

**APPROVED  
OTTAWA COUNTY  
COMMUNITY MENTAL HEALTH**

**Monday, September 19, 2005 1:00 PM  
CMH Building A - Board Room**

**PRESENT:** Edward Berghorst, Rita Bird, Mark Bombara, Rebecca Gretzner, Kristine Nale, Harris Schipper, Kellye Slaggert, Lucile Van Koevering, Cornelius Vander Kam, Fred Vander Laan

**ABSENT:**  
**EXCUSED:** Joyce Kortman, Celia Martinez de Serrano

**STAFF:** Gerry Cyranowski, Sue Buist, Pam Pekelder, Gloria Pelon

**OTHERS:** David LaLumia

CALL TO ORDER - Board Chairperson

Fred Vander Laan, Chairperson called the September 19, 2005 meeting to order at 1:00pm.

CMHOC MISSION STATEMENT

Mr. Vander Laan noted the CMHOC Mission Statement.

PUBLIC COMMENT

Chuck Schipper

Harbor House Ministries

Jenison, Michigan

Commented on the issue relative to Harbor House Ministries requesting funding for the second twelve bed group home. Information regarding Harbor House Ministries was distributed.

Mark Stephenson

8374 First Street

West Olive, Michigan

Commented on the issue relative to Harbor House Ministries and the need to place his daughter.

Lyn Portoluri

11856 Reed Street

Grand Haven, Michigan

Commented on the issue relative to Harbor House Ministries; noting that she has a small family group home, which receives less funding of which is capped. She noted that other small group homes in the area have openings.

Ruth Stegeman

Lakeshore Center for Independent Living

Holland, Michigan

Commented on the current housing crisis, as well as the need for community supports. She emphasized the need for the Board to work collaboratively on long term planning to solve this crisis.

Fredrica Schiele

15306 State Road

Spring Lake, Michigan

Commented on the issue relative to Harbor House Ministries, noting that she is a small group home owner, which receives a capped rate. She requested that the Board consider the input from consumers and request more input from small group home

owners.

Shelley Rawlings  
15881 32nd Street  
Coopersville

Commented on the issue relative to Harbor House Ministries, noting that she is a small group home owner. Her home is family oriented. She stated that funding should follow the consumer. Placement should be by consumer choice, not one home against another home.

Don Schiele  
15306 State Road  
Spring Lake, Michigan

Commented on the issue relative to Harbor House Ministries, noting the small family group home. He requested that the Board address the inequities. He recommended discussions with parents and guardians.

Jean MacDonald  
11359 Ripple Drive  
Allendale, Michigan

Commented on the issue relative to Harbor House Ministries, acknowledging the good job that the small group home owners provide.

Randy Portoluri  
11856 Reed Street  
Grand Haven, Michigan

Commented on the issue relative to Harbor House Ministries, noting the small group homes in the community and the equity of funding.

#### APPROVAL OF MINUTES of August 22, 2005

CMH 05-050 Motion: To approve the minutes of the August 22, 2005 meeting.

Moved by: Schipper Supported by: Bombara

MOTION CARRIED

Ms. Bird questioned the Rye Wage Study final amount. She understood the amount to be \$325,000 not the reported amount of \$510,000. Mr. Cyranowski will clarify at the October 17, 2005 CMHOC Board of Directors Meeting.

#### APPROVAL OF AGENDA of September 19, 2005

CMH 05-051 Motion: To approve the agenda for September 19, 2005.

Moved by: Berghorst

Supported by: Slaggert

MOTION CARRIED

#### CHAIRPERSON'S REPORT

None

#### EXECUTIVE DIRECTOR'S REPORT

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

#### **CARF**

CMHOC has received the formal accreditation letter, which is a three (3) year accreditation. Within ninety (90) days, CMHOC must submit a Quality Improvement Plan.

#### **Triennial Audit of the CMHOC Office of Recipient Rights**

CMHOC received a score of 291 out of a possible total of 292 points. A formal accreditation letter and report has been received. Within thirty (30) days, CMHOC must submit a Corrective Action Plan for the one item.

