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**APPROVED
OTTAWA COUNTY
COMMUNITY MENTAL HEALTH**

**Monday, May 17, 2004 6:00 PM
CMH Building A - Board Room**

PRESENT: Edward Berghorst, Rita Bird, Joyce Kortman, Kristine Nale, Harris Schipper, Kellye Slaggert, Lucile Van Koevering, Cornelius Vander Kam, Fred Vander Laan, Steve Waters

ABSENT:

EXCUSED: Mark Bombara

STAFF: Gerry Cyranowski, Sue Buist, Greg Hofman, Pam Pekelder, Betty O'Rourke, Gloria Pelon, Jennifer Luzum

OTHERS: Greg Rappleye

CALL TO ORDER - Board Chairperson

Fred Vander Laan, Chairperson called the May 17, 2004 meeting to order at 6:00pm.

PUBLIC COMMENT

Ruth Stegman

Lakeshore Center for Independent Living

457 W. Lawrence

Zeeland, MI 49464

Commented on the results of the Needs Assessment and that a work group has formed to meet on the issue of residents in the community who do not meet CMHOC eligibility criteria and are unserved or underserved. The next step of the work group is to brainstorm how to reach and help this segment of our community. She thanked CMHOC for their effort on this and Betty O'Rourke who is in the work group.

Michelle Rawlings

15881 32nd Avenue

Coopersville, MI

Commented and thanked the CMHOC Board for their assistance and support for the Family Involvement Group brochure. At the first Family Involvement Group meeting over 50 attended. She also expressed concerns in regards to clinical services relative to OT and PT and switching consumers from CMHOC staff to outpatient clinical services. She requested that the Board seriously look at this situation for the developmentally disabled population.

Tom Bird

359 Waukazoo

Holland, MI

Commented on the issue of "payor of last resort" regarding OT and PT services. Mr. Bird noted that CMHOC needs to clarify the point of rehabilitation differences with Medicare and Medicaid services.

Jan Jonkers

706 Crestview

Holland, MI

Commented on the issue of OT and PT services as Mr. Bird had stated, noting her own experience. Ms. Jonkers noted that Kent County is trying to raise funds for a central campus for OT and PT services and train staff on site to provide those services.

APPROVAL OF MINUTES of April 19, 2004

CMH 04-033 Motion: To approve the minutes of the April 19, 2004 meeting.
Moved by: Schipper Supported by: Van Koevering

MOTION CARRIED

APPROVAL OF AGENDA of May 17, 2004

CMH 04-034 Motion: Motion: To approve the agenda for May 17, 2004.
Moved by: Berghorst Supported by: Waters

MOTION CARRIED

COMMUNICATIONS & PRESENTATIONS

Recommendations from Needs Assessment Work Group

Brenda Vander Meulen, River Hills Consulting, distributed information and presented the recommendations from the Needs Assessment Work Group.

Mr. Cyranowski stated that two areas that were not looked at during the Needs Assessment were Jail Diversion and Transportation.

Mr. Cyranowski stated that we already have a strong beginning from the Needs Assessment recommendations. There is a Housing Coalition working on housing issues. Funding may be available to develop a county-wide centralized respite system. Ottawa, Kent, Muskegon and West Michigan CMH's are working together on the issue of minority services. Psychiatric services, especially for children, have been an ongoing problem for West Michigan.

Mr. Vander Laan recommended that any financing issues, from the Needs Assessment, be on the agenda for June 21, 2004 CMHOC Board of Directors meeting.

Reading and Understanding Financial Reports

Mr. Cyranowski and Ms. Pekelder made a presentation on reading and understanding the CMHOC Balance Sheet.

Mr. Cyranowski and Ms. Pekelder will provide a presentation on reading and understanding CMHOC Sources of Revenue at the June 21, 2004 CMHOC Board of Directors meeting.

Recommendation to Change from Joint Commission on Accreditation of Healthcare Organizations (JCAHO) to Commission on Accreditation of Rehabilitation Facilities (CARF).

Mr. Cyranowski and Mr. Hofman provided information and answered questions regarding the recommendation to change from JCAHO to CARF accreditation.

Ms. Pekelder noted that if there is a change from JCAHO to CARF, a budget adjustment is required, with CMHOC Board approval of the expenditure.

Mr. Cyranowski stated that Muskegon CMH is considering changing to CARF. CMHOC's JCAHO accreditation expires May 2005.

Mr. Vander Laan questioned whether this recommendation should be an action item.

Mr. Rappleye affirmed that the recommendation to change *from* Joint Commission on Accreditation of Healthcare Organizations *to* Commission on Accreditation of Rehabilitation Facilities, be a Board action item and recommended this item be included on the June 21, 2004 CMHOC Board of Directors meeting agenda.

