

***Note:** The following text is a summary of the actual public record and cannot be relied upon as a complete text of the proceedings recorded therein. For a complete copy of the public record, please contact the Ottawa County Clerk.

**APPROVED
OTTAWA COUNTY
COMMUNITY MENTAL HEALTH**

**Monday, December 20, 2004 1:00 PM
CMH Building A - Board Room**

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

ABSENT:

EXCUSED: Janie Hernandez

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

OTHERS: Greg Rappleye, Larry Grinwis

CALL TO ORDER - Board Chairperson

Fred Vander Laan, Chairperson called the December 20, 2004 meeting to order at 1:00pm.

CMHOC MISSION STATEMENT

Mr. Vander Laan noted that at a future CMHOC Board Meeting the Mission Statement will be reviewed for possible revision.

PUBLIC COMMENT

No Public Comment received.

Ms. Van Koevering introduced and welcomed, Elizabeth, present Chair of the Consumer Advocacy Committee, indicating that she is a visitor today and is interested in learning about the CMHOC Board of Directors.

Ms. Kortman shared that at the October MACMHB Conference, she purchased the book entitled, "*Acquainted with the Night*" and she would like to share it with others. Ms. Nale questioned whether Ms. Kortman would like to donate the book to the new Consumer Library. Ms. Kortman was pleased to donate the book to the Library.

APPROVAL OF MINUTES of November 15, 2004

CMH 04-084 Motion: To approve the minutes of the November 15, 2004 meeting.

Moved by: Schipper

Supported by: Van Koevering

MOTION CARRIED

APPROVAL OF AGENDA of December 20, 2004

CMH 04-085 Motion: To approve the agenda for December 20, 2004.

Moved by: Berghorst

Supported by: Van Koevering

MOTION CARRIED

COMMUNICATIONS & PRESENTATIONS

There were no communications or scheduled presentations.

CHAIRPERSON'S REPORT

Mr. Vander Laan stated that the request for CMHOC Board Members to receive the per diem for attendance at conferences has been approved by the Ottawa County Board of Commissioners at their December 14, 2004 meeting. CMHOC Board Members will receive \$40.00 for one half day attendance and \$70.00 for a full day's attendance. This will be effective January 1, 2005.

Mr. Vander Laan stated that the issue of Medicaid Interest Allocation of CMHOC funds has been resolved. At the Ottawa County Board of Commissioners December 14, 2004 meeting, the proposal to allocate Medicaid interest to CMHOC was approved. The interest will be allocated to CMHOC over a four year implementation schedule as follows:

FY 2005: 25%

FY 2006: 50%

FY 2007: 75%

FY 2008: 100%

Mr. Vander Laan noted that he appreciated Mr. Alan Vandenberg's assistance, as well as the Ottawa County Board of Commissioners in resolving the above two issues before the end of 2004.

EXECUTIVE DIRECTOR'S REPORT

Mr. Cyranowski answered questions regarding his December, 2004 Executive Director's Report and provided an update on the following:

Consumer Library:

Mr. Cyranowski stated that the Consumer Library is scheduled to open in January 2005. This will be a resource center for consumers, family members, students and the community. There will be different multi-media type resources available. Board Members will be given the opportunity to tour the Library at their January 17, 2005 meeting. A formal open house is scheduled for some time in the near future.

MDCH Budget Issue:

Mr. Cyranowski stated there continues to be a concern relative to the shortfall (revenue to expenses) within the State budget. MDCH continues to face reductions in funding, for State General Fund and Medicaid. This may create changes for CMHOC in funding levels and perhaps services.

Disruption or Suspension of Clinical services for the Developmentally Disabled Population:

This is in follow up from the November 15, 2004 CMHOC Board of Directors Meeting. Mr. Cyranowski stated that the internal audit is complete. He noted there were eight (8) consumers that lived in specialized AFC's that were not involved in the original audit. It was found that seven of the eight consumers did not have any lapses in monitoring or services for OT, PT and speech. This completes the audit of those records between the transition from CMHOC in-house services to CMHOC's contract with Holland Hospital.

Number of Emotionally Impaired Children Served by CMHOC:

This is in follow up from the November 15, 2004 CMHOC Board of Directors Meeting – relative to Ms. Bird's question as to the number of emotionally impaired children served by CMHOC. Mr. Cyranowski stated that this past fiscal year, 470 emotionally impaired children were served by CMHOC.