#### **MDCH**

Legislation for funding for the new fiscal year (October 1, 2005) has restored the \$20 million reduction to the CMH general fund line. The Lakeshore Affiliation should receive a 3% to 4% increase in Medicaid funding for next year. The Federal Government has not yet approved the State Waiver Renewal Application. This includes the 6% Provider Tax; the Medicaid increase is based upon approval of this.

## **Housing Grants**

Annual progress reports have been submitted to the federal Department of Housing and Urban Development on two (2) permanent supported housing grants. The grant program will provide consumers with rental subsidies in independent, community-integrated housing, with supports provided by CMHOC.

## **Follow Up Items from August 22, 2005**

Item #1: RFP Status – update requested by Ms. Bird

This was a Request for Proposal relative to Community Based Supported Employment. This was a joint venture with Muskegon CMH for Medicaid covered services, basically supported employment in the way of enclaves, mobile work crews and community integrated skill building. This process has been completed. The Service Contracts will be presented later in the Agenda.

Item #2: Day Programs going to a quadrant format – update requested by Ms. Bird

This has not been implemented. This is awaiting approved modification and refinement. It is hopeful this will be settled within the next month.

Item #3: Provider Tax – update requested by Ms. Bird

The Federal Government has not yet approved the State Waiver Renewal Application. This includes the 6% Provider Tax. No further information available at this time.

Item #4: Authority Status – update requested by members of the CMHOC Board

Today, David LaLumia, from the MACMHB, will provide a presentation on the Pros and Cons of Authority Status. The presentation is Agenda Item #13.

Item #5: Recipient Rights investigation due to a recent death – update requested by Ms. Bird

This is in reference to a recent death at an adult foster care home. The question was whether a Rights Investigation was conducted. The police report indicates no evidence of foul play. The Medical Examiner's Report indicates the death of the resident was due to natural causes. CMHOC did not initiate a Recipient Rights Investigation, since there were no indications that any rights were violated in that process. On July 6, 2005, CMHOC requested the Medical Examiner's official report; this has not been received as of this date.

Item #6: Serious situation at a group home – update requested by Ms. Bird

Ms. Bird brought up the allegation that there was a serious situation at a group home; the allegation involved a weapon in the home. Ms. Bird reported that a CMHOC case manager contacted her with this concern, but no name or specifics were given. Mr. Cyranowski checked with CMHOC management and CMHOC case managers and no evidence could be found of a situation where someone had a weapon in a group home.

Mr. Cyranowski encouraged all Board Members, when contacted with a situation that suggests an eminent risk of harm to anyone, act immediately by contacting Mr. Cyranowski directly, call the Recipient Rights Office or dial 911.

Item #7: Matrix of housing costs and day service costs for the developmentally disabled – requested by Joyce Kortman  
Due to the absence of Ms. Kortman, this will be presented at the October 17, 2005 CMHOC Board Meeting.

Item #8: Waiting time for CMHOC consumers brought to hospital emergency room for crisis screening

Requested by Joyce Kortman

Due to the absence of Ms. Kortman, this will be presented at the October 17, 2005 CMHOC Board Meeting.

## **Other Items and or Questions:**

Funding of Services in Adult Foster Care Homes

Mr. Cyranowski explained there are a number of situations that govern funding of services in adult foster care homes. There are some adult foster care homes which receive no funding from CMHOC. The operators run these homes based on the residents' monthly SSI benefit, which pays for room and board.

There are some small AFCs that are based on an assessment of perspective residents. There is an assessment completed annually relative to the consumer's care needs. CMHOC can not pay for room and board. In any type of residential setting, CMHOC is paying for personal care and community living supports. It is based on the consumer's level of need. CMHOC enters into a contract with that care provider and a per diem is paid based on the level of care required for each resident.

Recipient Rights Office Reporting

Ms. Bird questioned whether it is part of the MDCH contract that CMHOC provide the State information by filing a report when there is a death. She questioned whether a copy of the autopsy is sent to the State. If there is a police report, she questioned

whether that is sent to the State. Mr. Cyranowski stated that all of the above is done by CMHOC Recipient Rights staff.

