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**APPROVED
OTTAWA COUNTY
COMMUNITY MENTAL HEALTH**

**Monday, February 16, 2004 1:02 PM
CMH Building A - Board Room**

PRESENT: Edward Berghorst, Rita Bird, Mark Bombara, Joyce Kortman, Veronica Persenaire, Harris Schipper, Kellye Slaggert, Lucile Van Koevering, Cornelius Vander Kam, Steve Waters

ABSENT:

EXCUSED Kristine Nale, Fred Vander Laan

STAFF: Gerry Cyranowski, Greg Hofman, Pam Pekelder, Betty O'Rourke, Gloria Pelon

OTHERS:

CALL TO ORDER - Board Vice Chair Mark Bombara, Vice Chair called the February 16, 2004 meeting to order at 1:02pm.

PUBLIC COMMENT

No Public Comment.

APPROVAL OF MINUTES of January 19, 2004

CMH 04-014 Motion: To approve the minutes of the January 19, 2004 meeting.

Moved by: Schipper

Supported by: Persenaire

MOTION CARRIED

APPROVAL OF AGENDA of February 16, 2004

CMH 04-015 Motion: To approve the agenda for February 16, 2004.

Moved by: Berghorst

Supported by: Slaggert

MOTION CARRIED

COMMUNICATIONS & PRESENTATIONS

There were no communications or scheduled presentations.

CHAIRPERSON'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Cyranowski reviewed and answered questions regarding his February, 2004 Executive Director's Report.

Affiliation Status: Mr. Cyranowski stated that 14 out of 18 affiliations received, from MDCH, budget reductions for FY 2003/2004. The Muskegon/Ottawa affiliation received a 2.5 million dollar reduction. This reduction is retroactive to January 2004. Muskegon CMH anticipates receiving the new capitation rates by April 1, 2004. The Muskegon/Ottawa affiliation is confident the affiliation can absorb the reductions. Historically, CMHOC had a surplus of Medicaid dollars, this may no longer be the case.

Mr. Cyranowski noted that the affiliation is working on the revised budget; working to develop a method for distributing funding within the affiliation. The affiliation is working on maximizing the retention of both Medicaid and General Fund funding within the affiliation, mindful to not adversely impact services.

Mr. Cyranowski added there is approximately one million dollars of General Fund available, but would require coming up with 10% local match dollars (\$100,000.00).

When the revised budget is complete, it will need approval from the CMHOC Board of Directors.

Michigan Mental Health Commission: Mr. Cyranowski encouraged attendance at the next meeting which will be held on March 1, 2004; 8:30am to 4:00pm. Board members were directed to the web site for up-to-date information.

Jail Diversion Task Force: Mr. Cyranowski explained that the work group is developing a mission statement. He noted that this work group has a wider scope than jail diversion; it includes mental health needs of adult inmates and mental health needs in juvenile detention. He stated that CMHOC has a jail diversion program in operation to serve the severely and persistently mentally ill.

The next meeting for this work group will be on February 23, 2004. CMHOC staff are scheduled to present at this meeting. Mr. Cyranowski stated that he will be able to provide the CMHOC Board with some statistics and will include this in his March, 2004 Executive Director's Report.

FINANCE ITEMS

Service Contract

CMH 04-016 Motion: To approve the Service Contract as presented.
Moved by: Van Koevering Supported by: Persenaire

MOTION CARRIED

FY 2003/2004 January Financial Report

CMH 04-017 Motion: To receive FY 2003/2004 January Financial Report as presented.
Moved by: Schipper Supported by: Persenaire

MOTION CARRIED

Ms. Kortman stated that it would be helpful to see budget activity relative to Prevention Services.

Ms. Kortman distributed information regarding Parents as Teachers (PAT) and questioned whether a speaker could be contacted to provide the CMHOC Board with a presentation regarding prevention services relative to childhood and early development.

FY 2003/2004 Budget Adjustment #2

CMH 04-018 Motion: To approve FY 2003/2004 Budget Adjustment # 2 as presented.
Moved by: Berghorst Supported by: Van Koeveringt

MOTION CARRIED

Ms. Bird questioned whether General Fund and Medicaid expenses could be separated when reported. Ms. Pekelder stated that a year end cost data report is available. This report will be brought to the March 15, 2004 CMHOC Board Meeting and made available for review.

Mr. Cyranowski suggested periodic presentations on financial topics, i.e., funding streams, costing, budget adjustments, etc. Other topics suggested were: state programs, alternative programs, and the new method of Medicaid funding.

Mr. Cyranowski distributed a listing of CMHOC's service contracts, in response to Ms. Bird's request. This listing provides the name of the service contract, start date, expiration date, annualized contract and comments. Mr. Cyranowski requested that Board members review the document and let him know if they would like to see the information in a different format.

