koskinen, seconded by Mr. Eilola, that the Board approves the *CMHA Membership Dues* invoice in the amount of \$11,715, as presented. Motion carried unanimously.

**Bid Results – Board Room Chairs** – The Board reviewed a proposal to purchase Board Room chairs for the Board Room table and around the Board Room. Management recommended the bid from National Business Furniture for 13 table chairs, 5 guest chairs, and shipping in the amount of \$14,058.56.

**MOTION:** by Mr. Britz, seconded by Mr. Eilola, that the Board approves the recommended bid from National Business Furniture in the amount of \$14,058.56, as presented. Motion carried unanimously.

**Bid Results – Board Room Table & Credenza** – The Board reviewed a proposal to purchase a Board Room table and credenza. Management recommended the bid from Office Express U.P. for a 21' by 36" A frame table, credenza, and shipping in the amount of \$19,300.

**MOTION:** by Mr. Koskinen, seconded by Mr. Britz, that the Board approves the recommended bid from Office Express U.P. in the amount of \$19,300, as presented. Motion carried unanimously.

## Updates

**Job Openings** - Dawn Gibson reported that the children's Case Manager/therapist position in Home Based has been filled which created an opening in the Baraga County Center. That position has been posted and another internal candidate has accepted. The Community Employment Coordinator position has been filled and will begin on Monday. The Finance Director candidate has officially accepted the position and will be starting mid-March. There is an opening for a Case Manager position in Houghton and a Purchasing Specialist position will be open in March. There are currently four full-time Direct Care Staff positions open and another training is scheduled for mid-March.

**Update on PIHP Lawsuit** – The Department of Technology, Management, and Budget, Central Procurement Services has cancelled RFP 25000002670. CMHA is working with its members on a plan to privatize-proof the Michigan mental health system.

**All Access TV Documentary** – The Board viewed the All Access TV Documentary on Copper Country Mental Health and Northern Lights Clubhouse.

**Supervisor Training Plan** – A supervisor training is being held this Friday and is part of the retention strategy. The plan is to hold three in-person meetings a year in addition to phone calls with supervisors that are structured to find out how Management can support them.

**Protocall Monthly Utilization Report** – Protocall is the after hours crisis line. Over 13 months, the abandonment rate, which is the percentage of calls that a person lets ring but then hangs up, is 4.4% which is an improvement from previous after hours crisis line providers.

**Access Review** – The Board reviewed Access data from the 1<sup>st</sup> quarter of FY26. Mike stated Access is going well and Leslie continues to collect data.

**NorthCare Governing Board Meetings** – NorthCare Governing Board delegates will now be able to attend NorthCare Governing Board meetings virtually from the Rice Memorial Center.

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

**Anderson, Tackman, & Co., PLC Compliance Engagement Letter** – The compliance engagement letter is to approve the compliance audit.

**MOTION:** by Mr. Eilola, seconded by Mrs. Fink, that the Board approves the Anderson, Tackman, & Co., PLC *Compliance Engagement Letter*, as presented. Motion carried unanimously.

**One-Time Pay Adjustment FY 2025** – The Board approved the One-Time Pay Adjustment resolution in September 2024 for FY25 and with the completion of the financial audit, Management is recommending a *One-Time Pay Adjustment* for 228 CCMHS staff.

**MOTION:** by Mr. Britz, seconded by Mr. Eilola, that the Board approves the *One-Time Pay Adjustment* for FY 2025, as presented. Motion carried unanimously. YES: Bourdeau, Britz, Eckloff, Eilola, Fink, Koskinen, and Tervo.

**Financial Statements for November & December 2025** - Susan Serafini reviewed the Revenues and Expenditures by funding source report as of December 31, 2025. There are surpluses across all funding sources. It is anticipated there will be some downward rate adjustments to Medicaid. The agency received a small decrease in the percentage it receives from NorthCare. The agency continues to be well funded and has funds from last year to use this year. Susan reviewed the Balance Sheet as of December 31, 2025. The total cash at the end of December 2025 was \$12,197,379.44 which is an increase of \$1,301,624.17 from November 2025 of \$10,895,755.27. This is due to the agency receiving its largest Medicaid payment for November in December. The total net income of all funds through December 2025 is \$500,101 compared to the same time last year of \$422,315 which is an increase of \$77,786. The General Fund is reporting net income of \$349,990 which is an increase of \$141,450 from November 2025 of \$208,540. This is mostly due to ensuring individuals remained enrolled in Medicaid. All other internal service funds are reporting net income. Susan reviewed the General Fund's Income Statement. The revenues would have a variance of 25% to be right on budget and are running a little higher than ½% under budget. Expenditures are also under budget by 1%.

### **Building & Grounds Committee Meeting Report – January 28, 2026**

Mr. Britz presented the Building and Grounds Committee meeting report and stated the committee met today and reviewed a list of FY 2026 maintenance projects for CCMHS facilities. The figures are estimates and Management requires Board approval to seek bids. The total estimate of all maintenance projects is \$370,001. The Building and Grounds committee recommends to the full Board approval of the FY 2026 maintenance projects.

Susan reviewed the Building and Grounds *Plan for 2026-2027* which includes maintenance projects for both CCMHS facilities and group homes.

**MOTION:** by Mr. Koskinen, seconded by Mr. Eilola, that the Board accepts the recommendation of the Building and Grounds committee to approve the FY 2026 maintenance projects for CCMHS facilities in the amount of \$370,001, as presented. Motion carried unanimously.

**Old / New Business**

There was no old or new business to note

**Adjournment**

**MOTION:** by Mr. Bourdeau. Rozich 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