

**APPROVED
OTTAWA COUNTY
COMMUNITY MENTAL HEALTH**

**Monday, June 20, 2005 1:00 PM
CMH Building A - Board Room**

PRESENT: Edward Berghorst, Rita Bird, Rebecca Gretzner, Joyce Kortman, Celia Martinez de Serrano, Kristine Nale, Harris Schipper, Kellye Slaggert, Lucile Van Koevering, Cornelius Vander Kam

ABSENT:

EXCUSED: Mark Bombara, Fred Vander Laan

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

OTHERS:

CALL TO ORDER - Board Chairperson

Kellye Slaggert, Vice Chair called the June 20, 2005 meeting to order at 1:04pm.

CMHOC MISSION STATEMENT

Ms. Slaggert read the CMHOC Mission Statement

PUBLIC COMMENT

Tom Bird

359 Waukazoo Drive

Holland, Michigan 49424

Commented:

On behalf of the Town Hall Coalition, he is bringing to the attention of the Board the issue of housing for the developmentally disabled consumers, whose families can no longer adequately care for them in a safe, dignified and appropriate setting. He referred to the presentation of Patrick Barrie on May 16, 2005, where Mr. Barrie was specifically asked questions regarding this concern. Harbor House was discussed at this time. He noted a waiting list for medically fragile consumers. He noted that Mr. Barrie's response was that Harbor House was a segregated and institutional-like setting, because it had more than a few consumers living in one place. It is the concern of the Town Hall Coalition that this represents perhaps a well-intentioned, but a mis-guided perception of what community inclusion is. He stated that it needs to be known that, as a Board, the Board endorses this type of setting where it is appropriate for the individual and it is what the consumer chooses.

The Town Hall Coalition would like the Board to address this issue, to decide what is right for Ottawa County, what is right for CMHOC's consumers and make it clear so that CMHOC staff is not caught in the middle.

APPROVAL OF MINUTES of May 16, 2005

CMH 05-033 Motion: To approve the minutes of the May 16, 2005 meeting.

Moved by: Schipper

Supported by: Van Koevering

MOTION CARRIED

APPROVAL OF AGENDA of June 20, 2005

CMH 05-034 Motion: To approve the agenda for June 20, 2005.

Moved by: Berghorst

Supported by: Schipper

MOTION CARRIED

Mr. Berghorst requested time to discuss the Rye Study recommendations and the MACMHB FridayFax of June 17, 2005 regarding the \$20 million General Fund proposed cut. Mr. Cyranowski stated that he will be addressing these issues in his

Executive Director's Report.

COMMUNICATIONS & PRESENTATIONS

There were no communications or scheduled presentations.

CHAIRPERSON'S REPORT

Ms. Slaggert distributed copies of the Executive Director's Annual Performance Evaluation. She requested that the evaluation form be returned at the July 18, 2005 CMHOC Board of Directors Meeting. It was noted that if any Board member would like a pre-addressed/pre-stamped envelope, to stay after the meeting and one will be provided. It was noted that any completed evaluations received after the July 18, 2005 deadline, will not be accepted.

Ms. Van Koevering noted that there are two new Board members. Ms. Slaggert stated that they should return the evaluation, even if it is not complete. Mr. Berghorst stated that they could answer with "can't rate".

EXECUTIVE DIRECTOR'S REPORT

Mr. Cyranowski answered questions regarding his June, 2005 Executive Director's Report. He provided the following update:

FridayFax:

Mr. Cyranowski stated that recommendations from the Michigan House and Senate call for a \$20 million reduction in the CMH non-Medicaid services line for the FY 2006 state budget. This non-Medicaid services line is comprised of state General Fund dollars which is used to provide services to non-insured consumers. The services include inpatient psychiatric hospitalization, medication clinic, jail diversion and in-jail services for persons with a severe and persistent mental illness.

Mr. Cyranowski stated that CMHOC has the lowest per-capita funding for state General Fund dollars in Michigan; any reduction in this funding line would severely impact services to uninsured consumers.

Mr. Cyranowski stated that he sent an e-mail to all local representatives and senator requesting that they not support the \$20 million reduction. One response was received. He noted that the latest response from the Board Association was not very optimistic.