Mr. Bombara commented on the new position - Coordinator Inmate Services. He suggested that this person present to the CMHOC Board of Directors at a future date.

QUALITY IMPROVEMENT ITEMS

The Minutes of February 3, 2004 were accepted.

Monthly Update: Demographics Report

This Monthly Demographics Report is provided by Mr. Hofman, at the request of the Board members and is presented for information only.

Performance Improvement Plan for 2004

CMH 04-019 Motion: To approve the Performance Improvement Plan for 2004 as presented.

Moved by: Van Koevering Supported by: Schipper

MOTION CARRIED

It was noted that this document is a requirement of MDCH and JCAHO (Joint Commission on Accreditation Healthcare Organizations). In the future, Ms. Kortman suggested looking at what should be measured. Mr. Hofman noted that it is the Boards' prerogative to add priorities at any time.

Clinical Privileging

CMH 04-020 Motion: To approve the following Licensed Independent Practitioner be privileged: Paul Hyink, Ph.D.

Moved by: Berghorst Supported by: Bombara

MOTION CARRIED

OLD BUSINESS

Needs Assessment Work Group: Mr. Cyranowski stated that March 16, March 30 and April 13, 2004 have been scheduled for this work group to meet. Twenty-nine individuals have been contacted; thus far, twenty (20) have committed to be a participant on this work group.

CMHOC Annual Report for 2003: Mr. Cyranowski stated that the Annual Report will be presented to the Ottawa County Board of Commissioners on Tuesday, March 23, 2004. It will then be released to the public.

Perk Up Cafe: Mr. Cyranowski stated that this new business enterprise opened on February 3, 2004 and is doing well. Work continues on obtaining private funding. There are three consumers in this limited liability corporation, which is through Michigan Rehabilitative Services (MRS). Mr. Cyranowski invited Board members to enjoy a cup of coffee after the Board Meeting.

Board Policy Work Group: Judy Newham, Southern Cross Group, will join this work group at their next meeting on Saturday, February 21, 2004. She will assist with developing these policies. The meeting will be at the home of Ms. Van Koevering.

Executive Director's Performance Evaluation Form Work Group: This work group met today prior to the CMHOC Board Meeting.

Staff Appreciation: Ms. Slaggert stated that back in November 2003, the Board had a discussion regarding staff appreciation. When the Board Policy Work Group met, it was decided to have Valentine candy delivered to each CMHOC site. Boxes of candy were delivered to all CMHOC sites, with a card and a "thank you" from the CMHOC Board of Directors. Board members thanked Ms. Slaggert for her initiative and follow through.

NEW BUSINESS

None

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Mr. Cyranowski reminded Board members of the upcoming MACMHB Winter Conference, to be held in Lansing,

February 23-25, 2004. The Legislative Dinner will be on Tuesday, February 24, 2004.

Ms. Persenaire stated that she will make a report to the CMHOC Board, at the March 15, 2004 Meeting, regarding the pre-conference that she will be attending and encouraged other conference attendees to do the same.

Mr. Schipper stated that he found an interesting article in *The Wall Street Journal*, "The Tender Trap, Parents Devoted To a Disabled Child Confront Old Age". Ms. Pelon will provide copies, for information only, and include in the March 15, 2004 Board Packet.

PUBLIC COMMENT

No Public Comment.

ADJOURNMENT

Mr. Bombara adjourned the February 16, 2004 meeting at 2:15 p.m.

Agenda

1. Call to Order - Board Chairperson
2. Public Comment
3. Approval of Minutes of January 19, 2004
Suggested Motion: To approve the Minutes of January 19, 2004.
4. Approval of Agenda of February 16, 2004
Suggested Motion: To approve the Agenda for February 16, 2004.
5. Communications and Presentations
6. Chairperson's Report
7. Executive Director's Report (*Attachment A*)
8. Finance Items (*Attachment B*)
Service Contracts
Suggested Motion: To approve the Service Contracts as presented.

Financial Statement
Suggested Motion: To receive FY 2003/2004 January Financial Statement as presented.

Budget Adjustment
Suggested Motion: To approve FY 2003/2004 Budget Adjustment # 2 as presented
9. Program/Planning & QI Committee Items (*Attachment C*)
Monthly Report: Demographics Report

Performance Improvement Plan for 2004 (*Attachment D*)
Suggested Motion: To approve the Performance Improvement Plan for 2004 as presented.

Clinical Privileging (*Attachment E*)
Suggested Motion: To approve the following Licensed Independent Practitioner be Privileged: Paul Hyink, Ph.D.

10. Old Business
11. New Business
12. General Information, Comments, and Meetings Attended
13. Public Comment
14. Adjournment