

BOARD MEETING MINUTES

MONDAY, NOVEMBER 17, 2003

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

ABSENT:

EXCUSED: Cornelius Vander Kam

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

OTHERS:

CALL TO ORDER - Board Chairperson

Fred Vander Laan, Chairperson called the November 17, 2003 meeting to order at 1:00pm.

PUBLIC COMMENT

No Public Comment.

APPROVAL OF MINUTES of October 20, 2003

CMH 03-096 Motion: To approve the minutes of the October 20, 2003 meeting.

Moved by: Schipper

Supported by: Van Koevering

MOTION CARRIED

APPROVAL OF AGENDA of November, 2003

CMH 03-097 Motion: To approve the agenda for November, 2003.

Moved by: Berghorst

Supported by: Persenaire

MOTION CARRIED

COMMUNICATIONS & PRESENTATIONS

No communications or scheduled presentations.

CHAIRPERSON'S REPORT

Mr. Vander Laan stated that Kandu, Incorporated is celebrating their 50th Anniversary and will be hosting several activities. Mr. Vander Laan noted that he felt it important for some CMHOC Board Members to attend the activities to be held on Thursday, November 20th, from 3:00pm to 6:00pm.

Mr. Vander Laan shared that he took it upon himself to complete the Christmas Card project for this year. Mr. Vander Laan worked with Kandu, Inc., receiving artwork from different employees. He picked one and had them made into this year's Christmas Card. The artwork is by Lisa De Visser. He requested that, as many as possible, stay following the Board Meeting and assist with folding and putting the cards into the envelopes. Mr. Vander Laan noted that he will give Lisa De Visser 50 cards for her personal use.

Board Members complimented Mr. Vander Laan on this project.

EXECUTIVE DIRECTOR'S REPORT

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

MDCH Contract: Ms. Kortman questioned how CMHOC would use the additional state General Fund dollars. Mr. Cyranowski explained that it is not likely that a significant amount of discretionary funding will be available this fiscal year. He stated that MDCH took some General Fund dollars to cover the Adult Benefit Waiver. He noted that it is a month to month projection with Medicaid and General Fund dollars.

Ms. Bird questioned the status of the transfer of General Fund dollars with Muskegon CMH. Mr. Cyranowski stated that the request to transfer funds was denied by MDCH.

Legislation: Ms. Bird questioned how CMHOC receives information regarding legislative issues. Mr. Cyranowski stated that he receives reports weekly from Michigan Association of Community Health Boards (MACMHB) and receives automated alerts from The Legislature.

Ms. Bird stated that she is a new member of a committee that is run by the Michigan Association of Community Health Boards (MACMHB). This committee will be tracking legislation that is pending and may include some lobbying. The first meeting she will be attending is scheduled for Wednesday, November 19, 2003.

Miscellaneous - Microenterprises: Mr. Cyranowski stated that the Coffee Shop enterprise will be located at 12265 James Street, in the current vending machine area. The Cartridge King enterprise is considering space that is currently leased by CMHOC in Grand Haven.

Group Home Visits: Mr. Cyranowski shared that he and Cheri Parks visited four (4) group homes on Thursday, November 13, 2003 and he and Helen Ash visited (2) two group homes on Friday, November 14, 2003. He stated that they visited with home staff and consumers. He stated that some consumers were out of the home attending other outside activities. He noted that the homes visited have consumers that are severely disabled, many with physical complications.

Mr. Cyranowski stated that all but one home was in excellent condition. Recipient Rights will be following up with the one home. Responses from managers indicated that consumers seem to be happy, more involved in home chores, more engaged in activities and calmer. He noted that he

saw no problem with staffing.

Mr. Cyranowski stated that he will be making follow up visits in February/March 2004. It is his plan to continue these visits quarterly; with ongoing Recipient Rights involvement, as well as, involvement of the case managers. He stated that he will initiate a focused satisfaction survey of parents and guardians. This will occur within the next 30 to 60 days.

FINANCE ITEMS:

Service Contracts

CMH 03-098 Motion: To approve the Service Contracts as presented.

Moved by: Van Koevering

Supported by: Persenaire

MOTION CARRIED

Mr. Cyranowski clarified that any consumer choosing Self Determination, a Service Contract will be brought to the CMHOC Board of Directors. Today's Service Contract will bring the Board up-to-date.

