

**APPROVED  
OTTAWA COUNTY  
COMMUNITY MENTAL HEALTH**

**Monday, October 17, 2005 6:00 PM  
Fillmore Administration Building - Main Conference Room  
12220 Fillmore Street, West Olive**

**PRESENT:** Edward Berghorst, Mark Bombara, Rebecca Gretzner, Joyce Kortman, Celia Martinez de Serrano, Kristine Nale, Harris Schipper, Kellye Slaggert, Lucile Van Koevering, Cornelius Vander Kam, Fred Vander Laan

**ABSENT:  
EXCUSED:** Rita Bird

**STAFF:** Gerry Cyranowski, Sue Buist, Greg Hofman, Pam Pekelder, Betty O'Rourke, Gloria Pelon, Roger De Kuiper

**OTHERS:** Greg Rappleye

**CALL TO ORDER - Board Chairperson**  
Fred Vander Laan, Chairperson called the October 17, 2005 meeting to order at 6:05pm.

**CMHOC MISSION STATEMENT**

Mr. Vander Laan noted the CMHOC Mission Statement. Each Board Member received a laminated card with the new Mission Statement, Vision Statement and Supporting Concepts. This card was included in the Board Packet.

**PUBLIC COMMENT**

No Public Comment Received.

**ANNUAL PUBLIC HEARING**

CMH 05-057 Motion: To open the Annual Public Hearing, as required by Section 226(e) of the Michigan Mental Health Code.

Moved by: Schipper  
Supported by: Vander Kam  
**MOTION CARRIED**

Mr. Cyranowski presented and reviewed the CMHOC Mission Statement, Vision Statement and Supporting Concepts.

The following presentations were provided:

• ***Services to Persons with a Serious Mental Illness***

Presented by:  
David Neal, Mental Health Specialist,  
Assertive Community Treatment Team (ACT)

• ***Services to Persons with a Developmental Disability***

Presented by:  
Betty O'Rourke, Program Supervisor,  
Services to the Developmentally Disabled

Roger De Kuiper, Psychologist,  
Clinical Services

**PUBLIC HEARING – PUBLIC COMMENT**

No Public Comment Received.

Mr. Cyranowski stated that next year a new Board Planning Schedule will be followed. In 2006, the Annual Public Hearing will be scheduled in May.

Mr. Cyranowski reviewed the CMHOC Board of Directors Annual Planning Calendar indicating the following:

Jan./Feb. 2006: Conduct a full review of all CMHOC services within the agency and present to the Board.

March 2006: Conduct a review of the annual CMHOC/County budget process for next fiscal year.

April 2006: Conduct Annual Needs Assessment.

May 2006: Conduct Annual Public Hearing.

June 2006: CMHOC Board identifies local priorities based on needs assessment and public hearing.  
CMHOC Board receives proposed budget for next fiscal year.

July 2006: CMHOC Board approves final budget for next fiscal year for submission to County Administration.  
CMHOC Board reviews highlights of Annual Plan instructions from MDCH.

Sept. 2006: CMHOC Board receives Annual Plan submitted to MDCH.

CMH 05-058 Motion: To close the Public Hearing

Moved by: Bombara

Supported by: Van Koevering

MOTION CARRIED

APPROVAL OF MINUTES of September 19, 2005

CMH 05-059 Motion: To approve the minutes of the September 19, 2005 meeting.

Moved by: Berghorst

Supported by: Slaggert

MOTION CARRIED

APPROVAL OF AGENDA of October 17, 2005

CMH 05-060 Motion: To approve the agenda for October 17, 2005.

Moved by: Berghorst

Supported by: Bombara

MOTION CARRIED

#### COMMUNICATIONS & PRESENTATIONS

##### **Presentation: Community Partner Award**

Mr. Cyranowski stated that the annual Community Partner Award was awarded to Mr. Jim Kloosterman. The award was given to Mr. Kloosterman for his participation in regular meetings of the Town Hall Coalition Advisory Committee and CMHOC management. Mr. Kloosterman co-developed Family Involvement Groups (FIGs) in Ottawa County; expanding to three locations in Ottawa County. He participated in the planning process for integrated supported employment; attending a total of four three-hour meetings with providers and CMHOC. He participated in the evaluation process of the Request for Proposal (RFP). All of his time was uncompensated.

