

**APPROVED
OTTAWA COUNTY
COMMUNITY MENTAL HEALTH**

**Monday, March 21, 2005 1:00 PM
CMH Building A - Board Room**

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

ABSENT: Joyce Kortman

EXCUSED:

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

OTHERS:

CALL TO ORDER - Board Chairperson

Fred Vander Laan, Chairperson called the March 21, 2005 meeting to order at 1:00pm.

PUBLIC COMMENT

No Public Comment Received.

CMHOC MISSION STATEMENT

Recommended Mission, Vision and Guiding Principles

Judeth Newham facilitated today's discussion. She noted that the Board Development Group met on March 14, 2005 to review the information obtained from the February 21, 2005 CMHOC Board of Directors Meeting and today she was presenting the options. A draft of the Mission Statement and Vision Statement with Supporting Concepts was distributed.

The Board Development Work Group will review today's discussion and present second drafts at the April or May CMHOC Board of Directors Meeting.

APPROVAL OF MINUTES of February 21, 2005

CMH 05-017 Motion: To approve the minutes of the February 21, 2005 meeting.

Moved by: Schipper

Supported by: Van Koevering

MOTION CARRIED

APPROVAL OF AGENDA of March 21, 2005

CMH 05-018 Motion: To approve the agenda for March 21, 2005.

Moved by: Waters

Supported by: Van Koevering

MOTION CARRIED

Mr. Berghorst requested an addition to the agenda relative to discussion for a per diem for CMHOC Board Members for attendance at committee meetings. This will be added under New Business.

COMMUNICATIONS & PRESENTATIONS

There were no communications or scheduled presentations.

CHAIRPERSON'S REPORT

Nominating Committee

Mr. Vander Laan appointed himself, Mr. Berghorst and Mr. Vander Kam to the Nominating Committee. They will meet and prepare a slate of nominees. The Nominating Committee will present the slate and motion at the April 18, 2005 CMHOC Board of Directors Meeting.

EXECUTIVE DIRECTOR'S REPORT

Mr. Cyranowski provided the following updates to his March, 2005 Executive Director's Report:

CMHOC Annual Report (update from last month):

Mr. Cyranowski stated that he presented the CMHOC 2003/2004 Annual Report to the Ottawa County Board of Commissioners on March 17, 2005. He noted that the Annual Report focused on the current Mission Statement and how CMHOC supports its consumers in the community.

Mr. Cyranowski noted that CMHOC received a grant from the U.S. Department of Housing and Urban Development (HUD). This was notice that HUD approved CMHOC's one year renewal for FY 2004 McKinney-Vento Homeless Assistance application for funding in the amount of \$99,540.00. This will provide rental assistance.

Contract with Life Services System (LSS) Update:

Mr. Cyranowski stated that the contract with LSS expires in June 2005. He noted that CMHOC contracts with LSS – Community In Schools Program at \$22,000.00 annually. Mr. Cyranowski stated that he is recommending that this contract be reduced by \$10,000.00 to fund another prevention service, "Girls on the Run", through Center for Women In Transition (CWIT). He noted that the funding would be used for those at the highest level of poverty, the most needy, with mental and/or physical challenges.

Ms. Van Koevering distributed, for information only, data she received from Deanna De Press (LSS) regarding the Community In Schools Program. She suggested that Board Members review the data before a decision is made regarding this recommended change in funding.

Mr. Vander Laan requested direction from the Board. Mr. Berghorst questioned whether the LSS funding could be restored when CMHOC funding permits. Mr. Cyranowski stated, if coming into the last quarter of the fiscal year, and the budget permitted, he could return and request the Board's consideration to restore funding to LSS.

Mr. Bombara recommended inviting CWIT to provide a short presentation regarding the "Girls on the Run" Program. Mr. Cyranowski will contact CWIT and extend the invitation for the April 18, 2005 CMHOC Board of Directors meeting.