Ms. Bird questioned if the \$20 million was cut from the budget, what is the process for deciding where those cuts take place and the percentage per county. Ms. Bird questioned whether this is a decision made by MDCH. Mr. Cyranowski stated that this is not clear at this time. He will explore this issue with the Board Association.

Mr. Cyranowski will e-mail to Board Members a copy of information he sent to local legislators. He encouraged Board Members to e-mail their concerns to the local legislators.

CARF Survey:

The CARF Survey is scheduled for June 27 through June 29, 2005. Mr. Cyranowski invited Board Members to the Orientation Conference to be held on Monday, June 27, 2005 from 8:30am until 10:00am. The Exit Conference will be held on Wednesday, June 29, 2005 at 1:00pm. Both meetings will be held in the Board Room.

CARF accredits individual programs. They will be surveying Community Integration Programs (Clubhouse); Case Management and Supports Coordination; Adult and Child Outpatient Programs and the Crisis Intervention Team. The survey team will be reviewing Medical Records, interviewing consumers and reviewing policies and procedures.

Rye Wage Study Recommendation:

Mr. Cyranowski stated that a final decision on the Rye Wage Study Recommendations was postponed by the Ottawa County Board of Commissioners until their July 12, 2005 meeting.

The recommendation includes 39 different people for an actual increase in their pay grade. These are former Teamster's Union members, now called Group T. The agreement that the County had with the Teamster's Union was that the County would recognize and honor prior agreements that were made with them. One of the arrangements was that when the Rye Study was complete, it would go retroactive to January 1, 2004. Mr. Cyranowski reminded Board Members that this was discussed in prior Board Meetings; that CMHOC would be incurring an expense dated back to January 1, 2004 for a given number of staff. There were four (4) positions within CMHOC that appealed; one (1) Contract Manager, one (1) Cost Analyst; another group was the Assistant Teachers (49) and one Team Supervisor appealed but was not sustained, based on the appeal. However, the Team Supervisors are benefiting because the Team Supervisors in Public Health filed an appeal as a group and they prevailed in their appeal with the Committee, so therefore, all CMHOC's Team Supervisors will be increased. This is a total of nine (9).

It was noted that CMHOC would have to use funding from this year to cover these costs. The grand total is \$476,196.68. The

question remains on how this expense will be covered.

Mr. Cyranowski was a member of the Appeals Committee. He stated that he did not know that an agreement had been made between the County and the former Teamster's Union that increases would be retroactive to January 1, 2004. CMHOC's books are closed for last year and CMHOC would have to pay the retroactive expense with this year's operating revenue. It is the hope of CMHOC, that the County will cover the retroactive to 2004.

Also, Mr. Cyranowski stated that a recommendation is going to be made by County Administration that effective January 1, 2006, the first eight job categories under Group T, will receive another increase. This is above and beyond the annual increase (cost of living increase). This could be anywhere from 2 to 5 percent. He noted that, again, this is beyond the Rye Wage Study, beyond the normal increase that the county gives across the board. This will be another huge impact on CMHOC's budget for next year.

Mr. Berghorst recommended that Mr. Cyranowski attend the July 12, 2005 Board of Commissioners Meeting.

County Wide Employee Survey:

Mr. Cyranowski stated that he has completed meeting with thirteen (13) CMHOC team meetings where he presented the results from the County Wide Employee Survey, specific to CMHOC. He will be forming some work groups to focus on developing the action plan that will address issues of importance to CMHOC staff. He noted that Al Vanderberg will begin holding "brown bag" lunches in various offices throughout the county to obtain feedback from county employees.

Name change for Family Independence Agency (FIA):

Mr. Cyranowski stated that the Family Independence Agency name has been officially changed to Department of Human Services (DHS).

RFP published in The Holland Sentinel:

Ms. Bird questioned the RFP that was found in the legal section of The Holland Sentinel. Mr. Cyranowski explained that this was a joint effort with Muskegon CMH and CMHOC to expand service options for integrated employment, with the purpose of developing a provider panel. The RFP deadline was June 17, 2005. Four (4) applicants were received.

Ms. Kortman requested that any future legal notices be copied and included in the Executive Director's Report.

Mental Health Commission Recommendations:

Mr. Cyranowski stated that next month, he will present some of the recommendations from the Mental Health Commission.

FINANCE ITEMS:

Service Contracts

CMH 05-035 Motion: To approve the Service Contracts as presented.