Unfortunately Mr. Kloosterman could not attend tonight's meeting; he will be personally presented the Community Partner Award Plaque within the week.

#### CHAIRPERSON'S REPORT

Mr. Vander Laan stated that the MACMHB is requesting two (2) Voting Delegates from CMHOC at the Fall Conference that will be held in Traverse City on October 24 & 25, 2005. The Association's Member Assembly Meeting will be held on Tuesday, October 25, 2005 at 8:00am.

At each conference the CMHOC Executive Director and two Board Members are registered as Voting Delegates. Mr. Vander Laan requested suggestions from the Board.

4/4/2006

The following was decided: Mr. Cyranowski, Mr. Berghorst and Ms. Nale.

Voting Delegates must sign-in at the conference registration to receive their voting card.

Ms. Pelon will fax the information to Chris Ward at MACMHB.

#### EXECUTIVE DIRECTOR'S REPORT

Mr. Cyranowski distributed his October, 2005 Executive Director's Report. He answered questions and provided the following updates:

#### **Funding Issues**

The department of Medicaid and Medicare Services approved MDCH's application for renewal of the Medicaid Waiver. The Medicaid Provider Tax was also approved. The Governor approved the operating budget for 2005/2006, with the elimination of all threatened funding cuts. This is all good news for CMHOC.

Mr. Cyranowski stated that final budget figures are not yet finalized, but appears that the Lakeshore Affiliation will see a 3% to 4% increase in Medicaid Funding for fiscal year 2005/2006.

#### **Office of Recipient Rights Update**

Cheri Parks, CMHOC Director of Recipient Rights and Training Coordinator, is retiring after twenty (20) years of service to CMHOC. Mr. Cyranowski noted this to be quite an accomplishment. Ms. Parks will be retiring effective October 28, 2005.

Mr. Cyranowski stated that Ms. Parks' position was posted both internally and externally. He stated that he was pleased to announce that Dana Gezon, currently the Training Coordinator for CMHOC, was offered and accepted the position. Ms. Gezon will start on October 31, 2005. Mr. Cyranowski noted that Ms. Gezon's employment with CMHOC dates back to 1976. Mr. Cyranowski stated that he is looking forward to Ms. Gezon joining the Executive Team.

#### **Follow Up Items from September 19, 2005**

**Item #1:** Matrix – housing costs and day service costs for the developmentally disabled.

Requested by Ms. Kortman

The Matrix is being re-worked. This is deferred to the November 21, 2005 CMHOC Board Meeting.

**Item #2:** Waiting time for CMHOC consumers brought to hospital emergency rooms for crisis screening.

Requested by Ms. Kortman

Mr. Cyranowski stated that the time frame is three (3) hours; from the time that someone presents to an emergency room with a crisis request for inpatient hospitalization to final disposition. MDCH Performance Indicators show that CMHOC is at 100% compliance with that standard. Ms. Buist clarified that the three (3) hours represents the onset of the call, travel time to the hospital, completion of the evaluation and disposition.

**Item #3:** Rye Wage Study final amount – clarify \$510,000 versus \$325,000.

Requested by Ms. Bird

Mr. Cyranowski commented that there was a question regarding the accuracy of the information presented regarding the final amount (total cost) of the Rye Wage Study Adjustments. Mr. Cyranowski presented a spreadsheet which indicated the Grand Total of the Rye Wage Study for CMHOC to be \$476,196.68 – with further adjustments the final amount was approximately \$510,000.

**Item #4:** Provide a report that will give a break down of cost for specific services and programs within CMHOC.

Requested by Ms. Bird

Mr. Cyranowski requested that this be deferred to the November 17, 2005 Board Meeting. He stated that this report is being worked on and will provide the unit cost for all CMHOC services. This report will compare CMHOC to State averages.

**Item #5:** Provide update on meeting with Al Vanderberg, County Administrator, relative to computers purchased by CMHOC with Medicaid dollars.