Rye Wage Study (update from last month):

Mr. Cyranowski noted that all employees have the option of submitting an appeal. The deadline for the appeal process is Monday, March 28, 2005 at 5:00pm. He stated that the Rye Wage Study recommended one position be upgraded within CMHOC. The position is Mental Health Specialist and affects 40 to 41 employees. These are key positions within CMHOC, e.g., Case Managers, Supports Coordinators, ACT team members and Behavior Specialists. These are not high turnover positions.

Mr. Cyranowski stated that the recommendation from the Rye Study is for the upgrade to be retroactive to January 1, 2004. The monetary effect for CMHOC is estimated for FY 2003/2004 to be just under \$100,000.00 and for FY 2004/2005 about \$135,000.00. This is a total amount of approximately \$235, 000.00. This will have an unbudgeted effect on CMHOC's budget.

Mr. Cyranowski stated that a final decision will be made by the Ottawa County Board of Commissioners following the appeals process. He will keep the Board updated.

Harbor House Ministries (update from last month):

Mr. Cyranowski noted that Harbor House Ministries is developing another twelve (12) bed home. Meetings have been held with Harbor House Ministries and CMHOC. Due to current budget limitations, CMHOC has expressed concern regarding supporting further high cost placements and the development of a large segregated institutional campus. CMHOC is working with Kent County CMH and a meeting is scheduled with Harbor House Ministries on Friday, March 25, 2005, where CMHOC will present its position.

Mr. Cyranowski will keep the Board updated.

Council on Accreditation of Rehabilitation Facilities (CARF):

Mr. Cyranowski stated that CMHOC received a letter from CARF indicating they will survey CMHOC in May or June 2005.

Micro Enterprises:

Mr. Cyranowski referred Board members to the copy of the article, *Coffee shop perks up self-esteem*, which was in the *Grand Rapids Press*, written by Greg Chandler. He noted this was a well written article highlighting the micro enterprises in Ottawa County.

County Wide Employee Survey:

Mr. Cyranowski stated that the results from the County Wide Employee Survey, specific to CMHOC, are expected to be released today. This will be sent as an e-mail file. When available, Mr. Cyranowski will send to all employees and CMHOC Board Members.

FINANCE ITEMS:

Service Contracts

CMH 05-019 Motion: To approve the Service Contracts as presented.

Moved by: Bombara

Supported by: Vander Kam

MOTION CARRIED

FY 2004/2005 February Financial Statement

CMH 05-020 Motion: To receive FY 2004/2005 February Financial Report as presented.

Moved by: Berghorst

Supported by: Slaggert

MOTION CARRIED

OLD BUSINESS

Update: Performance Indicator 22: Access – Penetration Rate Overall

Mr. Cyranowski stated that this information is provided as an update from the February 21, 2005 CMHOC Board of Directors Meeting. The December 2004 number was reported at 1049. The corrected number is 1271.

NEW BUSINESS

Review and Discussion – Code of Conduct

Ms. Slaggert stated this document is based on the December 2004 presentation to the CMHOC Board of Directors, presented by Larry Grinwis. She noted the Code of Conduct document could be part of the orientation process for Board Members. She questioned if the CMHOC Board of Directors would want to adopt this document. Discussion followed.

Mr. Berghorst questioned how the Code of Conduct could be enforced.

Mr. Vander Laan commented that the Code of Conduct could be used as a guideline, but difficult to enforce.

Mr. Cyranowski commented that from a positive stance, the Code of Conduct is something everyone wants to aspire to and to keep in mind when working as Board Members.

Ms. Bird commented if the Board is looking at this document to improve Board function, no one could, in theory, not be supportive.

She noted concerns with:

- Participate actively in Board meetings and actions and not discuss elsewhere what I am unwilling to discuss in Board meetings
- Respect and support all majority decisions of the Board
- Acknowledge conflicts of interest between my personal life and my position on the Board, and abstain from voting or attempting to influence issues in which I am conflicted.
- (I will not) Speak for or in behalf of the organization unless specifically authorized to do so.

Ms. Bird commented that, in her opinion, a good Board member is a person that:

- Tries to understand the system
- The funding sources
- The needs of the consumers CMHOC serves
- The services CMHOC provides
- Have a vision for the future
- Provide core services and provide improved quality of life

Ms. Van Koevering suggested that "I will" be changed to "I should". Mr. Berghorst suggested changing "I will" to "I should endeavor to".