Moved by: Van Koevering

Supported by: Berghorst

MOTION CARRIED

FY 2004/2005 May Financial Statement

CMH 05-036 Motion: To receive FY 2004/2005 May Financial Statement as presented.

Moved by: Berghorst

Supported by: Vander Kam

MOTION CARRIED

Mr. Cyranowski noted that the Rye Study recommendations are not included. He explained that the State allows CMHOC to carry some money forward from one year to the next; both General Fund and Medicaid dollars. The Affiliation, between Muskegon and Ottawa, strives to, on an annual basis, carry forward 5%. CMHOC's part of that 5% is one million dollars in Medicaid and \$180,000.00 in State General Fund. The emphasis is always on minimizing returning funds to the State. Ms. Bird and Ms. Kortman reiterated that this should be a priority.

OLD BUSINESS

None

NEW BUSINESS

Discussion Item #1: Executive Director's Annual Performance Evaluation

Ms. Slagert covered this discussion item under the Chairperson's Report.

Discussion Item #2: Annual Board of Directors Self Assessment

Ms. Slaggert distributed the forms for the Annual Board of Directors Self Assessment, noting that this is the same form discussed last year. She requested that the completed forms be returned at the CMHOC Board of Directors Meeting that will be held on July 18, 2005.

Discussion Item #3: 2005 Report of External Quality Review and Compliance Monitoring for Lakeshore Affiliation

Mr. Cyranowski provided a review and answered questions regarding the 2005 Report of External Quality Review and Compliance Monitoring for Lakeshore Affiliation.

Mr. Cyranowski explained that HSAG is an External Quality Review Organization under contract with MDCH to conduct quality and compliance reviews of CMH affiliations in Michigan. The Lakeshore Affiliation performed at the Excellent level (4 stars) for five out of the eight standards, thus, receiving a rating of 95% or higher on three standards and 100% on two standards.

In the area of record reviews (utilization management denials and grievances) the Affiliation received a score of Average (2 stars). The record review rating was 79%. Total rating for Standards was 95%.

Reviewers will return in September 2005 for a follow-up visit. When the State Summary Review becomes available, it will be shared with the CMHOC Board of Directors.

Action Item: Resolution Supporting Funding of Collaborative Mental health Programs and Services

CMH 05-037 Motion: To approve and authorize the CMHOC Board Chairperson and Secretary to sign the Resolution supporting funding by the State of Michigan for collaborative mental health programs and services.

Moved by: Schipper

Supported by: Kortman

Discussion:

Ms. Bird called attention to Page 1 of the Resolution: "WHEREAS, the State of Michigan has expressed a desire to manage its resources based on principles of prioritizing spending and eliminating programs and services that are least valuable to our citizens;" Ms. Bird questioned whether this is what Ottawa County wants; noting that she is concerned about this statement. She stated that CMHOC may be moving towards a point where there is no financial support.

Mr. Cyranowski stated that the Executive Board of the Board Association drafted the Resolution and Greg Rappleye, provided the Resolution in the County template.

Ms. Kortman stated that this Resolution needs to go to the next step. Mr. Cyranowski stated that he will contact the Board Association to inform them that the Resolution was approved by the CMHOC Board of Directors. He will also discuss with Al Vanderberg, to forward the Resolution to the Ottawa County Board of Commissioners.

ROLL CALL VOTE

YEAS: Gretzner, Schipper, Vander Kam, Van Koevering, Serrano, Nale, Berghorst, Kortman, Slaggert

NAYS: Bird

MOTION CARRIED

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Ms. Kortman commented that she would like to assure that, at a future CMHOC Board of Directors Meeting, a discussion occurs regarding the housing and day program issues brought up in the Public Comment by Mr. Tom Bird.

Ms. Kortman commented that she appreciated receiving the information *Evaluating Trustee Performance: Issues, Trends, and Process*. She requested that copies be made and distributed regarding the article *Secrets of successful outcome-based budgets*. Ms. Pelon will make copies and include in the July Board Packet.

Ms. Bird commented on the MACMHB Conference she attended in May 2005. She was part of a conversation with Allegan County people regarding Authority status; noting that Allegan County CMH is considering Authority status. She stated that the Director of MACMHB (and his assistant) provided a presentation to the Allegan County CMH Board regarding Authority status. She noted that they answered questions regarding becoming an Authority; what it means to be an Authority and the differences of being an Authority. She questioned whether CMHOC should consider inviting the Director of MACMHB to provide this same presentation. She indicated that the presentation should also occur at Muskegon CMH and at the two County Commissions.