Requested by Ms. Bird and Ms. Gretzner

Mr. Cyranowski stated that he met with Mr. Vanderberg. Mr. Vanderberg stated that the outdated computers are not transferred for use within County departments or placed in the County auction; they are turned over to a salvage company, with a disposal cost to the County,

Mr. Cyranowski stated that he informed Mr. Vanderberg that CMHOC has identified needs for computers in the Clubhouses, Drop In Center and personal consumer use. Mr. Cyranowski stated that he was assured by Mr. Vanderberg that identified CMHOC requests/needs for used computers will be reviewed and the County will provide CMHOC an avenue to pursue to

accomplish this request. Mr. Cyranowski stated that he will begin accepting requests and process the requests with the County.

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

Requested by Mr. Bird

Mr. Cyranowski stated that he reviewed the By-Laws for the Consumer Advisory Committee. The By-Laws (for Committee Composition) states: one (1) Board Member and one (1) CMH staff person. Historically the CMH person has been the Program Director. He noted that it has been expressed in the past by Committee Membership that someone with authority within CMH be present on that committee, to be able to provide feedback and follow up on any issues that are discussed.

### **Evidenced-Based Practices**

Mr. Cyranowski stated that, in conjunction with Muskegon CMH, three (3) grants have been awarded.

Ms. Buist shared the following:

Grant #1: Family Psycho-Education

Develop services for families of persons with mental illness, specifically with psychotic disorders. Develop support services for families to enable them to be able to continue to be supportive of their family member. CMHOC staff will begin training in early November 2005.

Grant #2: Dually Diagnosed with Substance Abuse and Mental Illness

To integrate all services within the County so there is a coordinating agency in the County that does the primary substance abuse services. The integrated piece is to bring everyone together to assure services are provided to those individuals. This is a secondary grant, with a two (2) year implementation process. Training is being organized.

Grant #3: Recovery for persons with Mental Illness

To teach CMHOC consumers and staff about a recovery model of living, to be able to assist people to understand that steps toward recovery are possible. Training will begin in November 2005. The first training will be for staff; a larger training will be scheduled in January 2006 for consumers and the community.

Mr. Cyranowski stated the Lakeshore Affiliation was awarded a grant for Jail Diversion. Ms. Buist commented that the funding is for educational efforts within the Affiliation.

### FINANCE ITEMS:

#### **Service Contracts**

CMH 05-061 Motion: To approve the Service Contracts as presented.

Moved by: Slaggert

Supported by: Berghorst

**MOTION CARRIED**

Mr. Cyranowski stated that he would like to add one (1) Service Contract. Mr. Cyranowski distributed copies of the Service Contract:

Harbor House Ministries

Renewal (with changes)

11/01/2005 – 10/31/2007

Mr. Cyranowski stated that CMHOC has been in negotiations with Harbor House Ministries, having met three times. A daily rate for services was agreed upon:

Level 2 Care: \$146.00 per day – highest need

Level 1 Care: \$131.00 per day

In the negotiation process, it was also agreed upon to combine both homes into one Service Contract. The Service Contract for the first home was to expire on December 31, 2005. The new contract and rates for both homes will start on November 1, 2005.

Mr. Vander Laan emphasized that although there is a Service Contract in place with Harbor House Ministries, it does not mean that CMHOC has funding for twelve (12) people to move in on November 1st. He stated that CMHOC will continue to work with Harbor House Ministries to make some placements beginning November 1st. The placements will be determined on a case-by-case basis. He noted that there are twelve beds to be filled, however, they may not all be filled by CMHOC.

Mr. Vander Laan also stressed that cost cutting measures need to be worked out in order to have funding for placements. This may also involve moving consumers from one home to another, if needed.

Mr. Vander Laan commented that he did not participate in the negotiations, but received copies of all the emails and minutes that were taken at the meetings. He also had numerous conversations with Gerry Cyranowski and Jean MacDonald.

Mr. Vander Laan reiterated the instructions given to Mr. Cyranowski and Ms. Pekelder relative to this Service Contract and he complimented them on a job well done. He also complimented Harbor House Ministries (HHM), stating that CMHOC and HHM did a good job with negotiations and he was pleased with the work accomplished in approximately thirty days.

