

**COMMUNITY  
Mental Health of  
Ottawa County**

**Board of Directors Meeting  
MINUTES  
MONDAY, JANUARY 16, 2006**

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**PRESENT:** Rita Bird, Mark Bombara, Celia Martinez de Serrano, Kristine Nale, Harris Schipper, Lucile Van Koevering, Cornelius Vander Kam, Fred Vander Laan

**ABSENT:** Rebecca Gretzner

**EXCUSED:** Edward Berghorst, Joyce Kortman, Kellye Slaggert

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

**OTHERS:** Greg Rappleye, Douglas W. Van Essen

CALL TO ORDER - Board Chairperson  
Fred Vander Laan, Chairperson called the January 16, 2006 meeting to order at 1:00pm.

CMHOC MISSION STATEMENT  
Mr. Vander Laan noted the Mission Statement.

PUBLIC COMMENT  
Robert Brown  
287 Greenwood  
Holland, Michigan  
Commented on the Resolution "Single Point of Entry" that was to be considered for approval. He distributed information, representing the Town Hall Coalition (THC), "A voice for the developmentally disabled".

Mark Stephenson  
8374 First Street  
West Olive, Michigan  
Thanked the CMHOC Board of Directors for the help given to his daughter who is now living at Harbor House. He emphasized that the Board of Directors continue to provide choices to all Ottawa County residents requesting and/or receiving CMHOC services.

Marcia De Wilde  
10491 96<sup>th</sup> Avenue  
Zeeland, Michigan

Commented as a parent and representative of the Parents and Providers Network.

Ruth Stegeman  
426 Century Lane  
Lakeshore Center for Independent Living  
Holland, Michigan

Commented on the August 2005 Minutes relative to the results of the Boards' self assessment. For the record, she submitted a letter from Members of the Lakeshore Center for Independent Living's Governmental Affairs Committee.

Carol Morse  
16326 Carol Street  
Spring Lake, Michigan

Commented that she has a brother in the Central Avenue Group Home; recalled years ago before so much help was available for the developmentally disabled and the mental anguish put on her family. She stated that it is a blessing to have the help now available and asked that the Board think about what this does for the families.

Vance Meyer  
16958 Landing Drive  
Spring Lake, Michigan

Commented that he was the guardian for his brother; stating that he would like to applaud this Board for what he has seen thus far, regarding the quality of services that his brother has received.

#### APPROVAL OF MINUTES of November 21, 2005

CMH 06-001 Motion: To approve the minutes of the November 21, 2005 meeting.

Moved by: Schipper

Supported by: Van Koevering

MOTION CARRIED

#### APPROVAL OF AGENDA of January 16, 2006

CMH 06-002 Motion: To approve the agenda for January 16, 2006.

Moved by: Vander Kam

Supported by: Van Koevering

MOTION CARRIED

#### COMMUNICATIONS & PRESENTATIONS

##### **Services for People with Mental Illness**

This presentation is deferred to the February meeting of the CMHOC Board of Directors.

### CHAIRPERSON'S REPORT

Mr. Vander Laan announced that he will be on vacation beginning February 15, 2006; returning March 19, 2006. He will not be in attendance at the February 20, 2006 CMHOC Board of Directors Meeting and is hopeful to return to attend the March 20, 2006 meeting.

Mr. Vander Laan stated that typically at the March meeting, he appoints a Nominating Committee to provide a slate for the April Organizational Meeting. In that he may not be at the March meeting, he appointed the following to the Nominating Committee:

- Ed Berghorst
- Kristi Nale
- Mark Bombara

Board Members were encouraged to contact this Committee for any input they would like to offer.

Mr. Vander Laan reviewed the cost for the attendance by CMHOC Board Members at the MACMHB Fall Conference, which was held on October 24-25, 2005. The cost for conference registration, hotel accommodations and mileage reimbursed totaled \$4,586.34.

Mr. Vander Laan noted the current tight budget and questioned how many Board Members should attend each MACMHB conference.

Board Members Bird, Bombara and Van Koevering all commented that it was essential for Board Members to attend these conferences; stating if Board Members are not educated and up-to-date, they can not be a good member. Following discussion, it was agreed that no limit will be placed on attendance. Board Members were encouraged to attend these conferences.

