

EXECUTIVE COMMITTEE MINUTES JANUARY 20, 2003

PRESENT: Mark Bombara, Veronica Persenaire, Lucile Van Koevering, Fred Vander Laan

EXCUSED: Edward Berghorst

STAFF: Gerry Cyranowski, Gloria Pelon

OTHERS: Greg Rappleye

CALL TO ORDER - Board Chairperson

Fred Vander Laan, Chairperson called the January 20, 2003 meeting to order at 12:35pm.

APPROVAL OF MINUTES of December 16, 2002

Motion: To approve the minutes of the December 16, 2002 meeting.

Moved by: Persenaire

Supported by: Van Koevering

MOTION CARRIED

Mr. Bombara questioned the status of the renovation request for the Fulton Street CMH Office. Mr. Cyranowski stated that this issue is at Mark Scheerhorn's office. A work space analysis will be forthcoming. Two CMH staff have been assigned to be on the committee with Mr. Scheerhorn.

Ms. Van Koevering stated that some consumers requested clarification relative to the motion to relinquish the JCAHO Managed Care Organization Accreditation. Mr. Cyranowski will provide Ms. Van Koevering with written clarification of the issue/motion. Ms. Van Koevering will share this explanation at the next Consumers Advisory Committee meeting.

APPROVAL OF AGENDA of January 20, 2003

Motion: To approve the agenda for January 20, 2003.

Moved by: Persenaire

Supported by: Bombara

MOTION CARRIED

Mr. Vander Laan stated that Mr. Berghorst has a conflict with another meeting he is required to attend. Mr. Berghorst is questioning whether the CMH Board meetings could begin at 1:30 or 2:00pm, so he would be able to attend both meetings.

Mr. Vander Laan will discuss this issue at the CMH Board Meeting scheduled to be held on Monday, January 27, 2003.

Mr. Vander Laan requested that the question of holding evening CMH Board Meetings, once or

twice per year, be placed on the March 24, 2003 agenda as a discussion item.

OLD BUSINESS

Monthly Update: Demographics Report

Mr. Cyranowski reviewed and answered questions regarding the Monthly Demographics Report provided by Mr. Hofman at the request of the committee.

Discussion Item #1: Outline for Monthly Executive Director's Report

Mr. Cyranowski stated that he will use this outline for his monthly Executive Director's Report. He pointed out that this is an outline for him to follow, for consistency in reporting; however, he may not report every month on all points.

Discussion Item #2: Executive Director's Key Initiatives for FY 2002-2003

Mr. Cyranowski distributed a revised Executive Director's Key Initiatives for FY 2002-2003; based on input from Board members. Mr. Cyranowski stated that the Key Initiatives for FY 2002-2003 are the main areas to focus on; emphasizing:

#2: Develop/Maintain an effective system for communication and policy setting with the Community Mental Health Board of Ottawa County.

#3: Establish system for effective consumer, guardian, and stakeholder participation in the design, delivery, and evaluation of services.

#9: Increase coordination with Ottawa County Public Health Department in the areas of prevention and case finding. Maintain effective communication with all relevant County departments.

Discussion Item #3: Process for Evaluation of Executive Director

Mr. Vander Laan requested that Mr. Cyranowski review his contract and verify if written evaluation is a requirement and, if so, time frame for that evaluation. This will be reported back to Mr. Vander Laan.

It was suggested that the CMH Board use the Key Initiatives for FY 2002-2003 to evaluate the director's performance monthly.

Another suggestion was to recruit volunteers or appoint three to four Board members to meet and come up with a format for evaluation of the Executive Director. Mr. Vander Laan requested that this issue be discussed at the January 27, 2003 CMH Board Meeting

Discussion Item #4: Retreat for CMH Board Training

Ms. Persenaire stated that a retreat could be used to:

- define the role of a board member
- policy-making issues
- micro-managing issues
- re-establish the parameters - where does CMH go from here?
- what is the CMH Board governing framework

Other suggestions:

- the retreat be held in the afternoon, four (4) hours in duration
- obtain a facilitator

- obtain feedback from all Board members to come up with clear defined objectives

Ms. Persenaire and Mr. Bombara volunteered to meet and formulate an outline for this retreat. They will present a draft of this outline at the February 17, 2003 Executive Committee meeting.

