

COPPER COUNTRY COMMUNITY MENTAL HEALTH SERVICES BOARD

Wednesday, February 26, 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 4:02 PM.

PRESENT: Richard Bourdeau, Katherine Carlson-Lynch, Randy Eckloff, Gale Eilola, Barry Fink, Richard Herrala, Mike Koskinen, Pat Rozich, and James Tervo.

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

ABSENT: Roy Britz and Linda Pelli.

Those in attendance stood for the Pledge of Allegiance.

Approval of Agenda

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

Approval of Minutes of January 29, 2025 Meeting Minutes

MOTION: by Mr. Koskinen, seconded by Mr. Herrala, that the Minutes of the January 29, 2025 meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Treasurer's Report for January 2025

MOTION: by Mr. Eilola, seconded by Ms. Carlson-Lynch, that checks numbered 73234 to 73555 in the amount of \$2,520,554.40 and Combined Cash Investments Report for January 31, 2025 totaling \$10,659,528.81 are accepted and placed on file. YES: Bourdeau, Carlson-Lynch, Eckloff, Eilola, Fink, Herrala, Koskinen, Rozich, 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.

CMHA Associate Director, Alan Bolter – CMHA/Legislative Update Presentation – CMHA Associate Director, Alan Bolter, provided the Board with a CMHA/Legislative update which included the minimum wage, tipped credit and sick time credits, road funding, MDHHS oversight and appropriations process, Section 298, FY 2026 Executive budget proposal, CCBHC, and potential Medicaid reductions. The Board thanked Alan for his update.

NorthCare Governing Board Meeting – February 12, 2025 – The NorthCare Board report was provided in the Board packets for review. Mr. Koskinen stated there was nothing of significance to report from the meeting.

Board Member Reappointments – Mr. Tervo stated the following Board members' terms will expire on March 31, 2025: Roy Britz, Richard Bourdeau, Katherine Carlson-Lynch, and Randy Eckloff. All members have agreed to another term and have been reappointed by their counties.

Mr. Tervo stated beginning March 2025, he will be stepping down from his CCMHS' NorthCare delegate duties and will be replaced by Mr. Gale Eilola. Mr. Tervo noted that he will stay on as an alternate delegate.

Nominating Committee – 2025 Board Officers - Mrs. Fink presented the Nominating Committee report and stated the current officers of the Copper Country Community Mental Health Services Board (CCMHS) have agreed to serve another term. The committee recommended the nominations for the slate of officers for the 2025 – 2026 year, as follows:

For the Office of Chairperson – James Tervo
For the Office of Vice Chairperson – Pat Rozich
For the Office of Treasurer – Gale Eilola
For the Office of Secretary – Mike Koskinen

MOTION: by Mrs. Fink, seconded by Mr. Koskinen, that the Board approves the nominations for the slate of officers for the 2024-2025 year, as presented. Motion carried unanimously.

Executive Director Performance Evaluations – Mr. Tervo stated the Executive Director performance evaluation forms were handed out tonight and asked Board members to complete and submit them to him before the March 26, 2025 Board meeting.

CMHA 2025 Annual PAC Campaign – Mr. Tervo stated the CMHA 2025 annual PAC campaign information was provided in the Board packets for review. In the past, Board members were encouraged to donate at least one Board meeting per diem. Mr. Rozich encouraged Board members to donate and stated donations can now be made online.

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

CMHA FY 2024/2025 Membership Dues - Mike Bach presented the CMHA FY24/24 Membership Dues invoice in the amount of \$11,464.

MOTION: by Mr. Rozich, seconded by Mr. Herrala, that the Board approves the CMHA FY 2024/2025 Membership Dues in the amount of \$11,464, as presented. Motion carried unanimously. YES: Bourdeau, Carlson-Lynch, Eckloff, Eilola, Fink, Herrala, Koskinen, Rozich, and Tervo.

Annual Quality Improvement Report FY 2024 – Mike Bach stated the purpose of the Quality Improvement Committee is to focus on reviewing objective data to identify problems, what the agency is doing well and how to show it, and how to improve services.

Policies & Procedures

Board Administration – Board of Directors Report (RESCIND) – Mike Bach stated he is recommending to the Board to rescind the policy, “Board of Directors Report”, as the language from this policy will be added to the “Administrative Authority” policy.

Board Administration – Administrative Authority (REVISED) – The language from the “Board of Directors Report” policy has been added to the “Administrative Authority” policy.

Administration – Clinical & Administrative Procedures (REVISED) – Details regarding agency guideline development, revision, implementation, and review are already described in a guideline and will be removed. The goal is to be able to see exactly what is required within the policy.

Contracts & Credentialing – Contracting for Clinical Services (REVISED) – The dollar amount that is required to be approved by the Board was increased from \$5,000 to \$10,000.

Administration – Policy Development/Revision (REVISED) – Details regarding agency policy development, revision, implementation, and review are already described in a guideline and will be removed.