#### Increase in Medicaid Funding

Ms. Bird questioned the 3% increase, wondering if that included Medicaid and General Fund. Mr. Cyranowski stated that it is only the Medicaid portion. Mr. Cyranowski cautioned the Board relative to this increase, stating that the million dollars, or Medicaid Funds, being carried forward to next year, is fully budgeted on expenses next year. In preliminary discussions with Muskegon CMH, there is no carry forward budgeted for next year. Any new Medicaid dollars that the Affiliation receives will preferably be reserved as a carry forward for the following year.

Ms. Bird questioned whether the 3% increase will be a pro rata share between Muskegon and Ottawa. Mr. Cyranowski responded that the increase will most likely go towards the carry forward; it would be allocated within the two counties.

#### Risk Management Plan

Ms. Gretzner requested an explanation of a Risk Management Plan. Mr. Cyranowski responded Muskegon and Ottawa, as an affiliation, has a Risk Management Plan. CARF requested a Risk Management Plan specific for CMHOC.

A Risk Management Plan covers everything from insuring that the agency's financial mechanisms are sufficient to assure dollars are allocated appropriately, sufficiently funding the agency's operations and the agency does not run into financial risk. It also includes the integrity of the agency's management information system. It assures the agency has proper insurance. Mr. Cyranowski stated that CMHOC will be developing a Risk Management Plan specific to Ottawa County and this will be presented to the CMHOC Board upon its completion.

#### FINANCE ITEMS:

##### **Service Contracts**

CMH 05-052 Motion: To approve the Service Contracts as presented.

Moved by: Berghorst

Supported by: Slaggert

MOTION CARRIED

Ms. Nale stated that the terminology "indigent" continues to appear on the Service Contracts. The terminology was to be changed to "Medicaid or under insured". Mr. Cyranowski will discuss with the appropriate person to assure this change takes place.

Mr. Vander Kam commented in reference to contracts that receive increases, stating that he would like to recommend CMHOC begin tracking Service Contracts that receive excessive increases.

##### **FY 2004/2005 June Financial Statement**

CMH 05-053 Motion: To receive FY 2004/2005 June Financial Statement as presented.

Moved by: Van Koevering

Supported by: Berghorst

MOTION CARRIED

Mr. Cyranowski noted that this is the June Financial Statement; he is hopeful by the next CMHOC Board Meeting on October 17th, the Financial Statements will be up to date.

Ms. Bird questioned, once up to date with Financial Statements, would the system provide a break down of cost for specific services and programs. Mr. Cyranowski and Ms. Pekelder responded affirmatively. Ms. Bird continued questioning whether complete numbers could be provided to the CMHOC Board of Directors, i.e., complete numbers of what it costs to provide supported employment to each CMHOC diagnosed consumer groups for a year and the same for CLS services, skill building, clinical services, etc.

Ms. Pekelder stated that this information had been presented to the CMHOC Board of Directors a couple of years ago, noting that this is a report that must be submitted to the MDCH annually. Mr. Cyranowski stated that this is a rather large report, but can be summarized to provide the requested information.

Mr. Cyranowski will provide Board Members with this report when it becomes available.

Mr. Cyranowski noted that MDCH is now looking at the cost per unit of service at all Affiliations, state wide.

##### **FY 2004/2005 Budget Adjustment #3**

CMH 05-054 Motion: To approve FY 2004/2005 Budget Adjustment # 3 as presented.

Moved by: Berghorst

Supported by: Van Koevering  
MOTION CARRIED

Ms. Bird questioned the replacement of computers; wondering what is done with the outdated computers.

Ms. Gretzner commented that there is an urgent need for computers at the Drop In Center and at the two Clubhouses. She requested that this need be reconsidered as soon as possible.

