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**APPROVED
OTTAWA COUNTY
COMMUNITY MENTAL HEALTH**

**Monday, April 19, 2004 1:00 PM
CMH Building A - Board Room**

PRESENT: Edward Berghorst, Mark Bombara, Joyce Kortman, Harris Schipper, Kellye Slaggert, Lucile Van Koevering, Cornelius Vander Kam, Fred Vander Laan, Steve Waters

ABSENT:

EXCUSED: Rita Bird, Kristine Nale

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

OTHERS:

Organizational Meeting - Mr. Vander kam

As a result of the Nominating Committee Meeting, Mr. Vander Kam announced the nominations for Board Chair:

Nomination for Chairperson: Fred Vander Laan, Lucile Van Koevering

Nomination from the floor: None

New Chairperson Fred Vander Laan

Ms. Van Koevering stated she was withdrawing her name for nomination and made the following motion:

Motion: To withdraw from the nomination and cast a unanimous ballot for Mr. Vander Laan as Chairperson.

Moved by: Van Koevering

Supported by: Berghorst

MOTION CARRIED

Mr. Vander Kam turned the Organizational Meeting over to Mr. Vander Laan, Chairperson.

Mr. Vander Laan announced the nominations for Vice Chair:

Nomination for Vice Chair: Kellye Slaggert, Mark Bombara

Nomination from the floor: None

New Vice Chairperson: Kellye Slaggert

Mr. Bombara stated that he has been Vice Chair for quite some time; that his work schedule was such that he may not be able to offer as much time as he would like and stated that he would be supporting Kellye Slaggert for Vice Chair.

Mr. Vander Laan called for a ROLL CALL VOTE and the results are Unanimous

Schipper: Kellye Slaggert

Waters: Kellye Slaggert

Bombara: Kellye Slaggert

Kortman: Kellye Slaggert
 Berghorst: Kellye Slaggert
 Vander Kam: Kellye Slaggert
 Slaggert: Kellye Slaggert
 Vander Laan: Kellye Slaggert
 Van Koevering: Kellye Slaggert

Nomination for Secretary: Edward Berghorst
 Nomination from the floor: None
 New Secretary: *Edward Berghorst*

CALL TO ORDER - Board Chairperson

Fred Vander Laan, Chairperson called the April 19, 2004 meeting to order at 1:17pm.

PUBLIC COMMENT

Mr. John O'Brien

3156 New Holland Street

Hudsonville, Michigan 49426

Commented on the lack of linkage to mental health services for individuals that are incarcerated.

Mr. Vander Laan noted that he and Mr. Cyranowski will discuss the issue with Mr. O'Brien following today's meeting.

APPROVAL OF MINUTES of March 15, 2004

CMH 04-027 Motion: To approve the minutes of the March 15, 2004.

Moved by: Schipper

Supported by: Slaggert

MOTION CARRIED

Ms. Kortman questioned whether Mr. Mishal had the opportunity to review and comment on the minutes relative to the information he provided to the CMHOC Board. The minutes will be forwarded to Mr. Mishal for his review and comment.

APPROVAL OF AGENDA of April 19, 2004

CMH 04-028 Motion: To approve the agenda for April 19, 2004.

Moved by: Berghorst

Supported by: Van Koevering

MOTION CARRIED

COMMUNICATIONS & PRESENTATIONS

There were no communications or scheduled presentations.

CHAIRPERSON'S REPORT

In follow-up to last month's Board of Director's Meeting, Mr. Vander Laan distributed information regarding the new Implementation Group for CMHOC Board Development. He noted that the first meeting will be scheduled in the very near future. Members are: Mr. Vander Kam, Ms. Slaggert, Mr. Cyranowski and Judeth Newham, Consultant.

Mr. Vander Laan clarified that today's CMHOC Board Meeting had been scheduled to be an evening meeting. Due to scheduling conflicts, it was changed to the 1:15pm meeting time. He announced that the **May 17, 2004 CMHOC Board of Directors Meeting will be begin at 6:00pm and will meet in the Board Room, 12265 James Street.**

EXECUTIVE DIRECTOR'S REPORT

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

Budget Issues Update:

Mr. Cyranowski stated that he has been in meetings with Alan Vanderberg and Rosemary Zink and offered the

following update:

1. Rent relief - Anticipating a positive response
2. Interest - A policy issue that will be presented by Alan Vanderberg to the Ottawa County Board of Commissioners
3. Local match
Available dollars will be used for care of the indigent and for individuals who do not qualify for Medicaid coverage

Mr. Cyranowski is awaiting a written response from Alan Vanderberg. Upon receipt, the response will be provided to the CMHOC Board of Directors.