Ms. Kortman stated that she had a concern that she would like to have discussed at a future CMHOC Board of Directors Meeting. Her concern is relative to policy and practice, stating that CMHOC payment rate has been set on the basis of the level of care needed by the individual. She maintains that this has been CMHOC's practice in the past. Ms. Kortman stated that all contract homes receive the same set amount, for the same level of need/care by the individual. The level of care/need is determined by an annual review by CMHOC staff. Ms. Kortman stated that the Service Contract with Harbor House Ministries deviates from that policy and that she would like this discussed at a future meeting, as she believes that CMHOC is open to audit if the same criteria is not used throughout the system. She wants clarified how CMHOC is going to make future decisions regarding the level of care and the rate paid.

Mr. Vander Laan stated this will be discussed at a future CMHOC Board of Directors Meeting.

#### **FY 2004/2005 July Financial Report**

CMH 05-062 Motion: To receive FY 2004/2005 July Financial Report as presented.

Moved by: Schipper

Supported by: Berghorst

MOTION CARRIED

Ms. Kortman requested from Ms. Pekelder her best estimate as to the income over expenditures for the fiscal year, which ended September 30, 2005.

Ms. Pekelder responded that she expects CMHOC will have approximately \$1.3 million in carry forward Medicaid dollars. She emphasized that these carry forward dollars have been budgeted in the new fiscal year for operations.

#### **FY 2004/2005 Budget Adjustment #4**

CMH 05-063 Motion: To approve FY 2004/2005 Budget Adjustment #4 as presented.

Moved by: Berghorst

Supported by: Bombara

MOTION CARRIED

#### OLD BUSINESS

None

#### NEW BUSINESS

##### **Final Report: Jail & Juvenile Detention – Diversion of the Mentally III**

Mr. Vander Laan questioned whether Board Members wanted to review this report or defer to next month's meeting. It was decided to defer to the November 17, 2005 CMHOC Board of Directors Meeting.

#### **Organizational Performance Reports**

##### ***Development and Training***

Mr. Cyranowski reviewed and answered questions regarding the Staff Development Activity Report for April 1, 2005 through September 30, 2005. He noted this report consists of external attended seminars and conferences.

Mr. Cyranowski reviewed and answered questions regarding the Staff Development Activity Report for April 1, 2005 through September 30, 2005. He noted this report consists of presentations by internal presenters, external presenters and Medication Lunches.

Mr. Cyranowski noted that questions have been asked relative to the cost of Staff Development. He noted that costs connected to internal presentations consists of staff time. The Medication Lunches are sponsored by various drug companies at no cost to CMHOC. When staff attends conferences outside of the agency, costs consist of the conference, tuition, travel, and lodging. This expense is covered under the established training budget.

#### ***Office of Recipient Rights***

Mr. Cyranowski reviewed and answered questions regarding the Quarterly Recipient Rights Report for July, August and

September 2005

The Mental Health Code requires reporting twice a year to MDCH and once a year to the CMHOC Board. Mr. Cyranowski questioned whether the Board would like to have this report quarterly, every six months, or annually. He requested their input.

Ms. Kortman requested clarification on the process of filing a recipient rights complaint. Mr. Cyranowski stated there are many avenues to filing a complaint. There are two (2) Recipient Rights Officers that are full time. If a consumer feels their rights have been violated, they can contact the Recipient Rights Office and file a complaint, or voice their concern to their direct care worker, who is then required to relay the complaint to a Recipient Rights Officer, to a supervisor, to the Executive Director or any staff within the CMHOC organization. The consumer would then meet with the Recipient Rights Officer, a complaint would be filed and an investigation begins. A report is written with a disposition.

Ms. Kortman stated that she would like more information regarding the system in place, i.e., how does Recipient Rights fit in with the Consumer Advisory Committee and Tribunal Hearings (at the State level). Mr. Cyranowski stated that he would arrange for an educational presentation relative to the Office of Recipient Rights. This will be arranged for a future CMHOC Board of Directors Meeting; either on November 17, 2005 or December 19, 2005.

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

CMH 05-064 Motion: To appoint Paul Brinkman as a member of the Consumer Advisory Committee for a two (2) year term.

