

**APPROVED
OTTAWA COUNTY
COMMUNITY MENTAL HEALTH**

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

PRESENT: Edward Berghorst, Rita Bird, Mark Bombara, Rebecca Gretzner, Joyce Kortman, Kristine Nale, Harris Schipper, Lucile Van Koevering, Fred Vander Laan

ABSENT:

EXCUSED: Celia Martinez de Serrano, Kellye Slaggert, Cornelius Vander Kam

STAFF: Gerry Cyranowski, Sue Buist, Dana Gezon, Greg Hofman, Pam Pekelder, Betty O'Rourke, Gloria Pelon

OTHERS: Greg Rappleye

CALL TO ORDER - Board Chairperson

Fred Vander Laan, Chairperson called the November 21, 2005 meeting to order at 1:02pm.

CMHOC MISSION STATEMENT

Mr. Vander Laan noted the CMHOC Mission Statement.

PUBLIC COMMENT

Fredrica Schiele

15306 State Road

Spring Lake, Michigan

Commented on CMHOC funding and possible closing of programs. She questioned how funding is used and if programs are going to be closed, questioned why it was not discussed with the general public.

APPROVAL OF MINUTES of October 17, 2005

CMH 05-066 Motion: To approve the minutes of the October 17, 2005 meeting.

Moved by: Schipper

Supported by: Van Koevering

MOTION CARRIED

APPROVAL OF AGENDA of November 21, 2005

CMH 05-067 Motion: To approve the agenda for November 21, 2005.

Moved by: Berghorst

Supported by: Van Koevering

MOTION CARRIED

COMMUNICATIONS & PRESENTATIONS

There were no communications or scheduled presentations.

CHAIRPERSON'S REPORT

Mr. Vander Laan stated that he purchased the Christmas Cards that will be distributed to CMHOC staff and other county departments. He noted that CMHOC funds are not used for this purchase, that he has paid for them, but was requesting donations from other Board Members. Ms. Pelon will take care of the distribution.

Mr. Vander Laan explained that the process for Board Appointments has changed; noting some confusion in the new procedures. CMHOC Board seats expiring on March 31, 2006 have been posted.

Mr. Vander Laan distributed the required forms to Board Members Nale and Van Koevering. He stated the deadline for

submitting the completed forms is on December 16, 2005 and they must be sent to the Ottawa County Clerk's Office 414 Washington, Room 301, Grand Haven, Michigan 49417.

Mr. Vander Laan stated that his seat also expires on March 31, 2006; he is waiting to hear from Alan Vanderberg as to how his seat will be posted. There are three options: (1) appoint a commissioner; (2) appoint as a commissioner's representative; and, (3) appoint as a general public member.

Mr. Rappleye commented that all applications will now be reviewed by the County Personnel Committee prior to being sent to the Board of Commissioners. He stated that the policy, as written, will not change Mental Health appointments.

EXECUTIVE DIRECTOR'S REPORT

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

CMHOC Michigan Mission-Based Performance Indicator System

Mr. Cyranowski distributed information relative to the new CMHOC Michigan Mission-Based Performance Indicators. He stated there are now fifteen (15) Indicators.

The Indicators are grouped in four focus areas:

- Access
- Adequacy/Appropriateness
- Efficiency
- Outcomes

Mr. Cyranowski will provide Board Members with a new reporting schedule.

MDCH Dialogue Session

Mr. Cyranowski stated that MDCH will hold a town hall-style meeting to discuss the future of the public mental health system. This will be held on Tuesday, December 6, 2005; 9:00am until 3:00pm. The location is unknown at this time.

Mr. Cyranowski will be attending this meeting. When complete information is received, CMHOC will post at the Clubhouses, the Drop In Center and forward to CMHOC Board Members.

Mr. Bombara recommended that Patrick Barrie's presentation at the MACMHB Fall Conference be available to all Board Members and the public. Mr. Cyranowski will research, forward to Board Members and have available for the public.

FINANCE ITEMS:

Service Contracts

CMH 05-068 Motion: To approve the Service Contracts as presented.

Moved by: Van Koevering

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:

Goodwill Industries

New

12/01/2005 – 06/30/2006

Mr. Cyranowski explained that CMHOC used Medicaid savings to support the consumer owned micro-enterprise in purchasing the Cartridge King franchise and for start up expenses. CMHOC provided \$20,000 and MRS (Michigan Rehabilitative Services) provided \$10,000.

Ms. Kortman and Ms. Bird questioned this Service Contract, stating it is not a good business plan.

Mr. Cyranowski stated that Goodwill has been paying all wages and operating expenses over the last few months. This Service Contract is a compromise between Goodwill and CMHOC to provide Cartridge King six (6) months to become self sustaining. There will be a review in three (3) months.

Mr. Cyranowski stated that the Goodwill Industries Board will be presented this proposal at their meeting today. If approved by both Goodwill and CMHOC, performance indicators will be added (with detail) and reports of performance will be provided to the CMHOC Board of Directors.

