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**APPROVED
OTTAWA COUNTY
COMMUNITY MENTAL HEALTH**

**Monday, June 21, 2004 1:00 PM
CMH Building A - Board Room**

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

ABSENT: None

EXCUSED: Mark Bombara

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

OTHERS: None

CALL TO ORDER - Board Chairperson

Fred Vander Laan, Chairperson, called the June 21, 2004 meeting to order at 1:03pm.

Mr. Vander Laan introduced and welcomed new Board Member Janie Hernandez. Ms. Hernandez was appointed by the Board of Commissioners on May 25, 2004; to complete the term of Veronica Persenaire, which will expire on March 31, 2005.

PUBLIC COMMENT

No Public Comment.

APPROVAL OF MINUTES of May 17, 2004

CMH 04-037 Motion: To approve the minutes of the May 17, 2004 meeting.

Moved by: Schipper

Supported by: Van Koevering

MOTION CARRIED

Ms. Bird commented that she did not see noted in the Minutes, nor on the agenda, her request for written information regarding services to persons with developmental disabilities; specifically, clinical services - occupational therapy/physical therapy/speech and language therapy.

Mr. Cyranowski stated that he would respond to this in the Executive Director's Report agenda slot.

APPROVAL OF AGENDA of June 21, 2004

CMH 04-038 Motion: To approve the agenda for June 21, 2004.

Moved by: Berghorst

Supported by: Slaggert

MOTION CARRIED

COMMUNICATIONS & PRESENTATIONS

Reading and Understanding CMHOC Sources of Revenue

Presenters: Gerry Cyranowski and Pam Pekelder

Information was distributed and Ms. Pekelder provided a Power Point presentation regarding Reading and Understanding CMHOC Sources of Revenue.

A time for questions followed.

It was noted that State General funds do not go through Muskegon CMH but are sent directly to CMHOC.

The Adults Benefits Waiver (ABW) is a new source of funds for CMHOC beginning October 1, 2003. The ABW does not require local match. Recently, MDCH capped enrollment.

The Omnibus Budget Reconciliation Act of 1989 (OBRA) requires that individuals entering nursing homes that have a history of mental illness or a developmental disability be screened to assure that the placement is appropriate. Recent changes to OBRA changed the screening requirement to only the seriously and persistently mentally ill will receive this screening.

Report from the Board Policy Work Group

Presenters: Kellye Slaggert & Cornie Vander Kam

Information regarding MDCH Mission-based Performance Indicator was distributed and reviewed by Mr. Vander Kam.

A time for questions followed.

It was noted that performance indicators are published to MDCH on a quarterly basis. The indicators reflect the domains of access, efficiency, outcomes, and appropriateness of care.

The current version contains more than 40 indicators, plus sub-indicators. The Board Policy Work Group selected the set of eight (8) performance indicators selected by MDCH as a focus for the state-wide survey conducted by an External Quality Review Organization this summer. Mr. Vander Kam reviewed the Indicators #1, 2, 3, 5, 8, 22, 34, and 38.

Mr. Cyranowski stated beginning next month, and then quarterly, CMHOC performance in these key indicators will be presented to the Board.

Mr. Vander Kam recommended that Board Members keep this information for future reference.

CHAIRPERSON'S REPORT

None.

EXECUTIVE DIRECTOR'S REPORT

Mr. Cyranowski reviewed and explained the new format of his June 2004 Executive Director's Report. A time for questions followed.

Mr. Cyranowski stated that funding is stable for now, however, a possible 20% cut in Medicaid funds is possible if the tobacco tax does not pass.

As requested by Ms. Bird, written information was distributed regarding services to persons with developmental disabilities; specifically, clinical services - occupational therapy, physical therapy, speech and language therapy. Mr. Cyranowski stated that he would be available after the meeting to answer any questions regarding this information.

