

EXECUTIVE COMMITTEE MINUTES MARCH 17, 2003

PRESENT: Edward Berghorst, Mark Bombara, Veronica Persenaire, Lucile Van Koevering

EXCUSED: Fred Vander Laan

STAFF: Gerry Cyranowski, Gloria Pelon

CALL TO ORDER - Board Chairperson

Mark Bombara, Vice Chair called the March 17, 2003 meeting to order at 12:31pm.

APPROVAL OF MINUTES of February 17, 2003

Motion: To approve the minutes of the February 17, 2003 meeting.

Moved by: Persenaire

Supported by: Van Koevering

MOTION CARRIED

APPROVAL OF AGENDA of March 17, 2003

Motion: To approve the agenda for March 17, 2003.

Moved by: Berghorst

Supported by: Persenaire

MOTION CARRIED

OLD BUSINESS

Monthly Update: Demographics Report

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

Mr. Berghorst questioned if the MIChild Program was also included in this Demographic Report. It was explained that the MIChild Program is for families with children that do not have insurance coverage.

Due to this question, Mr. Cyranowski offered to research how many Ottawa County children are served under the MIChild Program and compare to the number actually served by CMH of Ottawa County. This information will be shared at the April 21, 2003 Executive Committee Meeting.

Update: FY 2003-2004 MDCH Budget

Mr. Cyranowski provided an update regarding Governor Granholm's FY 2004 budget recommendations; noting that details still need to be worked out, with ongoing negotiations.

The Governor's budget description indicates a 2% increase for mental health and substance abuse services. Mr. Cyranowski explained that this is a Medicaid increase financed by moving a portion of

CMH General Fund funding over to the Medicaid side of the budget; and, a draw down using local funding already in the CMH budget as a match. Mr. Cyranowski stated that overall this is a positive outlook for CMH of Ottawa County.

It was noted that an ongoing effort is given to identify individuals who are indigent and may qualify for Medicaid. CMH of Ottawa County has an on-site FIA staff person to assist in this endeavor.

To better clarify qualifications for receiving Medicaid, Medicare, SSI, SSDI; Mr. Cyranowski will provide a reference sheet. This will be shared at the April 21, 2003 Executive Committee Meeting.

Update: Information System

Mr. Cyranowski stated that on March 11, 2003 the RFP (Request for Proposal) was released for a new Behavioral Health Information System. Responses will be sent to County Administration, specifically, Mark Scheerhorn's office and then sent to Mr. Cyranowski for further processing.

Deadline for responses: April 14, 2003.

Part of the process includes vendors providing demonstrations. Muskegon County CMH will be involved to assure compatibility.

Discussion: Common Policies - Mental Health Code

Mr. Cyranowski noted two questions:

- how the CMH Board address common policies with Muskegon CMH?
- how involved does the CMH Board want to be with CMH operational policies?

Mr. Cyranowski stated that Mr. Rappleye referred him to the Mental Health Code, specifically,

330.1226, Sec. 226 (I): "Establish general policy guidelines within which the executive director shall execute the community mental health services program."

As this was not sufficient explanation, Committee members requested that Mr. Rappleye be invited to the March 24, 2003 CMH Board Meeting to better define.

Mr. Bombara requested that Mr. Cyranowski survey other CMH Boards regarding this issue; specifically, what is their level of involvement? This information will be shared at the April 21, 2003 Executive Committee Meeting.

Mr. Berghorst requested that Mr. Cyranowski discuss with Mr. Rappleye the CMH policy on board compensation. It is his understanding that any recommended changes to the per diem paid each CMH Board Member would have to be a revised policy sent to the County Finance Committee for review and/or approval. This is specific to providing a per diem to cover conference attendance. Mr. Bombara requested that Mr. Cyranowski survey other CMH Boards, specifically regarding compensation to their Board members for conference attendance. This information will be shared at the April 21, 2003 Executive Committee Meeting.

NEW BUSINESS

Discussion: Town Hall Coalition Advisory Committee Requests

Mr. Cyranowski stated that the Town Hall Coalition Advisory Committee met on February 20, 2003. He noted that decisions need to be made regarding (1) CMH Board Packet (2) Standing Placeholder on Agenda (3) Request for Evening Meetings.

The Executive Committee responded:

(1) Request for CMH Board Packet:

The CMH Board Packet will be available for pick up by the Wednesday prior to the Board Meeting.

(2) Request for Standing Placeholder on Agenda:

It was decided that the Town Hall Coalition Advisory Committee monthly meetings will suffice for information sharing/reporting. Mr. Cyranowski will attach copies of agendas/minutes to his monthly Executive Director's Report to the Board of Directors.

(3) Request for Evening Meetings:

The first evening meeting will be held on April 28, 2003 at 5:30pm. A schedule still needs to be confirmed, with the suggestion of a spring date (April) and fall (October) date for the evening meetings. This will be discussed at the March 24, 2003 CMH Board Meeting.

Mr. Cyranowski added that the Mental Health Code requires an Annual Public Meeting with community input. He suggests that a third evening meeting be scheduled annually for this purpose.

Discussion: Board Continuing Education

Mr. Bombara stated that seven (7) questionnaires were received. Ms. Persenaire requested that another questionnaire be placed in the March 24, 2003 CMH Board Packet. A cover letter will be attached, requesting completion by any Board Member that did not have the opportunity to complete and return by the previous deadline. These will be collected at the March 24, 2003 CMH Board Meeting.

Mr. Bombara shared that he spoke with Mr. Scott Dzurka who recommended Ms. Sue Stratton as a possible presenter for a board educational training. It was suggested that Mr. Cyranowski survey other CMH Board Directors regarding their experiences with board educational training.

Mr. Cyranowski distributed a draft of Continuing Education Topics for the Board of Directors as a whole.

His recommendation is to present at the monthly CMH Board Meetings for approximately 20-30 minutes. The presentations will be included under Agenda Item #5 - Communications & Presentations.

He went on to state that Ms. Buist will present, at the April 1, 2003 Program/Planning & QI Committee Meeting, a draft of the revised Continuing Education Topics. These will continue to be presented monthly at the Program/Planning & QI Committee Meeting. The topics for this committee will focus on clinical and programmatic issues.

March 24, 2003 CMH BOARD MEETING AGENDA

Mr. Bombara reminded committee members that the March 24, 2003 CMH Board Meeting will start at 1:30pm.

ROUND TABLE

Joint Commission on Accreditation of Healthcare Organizations

Mr. Cyranowski stated that it was reported at the March 4, 2003 Program/Planning & QI Committee, Community Mental Health of Ottawa County has rectified all Type I accreditation issues and CMH is in full compliance.

It was noted that in the future, CMH will begin discussions regarding whether to maintain accreditation with JCAHO or seek another format and/or accrediting bodies.

Affiliation Status

Mr. Cyranowski stated that on March 10, 2003 the Executive Directors from CMH of Ottawa County and Muskegon CMH met to discuss and address administrative efficiency and effectiveness issues within the affiliation. A copy of the draft list of efficiency and effectiveness items will be attached to the Executive Director's March, 2003 Report.

ADJOURNMENT

Mr. Bombara adjourned the March 17, 2003 meeting at 1:50pm.