Mr. Cyranowski defined "Authority Status". There are two ways that CMH Boards can be organized (1) as a county agency; and, (2) within the Mental Health Code there is an option where the County Commissioners can elect to let the CMH Board become

an Authority. This means that the CMH organization is no longer a direct department of the county government.

Mr. Cyranowski stated that there are pros and cons to becoming an Authority. Mr. Schipper noted that this would have to be approved by the Ottawa County Board of Commissioners. Mr. Cyranowski noted that the Board of Commissioners can also revoke the Authority status.

Ms. Bird stated that the CMHOC Board of Directors needs to understand both sides; specifically what are the negatives. Mr. Vander Kam commented that the Board needs to hear both sides. Ms. Kortman agreed that it should be investigated.

Ms. Serrano suggested that Mr. Cyranowski invite individuals to make a presentation to the CMHOC Board of Directors at a future meeting. Ms. Bird suggested having a joint meeting with Muskegon when this presentation is scheduled. Mr. Cyranowski will follow up with the Board Association to secure a well balanced presentation.

In response to Ms. Bird's e-mail regarding Respite and CRN (Children's Resource Network), Mr. Cyranowski reported that many details are still being worked on and he will be in a better position to report on this at the July 18, 2005 CMHOC Board of Directors Meeting.

Ms. Gretzner commented on the MACMHB Conference she attended in May 2005, specifically questioning whether CMHOC was going to provide evidenced-based training. Mr. Cyranowski stated that CMHOC is expected to implement evidenced-based practices. The Lakeshore Affiliation wants to focus on two evidenced-based practices and is applying for grant funding from MDCH. Sue Buist has been working on this and Mr. Cyranowski will provide an update at the July 18, 2005 CMHOC Board of Directors Meeting.

BOARD REVIEW OF THE DAYS BUSINESS

Ms. Slaggert commented that she appreciates everyone coming to the meetings very well prepared. She noted a lot of "needy" topics that were brought up today; noting that in the future, time needs to be set aside to discuss these topics.

Ms. Van Koevering commented that there is talk at the State level regarding revising the Board Works videos. She stated that there are some new videos. Ms. Kortman stated that the Board Association is under contract to have the Board Works re-done.

Mr. Vander Kam commented that Board Members have two assignments (Executive Director's Performance Evaluation and Board Self-Evaluation) that are important and encouraged Board Members to complete them and return them by the designated deadlines.

Ms. Serrano requested clarification relative to Public Comments. She wondered how and when feedback is provided. Mr. Cyranowski explained that direction from Greg Rappleye, Corporate Counsel, is that Public Comment does not receive direct feedback; interaction is not built into the feedback system. Follow up can be built into a future Board Agenda.

PUBLIC COMMENT

No Public Comment Received.

ADJOURNMENT

Ms. Slaggert adjourned the June 20, 2005 meeting at 3:10pm.

Kellye Slaggert, Vice Chair 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 partner with persons who are challenged by a serious and persistent mental illness and/or developmental disability in a manner that maximizes their integration in the community.
3. Public Comment

4. Approval of Minutes of May 16, 2005
Suggested Motion:
To approve the Minutes of May 16, 2005.
5. Approval of Agenda of June 20, 2005
Suggested Motion:
To approve the Agenda for June 20, 2005.
6. Communications and Presentations
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 May Financial Statement as presented.

10. Old Business
11. New Business

Discussion Item #1: Executive Director's Annual Performance Evaluation (To be distributed at meeting)
Fred Vander Laan

Discussion Item #2: Annual Board of Directors Self Assessment (To be distributed at meeting)
Kellye Slaggert

(*Attachment C*)

Discussion Item #3: 2005 Report of External Quality Review and Compliance Monitoring for Lakeshore Affiliation
Gerry Cyranowski

(*Attachment D*)

ACTION ITEM: Resolution Supporting Funding of Collaborative Mental Health Programs and Services

Suggested Motion:

To approve and authorize the CMHOC Board Chairperson and Secretary to sign the Resolution supporting funding by the State of Michigan for collaborative mental health programs and services.

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