

**APPROVED
OTTAWA COUNTY
COMMUNITY MENTAL HEALTH**

**Monday, January 17, 2005 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: Janie Hernandez

EXCUSED:

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

OTHERS: Greg Rappleye

CALL TO ORDER - Board Chairperson

Fred Vander Laan, Chairperson called the January 17, 2005 meeting to order at 1:00pm.

CMHOC MISSION STATEMENT

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

PUBLIC COMMENT

Frank Barefield
1898 Blue Isle Court
Holland, Michigan 49424

Mr. Barefield commented on the Executive Director's Key Initiatives for 2004/2005, noting that Key Initiative #3 commits to a review of services "to ensure that they are in compliance with the Mission". He noted that the Mission Statement on the agenda each month states that CMHOC intends to "maximize self sufficiency and self reliance" for CMHOC consumers. Mr. Barefield suggested that an addition to the Director's Key Initiatives be some specific and measurable service outcomes related to item #3.

Mr. Barefield commented on center based programming, noting that he is supportive of CMHOC's efforts to achieve a higher level of community integration for the persons served by CMHOC with developmental disabilities or mental illness.

Mr. Barefield commented on the November 2004 Executive Director's Report, specifically relative to the projected tight operating budget for 2004/2005. He noted that he hoped that CMHOC "will monitor its use of available funds closely in 2004/2005 to assure that important services for consumers are not being overlooked in a misguided effort to save money".

APPROVAL OF MINUTES of December 20, 2004

CMH 05-001 Motion: To approve the minutes of the December 20, 2004 meeting.

Moved by: Schipper

Supported by: Berghorst

MOTION CARRIED

APPROVAL OF AGENDA of January 17, 2005

CMH 05-002 Motion: To approve the agenda for January 17, 2005.

Moved by: Berghorst

Supported by: Bombara

MOTION CARRIED

COMMUNICATIONS & PRESENTATIONS

Clinical Services – OT, PT, Speech & Language

Mr. Cyranowski introduced Ken Puruleski, Rehabilitation Services Director, from Holland Hospital, stating that Mr. Puruleski was invited today to provide a presentation regarding Clinical Services; occupational therapy, physical therapy and speech services. Mr. Cyranowski stated that Holland Hospital provides CMHOC consumers these services through a contract with CMHOC.

Mr. Puruleski stated that he is an administrator, in charge of a very large rehabilitation program. He is also trained as a physical therapist. He also noted that his son works at Kandu, Inc.

It was noted that Holland Hospital has a very simple vision within rehabilitation services; that being, people, physicians and businesses choose to work with Holland Hospital because they can help make them better. He stated he believes that same vision applies to Community Mental Health, that being, assisting with streamlining services from an operations perspective.

Services have included making arrangements to bring individuals into a clinic as a group, to going out to individual group homes. The team looks at the calendar of activities of events that need to take place, trying to organize those so that multiple people can be seen on the same day, rather than “hop scotching” across the county. Discussions have also taken place with North Ottawa Community Hospital, looking at, if ever there is a need or necessity, how resources can be shared.

Through this contract with Holland Hospital, there are staff that are dedicated to CMHOC and that is all they do. Other staff members go between a clinical role and what is considered “traditional therapies”, as well as, providing some group activities, job site analysis and evaluations.

The Holland Hospital Rehabilitation team have staff that are specially trained to cover the clinical care continuum. Staff are trained in pediatrics and assist with child care waivers, as well as staff who are trained in geriatrics. Also, within employ of Holland Hospital, are several case managers, which are used in neurological and traumatic brain injury services.

Ms. Bird questioned whether there was a back log of consumers that have not actually been served at this point. Mr. Puruleski stated that this was not a problem at this point. Ms. Bird wondered if Mr. Puruleski would agree that it is important that physical ability is maintained as well as improved. She stated that the CMHOC Board has had a lot of discussion regarding whether it is an appropriate outcome to just maintain skills. Mr. Puruleski stated there are opportunities to continue to advance skills; however, the most difficult piece is how to evaluate this process.

Mr. Cyranowski stated that Mr. Puruleski and his team meet monthly with CMHOC teams. The Board was very appreciative of the information provided today.

