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**PROPOSED
OTTAWA COUNTY
COMMUNITY MENTAL HEALTH
PROGRAM/PLANNING AND QI**

**Tuesday, February 3, 2004 12:30 PM
CMH Building A - Board Room**

PRESENT: Edward Berghorst, Mark Bombara, Joyce Kortman, Kellye Slaggert, Kristine Nale, Veronica Persenaire

STAFF: Sue Buist, Greg Hofman, Betty O'Rourke, Gloria Pelon

CALL TO ORDER - Chairperson

Veronica Persenaire, Chairperson called the February 3, 2004 meeting to order at 12:30pm.

APPROVAL OF MINUTES of January 13, 2004

Motion: To approve the Minutes of January 13, 2004.

Moved by: Berghorst Supported by: Slaggert

MOTION CARRIED

APPROVAL OF AGENDA of February 3, 2004

Motion: To approve the Agenda for February 3, 2004.

Moved by: Slaggert Supported by: Berghorst

MOTION CARRIED

PRESENTATION

Mr. Mark Knudson, Director of Planning & Grants, distributed information, provided an overview and answered questions regarding the services provided through the Ottawa County Planning & Grants Department. Ms. Buist stated that committee members questioned how CMHOC might seek grants and how the grants may relate to local match dollars.

Mr. Knudson stated that each project is reviewed on its own merit and typically receives approval from county administration. More scrutiny is given when requesting new employees.

Areas of funding discussed:

- Government funds
- Foundational funds
- Corporate funds
- Collaborative efforts
- Meaningful measurements
- Levering other dollars
- Innovation

Mr. Knudson noted that currently his department is working on a central data base. He is hopeful it will be available to all Ottawa County employees in a month or two. The design is complete; needs to be put online. In the future, a web base system could be available to CMHOC Board members, but currently would only be

available to County Commissioners.

Ms. Buist noted that annually MDCH offers grant dollars to CMHOC for new programs or program enhancement. She noted that this is an area that CMHOC could work with the Planning and Grants Department.

Committee members were very appreciative of the information provided.

QUALITY IMPROVEMENT

Behavior Management Committee - Performance Indicators

Mr. Hofman reviewed and answered questions regarding the Behavior Management Committee Quarterly Report.

Information System Committee - Performance Indicators

Mr. Hofman reviewed and answered questions regarding the Information System Committee Quarterly Report.

It was noted that there has been excellent overall performance in demographic data accuracy.

Mr. Hofman stated that Muskegon has now been able to submit CMHOC data to the state in the HIPAA format.

Creative Sociomedics is currently working on a schedule for early February 2004 for implementing the new mental health software. The work group will begin meeting on a weekly basis.

Environment of Care Committee

Mr. Hofman reviewed and answered questions regarding the Environment of Care Committee Quarterly Report.

It was noted that the Clubhouses, Drop In Center and residential centers (River View and Robert Brown Center) also participate in fire and tornado drills.

Performance Improvement Plan for 2004

Mr. Hofman reviewed and answered questions regarding the Performance Improvement Plan for 2004..

Motion: To recommend to the CMHOC Board to approve the Performance Improvement Plan for 2004 as presented.

Moved by: Bombara

Supported by: Berghorst

MOTION CARRIED

It was noted that the Performance Improvement Plan for 2004 is just the structure, at any time initiatives can be added.

Ms. Kortman suggested for future submissions, to be more specific with numbers and to not use wording, such as, less or more.

Corrections to be made:

Page B-7 C

Overview of Standing Committees - change to

Overview of CMHOC Staff Standing Committees

Page B-13 B.1. iv. Add missing word: professional.

Clinical Privileging

Mr. Hofman reviewed and answered questions regarding the request for professional privileging for Paul Hyink, Ph.D.

Motion: To recommend to the CMH Board the following Licensed Independent Practitioner be privileged: Paul Hyink, Ph.D.