Family Involvement Groups (FIGs) Update:

In a joint venture, CMHOC assisted with the preparation and mailing of the brochure for the first meeting to be held on April 20, 2004 at 7:00pm. A panel discussion on guardianship is scheduled and will be held at the Holy Cross Lutheran Church in Jenison, Michigan.

Ottawa County Jail Diversion Task Force Update:

Mr. Cyranowski noted a positive development, in that, should additional General Fund dollars become available, they could be used to serve residents who are incarcerated.

Home and Community Based Services Update:

Mr. Cyranowski stated that the level of services provided in the homes are directed from the individual's Person Centered Plan, therefore, will be different for each individual. He noted that the recent Satisfaction Survey provided very positive results.

Management Information System Update:

The server, that will support the new Creative SocioMedics software program for CMHOC, is scheduled to be delivered on April 20, 2004. The Implementation Group will be the first to be trained.

Lakeshore Co-ordinating Council Update:

The current system needs to be looked at and perhaps redesigned; looking to the State to redraw the lines and funding streams.

FINANCE ITEMS

Service Contracts

CMH 04-029 Motion: To approve the Service Contracts as presented.
Moved by: Berghorst Supported by: Van Koevering

MOTION CARRIED

FY 2003/2004 March Financial Report

CMH 04-030 Motion: To receive FY 2003/2004 March Financial Report as presented.
Moved by: Berghorst Supported by: Slaggert

MOTION CARRIED

OLD BUSINESS

Ms. Slaggert stated that the work group comprised of herself, Ms. Van Koevering, Mr. Vander Kam, Mr. Berghorst and Mr. Waters completed their task of drafting a revision of the Executive Director's Performance Evaluation Form.

Ms. Slaggert distributed a *draft* of the *revised* Executive Director's Performance Evaluation Form, requesting that Board members review, make comments and be prepared to discuss at the May 17, 2004 CMHOC Board of Directors Meeting. This will be an agenda item under Old Business.

NEW BUSINESS**Clinical Privileging**

CMH 04-031 Motion: To approve the following Licensed Independent Practitioner to be privileged: Zia Khan, M.D.

Moved by: Bombara

Supported by: Van Koevering

MOTION CARRIED

Mr. Cyranowski noted that this a re-privileging request and that Dr. Khan is a full time psychiatrist.

Consumer Advisory Committee Appointment

CMH 04-032 Motion: To appoint Elizabeth Motman as a member of the Consumer Advisory Committee for a two year term.

Moved by: Berghorst

Supported by: Slaggert

MOTION CARRIED

Ms. Kortman suggested that Mr. Cyranowski send a letter to individuals that have applied for appointment to the CMHOC Board of Directors. She noted that recently several individuals applied, but there were only two vacancies. The letter would explain the opportunity to serve on the Consumer Advisory Committee.

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Mr. Schipper noted that he attended two of the three meetings relative to the Needs Assessment Work Group. He stated that the recommendations from this work group will be presented to the CMHOC Board of Directors in the near future.

Ms. Kortman commented that she continues to attend State Association Committee meetings, specifically, the Children's Issues Committee and the Policy Committee.

Mr. Cyranowski stated that information was distributed today regarding the upcoming MACMHB Spring Conference. Pre-Conference Institutes on Monday, May 24, 2004 from 1:00pm to 5:00pm. "Opening Doors to New Horizons" on May 25 & 26, 2004. The Conference will be held at the Hyatt Regency in Dearborn, Michigan.

PUBLIC COMMENT

No Public Comment.

ADJOURNMENT

Mr. Vander Laan adjourned the April 19, 2004 meeting at 2:08 p.m.

Agenda**1:00pm: Organizational Meeting****1:15pm: Board Meeting**

1. Call to Order - Board Chairperson
2. Public Comment
3. Approval of Minutes of March 15, 2004
Suggested Motion: To approve the Minutes of March 15, 2004.
4. Approval of Agenda of April 19, 2004
Suggested Motion: To approve the Agenda for April 19, 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 March Financial Statement as presented.

9. Old Business

10. New Business
(Attachment C)

Clinical Privileging

Suggested Motion: To approve the following Licensed Independent Practitioner to be privileged: Zia Khan, M.D.

(Attachment D)

Consumer Advisory Committee Appointment

Suggested Motion: To appoint Elizabeth Motman as a member of the Consumer Advisory Committee for a two year term.

11. General Information, Comments and Meetings Attended
12. Public Comment
13. Adjournment