Mr. Cyranowski stated that this issue is under discussion with County Administration. He stated that CMHOC purchases the computers from the county with Medicaid dollars; therefore, technically, they should remain with CMHOC. He stated that if the computers are liquidated, the asset should come back to CMHOC or CMHOC be given the authority to use the outdated machines as needed.

Mr. Cyranowski will be discussing this issue with the County Administrator at their next scheduled meeting. He will provide an update at the October 17, 2005 CMHOC Board of Directors Meeting.

#### OLD BUSINESS

##### **Final Report: CARF Survey**

Mr. Cyranowski stated that CMHOC was awarded three (3) year accreditation status as a result of the CARF Survey conducted from June 27 through June 29, 2005. There were no changes in the final report. A written Quality Improvement Plan will be submitted to CARF by November 30, 2005 to address the recommendations.

Mr. Cyranowski stated that this report will soon be available on the CMHOC MIS system.

##### **Discussion: Harbor House Ministries**

Mr. Cyranowski stated that he is looking for direction from the CMHOC Board of Directors relative to contracting with Harbor House Ministries and the issue of financial resources to support another twelve (12) bed home. Mr. Cyranowski stated that he is looking for guidance from the CMHOC Board of Directors relative to entering into negotiations with Harbor House Ministries for the noted twelve (12) bed home.

Mr. Cyranowski also questioned the CMHOC Board of Directors as to the Board's direction for future residential placements.

Mr. Cyranowski stated that he is currently identifying available dollars within the budget and at different measures that CMHOC can take operationally to free up dollars to fund these out of home placements.

Mr. Cyranowski noted that although MDCH stated there is no prohibition against having contracts with large facilities, that certainly is not the direction they want to see CMH Boards going. Due to the cost involved, Mr. Cyranowski requested direction for the future as far as CMHOC planning and working with providers. Does the Board prefer a movement towards larger settings over smaller community based settings?

Mr. Vander Laan concurred, noting that he and Mr. Cyranowski are looking for direction from Board Members.

Mr. Vander Laan stated that CMHOC needs to begin negotiations with Harbor House Ministries. He stated that the requests for placement should be reviewed case by case, with the most needy consumer(s) receiving priority. The negotiations must include the dollar rate per day. Mr. Vander Laan stated that CMHOC can not immediately place twelve residents, the funding is not available. It was noted that CMHOC would not be able to fund a third home.

Ms. Van Koevering questioned the PCP process relative to services, including residential placement. She questioned whether consumers can specifically request Harbor House. Mr. Cyranowski responded that consumers can request specific placement; however, CMHOC does not fund placements, rather CMHOC funds Medicaid covered services. CMHOC's first responsibility is to offer the services to consumers.

Mr. Berghorst commented that CMHOC must look at the individual needs and from that determine what rate will be paid. He stated that individuals placed at Harbor House may not require the same level of care; therefore, the rate per day would reflect that. Mr. Berghorst cautioned that entering into a contract with larger facilities may jeopardize the smaller community homes.

Mr. Bombara stated that whatever direction CMHOC decides to go, CMHOC should have a philosophy that ensures CMHOC does not under serve or over serve. Mr. Bombara commented on the Person Centered Plan process, stating that whatever the consumers' needs are, the first place to go to meet those needs is from natural supports, the community and then look at what CMHOC can provide.

Ms. Bird questioned whether CMHOC is now saying that if it is an appropriate placement and funding is available, that placements will be made at Harbor House. Mr. Vander Laan responded affirmatively.

Ms. Bird commented that CMHOC is obligated to serve the most needy and this should be a priority.

Mr. Schipper commented on the history of mental health, going from shared management to full management. CMHOC has little flexibility. Mr. Schipper stated that he is recommending and proposing a county wide millage for mental health and the developmentally disabled, this to occur next year, 2006, in the August election. He noted, if the proposed millage passed, CMHOC would have funding for services. Mr. Schipper recommended that this be an avenue that CMHOC explores. Mr. Vander Laan stated that he would take this under advisement.

Ms. Nale noted that she is concerned with the shortfall of funds. Questioning what CMHOC will do when another "good thing" comes along.