Moved by: Slaggert

Supported by: Berghorst

MOTION CARRIED

PLANNING

None

OLD BUSINESS

Discussion Item: Supported Community Living - Midland, Michigan

Ms. Buist reviewed the information regarding Supported Community Living Visit Days - Strosacker Center, 220 West Main Street, Midland, Michigan. Ms. Buist recommended the May 12, 2004 date for committee members interested in visiting this facility. Time of tour is 10:00am until 3:00pm.

Registration is required. Costs to cover lunch and printed material is \$65.00 per person for representatives of agencies, \$25.00 per family and \$15.00 per individual. Space is limited, therefore reservations need to be made soon for the May 12, 2004 tour.

Ms. O'Rourke stated that it was about 110 miles one way. She also stated that the monitoring system, that is included in the Medicaid Reinvestment Plan, is operational at this facility.

Committee members interested in attending should contact Ms. Buist.

Discussion Item: Regional Interagency Coordinating Councils (RICC)

Ms. Buist and Rick Eisen reviewed the material provided and answered questions regarding the Regional Interagency Coordinating Committee (RICC)

Mr. Eisen stated that RICC operates under the Michigan DD Council, with a small amount of funding. He stated that the RICC meets six (6) times per year, with twenty five participants in attendance at most meetings. The group is comprised of people with disabilities, family members, advocates and service providers.

A goal of RICC is to have Self Determination occur at all IEP's. A tool being used in this effort is the "Dare to Dream" brochure prepared by the Ottawa RICC.

Information Item: Respite Services

Ms. Buist reviewed information taken from the Medicaid Managed Specialty Supports and Services Concurrent 1915(b)(c) Waiver Program FY 03-04: #6 Respite Care Services.

Current CMHOC funds available for respite services for the developmentally disabled is \$150,000.00. There are 103 developmentally disabled children and 84 developmentally disabled adults currently receiving respite services.

Current CMHOC funds available for respite services for children with a mental illness is \$72,656.00. There are 94 children currently receiving respite services.

Ms. Buist noted that CMHOC uses a questionnaire tool which is scored, to provide a fair and equitable process in distribution of respite dollars; with an appeal process available.

It was noted that respite is care provided to an individual to provide relief for the primary unpaid caregiver. This is to avoid and prevent burn out in high stress living situations and affords the unpaid caregiver the opportunity to do things that all families have the opportunity to do on any given day or time.

Ms. Kortman noted that there are statistics available through the Michigan Association of CMH Boards. The statistics compare the amount of funding saved with the utilization of respite services versus institutionalization when family members can no longer care for their loved ones in their homes.

NEW BUSINESS

None

ROUND TABLE

None

ADJOURNMENT

Ms. Persenaire adjourned the February 3, 2004 meeting at 2:00pm.

Agenda

1. Call To Order - Chairperson
2. Approval of Minutes of January 13, 2004
Suggested Motion: To approve the Minutes of January 13, 2004.
3. Approval of Agenda of February 3, 2004
Suggested Motion: To approve the Agenda for February 3, 2004
4. CMH Staff Presentation
Grant Writing and Grant Application
Presenter: Mark Knudson, Director of Planning & Grants
5. Quality Improvement (*Attachment A*)
 - Behavior Management Committee
 - Management Information System Committee
 - Environment of Care Committee

Performance Improvement Plan for 2004 (*Attachment B*)

Suggested Motion: To recommend to the CMHOC Board to approve the Performance Improvement Plan for 2004 as presented.

Clinical Privileging (*Attachment C*)

Suggested Motion: To recommend to the CMHOC Board to approve the following Licensed Independent Practitioner be privileged: Paul Hyink, Ph.D.

6. Planning
7. Old Business
(*Attachment D*)
Discussion Item: Supported Community Living - Midland, Michigan

(*Attachment E*)
Discussion Item: Regional Interagency Coordinating Committee (RICC)

(*Attachment F*)
Information: Respite Services
8. New Business
9. Round Table
10. Adjournment