CHAIRPERSON'S REPORT

Mr. Vander Laan noted that at the April 19, 2004 CMHOC Board Meeting, Mark Mishal, Community Rights Specialist, from the MDCH Office of Recipient Rights, provided a presentation to the Board regarding confidentiality and recipient rights.

Joyce Kortman had requested that Mr. Mishal be given the opportunity to review and comment on the accuracy of his statements noted in the minutes.

On April 20, 2004 Ms. Pelon e-mailed the minutes to Mr. Mishal requesting that he review and comment on the accuracy. On April 27, 2004 Mr. Mishal responded to Ms. Pelon's request, and commented "looks fine."

Mr. Vander Laan requested that the CMHOC Board Members attend the 3rd Annual Walk & Roll scheduled for Friday, May 21, 2004. He stated that it is a very rewarding experience.

EXECUTIVE DIRECTOR'S REPORT

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

Budget Issues Update:

Mr. Cyranowski stated that he received a memorandum from Alan Vanderberg on May 3, 2004, regarding the pending issues with the county involving rent relief, interest earned on CMHOC deposits and local match. Mr. Vanderberg provided a range of options for each issue, however, resolution of the issues is ultimately dependent on policy decisions made by the Board of Commissioners. Mr. Cyranowski and Mr. Vander Laan will meet with Mr. Vanderberg to further discuss these issues.

MDCH Contract

Mr. Cyranowski reported that he had just returned from a meeting in Lansing pertaining to the Medicaid waiver renewal. Mr. Cyranowski stated that there needs to be more clarification from MDCH regarding application of medical necessity and eligibility for alternative services. Mr. Cyranowski stated that MDCH will accept public comment for thirty days and encouraged people to submit their comments to MDCH.

Ms. Bird stated that she has copy of the definitions, commenting that they looked fine to her.

MIS Implementation

Mr. Cyranowski reported that the implementation group is meeting weekly regarding the new computer system. It will be a few months before CMHOC is ready to switch over to the new system.

FINANCE ITEMS:

Service Contracts

CMH 04-035 Motion: To approve the Service Contracts as presented.

Moved by: Van Koevering Supported by: Schipper

MOTION CARRIED

FY 2003/2004 April Financial Report

CMH 04-036 Motion: To receive FY 2003/2004 April Financial Report as presented.

Moved by: Waters Supported by: Slaggert

MOTION CARRIED

OLD BUSINESS

Discussion: Revised Executive Director's Performance Evaluation Form

CMHOC Board members were given the opportunity to share their thoughts and make comments relative to any changes they would like to make to the revised form.

Ms. Slaggert requested that the CMHOC Board Members turn in their Revised Executive Director's Performance Evaluation Form with their comments. The committee will review the comments, make revisions and provide a final draft at the June 21, 2004 CMHOC Board of Directors meeting.

NEW BUSINESS

None

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Mr. Vander Laan commented on the May 25-26, 2004 Michigan Association of Community Mental Health Boards Spring Conference, to be held at the Dearborn Hyatt Regency. Mr. Cyranowski, Ms. Bird and Mr. Vander Kam will be attending the conference and act as voting delegates at the Wednesday, May 26, 2004 breakfast meeting.

Ms. Slaggert distributed a Board of Directors Self-Evaluation form requesting that the Board Members complete this form and return it before they depart this evening.

PUBLIC COMMENT

Peg Fakler
706 Myrtle Avenue
Holland, MI

Ms. Fakler commented on the changes in Chapter III and was told by a parent of a consumer, that the consumer would not be receiving PT services anymore. Ms. Fakler questioned how she should respond. Mr. Cyranowski stated that any services for which the consumer is entitled, eligible for and that are authorized in the person centered plan, will be provided.

ADJOURNMENT

Mr. Vander Laan adjourned the May 17, 2004 meeting at 8:10 p.m.

Agenda

1. Call to Order - Board Chairperson
2. Public Comment
3. Approval of Minutes of April 19, 2004
Suggested Motion: To approve the Minutes of April 19, 2004.
4. Approval of Agenda of May 17, 2004
Suggested Motion: To approve the Agenda for May 17, 2004.
5. Communications and Presentations
Recommendations from Needs Assessment Work Group
Brenda Vander Meulen, Presenter
- Reading and Understanding Financial Reports**
Gerry Cyranowski & Pam Pekelder, Presenters
- Recommendation to Change from Joint Commission on Accreditation of Healthcare Organizations (JCAHO) to Commission on Accreditation of Rehabilitation Facilities (CARF)**
Gerry Cyranowski & Greg Hofman, Presenters
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 April Financial Statement as presented.

9. Old Business

Discussion: *Revised* Executive Director's Performance Evaluation Form

10. New Business

11. General Information, Comments and Meetings Attended

12. Public Comment

13. Adjournment