CHAIRPERSON'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

Mr. Cyranowski noted that he did not provide a written report this month, due to the holidays, however, provided an update on the following:

Finance Update:

The State of Michigan continues to predict a sizeable deficit in operations this year, with serious discussions relative to Medicaid programs continuing. This is a program where expenditures are growing every year by a significant amount. Medicaid expenditures will be reviewed to see if there is anything that can be done to change this. Governor Granholm has indicated that she is not going to jeopardize any programs for any vulnerable populations, especially children.

Mr. Cyranowski will be attending a Medicaid briefing in Lansing in approximately two weeks, where discussions will be held on the various changes in the Federal and State legislations and funding.

Ongoing Report Schedule:

Mr. Cyranowski stated there is an ongoing schedule for Board presentations of reports that deal with organization effectiveness. An addition to this schedule will be to invite consumers and their support staff to provide a brief presentation to the CMHOC Board of Directors. The presentation will include the consumer's connection with CMHOC, the services they receive, and most importantly, how that ties in to the CMHOC Mission Statement and any impact that CMHOC services had on them.

The presentations will be scheduled in February, March, August and September 2005. The presentations will include two consumers that are served by our services to the mentally ill and two consumers that have developmental disabilities.

Ms. Kortman questioned whether there will be a full financial cost analysis included. Mr. Cyranowski stated that he had not planned on this, but Ms. Kortman emphasized the importance of this.

FINANCE ITEMS:

Service Contracts

CMH 05-003 Motion: To approve the Service Contracts as presented.

Moved by: Van Koevering

Supported by: Slaggert

MOTION CARRIED

FY 2004/2005 December Financial Report

CMH 05-004 Motion: To receive FY 2004/2005 December Financial Report as presented.

Moved by: Berghorst

Supported by: Vander Kam

MOTION CARRIED

OLD BUSINESS

Board Self Evaluation – 2004

Ms. Slaggert noted that at a previous CMHOC Board Meeting, the Board Self Evaluation Summary 2004 was distributed for review. This item was tabled, to be returned at a future date for further discussion relative to where the Board wanted to go with the results of the evaluation.

Ms. Slaggert questioned, as a group, where does the Board want to go from here and what goals does the Board want to identify in terms of performance? Secondly, what steps does the Board want to use to obtain the goals?

Ms. Bird commented, as a relatively new Board member, there is a lot to learn and the system is complicated. She noted that the regulations are complicated; it is a difficult process to understand the programs CMHOC provides and to understand the needs of the consumers. She felt it would be important for new Board members to be given an opportunity to receive the above mentioned information in a concise manner and be given opportunities to return and discuss with staff if there are issues/items not understood or be given information on where to obtain training and education. She noted that it is very difficult to make good decisions, really understanding how to vote on issues, unless this process occurs. She stated if CMHOC wants to encourage new people and have good Board members who are able to participate, it is crucial to obtain a lot of support and education in the very beginning.

Mr. Cyranowski stated that the current Board Orientation Manual needs to be examined and updated. He also noted that the Michigan Association of Community Mental Health Boards (MACMHB) is re-working the Board Works Tapes. MACMHB has issued a Request for Proposal for consultants to come in and re-work the whole process.

Ms. Kortman noted at the state and national level, there is a very definite trend currently toward evidenced based practice. This means that every program that CMHOC has will be judged whether the program should be continued and will be based on cost effectiveness and results to the consumer. She noted that things are changing very quickly and the changes will be tied to funding.

Ms. Slaggert stated that she is looking for a list of ideas from Board members regarding the "needing improvement" section of the Board Self Evaluation Summary 2004. Ms. Bird commented that she would like to have the Board address the issues of changing legislation. She stated that the state budget is tight and this deficit will affect CMHOC. She stated that there will not be additional funding to add programs or to enhance current programs. The CMHOC Board needs to decide how to best use current funding. She also stated that the CMHOC Board needs to have a good relationship with local delegation, noting that this would be the best voice that CMHOC has in Lansing. She recommended coming up with a plan on how the CMHOC Board of Directors can speak with the local delegation, as a Board.

Ms. Slaggert stated that Judeth Newham has a nonprofit Board Source available. The cost is estimated to be \$500.00. This analysis would compare CMHOC's questions with other nonprofit Boards, providing a more in-depth analysis. Ms. Slaggert commented that this may be something to be considered in the future.