Mr. Vander Laan stated that Ottawa County is unique; emphasizing that Ottawa County is special in the services and care of providers for CMHOC consumers.

As the Chairperson, Mr. Vander Laan stated that he is willing to direct Mr. Cyranowski to begin negotiations as soon as possible. When negotiations are complete, the information must be reported back to the CMHOC Board of Directors.

#### NEW BUSINESS

##### **Respite Satisfaction Survey Results – MI Child – 2005**

Mr. Cyranowski reviewed and answered questions regarding the Respite Satisfaction Survey Results.

This is an annual survey. This survey is specific to families of children who have a severe emotional disorder.

It was noted that people tremendously value this service, but there are not enough providers to meet every need.

Mr. Cyranowski stated that CMHOC is moving the management of all respite services to Children's Resource Network (CRN). This includes all age groups, consumers with severe mental illness and/or developmental disabilities.

##### **Consumer Advisory Committee Appointments**

CMH 05-055 Motion: To reappoint Sue Buist as a member of the Consumer Advisory Committee for a two (2) year term.

Moved by: Schipper

Supported by: Bombara

Ms. Bird questioned whether CMHOC has two advisory committees. Mr. Cyranowski stated that the Consumer Advisory Committee incorporates the Recipient Rights Committee. Ms. Bird noted that there are vacancies and encouraged parents and/or family members attending CMHOC Board Meetings to apply. Ms. Bird read the statute for this committee.

Ms. Bird questioned whether it was appropriate for the CMHOC Program Director to have a seat on this committee. She indicated there may be a conflict of interest, since this committee is a Recipient Rights Advisory Committee. Ms. Bird stated that the Program Director should attend every meeting, but not sure that being appointed is appropriate. Mr. Cyranowski stated that historically the Program Director was appointed to this committee. He stated that he would look at the By-laws. Mr. Cyranowski will provide an update at the October 17, 2005 CMHOC Board of Directors Meeting.

Ms. Van Koevering stated that it is difficult to find and keep committee members. She noted that recently she sent out letters, including an application, trying to recruit new members.

Mr. Vander Kam called for the question.

The Motion Carried, with one (1) dissension.

CMH 05-056 Motion: To reappoint Kristine Nale as a member of the Consumer Advisory Committee for a two (2) year term.

Moved by: Schipper

Supported by: Bombara

MOTION CARRIED with one (1) abstention

#### GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Mr. Berghorst commented on probable upcoming changes within the Lakeshore Coordinating Council (LCC). He noted that Van

Buren County has dropped out of the LCC and the Kalamazoo Affiliation Executive Director, Jeff Patton, is in the process of sending letters requesting that all counties belonging to the Kalamazoo Affiliation move their Substance Abuse Programs to the Kalamazoo Affiliation.

Mr. Berghorst stated this would deplete the LCC, as it would only leave the following counties: Muskegon, Ottawa and Berrien. Mr. Berghorst stated that CMHOC may need to incorporate substance abuse services into its programming.

Mr. Cyranowski announced the Cheri Parks, CMHOC Recipient Rights Officer has announced her retirement, effective October 28, 2005. The position has been posted internally and advertised externally. Interviews should occur within the next two weeks.

Mr. Vander Laan reminded Board Members that the October 17, 2005 CMHOC Board of Directors Meeting is scheduled to meet at 6:00pm and will be held at the Fillmore Complex.

#### BOARD REVIEW OF THE DAYS BUSINESS

No comments.

#### COMMUNICATIONS & PRESENTATIONS

##### **Pros and Cons of Authority Status**

Mr. Cyranowski introduced the Executive Director of MACMHB, David LaLumia. A presentation of the pros and cons of Authority Status was provided, as well as, time for questions.

Mr. LaLumia distributed printed information regarding the discussion of Mental Health Authority Status.

It was noted that currently thirty-seven (37) out of forty-six (46) Mental Health Boards have Authority Status. To date, no Authority or County Board has revoked a Board's Authority status.

