

BOARD MEETING MINUTES

MONDAY, JANUARY 27, 2003

PRESENT: Mark Bombara, Joyce Kortman, Kristine Nale, James McDowall, Veronica Persenaire, Harris Schipper, Kellye Slaggert, Lucile Van Koevering, Cornelius Vander Kam, Fred Vander Laan, Steve Waters

EXCUSED: Edward Berghorst

STAFF: Gerry Cyranowski, Sue Buist, Greg Hofman, Pam Pekelder, Gloria Pelon

OTHERS: Greg Rappleye

CALL TO ORDER - Board Chairperson

Fred Vander Laan, Chairperson called the January 27, 2003 meeting to order at 1:02pm.

PUBLIC COMMENT

Ms. Rita Bird

359 Waukazoo

Holland, Michigan 49424

Ms. Bird stated that the Town Hall Coalition met on Saturday, January 25, 2003; forming an advisory committee. The Town Hall Coalition Advisory Committee welcomes CMH Board participation.

Ms. Bird requested that one copy of the CMH Board packet be mailed to her home one week prior to the CMH Board Meeting. This would allow time to review all the material prior to the meeting. This request will be looked into by Mr. Vander Laan.

APPROVAL OF MINUTES of December 23, 2002

CMH 03-019 Motion: To approve the minutes of the December 23, 2002 meeting.

Moved by: Schipper

Supported by: Persenaire

MOTION CARRIED

APPROVAL OF AGENDA of January 27, 2003

CMH 03-020 Motion: To approve the agenda for January 27, 2003.

Moved by: Van Koevering

Supported by: Bombara

MOTION CARRIED

COMMUNICATIONS

There were no communications.

CHAIRPERSON'S REPORT

Mr. Vander Laan stated that information will be discussed under Agenda Item #8; Executive Committee Report.

EXECUTIVE DIRECTOR'S REPORT

Mr. Cyranowski reviewed and answered questions regarding his January 2003 Executive Director's Report.

Mr. Cyranowski and Mr. Oosterbaan continue in their efforts to schedule a meeting with Muskegon counterparts to review the status of the affiliation.

Mr. Cyranowski noted that CMH was able to weather budget cuts without ill effects on current operations. He noted that it is likely that an additional General Fund and/or Medicaid reduction of 1.0% to 1.5% will occur on February 1, 2003 based on a recent downgrading of the State revenue forecast. Ms. Pekelder noted that the amount could be \$100,000.00 plus.

Mr. Cyranowski stated that issues relative to common policies will be discussed with Muskegon, with a need to come to a mutual agreement. Mr. Vander Kam questioned whether the CMH Board would be reviewing the common policies. Mr. Cyranowski noted that operating policies within the agency historically have not been brought to the Board. He explained that the policies are reviewed by managers, the Leadership Group and forwarded to the Executive Director for signature.

Mr. Vander Laan requested that this issue be placed on the February 17, 2003 Executive Committee Agenda for discussion.

Ms. Nale requested a written explanation regarding the relinquishing of the Managed Care Organization accreditation. In an effort to clarify this issue, Mr. Cyranowski will forward a written explanation to Ms. Nale.

COMMITTEE REPORTS

Finance Committee

The Minutes of the January 20, 2003 meeting were accepted.

Service Contracts

CMH 03-021 Motion: To approve the Service Contracts as presented.

Moved by: Schipper

Supported by: Persenaire

MOTION CARRIED

Clarification was requested relative to Service Contract to purchase Outpatient Electro Convulsive Therapy (ECT) Services from Holland Community Hospital; specifically, Indicator #3: HCH will provide documentation to the CMH Psychiatrist in regards to the "effectiveness of the therapy". Ms. Persenaire requested copies of any documentation regarding this issue.

FY 2002/2003 Budget Adjustment #2

CMH 03-022 Motion: To approve FY 2002/2003 Budget Adjustment #2 as presented.

Moved by: Waters
Supported by: Mc Dowall
MOTION CARRIED

FY 2002/2003 Quarterly Financial Statement Report

CMH 03-023 Motion: To receive FY 2002/2003 Quarterly Financial Statement for the period ending December 31, 2002 as presented.

Moved by: Persenaire
Supported by: Slaggert
MOTION CARRIED

State General Fund Contract with MDCH

Mr. Greg Rappleye stated that the State General Fund Contract with MDCH contains changes from previous contracts. Due to these changes, Miller Canfield, attorney for the Michigan Association Community Mental Health Boards (MACMHB) recommends making changes on the contract; CMH Board initial changes and send to MDCH, meeting the February 14, 2003 deadline.

