

Mental Health of Ottawa County

BOARD MEETING MINUTES

MONDAY, JULY 28, 2003

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

EXCUSED: Fred Vander Laan

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

OTHERS: Greg Rappleye

CALL TO ORDER - Board Chairperson

Mark Bombara, Vice-Chair called the July 28, 2003 meeting to order at 1:02pm.

PUBLIC COMMENT

There was no Public Comment.

APPROVAL OF MINUTES of June 30, 2003

CMH 03-059 Motion: To approve the minutes of the June 30, 2003 meeting.
Moved by: Schipper
Supported by: Slaggert
MOTION CARRIED

APPROVAL OF AGENDA of July 28, 2003

CMH 03-060 Motion: To approve the agenda for July 28, 2003
Moved by: Persenaire
Supported by: Van Koevering
MOTION CARRIED

COMMUNICATIONS & PRESENTATIONS

Mr. Cyranowski introduced Ms. Brenda Vander Meulen, Representative from River Hills Consulting. As requested by the CMH Board Members, Ms. Vander Meulen was to provide information relative to the Community Needs Assessment.

Ms. Vander Meulen stated that River Hills Consulting will provide the following:

- Development and administration of a survey for public and private providers of mental health services. This survey will be Internet and paper based and administered during the month of August.
- Preparation and facilitation of focus groups/public hearings to collect qualitative and quantitative information regarding mental health needs in Ottawa County. The meetings will be held in September.
- Preparation and facilitation of an internal focus group, in August, to identify staff perspectives.

- Final report presented to the CMHOC Board of Directors at the October 20, 2003 Board Meeting/Annual Public Hearing.

Mr. Cyranowski introduced Mr. Kevin Woods, Representative from the Woods Consulting Group. As requested by the CMH Board Members, Mr. Woods was to provide information relative to Micro Enterprises.

Mr. Woods stated that the Woods Consulting Group will assist in launching three business opportunities:

- Coffee shop for staff and visitors at the 12265 James Street Mental Health Office in Holland.
- Consumers providing exercise for pets.
- Remanufacturing toner cartridges

Mr. Woods noted the following 90 day goals:

- Identify/qualify consumers interested in the business opportunities. They are six consumers who have indicated an interest.
- Locate start up capital.
- Identify some advisors that will be a resource to consumers.

A concern noted by Mr. Woods, is the question as to how to protect consumer benefits should the business become successful.

CHAIRPERSON'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

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

Management Information System (MIS) Update: Mr. Cyranowski stated the selection committee will narrow the list down to two or three preferred vendors. The committee will do site visits where the system is installed to see it perform. He noted that CMHOC is staying in communication with Muskegon County CMH as they are interested in perhaps making a change from their current system.

Pharmacist Service Contract Update: Mr. Hofman stated that he contacted the contract manager at Muskegon County CMH regarding the possibility of sharing the pharmacist to provide services to both Ottawa and Muskegon CMHs. Even though the pharmacist's time is limited, the offer was made, however declined by the pharmacist. Mr. Hofman noted that Muskegon's current rate for the services provided by the pharmacist is \$51.90 per hour. CMHOC's current rate is \$60.00 per hour.

Mr. Cyranowski stated that it is very difficult to find an independent pharmacist to provide these services. CMHOC has narrowed down the responsibilities to meet JCAHO requirements and will continue to monitor and access. Mr. Vander Kam stated that he appreciated the follow up.

Organization Staff Plan Fiscal Year 2003/2004:

Mr. Cyranowski reviewed and answered questions regarding CMHOC's Organization Staff Plan for Fiscal Year 2003/2004. He noted that there are no new programs, only enhancements to current programs.

There are four major areas:

- Access Center
Request to add two (2) FTE Mental Health Clinician positions.

- ❑ Case Management/Supports Coordination
Request to add one (1) FTE Mental Health Specialist position and one (1) FTE Team Supervisor position. Transfer four (4) existing positions elsewhere in the agency to this area.
- ❑ Supported Employment/Community Living Supports
Request to add up to five (5) FTE Assistant Teacher positions for Supported Employment.
Request to add up to two (2) FTE Mental Health Specialist Job Developer positions in Supported Employment.
Request to add up to three (3) FTE Assistant Teacher positions in Community Living Supports.
- ❑ Community Based Experience
Request to add up to fourteen (14) FTE Assistant Teacher positions in Community Based Experience.

