

Mental Health of Ottawa County

BOARD MEETING MINUTES

MONDAY, JUNE 30, 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: Gerry Cyranowski, Sue Buist, Greg Hofman, Betty O'Rourke, Pam Pekelder, Gloria Pelon

OTHERS:

CALL TO ORDER - Board Chairperson

Fred Vander Laan, Chairperson called the June 30, 2003 meeting to order at 1:00pm.

PUBLIC COMMENT

There was no Public Comment.

APPROVAL OF MINUTES of May 29, 2003

CMH 03-050 Motion: To approve the minutes of the May 29, 2003 meeting.

Moved by: Schipper

Supported by: Persenaire

MOTION CARRIED

APPROVAL OF AGENDA of June 30, 2003

CMH 03-051 Motion: To approve the agenda for June 30, 2003.

Moved by: Waters

Supported by: Van Koevering

MOTION CARRIED

Mr. Berghorst requested an addition under Old Business - discussion to change date of CMHOC Board Meetings from the fourth Monday to the third Monday of each month.

COMMUNICATIONS & PRESENTATIONS

There were no communications or scheduled presentations.

CHAIRPERSON'S REPORT

Mr. Vander Laan noted that, thus far, three applications have been received for the vacant CMHOC Board seat. Applications will be received through July 2, 2003. Applications will be presented to the Health and Human Services Committee at the August 6, 2003 meeting; and forwarded to the August 26, 2003 Board of Commissioners meeting.

Mr. Vander Laan stated that issues that were previously discussed at the monthly Executive Committee meetings, will now be included in the Executive Director's Report.

EXECUTIVE DIRECTOR'S REPORT

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

MIS Update: Mr. Cyranowski noted that there are six finalists and the process of each vendor showing their systems is in progress. Two remaining demonstrations are scheduled for July 15 and 16.

Needs Assessment Update: Mr. Cyranowski noted that he received five proposals. He stated that a service contract with River Hills Consulting will be presented for approval under Finance Items.

MDCH Survey Update: Mr. Cyranowski stated that the survey team was highly complimentary of the Affiliation's efforts to achieve compliance with all of the MDCH requirements. They complimented the Assertive Community Treatment teams within the Affiliation as the "best" audited thus far in the state. The required Plan of Correction will be sent to MDCH this week.

Residential Providers Insurance Update: Mr. Cyranowski stated that home operators have obtained \$250,000/\$500,000 coverage while the Ottawa County Insurance Commission reviews the issue and is making efforts to locate a carrier with reasonable and affordable rates. Should this effort fail, the Commission will consider lowering the amount of liability insurance AFC operators would have to carry to be eligible to contract with CMHOC.

Life Services System (LSS) Update: Mr. Cyranowski stated that CMHOC will continue the contract with LSS for prevention services, however, FAST (Families & School Together) will not be funded.

Internal Restructuring: Mr. Cyranowski announced that Betty O'Rourke, Program Supervisor for DD Services, will be a part of the Executive Team and will begin reporting directly to him. He stated that this will provide direct input and reporting of developmental disability issues at the Executive Team.

FINANCE ITEMS:

Service Contracts

Mr. Cyranowski reviewed and answered questions regarding the Service Contracts.

CMH 03-052 Motion: To approve the Service Contracts as presented.
Moved by: Schipper
Supported by: Persenaire
MOTION CARRIED

Mr. Vander Kam recommended amending Service Contract, Voices for Health, to include a cap of \$5,000.00.

CMH 03-053 Motion: To approve the Service Contract Voices for Health amended to include a cap of \$5,000.00.
Moved by: Vander Kam
Supported by: Persenaire
MOTION CARRIED

Board members requested that a representative from the River Hills Consulting agency be invited to provide more information to the Board. Mr. Cyranowski will extend this invitation for a presentation at the July 28, 2003 Board Meeting.

Presentation/Discussion for Proposed Business Development Facilitator

Mr. Cyranowski presented information and answered questions relative to Service Contract: Woods Consulting Group.

He noted that this is part of CMHOC's Medicaid Reinvestment Plan and a part of the AFP (Application for Participation) to comply with CMHOC's contract with the Michigan Department of Community Health. The dollars are to be used to contract for a Business Development Facilitator to develop three consumer owned and operated businesses for CMHOC's MI and DD consumers.

Ms. Pekelder stated that the dates are incorrect on the Service Contract; the dates are corrected to be 07/01/03 - 09/30/05. She clarified that \$75,000.00 is up front dollars with \$25,000.00 being spent over the next two years and to be used to offer ongoing support.

Mr. Cyranowski emphasized that there is risk involved, as there is no guarantee of success for any business.

Mr. Bombara stated that a monitoring system must be built into this contract, which should include monthly updates that would be presented to the CMHOC Board. Ms. Persenaire recommended that reports be sent to the Program/Planning & QI Committee and then reported to the full Board.