Following discussion, Mr. Vander Laan recommended that the Goodwill Industries Service Contract be a separate motion.

CMH 05-069 Motion: To approve the New Service Contract – Goodwill Industries 12/01/2005 – 06/30/2006

Moved by: Van Koevering

Supported by: Berghorst

ROLL CALL VOTE

YEA: Nale, Berghorst, Bombara, Gretzner, Schipper, Van Koevering, Vander Laan

NAY: Bird, Kortman

MOTION CARRIED

Mr. Bombara requested, at a future CMHOC Board of Directors Meeting, an Agenda item be an update on all current consumer run businesses.

Ms. Gretzner questioned Service Contract Holland Community Hospital Home Health Services (B-5). She specifically questioned the increases from previous rate to proposed rate for Speech Evaluation.

Ms. Pekelder will check on the previous rate of \$54.66 per visit; with the new proposed rate of \$71.14 per visit. This will be reported at a future CMHOC Board of Directors Meeting.

FY 2004/2005 Year End Financial Statement

Due to year end closing, the year end financial statement will be presented as soon as the year end closing has been completed.

FY 2005/2006 CMHOC Budget

CMH 05-070 Motion: To approve the FY 2005/2006 CMHOC Budget as presented.

Moved by: Berghorst

Supported by: Van Koevering

MOTION CARRIED

Mr. Cyranowski emphasized that the one million dollar carry forward from last fiscal year is included in this budget for operations.

Michigan Department of Community Health Contract

October 1, 2004 through September 30, 2006

CMH 05-071 Motion: To approve Amendment No. 3 to the Agreement Between Michigan Department of Community Health and PIHP: Muskegon County CMHSP dba Lakeshore Behavioral Health Alliance for Medicaid Managed Specialty Supports and Services.

Moved by: Berghorst

Supported by: Bombara

MOTION CARRIED

Mr. Cyranowski commented that this Agreement is between Muskegon CMH and CMHOC; noting that CMHOC does not directly sign this contract with MDCH.

Mr. Cyranowski stated that, at this time, the MDCH has elected to not send the General Fund Contract for approval, as there are a number of items under discussion with MACMHB.

OLD BUSINESS

The following presentations were provided:

· Presentation: How Adult Foster Care Providers are Reimbursed for Services Provided to CMHOC Consumers. Presented by Gerry Cyranowski, CMHOC Executive Director

In previous CMHOC Board of Directors Meetings, questions were raised regarding the system in place as to how Adult Foster Care providers are reimbursed for services provided. Mr. Cyranowski stated that this presentation is in response to those questions.

A hard copy of the presentation will be provided to Board Members.

· Presentation: Unit Cost of Services (Data from 10/01/2004 – 03/31/2005) Presented by Gerry Cyranowski, Executive Director and Pam Pekelder, Business Manager

In previous CMHOC Board of Directors Meetings, questions were raised regarding unit cost of services. Mr. Cyranowski stated that this presentation is in response to those questions.

Two categories were presented:

· CMHOC Unit Cost – Below Michigan Average

Mr. Cyranowski pointed out Group Treatment in Ottawa County. He stated that CMHOC staff has done an excellent job and should be commended for their efforts.

· CMHOC Unit Cost – Above Michigan Average

Community Living Supports – Ottawa County direct - \$13.07 per unit

Supported Employment – Ottawa County direct - \$21.79 per unit

Mr. Cyranowski stated that he and Betty O'Rourke are working together to lower these costs.

Ms. Bird questioned whether CMHOC would be outsourcing services; specifically if Community Living Supports would be outsourced, CMHOC must assure there is no lapse in services. Mr. Cyranowski responded that this will be a long term process, a slower/seamless process.

Mr. Cyranowski stated that, under the new Board Reporting Schedule, in January 2006, a report will be presented for services to the mentally ill and, in February 2006, a report will be presented for services to the developmentally disabled. Ms. Kortman requested that the reporting include the number of consumers served. A revised schedule will be provided at a future CMHOC Board of Directors Meeting.

· Presentation: CMHOC/State of Michigan Recipient Rights System Presented by Dana Gezon, Recipient Rights Officer

The presentation included the Roles of the Rights Office:

· Prevention

· Education

· Monitoring

· Complaint Resolution

Ms. Gezon noted that CMHOC has had no appeals.

NEW BUSINESS

Performance Improvement Plan for 2006

CMH 05-072 Motion: To approve the Performance Improvement Plan for 2006 as presented.

Deferred to the next CMHOC Board of Directors Meeting.

Discussion Item: December 19, 2005 CMHOC Board of Directors Meeting

Following discussion, it was agreed that due to the Christmas Holiday, the December 19, 2005 CMHOC Board of Directors Meeting will be cancelled.

