

PROGRAM/PLANNING & QI COMMITTEE

MINUTES

Tuesday

JANUARY 7, 2003

PRESENT: Edward Berghorst, Mark Bombara, Joyce Kortman, Kellye Slaggert, Kristine Nale, Veronica Persenaire

ABSENT:

STAFF: Gerry Cyranowski, Sue Buist, Greg Hofman, Gloria Pelon

CALL TO ORDER - Chairperson

Veronica Persenaire, Chairperson called the January 7, 2003 meeting to order at 12:30pm.

APPROVAL OF MINUTES of December 3, 2002

Motion: To approve the Minutes of December 3, 2002.

Moved by: Berghorst

Supported by: Slaggert

MOTION CARRIED

APPROVAL OF AGENDA of January 7, 2003

Motion: To approve the Agenda for January 7, 2003.

Moved by: Slaggert

Supported by: Nale

MOTION CARRIED

CMH STAFF PRESENTATION

Mr. Albert Doorn, Program Coordinator-Residential Services, distributed information, provided an overview of Affordable Housing in Ottawa County and answered questions.

Mr. Doorn noted the following three initiatives:

- Cascade Apartments

Developed in 2000 - with 8 units. The units were filled starting in October, 2000 and were fully occupied by June, 2001.

- HUD Leasing Assistance Program

CMH applied for and received a three year, \$300,000 grant to develop supportive housing. Period began June 1, 2002. Total of 19 units available. Grant is renewable pending satisfactory performance during initial three year contract period.

CMH consumers currently living in a variety of areas within Ottawa County. Mr. Doorn noted that some CMH consumers would not be able to live on their own without participating in this

program.

Mr. Doorn stated that landlords can increase rent, but enough flexibility is built in so a rent increase would not adversely affect dollars available.

Ottawa County Supportive Housing Consortium
Current housing developer is Heritage Homes. Goal is to develop 100 units of rental housing in Ottawa County over the next four years for persons with low and very low income.

Currently plans are in process to build 9 units (two buildings) on DeSpelder in Grand Haven. All units have first floor entry; all barrier free. Preliminary discussions are in process for property in Zeeland, next to the Haven Park Nursing Home for construction of approximately eleven units. Approximately 40% or more of the units will be allocated for CMH consumers.

Mr. Cyranowski stated that Allegan County has successfully developed these units.

Mr. Doorn distributed booklets: "So You Want To Live On Your Own?" and Housing Resources in Ottawa County - A Guide for Case Managers.

Committee members expressed their appreciation of the information presented and look forward to future updates.

QUALITY IMPROVEMENT

Medication Committee - Performance Indicators

Mr. Hofman reviewed and answered questions regarding the Medication Committee January 2003 Report.

Mr. Hofman noted two new performance indicators:

- Physician Notification Section
- Update Face Sheet Information

Clinical Care Committee - Performance Indicators

Mr. Hofman reviewed and answered questions regarding the Clinical Care Committee January 2003 Report.

Mr. Hofman noted that the Leadership Group approved a process of reviewing all current meds only cases (estimated at 300+). The goal is to have Access Center be a part of the ongoing review process.

Utilization Management Committee - Performance Indicators

Mr. Hofman reviewed and answered questions regarding the Utilization Management Committee January 2003 Report.

Mr. Hofman noted some missing data; explaining it was due to recent programming changes, which delayed the data entry process. Information will be available at next report.

Update: Performance Indicator #4 - Definition/Description - "Complaint"

As requested by committee members, Mr. Hofman provided a more specific definition of recipient rights "complaint":

- A complaint is any phone call, fax or other communication that comes to CMH's Recipient Rights office for the purpose of reporting a potential rights violation.
- To meet the two (2) day deadline, CMH is required to contact the person making the complaint, and an initial decision on how to proceed is made. Two (2) days means two business days from the time the complaint was received by the Recipient Rights office.
- Emergencies or critical incidents are handled immediately if necessary. CMH Recipient Rights staff carry a pager for emergency contact.

Performance Improvement Plan for 2003

Mr. Hofman reviewed and answered questions regarding the Performance Improvement Plan for 2003.

Motion: To recommend to the CMH Board to approve the Performance Improvement Plan for 2003 as presented.

Moved by: Berghorst
Supported by: Bombara
MOTION CARRIED

Mr. Hofman stated that the Performance Improvement Plan is required annually; requirements from Joint Commission, as well as, local and federal data requirements.

Clinical Privileging

Mr. Cyranowski reviewed and answered questions regarding the request for clinical privileging for Dhanu T. Mahesh, M.D.; explaining that Dr. Mahesh contractually provided child psychiatric services for a number of years; currently contractually for on-call services only.

Motion: To recommend to the CMH Board the following Licensed Independent Practitioner be privileged: Dhanu T. Mahesh, M.D.

Moved by: Berghorst
Supported by: Bombara
MOTION CARRIED

PLANNING

Mr. Cyranowski stated that he is looking forward to meeting with the Town Meeting Coalition. He noted that he is continuing with planning issues from last year. He noted, among others, the following as new challenges:

- rewriting of Medicaid Chapter III
- funding issues for FY 2002-2003 and FY 2003-2004
- developing relationship with new MDCH director, Janet Olszewski

Ms. Persenaire encouraged committee members to attend the MACMHB Winter Conference, in Lansing, which will be held on February 24 through 26, 2003.

OLD BUSINESS

Discussion: Suggestions for Continuing Education Topics

Mr. Cyranowski reviewed the listing of all the Continuing Education Topics presented thus far at the Program/Planning & QI Committee for FY 2000/2001 and 2001/2002.

Ms. Persenaire reiterated her desire to have a full Board training with topics of:

- what is the CMH Board's role?
- what is the CMH Board's responsibility?

Mr. Bombara added:

- what is the direction of the CMH Board?
- how can the CMH Board work better together in a changing environment?

Mr. Bombara suggested an outside facilitator.

Mr. Cyranowski added:

- Best Practice - Community Inclusion

Mr. Cyranowski suggested inviting community agencies of which CMH has a community care connection, such as, El Centro.

Ms. Persenaire requested that committee members forward to Gloria Pelon any other suggestions they may have regarding continuing education topics. Mr. Cyranowski will provide a listing of these at the February 4, 2003 Program/Planning & QI Committee meeting.

NEW BUSINESS

None

ROUND TABLE

Mr. Cyranowski stated that there is no recent news from MDCH regarding CMH funding issues. He stated that FY 2003-2004 will have funding problems, with major cuts projected.

Mr. Berghorst emphasized the importance of educating the public on all funding/budget issues.

Ms. Kortman stated that any cuts should be directed at management and staff before direct services.

Mr. Cyranowski will keep the committee and the Board updated on the funding/budget issues/concerns.

ADJOURNMENT

Ms. Persenaire adjourned the January 7, 2003 meeting at 2:05pm.