MDCH Mission Based Performance Indicators – Through September 30, 2004L

This is in follow up from the November 15, 2004 CMHOC Board of Directors Meeting – relative to Indicator 3d: Timeliness – Start of Service – Developmentally Disabled Adults. Mr. Cyranowski stated that this Indicator dropped below the state average due to nine (9) consumers being registered for new services and due to a scheduling issue, one (1) consumer did not meet the fourteen day time line by two days.

County Administration Survey

Mr. Cyranowski noted that County Administration is currently conducting a survey of all Ottawa County government employees in the areas of satisfaction. It is scheduled to conclude early to mid-January 2005. The data will be split in as many ways as possible between management and non-management. He noted that the results will be presented to the CMHOC Board of Directors at a future meeting.

Ottawa Area Housing Coalition:

Ms. Van Koevering stated the Holland Township Board could use support relative to the proposed new development of a supported housing site in Holland Township. She stated that it would be appropriate to attend future meetings or send letters in support. The January 20, 2005 meeting has been rescheduled to meet in February 2005.

Ms. Van Koevering and Ms. Bird stated that the public needs to be better educated on this proposed development. Ms. Bird stated that another important issue will be to assure appropriate placements are made.

Ms. Kortman stated that she did not feel that the proposal was very well explained to the public. She noted that the public is in need of assurance that CMHOC is providing a safe and protected environment for a vulnerable population.

FINANCE ITEMS:**Service Contracts**

CMH 04-086 Motion: To approve the Service Contracts as presented.

Moved by: Berghorst

Supported by: Slaggert

MOTION CARRIED

Ms. Kortman commented on the Service Contract Pioneer Resources (B-4), stating that it would be helpful to receive an audited statement at some future date.

Financial Statement

Due to CMHOC's fiscal year end, no financial reports available at this time.

OLD BUSINESS

Ms. Slaggert stated that the Board Development Work Group recommends tabling the revision of the CMHOC Board of Directors Agenda until the CMHOC Mission Statement has been reviewed and possibly revised.

Ms. Slaggert distributed a worksheet entitled Mission Review. Ms. Slaggert requested that CMHOC Board Members review the questions and note their comments. She requested that they bring their completed worksheet to the CMHOC Board of Directors Meeting – when the Mission Statement issue is on the Agenda.

Ms. Kortman stated that she had a copy of Workshop #9 "Containing Costs and Improving Services to Children" which she received at the MACMHB October 18, 2004 Conference. Anyone that would like a copy of the information should contact Ms. Pelon.

NEW BUSINESS

None

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

None

BOARD REVIEW OF THE DAYS BUSINESS

None

PUBLIC COMMENT

No Public Comment received.

Educational Presentation

Mr. Cyranowski introduced Mr. Larry Grinwis, Senior Consultant, The Ashland Group. Mr. Grinwis distributed information and provided a presentation regarding Executive Director/Board Member Relationship.

A time for questions followed.

The presentation was video-taped to be used for future Board Member Orientations.

ADJOURNMENT

Mr. Vander Laan adjourned the December 20, 2004 meeting at 2:48pm.

Fred Vander Laan, Chairperson

Edward Berghorst, Secretary

Agenda

1. Call to Order - Board Chairperson
2. CMHOC Mission Statement
The mission of Community Mental Health of Ottawa County is to provide quality mental healthcare services that will maximize self sufficiency and self reliance in persons whose functioning is impaired by developmental disabilities or mental/emotional disorders.
3. Public Comment
4. Approval of Minutes of November 15, 2004
Suggested Motion: To approve the Minutes of November 15, 2004.
5. Approval of Agenda of December 20, 2004
Suggested Motion: To approve the Agenda for December 20, 2004.
6. Communications
7. Chairperson's Report
8. Executive Director's Report (*Attachment A*)
9. Finance Items (*Attachment B*)
Service Contracts
Suggested Motion: To approve the Service Contracts as presented.

Financial Statement
Due to CMHOC's fiscal year end, no financial reports available at this time.
10. Old Business
11. New Business
12. General Information, Comments and Meetings Attended
13. Board Review of the Days Business
14. Public Comment

15. Educational Presentation

Subject: Executive Director/Board Member Relationship

Presenter: Mr. Larry Grinwis, Senior Consultant, The Ashland Group

16. Adjournment