NEW BUSINESS

Action Item #1: Request for Proposal: Development of Consumer Run Businesses

Mr. Cyranowski distributed information and answered questions regarding the Request for Proposal (RFP) for Development of Consumer Run Businesses.

Mr. Cyranowski noted that this item is the outgrowth from the Medicaid Reinvestment Plan that was approved by the CMH Board and MDCH. 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. Each component would be agenda items at the Executive and Finance Committees for discussion and disposition.

The RFP would do the following:

- 1 seek a business development person, who would work under contract for the remainder of
FY 2002-2003
- develop plan for businesses
- work with consumers and stakeholders to implement and have businesses up and running

Mr. Cyranowski explained that a feasibility study was completed by the Woods Consulting Group.

Two examples of consumer run businesses:

- Consumer run coffee counter, providing soft drinks, snacks, etc. Begin at the James Street CMH Office and extend to the James Street Complex.
- Rejuvenate cartridges for printers.

This issue will be discussed at today's CMH Finance Committee meeting and at the January 27, 2003 CMH Board meeting.

Motion: To recommend to the CMH Board to approve the Request for Proposal for Development of Consumer Run Businesses.

Moved by: Van Koevering

Supported by: Bombara

MOTION CARRIED

Action Item #2: State General Fund Contract with MDCH

Mr. Cyranowski answered questions regarding the State General Fund Contract with MDCH and recommended forwarding to the CMH Finance Committee and CMH Board for approval with recommended revisions.

Mr. Cyranowski stated that the Board Association (MACMHB) is recommending not signing the State General Fund Contract with MDCH as it is written. They are recommending written revisions, with strike through and submit, meeting the February 14, 2003 deadline.

Mr. Greg Rappleye stated that he agreed with the suggestion from the Board Association, adding his concerns relative to:

A-87

Cost accounting issues

Section 12.1

Cancellation - Convenience

Mr. Rappleye stated that he met with Steve Corwin, legal counsel for Muskegon CMH and these concerns will be discussed at their Board Meeting to be held on Friday, January 24, 2003.

Mr. Rappleye will attend CMH Board Meeting on Monday, January 27, 2003 to provide an update.

The Board Association has been working diligently with legislators and it was recommended that CMH offer ongoing updates. Mr. Cyranowski will follow through with e-mail updates to local legislators.

Motion: To recommend to the CMH Finance Committee and CMH Board to approve the State General Fund Contract with MDCH, with recommended revisions.

Moved by: Persenaire
Supported by: Bombara
MOTION CARRIED

Discussion Item: February 24, 2003 CMH Board Meeting Conflict

Mr. Cyranowski stated that the MACMHB Winter Conference will be held in Lansing, on February 24 through 26, 2003. This is in conflict with February 24, 2003 CMH Board Meeting.

Following discussion, it was recommended that the **CMH Board Meeting be held on Thursday, February 27, 2003 at 1:00pm**. Mr. Vander Laan will announce this at the January 27, 2003 CMH Board Meeting.

January 27, 2003 CMH BOARD MEETING AGENDA

There were no additions and/or changes to the January 27, 2003 CMH Board Meeting Agenda.

ROUND TABLE

Mr. Cyranowski requested volunteers to be voting delegates at the Winter Conference in Lansing on February 26, 2003.

Ms. Persenaire and Ms. Van Koevering volunteered. This information will be faxed to the MACMHB.

ADJOURNMENT

Mr. Vander Laan adjourned the January 20, 2003 meeting at 1:55pm.