1

Mr. Rappleye pointed out areas of concern:

A-87

Cost accounting issues

Language should be stricken

Section 12.1

Cancellation - Convenience

This is inconsistent with state law

This issue should be discussed with legislators

Mr. Rappleye noted that he met with Steve Corwin, legal council for Muskegon County CMH, and reviewed the MACMHB's recommendations. On Friday, January 24, 2003, Mr. Rappleye received a letter from Mr. Corwin, which stated, while he agrees with the analysis of MACMHB, he did not recommend amendment, but contracts be signed as is. Mr. Rappleye has not been successful in contacting Mr. Corwin.

Mr. Rappleye clarified that Muskegon CMH signs two contracts; the Medicaid Managed Specialty Services and Supports Contract and the State General Fund Contract. He stated that CMH of Ottawa County only signs the State General Fund Contract. Mr. Rappleye recommends following MACMHB and Miller Canfield's advice, make the changes and meet the deadline of February 14, 2003.

Mr. Schipper thanked Mr. Rappleye for his in-depth review of the contract and thorough report at today's meeting.

CMH 03-024 Motion: To approve the State General Fund Contract with MDCH, with recommended revisions.

Moved by: Van Koevering

Supported by: Persenaire

MOTION CARRIED

Request for Proposal for Development of Consumer Run Businesses

Mr. Cyranowski distributed, reviewed and answered questions regarding the Woods Consulting Group Report relative to development of micro-business opportunities.

Ms. Pekelder stated that she was unable to obtain speakers for today's meeting; noting that they are anxious to share information, however, more time was needed to coordinate schedules.

Mr. Cyranowski stated that the suggested motion begins the next step of selecting a vendor to develop and enact business plans; however, does not commit CMH to any financial obligation.

The RFP would do the following:

seek a business development person, who would work under contract for remainder of
FY 2002-2003

develop plan for businesses

work with consumers and stakeholders to implement and have businesses up and running

Mr. Cyranowski emphasized that each component would be agenda items at the Executive and Finance Committees for discussion and disposition.

Ms. Pekelder emphasized that the \$100,000 is coming from the Reimbursement Plan for 2002. If not spent by September 30, 2003, CMH is required to return the dollars to MDCH. Mr. Cyranowski stated that the \$100,000 is earmarked for this project, if not approved, a request would have to be made to MDCH to alter the plan. If request is not approved by MDCH, the dollars would have to be returned.

There was some disapproval of the process; however, Ms. Pekelder clarified that MDCH requires this process.

Ms. Kortman recommended that all proposals received be brought to the full Board for review. She also suggested that consideration be given to involving the Small Business Administration. She requested time to discuss this issue further with Mr. Cyranowski.

Ms. Pekelder will secure speakers to present at the March 24, 2003 CMH Board Meeting.

CMH 03-025 Motion: To approve the Request for Proposal for Development of Consumer Run Businesses.

Moved by: Persenaire
Supported by: Bombara
MOTION CARRIED
Yeas: 9 Nays: 2

Program/Planning & QI Committee

The Minutes of January 7, 2003 were accepted.

Licensed Independent Practitioner

CMH 03-026 Motion: To approve the following Licensed Independent Practitioner be privileged: Dhanu T. Mahesh, M.D.

Moved by: Van Koevering
Supported by: Bombara
MOTION CARRIED

Mr. Cyranowski noted that Dr. Mahesh contractually provided child psychiatric services for a number of years; currently contractually for on-call services only.

2003 Performance Improvement Plan

Mr. Cyranowski reviewed and answered questions regarding the Performance Improvement Plan for 2003.

Mr. Hofman stated that last year the Performance Improvement Plan required a major rewrite, with additions of Sentinel Events and Cultural Competencies. He stated there are no significant changes from last year.

Ms. Kortman requested time with Mr. Cyranowski to further discuss:

- Penetration rate for children with mental illness
- Number of individuals with DD employed at least 10 hours and earning minimum wage

CMH 03-027 Motion: To approve the Performance Improvement Plan for 2003 as presented.

Moved by: Van Koevering
Supported by: Mc Dowall
MOTION CARRIED

Executive Committee

The Minutes of January 20, 2003 were accepted.