Ms. Van Koevering commented that the Code of Conduct document could be used as an orientation tool and the signature of the Board Member would confirm orientation was completed.

Mr. Bombara suggested that "Code of Conduct" be changed to "Member Guidelines" and commented that Board Members

should not have to sign the document.

Ms. Slaggert was appreciative of the input and will bring back a revised document at a future CMHOC Board of Directors Meeting.

It was suggested that this document be reviewed by Mr. Rappleye and seek his opinion.

Discussion – Per Diem for Committee Meetings:

Mr. Berghorst stated that Ms. Kortman had presented, to the County Planning and Policy Committee, a request for consideration of a per diem for MACMHB Committee Meetings attended by CMHOC Board Members.

Mr. Vander Laan stated that a per diem is approved for a Board Member only when appointed to a committee by the Board of Commissioners; not if on a volunteer basis. Mileage is paid for any committee or subcommittee meetings.

It was recommended that this issue be discussed at the April 18, 2005 CMHOC Board of Directors Meeting, when Ms. Kortman is in attendance.

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Mr. Cyranowski commented on information received in the *Friday Fax*, a communication from Michigan Association of Community Mental Health Boards (MACMHB). He noted that MDCH awarded Health Management Systems, Inc. (HMS) a contract to provide revenue recovery and cost containment services for Medicaid. HMS will identify other insurance available to recipients and recover expenditures from insurers, including Medicare. HMS will also identify insurance coverage for children protected by child support orders.

Mr. Cyranowski stated that an invitation has been extended to Patrick Barrie, MDCH, inviting him to a future CMHOC Board of Directors Meeting. Mr. Barrie will present on the mission and vision of MDCH.

Ms. Bird distributed, for information only, a copy of a report she received while attending the MACMHB Legislative Committee Meeting. She specifically referred to QAAP (Quality Assurance Assessment Program); noting this is also referred to as Provider Taxes. She noted that MDCH recommends participation in a provider tax. This will impact services to MI, DD and substance abuse consumers. Implementation date is August 1, 2005 at a rate of 6% of the provider's net Medicaid revenue. The tax is expected to free up General Fund dollars and used to finance a 2% rate increase for Medicaid, and generate \$35 million dollars in General Fund savings.

Ms. Bird stated that the Legislative Committee voted and supported the QAAP; she, however, voted against it. She noted that she will be attending an Ad Hoc Committee of the Association, which will be looking at funding alternatives to the Provider Tax.

Mr. Vander Laan recognized Ms. Janie Hernandez for her time on the CMHOC Board of Directors. He stated this was her last meeting, as she was not seeking another term due to new job responsibilities.

Ms. Hernandez stated that she has enjoyed her time on the Board, commenting that she has learned a lot, but enjoys her new employment and, at this time, needs to devote all her time and energy to that.

BOARD REVIEW OF THE DAYS BUSINESS

It was noted that a lot of good discussion occurred at today's meeting.

PUBLIC COMMENT

No Public Comment Received.

ADJOURNMENT

Mr. Vander Laan adjourned the March 21, 2005 meeting at 3:25pm.

Fred Vander Laan, Chairperson Edward Berghorst, Secretary

Agenda

1. Call to Order - Board Chairperson

2. Public Comment
3. Discussion: **Recommended Mission, Vision and Guiding Principles – Judeth Newham**
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.
4. Approval of Minutes of February 21, 2005
Suggested Motion: To approve the Minutes of February 21, 2005.
5. Approval of Agenda of March 21, 2005
Suggested Motion: To approve the Agenda for March 21, 2005.
6. Communications and Presentations
None
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
Suggested Motion:To receive FY 2004/2005 February Financial Statement as presented.
10. Old Business (*Attachment C*)
Update: Performance Indicator 22: Access – Penetration Rate Overall
Greg Hofman
11. New Business (*Attachment D*)
Review and Discussion – Code of Conduct
Kellye Slaggert
12. General Information, Comments and Meetings Attended
13. Board Review of the Days Business
14. Public Comment
15. Adjournment