

Mental Health

FINANCE COMMITTEE

MINUTES

FEBRUARY 18, 2002

PRESENT: Harris Schipper, Darell Schregardus, Lucile Van Koevering, Cornelius Vander Kam, Steve Waters

ABSENT:

EXCUSED: Fred Vander Laan

STAFF: Gerry Cyranowski, Sue Buist, Gloria Pelon

CALL TO ORDER - Chairperson

Lucile Van Koevering, Chairperson called the February 18, 2002 meeting to order at 2:03pm.

APPROVAL OF MINUTES of January 21, 2002

Motion: To approve the Minutes of January 21, 2002.

Moved by: Waters

Supported by: Vander Kam

MOTION CARRIED

APPROVAL OF AGENDA of February 18, 2002

Motion: To approve the Agenda for February 18, 2002.

Moved by: Schregardus

Supported by: Schipper

MOTION CARRIED

SERVICE CONTRACTS

The committee reviewed and Mr. Cyranowski answered questions regarding the following Service Contracts:

Beacon Services/K.R.F. & Company (New: 01/24/2002 - 01/31/2002)

Catholic Social Services (Renewal: 03/01/2002 - 02/28/2003)

Midstate Cleaning Services, Inc. (Renewal: 03/01/2002 - 02/28/2003)

Ken & Cheri Wynsma - Wynsma Comm. Training Home (Renewal: 04/01/2002 - 03/31/2004)

Nicole Rosel - Victoria House Comm. Training Home (Renewal: 04/01/2002 - 03/31/2004)

Kris Smith - Thistlewood Community Training Home (Renewal: 04/01/2002 - 03/31/2004)

Horizons of Michigan - North Ottawa (Renewal: 04/01/2002 - 01/31/2003)

Polly Stillson - Stillson Community Training Home (Amendment: 02/01/2002 - 06/30/2002)

Barb Hapke - Fireside Adult Foster Care Home (Amendment: 01/28/2002 - 07/31/2002)

Nancy Miles - Spring Haven Adult Foster Care Home (Amendment: 02/25/2002 - 01/31/2003)

Following discussion it was recommended that the Service Contracts be presented to the Board for

approval.

Motion: To present the Service Contracts to the Board for approval.

Moved by: Schregardus

Supported by: Schipper

MOTION CARRIED

FINANCIAL STATEMENT

Mr. Cyranowski reviewed and answered questions regarding FY 2001/2002 January Financial Statement. Following discussion it was recommended that the Financial Statement be presented to the Board for information.

Motion: To present FY 2001/2002 January Financial Statement to the Board for information.

Moved by: Schregardus

Supported by: Schipper

MOTION CARRIED

As there were questions regarding client funds, Ms. Joan Brown explained that for the most part these are funds that CMH is the payee. Mr. Cyranowski stated that a full time CMH staff person is the payee for approximately 300 CMH consumers. Mr. Vander Kam wondered if this staff person was bonded. This was not readily known, but Mr. Cyranowski will discuss this issue with Ms. Pekelder and report back.

OLD BUSINESS

Discussion Item #1: Service Contract with Larry Dittmar

Mr. Cyranowski provided the following supporting rationale for continuing a service contract with Mr. Larry Dittmar, Registered Pharmacist.

Mr. Cyranowski stated that Mary Moore provided documentation where JCAHO requires involvement with a licensed pharmacist. One specific requirement was to set up and monitor the sample medication system within CMH.

CMH is currently negotiating a contract with Mr. Dittmar due to his request for a rate increase. It was noted that CMH will be able to minimize his hours and still maintain JCAHO standards, partially due to the exceptional job the current nursing supervisor is doing.

Mr. Dittmar is requesting an increase from \$45.00 to \$60.00 per hour. Mr. Cyranowski stated that his hourly rate may increase, however the number of hours worked will be decreased. A thorough check of other pharmacists' rates has been done.

Discussion Item #2: Service Contract with Protocall/Help Line Volunteer System

As directed by the Program/Planning & QI Committee, Ms. Buist provided supporting rationale for discontinuing the current CMH Help Line Volunteer system. She explained that it has become increasingly difficult to recruit and maintain volunteers; indicating that Hope College students typically work for only a semester to complete their class requirement. She noted that the last Help Line Training had three people in attendance, with one dropping out.

CMH's Access Center fields calls during the day if no volunteers are available. Evening hours are covered by CMH staff at the Robert Brown Center.

Protocall currently receives calls from 11:00pm until 8:00am, seven days a week. Ms. Buists' recommendation is to contract with Protocall for all hours except the 8:00am to 5:00pm, Monday through Friday.

It was noted that Protocall sends email to CMH every day with a report of all calls received. Mr. Cyranowski noted that Muskegon CMH uses Protocall on a full time basis. All calls are monitored by supervisory staff. They have a data base exclusive to Ottawa County to be used as a referral source.

Ms. Buist predicted additional savings as Protocall only passes on calls requiring face-to-face involvement; whereas Help Line volunteers would forward to an on-call crisis worker.

A budget adjustment will be presented to the Finance Committee for review and approval.

Ms. Buist noted that CMH will recognize long standing volunteers for their dedication and years of commitment to the Help Line Volunteer system.

Update: General Fund - Local Match Issues

Mr. Cyranowski stated that he has not pursued the local match issue with county administration, as exploration of the inter-county agreement progressed. Discussions have continued between Ottawa and Muskegon executive staff and legal counsel regarding management of both Medicaid and State General Fund dollars by Muskegon CMH, the Pre-Paid Health Plan.

The AFP requires all Medicaid funding be channeled through the PHP, but also allows the same for State General Fund dollars. This will benefit both Ottawa and Muskegon counties, in that, Ottawa County CMH is over-funded in Medicaid dollars, with Muskegon County CMH being under-funded; and, Ottawa County is under-funded in General Fund dollars; with Muskegon County CMH being over-funded.

The Intergovernmental Transfer of Functions and Responsibilities Act (ITFRA) agreement was revised to reflect Muskegon County's management of both funding sources.

The AFP will be submitted to MDCH on Friday, February 22, 2002.; contract awards to be announced in May, 2002.

Mr. Cyranowski distributed correspondence received from the Michigan Association of Community Mental Health Boards regarding the HIFA Waiver. This information should be used as a guide for asking questions at the Legislative Reception which will be held at the Winter Conference, in Lansing, Tuesday, February 26, 2002.

NEW BUSINESS

Mr. Schregardus announced that he will not be reapplying for his Board seat due to not being available to attend the meetings. He expressed his pleasure in his experience and with working with Board members and expressed his regret with not being able to continue on the Board. He stated that he will submit a letter to Mr. Vander Laan, Board Chair.

Committee members expressed their sadness in his decision to not reapply; stating it has been a pleasure working with him and his presence on the Board will be missed.

Adjournment - Ms. Van Koevering adjourned the February 18, 2002 meeting at 3:11pm.