Discussion: Process for Evaluation of Executive Director

Mr. Vander Laan stated that the evaluation of the Executive Director was due October 2002. He distributed evaluation forms that were utilized with the former director. He emphasized the need to look at this process and how it can be improved. He requested that Board members interested in being part of a work group, indicate that interest on the bottom of the evaluation form. Ms. Persenaire noted that participation in this work group does not include a per diem.

Mr. Vander Laan emphasized evaluation forms being returned to him by February 7, 2003. Any forms received after the deadline date will not be included in the final calculation. Mr. Vander Laan, Mr. Berghorst and Mr. Bombara will meet to calculate the results. A summary of the results will be presented to the Board at a later date.

Discussion: CMH Board Meeting - Time of Meeting

Mr. Vander Laan explained that Mr. Berghorst has been appointed to a committee that is the same time as the CMH Board. He has attempted to change the time at that committee, however, has not been successful.

Mr. Vander Laan questioned Board members if the CMH Board Meetings could be changed to meet at 1:30pm or 2:00pm versus the current 1:00pm. Following discussion it was recommended that the CMH Board Meeting time remain at 1:00pm.

Announcement: February CMH Board Meeting Date Change

Mr. Vander Laan stated that due to the MACMHB Winter Conference, which will be held in Lansing on February 24, 25 and 26, 2003, the February CMH Board meeting will need to be changed.

New date: Thursday, February 27, 2003 at 1:00pm.

Ms. Kortman and Mr. Vander Kam will be out of town and will be excused from this meeting.

Mr. Vander Laan stated that he will be out of town February 14 through February 24, 2003. He will be excused from the February 17, 2003 Executive and Finance Committee meetings.

OLD BUSINESS

Chapter III

Mr. Cyranowski distributed a summary of Chapter III, which provided information regarding:

- Areas of Concern
- Day Program Sites
- Services not Covered in Chapter III

for Mental Illness or Serious Emotional Disturbance

for Developmental Disabilities

Mr. Cyranowski stated that there is concern with the redefinition of day program sites.

Mr. Cyranowski stated that he, Ms. Buist and Ms. Pekelder will be attending a training in Lansing on Tuesday, January 28, 2003, relative to Chapter III issues. Ms. Kortman suggested taping the

training if possible. Mr. Cyranowski stated that MDCH is taking public comment until February 14, 2003.

Letter from ARC/Advocacy & Resource Center

Mr. Cyranowski distributed, for information only, a copy of a letter he received from Mr. Frank Barefield, President, Ottawa ARC/Advocacy and Resource Center Board.

NEW BUSINESS

CMH FY 2001/2002 Annual Report

Mr. Cyranowski reviewed and answered questions regarding the CMH FY 2001/2002 Annual Report.

CMH 03-028 Motion: To accept the CMH FY 2001/2002 Annual Report and forward to the Ottawa County Board of Commissioners.

Moved by: Van Koevering

Supported by: Persenaire

MOTION CARRIED

PUBLIC COMMENT

Ms. Rita Bird

359 Waukazoo

Holland, Michigan 49424

Ms. Bird emphasized the need for the CMH Board to pursue the issue of the redefinition of day program sites and forward comments to MDCH by the February 14, 2003 deadline.

Ms. Bird reminded CMH Board members of the Resolution passed which agreed to hold a night meeting occasionally to allow more public attendance. Mr. Vander Laan stated that this is an agenda item for the Executive Committee in March 2003. He noted that the meetings would be held at the 12265 James Street CMH Board Room and would be at 5:00pm or 5:30pm. Ms. Kortman added that the evening meetings be held when the weather is better, as attendance would be lower depending upon weather conditions.

Ms. Aimee Sterk

209 Tyler Street

Jenison, Michigan 49428

Ms. Sterk stated that public comment sessions relative to Chapter III will be held on January 30, 2003 at 6pm and February 5, 2003 at 6pm. Both sessions will be held at the Capital Commons in Lansing. She stated that advocates and consumers will be in attendance and encouraged CMH

Board members attendance. She offered car pooling. Mr. Cyranowski thanked Ms. Sterk for the information, as CMH was not informed of these meetings.

ADJOURNMENT

Mr. Vander Laan adjourned the January 27, 2003 meeting at 3:10pm.

Fred Vander Laan, Chairperson Edward Berghorst, Secretary

bminutes0127.2003
01/28/03