The next meeting is scheduled for Monday, January 16, 2006.

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Mr. Cyranowski announced the retirement of Gloria Pelon, Administrative Assistant, noting that Ms. Pelon has been with CMHOC for 31 years. Her retirement date is January 27, 2006.

In response to dialogue relative to outsourcing programs, Ms. Kortman requested that rationale and cost benefit be presented at the January 16, 2006 CMHOC Board of Directors Meeting.

BOARD REVIEW OF THE DAYS BUSINESS

Mr. Vander Laan thanked everyone for attending today's meeting. In that the next meeting will not be until January 2006, he wished everyone a Happy Thanksgiving and Christmas Holiday.

4/4/2006

Mr. Vander Laan stated that he will not be in attendance at the February 20, 2006 CMHOC Board of Directors Meeting, as he will be on vacation.

PUBLIC COMMENT

Sandy Keirnan
Lakeshore Center for Independent Living
426 Century Lane
Holland, Michigan

Commented on calls received from the public regarding denial for mental health services. She stated that consumers are denied services over the phone, without a face-to-face assessment. She stated that the consumers are Medicaid eligible. She stated that she is concerned with the CMHOC Access Center not providing appropriate screening for the developmentally disabled population.

She also commented on speeding up the process for Community Living Support services.

Ms. Kortman requested that the CMHOC Access Center process be on the Agenda at the January 16, 2006 CMHOC Board of Directors Meeting.

REQUESTED FOLLOW UP ITEMS:

Item #1: CMHOC Michigan Mission-Based Performance Indicator System

Mr. Cyranowski will provide Board Members with a new reporting schedule which will include the new areas.

Item #2: MDCH Dialogue Session

Mr. Cyranowski will post in the Clubhouses and Drop In Center. He will forward complete information, when available, to CMHOC Board Members.

Item #3: MDCH Dialogue Session

Requested by Mr. Bombara

Patrick Barrie's presentation at the MACMHB Fall Conference be made available to all Board Members and the public.

Mr. Cyranowski will research; if available, he will forward to Board Members and have available for the public.

Item #4: Goodwill Industries Service Contract

If approved by Goodwill Industries Board, add performance indicators (with detail) and reports of performance will be provided to the CMHOC Board of Directors at a future meeting.

Item #5: Consumer Run Businesses

Requested by Mr. Bombara

At a future CMHOC Board of Directors Meeting, an Agenda item will be an update on all current consumer run businesses.

Item #6: Service Contract – Holland Community Hospital Home Health Services (B-5)

Requested by Ms. Gretzner

Ms. Pekelder will check on the previous rate for Speech Evaluation of \$54.66 per visit; with the new proposed rate of \$71.14 per visit. This will be reported at a future CMHOC Board of Directors Meeting.

Item #7: Presentation: How AFC Providers are Reimbursed for Services Provided to CMHOC Consumers

Requested by all Board Members

A hard copy of the presentation will be provided to all Board Members.

Item #8: Outsourcing Programs

Requested by Ms. Kortman

Provide rationale and cost benefit. To be presented at the January 16, 2006 CMHOC Board of Directors Meeting.

Item #9: CMHOC Access Center Process

Requested by Ms. Kortman

The CMHOC Access Center process be an Agenda item at the January 16, 2006 CMHOC Board of Directors Meeting.

Item #10: Performance Improvement Plan for 2006

Deferred to January 16, 2006 CMHOC Board of Directors Meeting.

ADJOURNMENT

4/4/2006

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 October 17, 2005

Suggested Motion: To approve the Minutes of October 17, 2005.

5. Approval of Agenda of November 21, 2005

Suggested Motion: To approve the Agenda for November 21, 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

Due to year end closing, the year end financial statement will be presented as soon as the year end closing has been completed.

FY 2005/2006 CMHOC Budget

Suggested Motion: To approve the FY 2005/2006 CMHOC Budget as presented.

Michigan Department of Community Health Contract

October 1, 2004 through September 30, 2006

Suggested Motion: To approve Amendment No. 3 to the Agreement Between Michigan Department of Community Health and PIHP: Muskegon County CMHSP dba Lakeshore Behavioral Health Alliance For Medicaid Managed Specialty Supports and Services.

10. OLD BUSINESS

Presentation: How Adult Foster Care Providers are Reimbursed for Services Provided to CMHOC Consumers.

Presenter: Gerry Cyranowski

Presentation: Unit Cost of Services

Presenters: Gerry Cyranowski, Pam Pekelder

Presentation: CMHOC/State of Michigan Recipient Rights System

Presenter: Dana Gezon, CMHOC Recipient Rights Officer

11. NEW BUSINESS (*Attachment C*)

Performance Improvement Plan for 2006

Suggested Motion: To approve the Performance Improvement Plan for 2006 as presented.

**Discussion Item: December 19, 2005 CMHOC Board of Directors Meeting
Fred Vander Laan**

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