### EXECUTIVE DIRECTOR'S REPORT

Mr. Cyranowski answered questions regarding his January, 2006 Executive Director's Report. He provided the following updates:

#### **Stakeholders Dialogue**

Mr. Cyranowski commented on the December 6, 2005 Stakeholders Dialogue Meeting; stating that MDCH plans to pursue the 1115 Waiver from the Center for Medicare and Medicaid Services for the funding of Michigan's Medicaid program. The 1115 Waiver would provide for expansion of the population covered by Medicaid; collapsing the current separate Waivers into one large Waiver. A concern with this Waiver is that the funding requirements would entail capturing most of each CMHSP's State General Fund dollars.

Mr. Cyranowski stated that it may take 12 to 18 months to complete the process. This was the first of a number of meetings to be held. Dates of upcoming meetings will be published.

#### **MDCH Appropriations Bill**

Mr. Cyranowski commented that MDCH has formed a number of work groups to address issues raised by the Mental Health Commission. The Work Groups will address: (1) Funding Equity; (2) Administrative Costs and (3) Streamline Audit and Reporting Requirements. Pam Pekelder is participating in the Funding Equity work group.

EXECUTIVE DIRECTOR'S REPORT – continued

**Preliminary Year End Financial Report**

Mr. Cyranowski stated that the 2004/2005 preliminary year end financial report will be presented today; noting that CMHOC met its Medicaid carry-forward target.

**Practice Improvement Team (PIT)**

Mr. Cyranowski stated that MDCH has formed this team to address service issues relative to persons with a developmental disability. MDCH and MACMHB is committed to addressing issues in developmental disability services and will establish work groups, schedule conferences dedicated to developmental disability services, inclusion of developmental disability issues. Betty O'Rourke is participating in the current Practice Improvement Team meetings.

**Consumer Run Businesses**

In response to Mark Bombara's request for an update on all current consumer run businesses, Mr. Cyranowski stated that this will occur at a future CMHOC Board of Directors Meeting.

In response to Mr. Bombara's request for a copy of Patrick Barrie's presentation at the MACMHB Fall Conference, Mr. Cyranowski stated that he could not find any information on the web site; stating, if anything is found, he will send to all Board Members.

FINANCE ITEMS:

**Service Contracts**

CMH 06-003 Motion: To approve the Service Contracts as presented.

Moved by: Van Koevering

Supported by: Vander Kam

MOTION CARRIED

**FY 2004/2005 Preliminary Year End Financial Statement**

CMH 06-004 Motion: To receive the FY 2004/2005 Preliminary Year End Financial Statement as presented.

Moved by: Bombara

Supported by: Vander Kam

MOTION CARRIED

**FY 2005/2006 December Financial Statement**

CMH 06-005 Motion: To receive the FY 2005/2006 December Financial Report as presented.

Moved by: Vander Kam

Supported by: Schipper

MOTION CARRIED

OLD BUSINESS

**Performance Improvement Plan for 2006**

CMH 06-006 Motion: To approve the Performance Improvement Plan for 2006 as presented.

Moved by: Vander Kam

Supported by: Van Koevering

MOTION CARRIED

Mr. Hofman stated that the Performance Improvement Plan for 2006 is an annual submission. There were no major changes; only minor modifications in what committees are tracking.

NEW BUSINESS

**Recipient Rights Annual Report for FY 2005**

CMH 06-007 Motion: To accept the Recipient Rights Annual Report for FY 2005 as presented and for information only.

Moved by: Van Koevering

Supported by: Nale

MOTION CARRIED

Mr. Vander Kam questioned the termination of employees. It was explained that the terminations were group home employees, due to substantiated rights violations.

This Annual Report was submitted and accepted by MDCH.

**Clinical Privileging**

CMH 06-008 Motion: To approve the following Licensed Independent Practitioner, Nurse Practitioner  
To be privileged: Mary Derksen, APRN, BC

Moved by: Bird

Supported by: Nale

MOTION CARRIED

CMH 06-009 Motion: To approve the following Licensed Independent Practitioner to be privileged:  
Isha Salva, M.D.

Moved by: Bombara

Supported by: Nale

MOTION CARRIED

NEW BUSINESS – continued

**Michigan Department of Community Health, Developmental Disabilities Practice Improvement Team FY 2005/2006 Work Plan.**

Mr. Cyranowski reviewed the Work Plan, indicating this document was being presented to the CMHOC Board of Directors for information only.

He reviewed the ten (10) goals for the Work Team. The meetings are held in Lansing at the Lewis Cass Building. He stated that Betty O'Rourke is participating in this work group, which meets monthly. Copies of the minutes are forwarded to Mr. Cyranowski.