Ms. Bird questioned the Kandu Industries - Transportation Service Contract (B-5). Ms. Pekelder will report back next month regarding liability issues. Ms. Pekelder stated that CMHOC is awaiting information from the County Insurance Authority and Mr. Greg Rappleye regarding the liability issue.

FY 2003/2004 Budget Adjustment #1

CMH 03-099 Motion: To approve FY 2003/2004 Budget Adjustment # 1 as presented.

Moved by: Berghorst

Supported by: Persenaire

MOTION CARRIED

QUALITY IMPROVEMENT ITEMS

The Minutes of November 4, 2003 were accepted.

Monthly Update: Demographics Report

This Monthly Demographics Report is provided by Mr. Hofman, at the request of the Board members.

Annual Program Plan for 2003

CMH 03-100 Motion: To approve the Annual Program Plan for 2003 as presented.

Moved by: Berghorst

Supported by: Bombara

MOTION CARRIED

Discussion/Next Step: Summary - 2003 Community Needs Assessment

Mr. Vander Laan suggested some Board Members, with the time to devote and desire to work on the next step, to volunteer to work together with service providers, the Town Hall Coalition, family members and CMHOC staff.

Ms. Kortman recommended including community based leaders, i.e., the Rescue Mission, the Deacon's Conference, the City Mission.

The following CMHOC Board Members volunteered: Mr. Schipper, Ms. Bird, Mr. Waters, Ms. Nale, Mr. Bombara, Ms. Kortman and Ms. Persenaire (tentative - depending on date and time of meetings).

Mr. Cyranowski will coordinate the meeting.

Mr. Cyranowski stated that the Community Needs Assessment will be presented to the Ottawa County Board of Commissioners on December 9, 2003.

OLD BUSINESS

Board Policies #1 through #9 (Review/Revise)

Mr. Vander Laan asked for volunteers to meet and review Board Policies #1 through #9 and, if necessary, recommend revisions.

The following CMHOC Board Members volunteered: Ms. Kortman, Ms. Slaggert, Ms. Persenaire and Ms. Van Koevering.

When the policies have been reviewed and/or revised, they will be presented to the CMHOC Board of Directors at a future CMHOC Board Meeting.

CMHOC Executive Director's Evaluation Form

Mr. Vander Laan asked for volunteers to meet and review the CMHOC Executive Directors Evaluation Form and recommend to the CMHOC Board any revisions.

The following CMHOC Board Members volunteered: Ms. Slaggert, Mr. Berghorst, Ms. Persenaire, Mr. Waters, Ms. Van Koevering, Mr. Vander Kam and Mr. Bombara.

NEW BUSINESS

None

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Ms. Kortman shared that she attended the National Association of Counties Health Steering Committee Meeting and the Health and Human Services and Workforce Conference on November 6 through 8, 2003. She stated that she has the CD Training Manual if anyone is interested.

Ms. Kortman also shared that she had the opportunity to visit the Miami County's Mental Health Jail facilities and review their Jail Diversion Program. She offered to share the information presented to anyone interested.

Ms. Persenaire shared that she attended a week long conference on Family Wellness held at Pine Rest. She noted that the information provided on how to provide a complete program to consumers was excellent.

Mr. Schipper shared that he found the November 8, 2003 meeting to be very beneficial. Mr. Vander Laan stated that he too found this meeting to be excellent. He stated that he felt the meeting cleared up some confusion, CMHOC now knows what direction to go; CMHOC now knows what

can be billed. He stated that we now should look to the future.

Ms. Slaggert shared that she has several documents and brochures from President Bush's Health Care Initiative. She stated that it includes summaries of grants that are available and may tie into CMHOC's Community Needs Assessment. She noted that CMHOC may be able to tap into some funding that is available through some of these grants.

Mr. Vander Laan stated that he greatly appreciated the willingness of the CMHOC Board of Directors to volunteer for reviewing/revising the Board Policies and the Executive Director's Performance Evaluation. He was pleased that he did not have to make appointments.

PUBLIC COMMENT

No Public Comment.

ADJOURNMENT

Mr. Vander Laan adjourned the November 17, 2003 meeting at 2:08pm.

Fred Vander Laan, Chairperson Edward Berghorst, Secretary

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