Moved by: Berghorst

Supported by: Slaggert

MOTION CARRIED

CMH 05-065 Motion: To appoint Angie Nettrou as a member of the Consumer Advisory Committee for a two (2) year term.

Moved by: Serrano

Supported by: Schipper

MOTION CARRIED

#### GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

No Comments Received.

#### BOARD REVIEW OF THE DAYS BUSINESS

No Comments Received.

#### PUBLIC COMMENT

Jean MacDonald

11359 Ripple Drive

Allendale, Michigan

Thanked the Board for the approval of the contract with Harbor House Ministries.

Mark Stephenson

8374 First Street

West Olive, Michigan

Thanked the Board for the approval of the contract with Harbor House Ministries; indicating that he has a daughter that he has made application for placement at Harbor House Ministries.

Michele Van Klompenberg

7334 Adams Street

Zeeland, Michigan

Thanked the Board for working with Harbor House Ministries, agreeing on a contract and approving the contract tonight. She stated that she is hoping that funding will be found in a timely fashion so placements can be made soon.

#### REQUESTED FOLLOW UP ITEMS:

Item #1: Matrix – housing costs and day service costs for the developmentally disabled.

Requested by Ms. Kortman

Deferred to November 17, 2005 CMHOC Board of Directors Meeting.

Item #2: Provide a report that will give a break down of cost for specific services and programs with CMHOC.

Requested by Ms. Bird

4/4/2006

Deferred to November 17, 2005 CMHOC Board of Directors Meeting.

Item #3: Requested discussion and clarification on how CMHOC is going to make future decisions regarding the level of care and rate paid to providers. It was felt that the Harbor House Ministries Service Contract deviates from current policy. Discussion Item for November 17, 2005 Board Meeting.

Requested by Ms. Kortman

Item #4: Final Report: Jail & Juvenile Detention – Diversion of the Mentally Ill.

Deferred to November 17, 2005 CMHOC Board of Directors Meeting.

Item #5: Request for educational presentation regarding how Recipient Rights fits in with the Consumer Advisory Committee and the Tribunal Hearings (at the State level) process.

Requested by Ms. Kortman

Mr. Cyranowski to arrange for a presentation at the November 17, 2005 or December 19, 2005 Board of Directors Meeting.

Item #6: Provide update on HIPAA regulations and privacy rules relative to touring CMHOC programs and group homes.

Requested by Ms. Bird

#### ADJOURNMENT

Mr. Vander Laan adjourned the October 17, 2005 meeting at 7:50pm.

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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. **Suggested Motion:** To open the Annual Public Hearing, as required by Section 226(e) of the Michigan Mental Health Code.

**Presentation:**

Mission Statement  
Vision Statement  
Supportive Concepts

**Presentation:**

Services to Persons with a Serious Mental Illness

**Presentation:**

Services to Persons with a Developmental Disability

**Public Comment**

**Suggested Motion:** To close the Public Hearing

5. Approval of Minutes of September 19, 2005  
**Suggested Motion:** To approve the Minutes of September 19, 2005.
6. Approval of Agenda of October 17, 2005

**Suggested Motion:** To approve the Agenda for October 17, 2005.

7. Communications and Presentations  
**Presentation:** Community Partner Award

8. Chairperson's Report

9. Executive Director's Report  
(To be distributed at the meeting)

10. Finance Items (*Attachment A*)  
Service Contracts  
**Suggested Motion:** To approve the Service Contracts as presented.

Financial Statement

**Suggested Motion:** To receive FY 2004/2005 July Financial Statement as presented.

Budget Adjustment

**Suggested Motion:** To approve FY 2004/2005 Budget Adjustment #4 as presented.

11. Old Business

12. New Business  
(*Attachment B*)  
**Final Report: Jail & Juvenile Detention - Diversion of the Mentally III**

(*Attachment C*)

**Organizational Performance Reports**  
Development and Training

Office of Recipient Rights

(*Attachment D*)

**Consumer Advisory Committee Appointments**

**Suggested Motion:** To appoint Paul Brinkman as a member of the Consumer Advisory Committee for a two (2) year term.

**Suggested Motion:** To appoint Angie Nettrour as a member of the Consumer Advisory Committee for a two (2) year term.

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