Ms. Bird questioned whether consumers without guardians receive the Satisfaction Surveys sent by CMHOC. Mr. Cyranowski responded that Satisfaction Surveys are sent to all consumers and guardians.

Ms. Bird questioned whether consumers are notified regarding changes to occupational and physical therapy services. Mr. Cyranowski responded that this information is provided to consumers by their case manager/supports coordinator during the Person Centered Plan process.

Mr. Berghorst commented on information he received indicating that the Mental Health Commission is suggesting a decrease in the number of affiliations; with one idea of requiring that the current eighteen affiliations only have one Board per affiliation. Mr. Cyranowski responded that this is one suggestion currently being discussed by the Mental Health Commission, noting that it is important to provide input from CMHs, as well as, the general public whenever possible.

FINANCE ITEMS

Service Contracts

CMH 04-039 Motion: To approve the Service Contracts as presented.
Moved by: Berghorst Supported by: Slaggert
MOTION CARRIED

FY 2003/2004 May Financial Report

CMH 04-040 Motion: To receive FY 2003/2004 May Financial Report as presented.
Moved by: Berghorst Supported by: Waters
MOTION CARRIED

Mr. Vander Kam commented on the under spending for conferences; questioning why a per diem is not paid when Board Members attend MACMHB conferences. He stated that it would be helpful if more Board Members attended, and attendance may improve if Board Members received the per diem.

Mr. Vander Laan stated he would be willing to take this issue to the Planning and Policy Committee if there was consensus from the Board. Having received a consensus, Mr. Vander Laan and Mr. Vander Kam will discuss this issue with Mark Scheerhorn and Commissioner Kuyers.

Mr. Vander Kam questioned why Depreciation was at 41.11%. Ms. Pekelder will check into this and report back at the July 19, 2004 CMHOC Board of Directors Meeting.

A suggestion was made to alphabetize the entries under Account Name on the Financial Report. Ms. Pekelder will have this change made.

FY 2003/2004 Budget Adjustment #4

CMH 04-041 Motion: To approve FY 2003/2004 Budget Adjustment # 4 as presented.
Moved by: Waters Supported by: Van Koevering
MOTION CARRIED

At the May 17, 2004 CMHOC Board of Directors Meeting, there was a request to have any financing issues from the Needs Assessment on today's agenda. In response to this request, Mr. Cyranowski noted the following areas:

- Community Health Center Outreach - Minority Services
- Contract for Respite Registry Provider - joint venture with Muskegon CMH
- Family Skills Development and Training (FIGS) - joint venture with Town Hall Coalition

OLD BUSINESS

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

CMH 04-042 Motion: To approve the recommendation to change from Joint Commission on Accreditation of Healthcare Organizations (JCAHO) to Commission on Accreditation of Rehabilitation Facilities (CARF).
Moved by: Vander Kam Supported by: Berghorst
MOTION CARRIED

Ms. Nale questioned whether CARF would be better than JCAHO. Mr. Cyranowski responded that CARF is

more relevant to the work of CMHOC; more attention is given to front-line work with consumers. He noted that CARF focuses on front-line services, such as, clinical counseling services, clubhouses and ACT.

Mr. Hofman responded that CARF has built PCP guidelines into their assessment. The standards are easier to read and understand. CARF is a consumer friendly accreditation body.

Mr. Hofman noted that Muskegon CMH is leaning towards changing from JCAHO to CARF.

Executive Director's Performance Evaluation

Ms. Slaggert stated that she would be bringing the final draft of the Executive Director's Performance Evaluation for distribution at the July 19, 2004 CMHOC Board of Directors Meeting.

NEW BUSINESS

None.

GENERAL INFORMATION, COMMENTS, AND MEETINGS ATTENDED

Ms. Bird distributed copies of information that was discussed at the May, 2004 Spring MACHMB Conference, which was held in Dearborn, Michigan. She noted that CMHOC may see changes in funds and services; with the prospect of DD consumers not receiving the services they did in the past.

