

# EXECUTIVE COMMITTEE MINUTES DECEMBER 16, 2002

PRESENT: Edward Berghorst, Mark Bombara, Veronica Persenaire, Lucile Van Koevering, Fred Vander Laan

STAFF: Gerry Cyranowski, Gloria Pelon

CALL TO ORDER - Board Chairperson

Fred Vander Laan, Chairperson called the December 16, 2002 meeting to order at 12:35pm.

APPROVAL OF MINUTES of November 18 and November 25, 2002

Motion: To approve the minutes of the November 18 and November 25, 2002 meeting.

Moved by: Van Koevering

Supported by: Bombara

MOTION CARRIED

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APPROVAL OF AGENDA of December 16, 2002

Motion: To approve the agenda for December 16, 2002.

Moved by: Berghorst

Supported by: Bombara

MOTION CARRIED

OLD BUSINESS

**Update #1: Demographics Monthly Report**

Mr. Cyranowski reviewed and answered questions regarding the Monthly Demographics Report provided by Mr. Hofman at the request of the committee.

**Discussion Item #1: Managed Care Organization (MCO) Accreditation - Projection of Costs**

As requested by the committee, Mr. Cyranowski distributed, reviewed and answered questions regarding the projected costs of continuing the Managed Care Organization accreditation.

Mr. Cyranowski noted a significant factor; that being, home providers that CMH contracts with currently meet Michigan licensing requirements, however, Joint Commission uses stricter national life safety codes, which could require major renovations to these homes. Other than cost concerns, family-run homes may not want to make the required changes to their homes.

Mr. Cyranowski will discuss this issue with Muskegon CMH, as they are currently preparing for the JCAHO Managed Care Accreditation.

***Disposition:***

Following discussion, a motion was made:

Motion: To recommend to the CMH Board that CMH voluntarily relinquish the JCAHO Managed Care Organization Accreditation.

Moved by: Van Koevering

Supported by: Persenaire

MOTION CARRIED

**Discussion Item #2: Request for Proposal (RFP) - New Information System**

As requested by the committee, Mr. Cyranowski provided more detailed information regarding a Request for Proposal for a new information system. Mr. Cyranowski reviewed and answered questions regarding the material provided.

Mr. Cyranowski stated that CMH needs to receive a response from Mr. Jim Mankoski as to whether CMH has approval to process an RFP (Request for Proposal) for a new information system.

***Disposition:***

Mr. Vander Laan will contact Mr. Mankoski to discuss this issue; and, if necessary, will request that Mr. Mankoski attend the CMH Board Meeting to be held on Monday, December 23, 2002.

**Discussion Item #3: Fulton Street CMH Office - Space Needs & Projected Costs**

As requested by the committee, Mr. Cyranowski provided more detailed information and projected costs for more space that is needed at the Fulton Street CMH Office in Grand Haven.

Mr. Cyranowski stated that FIA vacated their office site at 1111 Fulton Street. CMH now has the opportunity to obtain more space. He noted that current office space is very small; offices do not have windows, and limited space for group/family therapy and conference rooms.

The renovation would include an integrated waiting room, larger offices, with windows, larger conference rooms, and addition of group/family therapy rooms.

Currently CMH rents space at 128 Columbus Street and with the additional space at Fulton Street, the staff and programming could be moved to allow better services for CMH consumers.

Mr. Cyranowski stated that year end dollars can not be used for this renovation, but would come out of operating funds. Mr. Scheerhorn is suggesting a 10 year pay out through rent.

***Disposition:***

Executive Committee gave approval to move ahead with the next step. Therefore, Mr. Cyranowski will request that Mr. Scheerhorn have an architect provide a study with plans, costs, etc. Mr. Cyranowski will keep the Executive Committee updated.

**NEW BUSINESS**

None

## December 23, 2002 CMH BOARD MEETING AGENDA

There were no additions and/or changes to the December 23, 2002 CMH Board Meeting Agenda.

### ROUND TABLE

DCH announced cuts, however, CMH does not know the total impact. This information may not be available until after January 1, 2003.

Mr. Cyranowski is hopeful that he will have a mock-up of the CMH Annual Report available for the December 23, 2002 Board Meeting.

CMH has received a *draft* of Chapter III. A copy was given to the Center for Independent Living. The Executive Committee requested that Mr. Cyranowski provide the CMH Board with a summary, highlighting key issues.

Information regarding Consumerism Practice Guideline was distributed. Mr. Cyranowski stated that he would like to present some of this material at future CMH Board meetings. He targeted beginning in February 2003.

Distributed and reviewed *draft* Executive Director Key Initiatives for FY 2002/2003. Mr. Cyranowski stated these will be his main focus for 2003. Mr. Vander Laan requested this information be included in future Executive Committee packets for ongoing review/discussion.

Distributed and reviewed Executive Director Key Initiatives for FY 2001/2002. This prompted discussion regarding the process for evaluation of the Executive Director. This will be a future agenda item.

Distributed and reviewed Outline for Monthly Executive Director's Report. Committee members will review and be prepared to discuss at the Executive Committee Meeting to be held on January 20, 2003.

Mr. Vander Laan requested that agendas for all CMH Subcommittee and Board meetings be made available for the public. He also requested that four (4) extra full packets of all CMH Subcommittee and Board meetings be available for the public.

Per the request of Ms. Persenaire, *CMH Board Education Retreat* will be an agenda item for the Executive Committee Meeting to be held on January 20, 2003.

### ADJOURNMENT

Mr. Vander Laan adjourned the December 16, 2002 meeting at 1:45pm.