Contracts & Credentialing – Procurement of Goods & Services (REVISED) – The dollar amount that is required to be approved by the Board was increased from \$5,000 to \$10,000.

MOTION: by Ms. Carlson-Lynch, seconded by Mr. Eckloff, that the Board approves the rescinded policy, *Board of Directors Report*, and the revised policies, *Administrative Authority*; *Clinical & Administrative Procedures*; *Contracting for Clinical Services*; *Policy Development/Revision*; and *Procurement of Goods & Services*, as presented. Motion carried unanimously.

Rice Memorial Clinic Foundation Board Meeting – January 29, 2025 – Mike Bach stated the Rice Memorial Clinic Foundation Board met on January 29, 2025 and increased the Rice Memorial Clinic Foundation scholarship amounts from \$750 to \$1,000. The Board also decided to not hold their annual dinner this year.

Updates

Job Openings Data - Dawn Gibson presented job openings data and stated the agency has filled the County Administrative Assistant position in Ontonagon and the Houghton Outpatient Secretary position. Interviews are being held for a Case Manager in Baraga and a nursing position in Houghton. The Parent Support Partner position continues to be open. There are openings for eight full-time Direct Care Staff (DCS), which is the same as last month. The agency is awaiting clarification from its legal counsel about the impact of the sick time changes on the agency. The changes discussed at last month’s meeting may still need to be implemented.

Conflict Free Access & Planning – The CMHs are waiting for MDHHS to communicate the process for applying for a rural exemption. Regarding the PIHP’s lawsuit against MDHHS, the Attorney General’s office sent a 20-page response to the Court of Appeals, which can be provided to the Board if interested.

Mike stated staff passed on their thanks to the Board for the One-Time Pay Adjustment.

Redbook Training on March 27th – Chip Johnston, CEO of Centra Wellness Network, will provide Redbook training which describes the history of the public mental health system in Michigan, the Mental Health Code, Attorney General opinions, court cases, etc. and has offered to come to CCMHS in March. The training is aimed toward upper Management and Rights officers.

Upcoming Outreach – Mike stated some of the outreach that he does is done as a team and other times individually. Some of it is also planned and other times not. Upcoming outreach includes hospitals, law enforcement (MSP, Sheriff Departments, City Police), Probate courts, local DHHS offices, Copper Country ISD, CCMH programs, elected officials, and County Commissioner Boards. These relationships are crucial to help carry out the agency's mission.

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

Bid Results – Group Home Bathroom Renovations – Susan stated the agency received one bid from K&N Contracting in Houghton and quoted \$73,682.86 for each of the seven remaining group home bathroom renovations for a total of \$515,780. Their sub-contractors are ALK Contracting and Superior Polymer.

MOTION: by Mr. Rozich, seconded by Mr. Eilola, that the Board approves the bid result from K&N Contracting to renovate seven group home bathrooms for a total of \$515,780, as presented. Motion carried unanimously.

Financial Statements for January 2025- Susan reviewed the Revenues and Expenditures by funding source report as of January 31, 2025. All funding sources are running at a surplus except for Healthy Michigan. Last year the agency's Healthy Michigan funding source was at a shortfall of \$161,000. Susan reviewed the Balance Sheet as of January 31, 2025. The total cash at the end of January 2025 was \$10,659,528.81 compared to December 2024 of \$11,253,793.02, which is a decrease of \$594,264.21. This is partly due to three payrolls in January and the Medicaid payment for January comes in February. The total net income of all funds through January 2025 is \$555,277 compared to December 2024 of \$422,315 which is an increase of \$132,962. The General Fund is reporting a net income of \$292,082, which is a decrease of \$30,744 compared to December 2024 of \$322,826 due to increases in services. All other internal service funds are reporting income except Building & Grounds, but adjustments will be made to bring the balance back to black. Susan reviewed the General Fund's Income Statement. The revenues would have a variance of 33.33% to be on budget. Revenues are slightly less than 1% under budget. Expenditures are under budget by 2%. Contract Residential continues to be under budget as individuals are being brought back to our area.

Building & Grounds Committee Meeting Minutes – January 29, 2025

MOTION: by Mr. Koskinen, seconded by Mr. Rozich, that the Minutes of the January 29, 2025 Building and Grounds Committee meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Executive Committee Meeting Minutes – January 29, 2025

MOTION: by Mr. Herrala, seconded by Mr. Eilola, that the Minutes of the January 29, 2025 Executive Committee meeting be approved with no additions, deletions, or amendments, as presented. Motion carried unanimously.

Old / New Business

Mr. Tervo stated he will not be at the March and April Board meetings and Mr. Rozich will chair both meetings.

Mr. Rozich asked for the Clubhouse Coordinator to present at a future Board meeting.

Adjournment

MOTION: by Ms. Carlson-Lynch to adjourn the meeting. The meeting was adjourned by Chairperson Tervo at 5:26 PM.

Submitted by,

James Tervo, Board Chairperson

Michael Koskinen, Board Secretary