For the advantages and disadvantages, see attachments from Mr. LaLumia's presentation.

Board Members expressed their appreciation to Mr. LaLumia for his presentation.

#### PUBLIC COMMENT

Michele Van Klompenberg  
7334 Adams Street  
Zeeland, Michigan

Commented that she has been trying to find housing for her daughter for over two years. CMHOC has not been able to find an appropriate placement. She did not know about Harbor House. She stated that she was not aware of any open beds. She commented that she is interested in the appeal process as they are hitting a lot of dead ends. She is in need of alternative housing for her daughter. She is hoping the Harbor House issue will be resolved soon.

Fredrica Schiele  
15306 State Road  
Spring Lake, Michigan

Commented that she is an AFC home owner. She stated that she has vacant beds, but has never been contacted regarding possible placements.

Chuck Schipper  
Georgetown Township

Commented that he would like to thank the Board on the direction they appear to be heading with Harbor House Ministries and they look forward to working with CMHOC on developing cost effective housing solutions for this population.

#### REQUESTED FOLLOW UP ITEMS:

Item #1: Matrix – housing costs and day service costs for the developmentally disabled  
Ms. Kortman requested (information deferred due to Ms. Kortman's absence).

Item #2: Waiting time for CMHOC consumers brought to hospital emergency room for crisis screening  
Ms. Kortman requested (information deferred due to Ms. Kortman's absence).

Item #3: Rye Wage Study final amount – clarify \$510,000 versus \$325,000.  
Ms. Bird requested clarification.

Item #4: Provide the report that is submitted to MDCH annually that will provide a break down of cost for specific services and programs, i.e., Supported Employment, Community Living Supports, skill building, and clinical services.  
Ms. Bird requested this report.

Item #5: Provide update on meeting with Al Vanderberg, County Administrator, relative to computers purchased by CMHOC with Medicaid dollars. CMHOC would like to provide outdated computers to consumers at the Drop In Center and the two Clubhouses.  
Ms. Bird and Ms. Gretzner requested update.

Item #6: Provide update on the By-Laws specific to the CMHOC Program Director being appointed to the Consumer Advisory Committee.  
Ms. Bird requested update.

Item #7: Provide update on HIPAA regulations and privacy rules relative to touring CMHOC programs and group homes.  
Ms. Bird requested update.

#### ADJOURNMENT

Mr. Vander Laan adjourned the September 19, 2005 meeting at 3:30 p.m.

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Fred Vander Laan, Chairperson Edward Berghorst, Secretary

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#### 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 August 22, 2005  
**Suggested Motion:**  
To approve the Minutes of August 22, 2005.
  5. Approval of Agenda of September 19, 2005  
**Suggested Motion:**  
To approve the Agenda for September 19, 2005.
  6. Chairperson's Report
  7. Executive Director's Report (*Attachment A*)
  8. Finance Items (*Attachment B*)  
Service Contracts  
**Suggested Motion:**  
To approve the Service Contracts as presented.
- Financial Statement  
**Suggested Motion:**  
To receive FY 2004/2005 June Financial Statements as presented.

Budget Adjustment



***Suggested Motion:***

To approve FY 2004/2005 Budget Adjustment #3 as presented.

9. Old Business (*Attachment C*)  
**Final Report:** CARF Survey

**Discussion:** Harbor House Ministries

10. New Business (*Attachment D*)  
**Respite Satisfaction Survey Results – MI Child - 2005**

**Consumer Advisory Committee Appointments**

***Suggested Motion:***

To reappoint Sue Buist as a member of the Consumer Advisory Committee for a two (2) year term.

***Suggested Motion:***

To reappoint Kristine Nale as a member of the Consumer Advisory Committee for a two (2) year term.

11. General Information, Comments and Meetings Attended
12. Board Review of the Days Business
13. Communications and Presentations  
**Pros and Cons of Affiliation Status**  
Presenters:  
David LaLumia, Executive Director, MACMHB  
Scott Dzurka, Associate Director, MACMHB
14. Public Comment
15. Adjournment