Mr. Cyranowski stated that the new position requests total costs are projected to be \$1,044,926. He also stated that actual implementation of any one position, in the developmental disabilities services area, will be dependent on approval by the Program Supervisor of Services to Persons with Developmental Disabilities and the Executive Director, in coordination with the Human Resources Department.

Mr. Vander Kam stated that it may be difficult to get support from the county; may need to have a plan B. Mr. Cyranowski stated that he has been in discussions with human resources regarding this plan.

FINANCE ITEMS:

Service Contracts

Mr. Cyranowski reviewed and answered questions regarding the Service Contracts

CMH 03-061 Motion: To approve the Service Contracts as presented.
Moved by: Van Koevering
Supported by: Persenaire
MOTION CARRIED

Due to questions relative to service contract Community Residence Corporation, Mr. Cyranowski stated that it may be helpful to provide a future education topic on fiscal intermediary.

FY 2002/2003 June Financial Report

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

CMH 03-062 Motion: To receive FY 2002/2003 June Financial Report as presented.
Moved by: Berghorst
Supported by: Persenaire
MOTION CARRIED

FY 2002/2003 Budget Adjustment #6

Mr. Cyranowski and Ms. Pekelder answered questions regarding Budget Adjustment #6.

CMH 03-063 Motion: To approve FY 2002/2003 Budget Adjustment #6 as presented
1 Moved by: Schipper
Supported by: Slaggert
MOTION CARRIED

QUALITY IMPROVEMENT ITEMS

There were no minutes presented, as the July 1, 2003 Program/Planning & QI Committee meeting was cancelled.

Monthly Update: Demographics Report

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

provided by Mr. Hofman.

Consumer Advisory Committee Appointment

CMH 03-064 Motion: To appoint Christina Lazaridis as a member of the Consumer Advisory Committee for a two year term.
Moved by: Persenaire
Supported by: Van Koevering
MOTION CARRIED

OLD BUSINESS

Final Review/Disposition: Performance Evaluation Form - Executive Director

Mr. Bombara announced that today is the deadline for returning the draft performance evaluation form. He stated that revisions will be made and the final document will be sent for completion by each Board member.

Instructions were given to return the completed evaluation forms to Gloria Pelon no later than August 25, 2003. Any evaluations received after the deadline date will not be included in the calculation.

Ms. Pelon will forward the completed evaluations to the Contract Committee for calculation and report. The outcome will be presented at the September 15, 2003 CMHOC Board Meeting.

Contract Committee Appointments

Mr. Bombara announced that the following CMHOC Board members have been appointed to serve on a Committee to prepare the contract for the Executive Director:

Fred Vander Laan, Cornelius Vander Kam, Kristi Nale, Kellye Slaggert and Lucile Van Koevering.

Mr. Cyranowski's current contract expires on September 30, 2003.

Mr. Vander Laan will schedule a meeting with Mr. Rich Schurkamp. Committee members will be notified of date and time. The meeting will be held at the Fillmore Street Complex.

Mr. Bombara stated that after today's meeting, committee members let Ms. Pelon know if a certain day or time is preferred.

The Executive Director's performance evaluation and contract will be agenda items for the CMHOC Board Meeting to be held on September 15, 2003.

NEW BUSINESS

Closed Session

CMH 03-065 Motion: To go into closed session at 2:26pm to discuss Legal Opinion #03-1; Legal Opinion #03-2; and Legal Opinion #03-3.
Moved by: Kortman
Supported by: Schipper

ROLL CALL VOTE

YEAS: Schipper, Vander Kam, Slaggert, Van Koevering, Waters, Nale, Berghorst, Kortman, Persenaire, Bombara

NAYS:

MOTION CARRIED

CMH 03-066 Motion: To rise out of closed session at 3:01pm.
Moved by: Berghorst
Supported by: Persenaire
MOTION CARRIED

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Ms. Kortman distributed information regarding the National Association of Counties Conference she attended.

PUBLIC COMMENT

There was no Public Comment.

ADJOURNMENT

Mr. Bombara adjourned the July 28, 2003 meeting at 3:08pm.

Mark Bombara, Vice Chair

Edward Berghorst, Secretary

**Mr. Bombara announced a five minute break prior to the Board Development Session
BOARD DEVELOPMENT SESSION #1
Presenter: Ms. Judeth Newham, Southern Cross Group**