She reviewed the following issues:

- Budget Concerns
- Governor's Commission of Mental Health Issues
- Guardianship
- Legislation

Ms. Bird stated that she attended a recent Legislation Committee Meeting. She emphasized the need for CMHOC Board Members to be involved with local legislators and to encourage others to also get involved.

Mr. Cyranowski stated that DD services are not included in the Mental Health Commission. However, Governor Granholm has named a Medicaid Long Term Care Task Force; noting that key DD advocates reportedly have been included on the task force. Betty O' Rourke stated that she had printed information from the web site regarding the Long Term Care Task Force. Copies were distributed.

Mr. Berghorst recommended that CMHOC send a personal invitation to local legislators, inviting them to attend a CMHOC Board of Directors Meeting. Mr. Cyranowski will take the lead in securing legislators to attend future CMHOC Board of Directors Meetings.

Ms. Kortman stated that she attended a recent Planning Commission Meeting, where discussion was held on Ottawa County entitlements for HUD. She noted this could have a negative impact on mental health. She directed questions regarding this issue to Mark Knudson.

PUBLIC COMMENT

Tom Bird

Town Hall Coalition
359 Waukazoo Drive
Holland, Michigan

Commented on the importance of CMHOC Board Members attendance at MACMHB conferences. He encouraged more participation at these meetings.

Commented on the MDCH Misson-based Performance Indicators; indicating concern that the indicators do not reflect the quality of the services being provided. He felt the indicators focused on numbers, not quality. He recommended developing others that were more meaningful and qualitative.

Continuation: Report from the Board Policy Work Group

Judeth Newham, Consultant from the Southern Cross Group, distributed information and provided a Power Point presentation regarding Elements and Characteristics of A Board - Board Mastery.

The following was reviewed and discussed:

- The role of the CEO
- The role of the Board in design
- The role of the Board in evaluation
- The role of the Board in managing it's time
- Context of the Board
- Education of the Board
- Interpersonal Skills
- Analytical Skill Building
- Political Skills
- Strategic Skills

In the near future, the Board Policy Work Group will provide a presentation on:

- Elements of an Effective Board
- Board evaluation
- Self assessment
- Code of conduct
- Conflict of interest
- Confidentiality
- Duties to care, obey, be loyal, and enquire

Ms. Slaggert recommended reviewing and reaffirming CMHOC's Mission Statement. She also recommended at the end of each Board Meeting, evaluating the meeting.

Mr. Vander Kam suggested having, as a reminder, CMHOC's Mission Statement posted in the Board Room.

Ms. Newham thanked the Board of Directors for their time and stated she looked forward to her meetings with the Board Policy Work Group and future presentations to the Board.

ADJOURNMENT

Mr. Vander Laan adjourned the June 21, 2004 meeting at 3:05 p.m.

Agenda

1. Call to Order - Board Chairperson
2. Public Comment
3. Approval of Minutes of May 17, 2004
Suggested Motion: To approve the Minutes of May 17, 2004.
4. Approval of Agenda of June 21, 2004
Suggested Motion: To approve the Agenda for June 21, 2004.
5. Communications and Presentations
Reading and Understanding CMHOC Sources of Revenue
Gerry Cyranowski & Pam Pekelder, Presenters

Report from the Board Policy Work Group
Kellye Slaggert & Cornie Vander Kam, 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 May Financial Statement as presented.

Budget Adjustment
Suggested Motion: To approve FY 2003/2004 Budget Adjustment # 4 as presented.
9. Old Business
Recommendation to change from Joint Commission on Accreditation of Healthcare Organizations (JCAHO) to Commission on Accreditation of Rehabilitation Facilities (CARF).

Suggested Motion: To approve the recommendation to change from Joint Commission on Accreditation of Healthcare Organizations (JCAHO) to Commission on Accreditation of Rehabilitation Facilities (CARF).
10. New Business
11. General Information, Comments and Meetings Attended
12. Public Comment
13. Adjournment