Ms. Slaggert also brought up for discussion Staff Appreciation. Last year the CMHOC Board of Directors provided all CMHOC offices with chocolates on Valentine's Day. Ms. Slaggert stated that she would be willing to get the number of offices/staff from Ms. Pelon, purchase the chocolates and have them delivered to each office. This was supported by the Board of Directors. Mr. Vander Laan stated that this is not a county or board expense and requested that anyone wanting to contribute, see Ms. Slaggert today.

NEW BUSINESS

Clinical Privileging

CMH 05-005 Motion: To approve the following Licensed Independent Practitioner to be privileged: Bruce W. Walters, M.D.

Moved by: Bombara

Supported by: Slaggert

MOTION CARRIED

Recipient Rights Annual Report FY 2004

CMH 05-006 Motion: To accept the Recipient Rights Annual Report for FY 2004 as presented and for information only.

Moved by: Schipper

Supported by: Slaggert

MOTION CARRIED

NEW BUSINESS – Continued

Recipient Rights Quarterly Report: October/November/December 2004

Mr. Cyranowski reviewed and answered questions relative to the Recipient Rights Quarterly Report for October/November/December 2004.

Respite Satisfaction Survey: Fall 2004

Persons with Developmental Disabilities

Mr. Cyranowski reviewed and answered questions relative to the Respite Satisfaction Survey – Fall 2004 regarding persons with developmental disabilities.

Mr. Cyranowski noted that CMHOC is always looking at ways to improve the survey and welcomes suggestions.

NEW BUSINESS – Continued:

MDCH Survey Final Report

Mr. Cyranowski reviewed and answered questions relative to the MDCH Survey Final Report.

It was noted that the official report was received in November 2004; the Plan of Correction was addressed within the Lakeshore Affiliation and submitted to MDCH by Muskegon CMH. Mr. Cyranowski noted that there were significant improvements from last year's survey.

The score for Jail Diversion was lower due to Muskegon CMH. The lower score for ACT was due to CMHOC being under staffed in this program. CMHOC is working with the county Human Resources Department to obtain the required positions.

Ms. Buist noted that the Plan of Correction was just recently reviewed by the Consumer Advisory Committee. It was recommended that the Plan of Correction be shared with the full Board.

Human Resources Report

Staff Turnover and Exit Interviews

Mr. Cyranowski provided an overview and answered questions relative to the Human Resources Report regarding staff turnover and exit interviews.

It was noted that this report is provided to the CMHOC Board of Directors biannually.

Additional Assistant Teacher positions have been posted and advertised, with interviews scheduled.

Ms. O'Rourke noted that with the Assistant Teacher positions, it is an ongoing and constant process.

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Ms. Bird reported on the Legislative Committee: She noted that Governor Granholm vetoed the Detroit-Wayne Bill, which would have made it mandatory that they become an authority. The Kevin's Law Bill has passed, which makes it easier for the mentally ill consumer to pre-designate a person as an advocate for them at the time of crisis. This is good news for staff. It is estimated that Kevin's Law will be implemented by April 2005.

Ms. Bird stated that the State Legislature will be dealing with budget cuts; noting that discussions indicate a 5 percent cut, across the board, for all departments. The State is not talking about increasing revenue, rather looking at cuts.

Ms. Bird stated that at the Federal level, there will be an attempt at Medicaid Reform. It is not known at this time how this would affect CMHOC consumers. Ms. Bird stated that she will provide Ms. Pelon with information that can be copied for anyone interested. The information includes: (1) line-item budget for Department of Community Health, (2) Talking Points for 93rd Michigan Legislature and (3) Preparing for Medicaid Reform in 2005.

Mr. Bombara questioned how the CMHOC Board could better communicate with local legislatures. It was noted by Ms. Bird that CMHOC Board members need to provide local legislatures with written informed information and strategy.

Mr. Cyranowski noted that at the Winter MACMHB Conference in February 2005, there will be a morning breakfast with legislators.

Mr. Bombara suggested that this discussion be continued at the February 21, 2005 CMHOC Board of Directors Meeting and identify ways to communicate with local legislators. Mr. Cyranowski suggested including the Affiliation, teaming up with Muskegon CMH.

