

EXECUTIVE COMMITTEE

MINUTES

APRIL 21, 2003

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

STAFF: Gerry Cyranowski, Gloria Pelon

CALL TO ORDER - Board Chairperson

Fred Vander Laan, Chairperson called the April 21, 2003 meeting to order at 12:31pm.

APPROVAL OF MINUTES of March 17, 2003

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

Moved by: Van Koevering

Supported by: Berghorst

MOTION CARRIED

APPROVAL OF AGENDA of April 21, 2003

Motion: To approve the agenda for April 21, 2003.

Moved by: Berghorst

Supported by: Van Koevering

MOTION CARRIED

OLD BUSINESS

Update: Monthly 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.

Update: MIChild Program

Mr. Cyranowski reviewed and answered questions regarding the MIChild Program. This information was provided in response to questions asked at the March 17, 2003 Executive Committee Meeting.

Update: Reference Sheet - Qualifications for Receiving Assistance

Mr. Cyranowski reviewed and answered questions regarding the Reference Sheet - Qualifications for Receiving Assistance. This information was provided in response to questions asked at the March 17, 2003 Executive Committee Meeting.

Survey Outcome:

Other CMH Boards Level of Involvement with Common Policies & Operational Policies

Mr. Cyranowski stated that he contacted Clinton-Eaton-Ingham CMH, Allegan CMH and Kent CMH. Responses were all different. Each Board establishes its level of involvement.

It was requested that Mr. Cyranowski provide an update to include what model CMHOC is currently operating under and what model(s) do other Boards operate under. This information will be brought to the May 22, 2003 Executive Committee meeting and the May 29, 2003

CMH Board meeting.

Other CMH Boards Compensation- Per Diem for Board Attendance at Conferences

Mr. Vander Laan noted that any request to change the current Board compensation would have to go through the County Planning & Policy Committee. Following lengthy discussion, it was recommended by the Executive Committee that no change from current policy be made or requested at this time.

Other CMH Boards Educational Training

Mr. Cyranowski stated that he surveyed four CMH Boards and they were very complimentary of Sue Stratton as a presenter.

Mr. Berghorst recommended having a facilitator to assist with setting goals, explain job descriptions for board members, review the current Mission Statement and work on strategic planning.

Ms. Van Koevering recommended taking one issue a month and discuss at a regular Board meeting.

Ms. Persenaire stated that the main goal would be for the Board to speak with one voice.

Mr. Vander Laan requested that Ms. Persenaire and Mr. Bombara compile the results of the Board Retreat Survey and bring to the May 29, 2003 CMH Board Meeting for further discussion.

Discussion: Consideration to Change Day of CMH Board Meeting & Establish Evening Meeting Schedule - Spring (April) Fall (October) and Annual Public Hearing (July)

The Executive Committee established the following **evening meeting schedule**:

Spring: April 28, 2003 at 5:30pm Location: 12265 James Street

Fall: October 27, 2003 at 6:00pm Location: Fillmore Complex

Annual Public Hearing:

July 28, 2003 5:30pm Board Meeting

6:00pm Annual Public Hearing Location: Fillmore Complex

At this time, no change in the meeting day or time for the CMH Board Meetings.

NEW BUSINESS

Discussion: May 19, 2003 CMH Executive Committee & Finance Committee Meetings Conflict with MACMHB Spring Conference

Following discussion, the **May Executive Committee was rescheduled for: Thursday, May 22, 2003 at 12:30pm.**

Following discussion, the **May Finance Committee was rescheduled for: Thursday, May 22, 2003 at 2:00pm.**

Mr. Vander Laan will announce this at the April 28, 2003 CMH Board Meeting.

Discussion: May 26, 2003 CMH Board Meeting - Conflict with Memorial Day Holiday

Following discussion, *the May CMH Board Meeting was rescheduled for: Thursday, May 29, 2003 at 1:00pm.*

Mr. Vander Laan will announce this at the April 28, 2003 CMH Board Meeting.

Discussion: Subscription Renewal - Board Leadership, John Carver

Mr. Vander Laan noted that the Board Leadership, John Carver subscription is due for renewal. He questioned whether this is what the Executive Committee is recommending. Ms. Pelon noted that the cost is \$264.00 annually for 12 journals.

Following discussion, there was consensus to recommend to the CMH Board to not renew this subscription.

Discussion: MACMHB Membership Survey

Mr. Cyranowski explained that the Board Association would like input from the CMHOC Board; requesting that Board members complete the survey and return by May 1, 2003 to the MACMHB office at 426 S. Walnut, Lansing, Michigan 48933. Mr. Cyranowski encouraged committee members to complete this survey and mail or fax to the Board Association. At the April 28, 2003 CMH Board Meeting all board members will be encouraged to complete this survey.

NEW BUSINESS (continued)

Report and Discussion: Outcome - Executive Director's Annual Evaluation

Due to time constraints, deferred to May 22, 2003 Executive Committee Meeting.

April 28, 2003 CMH BOARD MEETING AGENDA

There were no additions and/or changes to the April 28, 2003 CMH Board Agenda.

ROUND TABLE

Mr. Cyranowski stated that at the April 28, 2003 CMH Board Meeting he will present on the Continuing Education Topic - Consumerism Practice Guideline. On the 2003 Schedule this topic was to be presented in July, but due to insufficient information regarding the Medicaid and State General Fund Contract and Chapter III - State Plan Services; he is moving it up on the schedule.

Mr. Cyranowski distributed, for information only, a memorandum regarding the FY 2003-2004 MACMHB Budget. This will also be included in the CMH Board Packet.

Mr. Vander Laan distributed a *draft* of a Performance Evaluation Form for evaluating the Executive Director. This information was pulled together from information received from other CMH Boards. Mr. Vander Laan requested that committee members review and bring back to the May 22, 2003 Executive Committee meeting for further discussion.

Mr. Cyranowski updated the committee on the letter that was submitted to MDCH requesting that Ottawa be allowed to use FY 1999 and FY 2000 unused carry forward Medicaid dollars to purchase two respite homes for severely behaviorally disabled children. These homes are operated by Heritage Homes. MDCH, through Kent CMH, has stopped funding \$160,000 of the annual budget. The response from MDCH was a denial, stating that the request is not allowed under federal regulations. Mr. Cyranowski will keep the Committee and Board apprised of any further developments.

ADJOURNMENT

Mr. Vander Laan adjourned the April 21, 2003 meeting at 1:55pm.

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