

Ottawa County Mental Health

BOARD MEETING

MINUTES

THURSDAY, MAY 29, 2003

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

STAFF: Sue Buist, Gloria Pelon

OTHERS:

CALL TO ORDER - Board Chairperson

Fred Vander Laan, Chairperson called the May 29, 2003 meeting to order at 1:00pm.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES of April 28, 2003

CMH 03-045 Motion: To approve the minutes of the April 28, 2003 meeting.

Moved by: Schipper

Supported by: Persenaire

MOTION CARRIED

APPROVAL OF AGENDA of May 29, 2003

CMH 03-046 Motion: To approve the agenda for May 29, 2003.

Moved by: Berghorst

Supported by: Bombara

MOTION CARRIED

Mr. Vander Laan stated that Mr. Rappleye was not able to attend today's meeting; therefore, #9 Old Business - Closed Session - is being deferred until Mr. Rappleye is able to attend.

COMMUNICATIONS

Letter of Resignation

Mr. Vander Laan read the letter of resignation received from Board Member James Mc Dowall. The resignation is effective May 16, 2003.

Mr. Vander Laan requested that Ms. Pelon forward the necessary paperwork to the County Clerk's Office and request that Mr. Dan Krueger post and advertise this vacancy. This will be to fill Mr. Mc Dowall's seat which would have expired on March 31, 2004.

Mr. Vander Laan stated that after the meeting, a card is available for each Board member to sign, thanking Mr. Mc Dowall for his contribution to the CMHOC Board of Directors.

CHAIRPERSON'S REPORT

Mr. Vander Laan stated that on Tuesday, May 27, 2003, he attended a PCP in Coopersville. He noted that he knows the family very well and was extended an invitation to attend. He was an observer, not a participant. He stated that he learned some new things and found the experience to be of value. Mr. Vander Laan encouraged Board members to attend a PCP, if they are invited and if they know the family.

EXECUTIVE DIRECTOR'S REPORT

Mr. Vander Laan stated that Mr. Cyranowski was on vacation until June 9, 2003; he referred questions to Ms. Buist.

Ms. Buist stated that overall the MDCH audit went well; noting that the reviewers were quite complimentary. There will be plans of correction completed with the affiliation. Ms. Buist noted that draft plans were already in process, with no major changes needed. Ms. Buist also noted that the reviewers stated that CMHOC Assertive Community Treatment (ACT) teams are among the best across the state.

Upon receipt of the written report from MDCH, the outcome will be reported at a future meeting.

Ms. Buist reported that the responses from the Management Information System Request for Proposals (RFP) are still being narrowed down. It is anticipated that throughout the summer presentations will be provided by the selected finalists; with implementation hopefully in October of 2003.

COMMITTEE REPORTS

Finance Committee

The Minutes of the May 22, 2003 meeting were accepted.

Service Contracts

CMH 03-047 Motion: To approve the Service Contracts as presented.

Moved by: Persenaire

Supported by: Bombara

MOTION CARRIED

FY 2002/2003 April Financial Report

CMH 03-048 Motion: To receive FY 2002/2003 April Financial Report as presented.

Moved by: Persenaire

Supported by: Berghorst

MOTION CARRIED

FY 2002/2003 Budget Adjustment #4

CMH 03-049 Motion: To approve FY 2002/2003 Budget Adjustment #4 as presented.

Moved by: Berghorst

Supported by: Persenaire

MOTION CARRIED

Program/Planning & QI Committee

The Minutes of May 6, 2003 were accepted.

Ms. Persenaire announced the day and time change for the next Program/Planning & QI Committee meeting; that being, Friday, June 20, 2003 at 1:00pm. She encouraged all Board members to attend the tour of CBE (Community Based Experience) Program that will occur from 1:00pm to 1:30pm.

Ms. Persenaire stated that Board Development will be added to future Board agendas. This will be after the adjournment of the Board Meeting; a five minute break, then a presentation. This is in lieu of a full or half day retreat. Some of the topics that will be presented/discussed are:

- Determine the role and function of the CMHOC Board
 - why are we here?
 - what do we need to accomplish?
 - how do we support the mission (statement) of the agency?
 - where do we go from here?
- Strategic Planning
- How can CMHOC adapt to the changing public mental health system more effectively and efficiently?

It is hopeful that this will begin at the July 28, 2003 CMHOC Board meeting.

Executive Committee

The Minutes of May 22, 2003 were accepted.

Proposed Committee Restructure:

Mr. Vander Laan stated that the Executive Committee suggests the elimination of the monthly CMHOC Finance Committee meeting and recommending a consent agenda for financial items, which would be presented at the monthly CMHOC Board Meetings. He noted that this would be on a three (3) month trial basis; beginning in June 2003. He stated that should this become permanent, committee changes may need to occur.

Mr. Vander Kam suggested folding all subcommittees into the Board meetings; stating it would bring more unity within the Board and have the Board come together more.

Following discussion; with some reservations, it was decided that a three (3) month trial of eliminating the Executive and Finance Committees would begin with the June meetings. If this is successful, discussion will take place relative to eliminating the Program/Planning & QI Committee; also adding this to the CMHOC Board meetings.

NEW BUSINESS

Ms. Slaggert stated that she attended the MACMHB Spring Conference in Grand Rapids;

commenting on the HIPAA workshop, stating that it was a good feeling to know that CMHOC was well on the way relative to HIPAA compliance. She and Mr. Vander Kam stated that this was an excellent presentation.

Mr. Vander Laan requested, from any attendees of the Spring Conference, to forward any written materials to Ms. Pelon so they can be copied and distributed to all Board members. Ms. Pelon will include the copies in the next Board Packet.

Ms. Nale encouraged Board members to attend the 4th Annual Dynamics For Living Picnic. This will be held at Dunton Park in Holland Township on Tuesday, June 3, 2003, beginning at 4:00pm and ending with at dinner at 6:00pm.

Mr. Vander Laan stated that he, Ms. Nale and Mr. Berghorst participated in the "Walk & Roll" event held on May 16, 2003. He was pleased to announce that 150 to 175 participated this year, almost twice the size of last year. He noted that the Ottawa County Sheriff's Department assisted with traffic control and participants included consumers, family members, caregivers, home providers, and CMHOC staff. He stated that everyone had a great time and he was looking forward to next year's event.

PUBLIC COMMENT

Mrs. Rita Bird

359 Waukazoo Drive

Holland, Michigan 49424

Commented on the Kandu Contract; the needs assessment and MDCH site survey.

Ms. Janice Jonker

706 Crestview

Holland, Michigan 49423

Questioned the 17 respite discharges in April 2003. Following the Board meeting, Mr. Vander Laan will provide an explanation.

ADJOURNMENT

Mr. Vander Laan adjourned the May 29, 2003 meeting at 2:00pm.

Fred Vander Laan, Chairperson Edward Berghorst, Secretary