Ms. Kortman suggested that Mr. Cyranowski include in his monthly report to the Board, his meetings with local legislators and provide a summary of the discussions.

Ms. Kortman reported on the Children's Issues Committee: She requested from CMHOC any information relative to the Children's Issues Committee. She noted the committee is looking at the template which will look at screening of risk factors at various points in a child's life and then services and intervention known to reduce risk. Ms. Kortman would like any information available on what CMHOC is actually doing in children's issues and in prevention that she could add to the template.

Ms. Kortman noted that she will be attending the Policy Committee on Wednesday, January 19, 2005.

Ms. Bird noted that Joyce Kortman has been nominated for a position on the Executive Board for the MACMHB. The decision will be made at the Winter Conference in February 2005. She is hopeful that CMHOC will have two voting members present in support for Ms. Kortman.

Ms. Kortman questioned the voting process. Mr. Bombara noted that usually CMHOC officers are the voting members, but this may depend upon which Board Members attend the conference. Ms. Bird suggested that the CMHOC Board adopt a policy as to how CMHOC selects voting members and how long they serve. Mr. Vander Laan stated this issue could be discussed at a future Board meeting.

Ms. Bird questioned when the CMHOC Board of Directors votes on officers. Mr. Vander Laan stated this occurs at the April meeting.

BOARD REVIEW OF THE DAYS BUSINESS

Mr. Vander Kam commented that on the County Finance Committee Agenda there is a proposed motion that the county hire a part time worker for Community Mental Health. He questioned whether that request should have been presented to the CMHOC Board of Directors prior to being presented to the Board of Commissioners. Ms. Kortman commented that this may be in response to CMHOC being understaffed in the ACT program. Ms. Buist stated that currently CMHOC has a three quarter RN position open and the remaining quarter is needed to make the position full time.

PUBLIC COMMENT

No Public Comment Received.

ADJOURNMENT

Mr. Vander Laan adjourned the January 17, 2005 meeting at 2:23pm.

Mr. Vander Laan stated that he will be on vacation beginning February 13, 2005 and returning on March 8, 2005. He will not be in attendance at the February 21, 2005 CMHOC Board of Directors Meeting and stated that Ms. Slaggert will Chair the meeting.

Fred Vander Laan, Chairperson

Edward Berghorst, Secretary

Tour of Clear (Consumer Library)

CMHOC Board of Directors were invited to tour the new consumer library, which has been named CLEAR (Consumer Library for Education Advocacy Resources). The library will offer books, videos, c.d.'s and other

informational materials to consumers, their family members, and anyone who is interested in learning more about mental health topics.

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 December 20, 2004
Suggested Motion: To approve the Minutes of December 20, 2004.
5. Approval of Agenda of January 17, 2005
Suggested Motion: To approve the Agenda for January 17, 2005.
6. Communications and Presentations
Clinical Services – OT, PT, Speech & Language
Presenter: Holland Hospital
7. Chairperson's Report
8. Executive Director's Report - No Written Report
9. Finance Items (*Attachment A*)
Service Contracts
Suggested Motion: To approve the Service Contracts as presented.

Financial Statement
Suggested Motion: To receive FY 2004/2005 December Financial Statement as presented.
10. Old Business
Board Self Evaluation – 2004
Kellye Slaggert
11. New Business
(*Attachment B*)
Clinical Privileging
Suggested Motion: To approve the following Licensed Independent Practitioner to be privileged: Bruce W. Walters, M.D.

(*Attachment C*)
Recipient Rights Annual Report FY 2004
Suggested Motion: To accept the Recipient Rights Annual Report for FY 2004 as presented and for information only.

(*Attachment D*)
Recipient Rights Quarterly Report: October/November/December 2004

(*Attachment E*)
Respite Satisfaction Survey: Fall 2004
Persons with Developmental Disabilities

(*Attachment F*)
MDCH Survey Final Report

(Attachment G)
Human Resources Report
Staff Turnover and Exit Interviews

12. General Information, Comments and Meetings Attended
13. Board Review of the Days Business
14. Public Comment
15. Adjournment

**Tour of CLEAR
(Consumer Library)**