Board members requested that a representative from the Woods Consulting Group be invited to a future CMHOC Board Meeting to provide an update and/or status report . Mr. Cyranowski will make this request of the Woods Consulting Group.

CMH 03-054 Motion: To approve the Service Contract for Business Development Facilitator.
Moved by: Van Koevering
Supported by: Persenaire

ROLL CALL VOTE:

YES: Berghorst, Bombara, Persenaire, Schipper, Slaggert, Van Koevering, Waters, Vander Laan

NO: Kortman, Nale, Vander Kam

MOTION CARRIED

FY 2002/2003 May Financial Report

Mr. Cyranowski and Ms. Pekelder answered questions regarding the May Financial Report.

CMH 03-055 Motion: To receive FY 2002/2003 May Financial Report as presented.
Moved by: Slaggert
Supported by: Persenaire
MOTION CARRIED

FY 2002/2003 Budget Adjustment #5

CMH 03-056 Motion: To approve FY 2002/2003 Budget Adjustment # 5 as presented.
Moved by: Van Koevering
Supported by: Slaggert
MOTION CARRIED

QUALITY IMPROVEMENT ITEMS

The Minutes of June 20, 2003 were accepted.

Mr. Vander Laan questioned the outcome of the tour of CBE which was provided on June 20, 2003, prior to the Program/Planning & QI Committee meeting. Ms. Persenaire stated that it went very well and it was very informative. She stated that staff are doing a great job.

Monthly Update: Demographics Report

Mr. Cyranowski reviewed and answered questions regarding the Monthly Demographics Report which is

provided by Mr. Hofman.

Final Report: April 28, 2003 - JCAHO Unannounced Visit

Mr. Cyranowski reviewed and answered questions regarding the JCAHO (Joint Commission on Accreditation of Healthcare Organizations) Final Report from the April 28, 2003 unannounced visit.

Final Report: May 14-23, 2003 - MDCH Site Review

Mr. Cyranowski reviewed and answered questions regarding the May 14-23, 2003 MDCH (Michigan Department of Community Health) Annual Site Review.

Clinical Privileging

Mr. Cyranowski reviewed and answered questions regarding the request for Clinical Privileging for Brian A. Ameel, M.D. He noted that Dr. Ameel will be providing 16 hours per week; with his hours shared between the Fulton Street CMH office and the James Street CMH office. Dr. Ameel is a child psychiatrist.

CMH 03-057 Motion: To approve the following Licensed Independent Practitioner be privileged: Brian A. Ameel, M.D.
Moved by: Persenaire
Supported by: Berghorst
MOTION CARRIED

OLD BUSINESS

Mr. Berghorst revisited his request of changing the CMHOC Board Meeting from the fourth Monday of the month to the third Monday of the month; noting that with the Executive and Finance Committees no longer meeting on the third Monday, perhaps this would be possible at this time. Following discussion, Board members agreed to this change, however, will not be implemented until September.

Board Meeting Schedule will be as follows:

July 28, 2003	1:00pm
August 25, 2003	1:00pm
September 15, 2003	6:00pm - to be held at the Fillmore Street Complex
October 20, 2003	6:00pm - to be held at the Fillmore Street Complex Needs Assessment/Public Hearing following the Board Meeting
November 17, 2003	1:00pm
December 15, 2003	1:00pm

Mr. Vander Kam questioned the status of the Service Contract for the pharmacist, wondering if any progress has been made relative to sharing this person with Muskegon County CMH. Mr. Cyranowski stated there was no movement on this issue; however, he will provide an update at the July 28, 2003 CMHOC Board meeting.

NEW BUSINESS

Draft: Performance Evaluation Form for Evaluating Executive Director

Mr. Vander Laan distributed the *draft* Performance Evaluation Form requesting that Board Members review and bring any questions, corrections, revisions, suggestions, etc., to the July 28, 2003 CMHOC Board Meeting for discussion and disposition.

Mr. Vander Laan emphasized that a final document must be decided on at the July 28, 2003 Board Meeting. After the revisions are made, the evaluation form will be sent to Board members to complete so Mr. Cyranowski's evaluation can be conducted at the August Board Meeting. Mr. Vander Laan will also appoint 3 to 4 members to serve on a Contract Committee, as Mr. Cyranowski's contract expires on 09/30/03.

Consumer Advisory Committee Appointment

CMH 03-058 Motion: To appoint John Etwiler as a member of the Consumer Advisory Committee for a two year term.
Moved by: Van Koevering
Supported by: Bombara
MOTION CARRIED

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Mr. Cyranowski stated that a Funders Coalition has been formed; comprised of representatives from CMH, FIA, Public Health, the United Way Organization and community foundations. These meetings are used to plan for use of volunteer dollars. Another meeting is scheduled to be held in July, 2003.

PUBLIC COMMENT

There was no Public Comment.

ADJOURNMENT

Mr. Vander Laan adjourned the June 30, 2003 meeting at 3:22pm.

Fred Vander Laan, Chairperson

Edward Berghorst, Secretary