COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, September 30, 2026 | 5:00 PM

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

MINUTES

PRESENT: Richard Bourdeau, Roy Britz, Katherine Carlson-Lynch, Randy Eckloff, Zach Edgerton, Gail Eilola *(via Teams)*, Barry Fink, Richard Herrala, Mike Koskinen, Linda Pelli, and James Tervo.

OTHERS: Mike Bach, Christopher Gelety, Leslie Griffith, Susan Serafini, and Angela Cline.

ABSENT: None.

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

Approval of Agenda

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the September 30, 2026 agenda be approved, as presented. Motion carried unanimously.

Approval of Minutes of August 26, 2026 Meeting

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Minutes of the August 26, 2026 meeting be approved, as presented. Motion carried unanimously.

Treasurer's Report for August 2026

MOTION: by Ms. Carlson-Lynch, seconded by Mrs. Fink, that Treasurer's Report for August 31, 2026 is accepted and placed on file. ROLL CALL VOTE (YES): Bourdeau, Britz, Carlson-Lynch, Eckloff, Edgerton, Eilola, 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 – September 16, 2026 – The NorthCare Network Board report was provided in the Board meeting packets. Mr. Tervo stated the NorthCare CEO's contract was approved for another three years.

CMHA Annual Fall Conference – October 26-27, 2026 – Mr. Tervo stated 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 there were no negative comments from the evaluations and the Executive Committee will be meeting soon to plan the 2027 conference.

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

Recipient Rights Training – Christopher Gelety, Recipient Rights Officer, provided the annual Recipient Rights training to the Board.

FY 2027 Contracts

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board approves all FY 2027 contracts, as presented. Motion carried unanimously.

FY 2027 One-Time Pay Adjustment

MOTION: by Mr. Herrala, seconded by Mrs. Pelli, that the Board approves the FY 2027 One-Time Pay Adjustment, as presented. Motion carried unanimously.

3rd Quarter FY26 Corporate Compliance Activity Quarterly Report – Presented to the Board as an informational item.

Annual Review & Approval of Policies of Record – Management requested Board approval of all policies of record.

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

Policies & Procedures – "*Dress Code"; "Footwear";* & "*Tuberculosis Control" & TB Questionnaire*

MOTION: by Mrs. Pelli, seconded by Ms. Carlson-Lynch, that the Board approves the policies and procedures, as presented. Motion carried unanimously.

Updates

Job Openings Data – Gabe Rayner, Human Resources Director, presented the current job openings data.

2026 NorthCare Audit – The 2026 NorthCare audit materials were submitted to NorthCare today.

Human Resources Director Salary

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Herrala, that the Board approves an amended motion of the Human Resources Director salary scale and additional supervision duties, as presented. Motion carried unanimously.

Proactive Measures to Increase Service Delivery – Proactive measures are being implemented to ensure compliance with Medicaid rules.

Finance Director's Report: Eric Coon, Finance Director, presented the Finance Director's Report.

Reclassification of *Accountant* Position

MOTION: by Mr. Herrala, seconded by Mrs. Fink, that the Board approves the reclassification of the *Accountant* position, as presented. Motion carried unanimously.

Greenshades Payroll & H.R. System Implementation

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Eckloff, that the Board approves the purchase and implementation of the Greenshades Payroll and Human Resources system, as presented. Motion carried unanimously.

Microsoft Dynamics 365 Business Central Implementation

MOTION: by Mr. Herrala, seconded by Mrs. Fink, that the Board approves the purchase and implementation of Microsoft Dynamics 365 Business Central, as presented. Motion carried unanimously.

IT Purchases

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Board approves the IT purchases, as presented. Motion carried unanimously.

Key Car Expansion & Building Security Improvements

MOTION: by Mr. Herrala, seconded by Mr. Eckloff, that the Board approves the key card expansion and building security improvements, as presented. Motion carried unanimously.

Financial Statements for August 2026 - Eric Coon presented the financial statements for August 2026.

Finance Committee Meeting Report – September 30, 2026

MOTION: by Mr. Herrala, seconded by Mr. Eckloff, that the Board accepts the Finance Committee's recommendation to approve the *General Fund FY26 final budget*, as presented. Motion carried unanimously.

MOTION: by Mr. Britz, seconded by Mr. Eckloff, that the Board accepts the Finance Committee's recommendation to approve the *General Fund FY27 initial budget, ,* as presented. Motion carried unanimously.

MOTION: by Mr. Koskinen, seconded by Mrs. Fink, that the Board accepts the Finance Committee's recommendation to approve *The Institute's FY26 final budget*, as presented. Motion carried unanimously.

MOTION: by Mr. Herrala, seconded by Mr. Eckloff, that the Board accepts the Finance Committee's recommendation to approve *The Institute's FY27 initial budget*, as presented. Motion carried unanimously.

MOTION: by Mr. Eckloff, seconded by Mr. Herrala, that the Board accepts the Finance Committee's recommendation to approve the *FY 2027 COLA and step adjustments* for non-bargaining staff, as presented. Motion carried unanimously.

Old / New Business

Adjournment

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Herrala, that the meeting adjourn. The meeting was declared adjourned by Chairperson Tervo at 6:30 PM.

Submitted by,

James K Tervo
James Tervo, Board Chairperson

Barry Fink
Barry Fink, Board Secretary

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