Mr. Cyranowski will update Board Members as new information is received.

**Resolution**

CMH 06-010 Motion: To approve and authorize the CMHOC Board Chairperson and Secretary to sign The West Michigan Senior Resources "Single Point of Entry" Resolution and Forward the Resolution to the Ottawa County Board of Commissioners.

Moved by: Vander Kam

Supported by: Van Koevering

**Discussion:** Mr. Cyranowski apologized for not including the background information relative to the Resolution. He stated that he will send the attachments in the mail. He explained that this Resolution was a request from Jim Elwell, Executive Director, Muskegon CMH. He stated the Resolution is relative to streamlining services for the senior population and other disabilities. He also stressed that this Resolution and the State's Single Point of Entry initiative does not apply to persons with a developmental disability. The West Michigan Long Term Care Single Point of Entry would strive to assure that consumers not only have information necessary to plan for their long-term care needs, but also have access to services designed to meet those needs.

This is a proposal to serve a 12 county region in partnership with the Area Agency on Aging of West Michigan creating a more efficient, effective and seamless service delivery system.

Following discussion a motion was made:

CMH 06-011 Motion: To table the "Single Point of Entry" Resolution until the February 20, 2006 CMHOC Board of Directors Meeting.

Moved by: Van Koevering

Supported by: Schipper

MOTION CARRIED, with one opposed

NEW BUSINESS - continued

**Community Living Support Services – Management Plan**

Mr. Cyranowski provided the following expense reduction information:

• Replacement of full time Psychiatrist	\$154,144.00
• Unfilled Training Coordinator position	\$ 61,663.00
• Elimination of part time Psychologist	\$ 47,284.00
• Elimination of ORA Mental Health Nurse	\$ 65,528.00
• Replacement of retiring Program Coordinator	\$ 4,155.00
• Unfilled Mental Health Aide positions (3) in CLS	\$111,501.00
• Addition of Team Supervisor for Clubhouse	(\$ 80,402.00)
• Addition of Account Clerk II	(\$ 40,987.00)
• Two (2) residential placements	(\$106,580.00)
 Total projected expense reduction	 \$216,306.00

Mr. Cyranowski explained the projected 60% cost savings in transitioning the provision of Community Living Supports (CLS) from CMHOC staff to an external panel of providers. This transition will occur through attrition of CMHOC staff. He stated that there are currently nine (9) contractual community providers on the panel.

**Organizational Performance Reports**

Mr. Cyranowski presented the following Organizational Performance Reports relative to Human Resources:

***Staff Turnover Ratio***

2003	10.2%
2004	5.9%
2005	11.0%

***Exit Interviews***

Number of exit interviews completed in 2005 – ten (10)

***Reasons for separation:***

Layoff  
New job  
Relocated  
Retirement  
Return to School  
Other

NEW BUSINESS - continued

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

Mr. Cyranowski noted that this report was deferred at the October 17, 2005 CMHOC Board of Directors Meeting. He provided a review of the Goals and Recommendations.

Mr. Cyranowski stated that a CMHOC Clinician goes to the jail Monday through Friday and completes an assessment on new detainees. Two CMHOC staff provide six (6) hours of service per week at the jail. One psychiatrist visits the jail once a month for medication purposes.

Violent felonies are not part of jail diversion.

The next step is for CMHOC to continue with its established jail diversion protocol and continue monthly jail diversion meetings.

**CLOSED SESSION**

CMH 06-012 Motion: To go into Closed Session at 3:20pm to discuss opinion of Counsel.

Moved by: Schipper

Supported by: Vander Kam

**ROLL CALL VOTE**

YEA: Bombara, Nale, Schipper, Serrano, Bird, Van Koevering, Vander Kam

NAY:

MOTION CARRIED

CMH 06-013 Motion: To rise from Closed Session at 3:50pm.

Moved by: Schipper

Supported by: Van Koevering

MOTION CARRIED

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Ms. Bird commented on the December 12, 2005 "Light at the End of the Tunnel" meeting. She stated that it is important for Board Members to hear comments made; specifically comments regarding problems with guardianship and closing institutions.

Ms. Bird commented on the Practice Improvement Committees; encouraging and emphasizing the importance of participation.

BOARD REVIEW OF THE DAYS BUSINESS

None



PUBLIC COMMENT

Robert Brown

287 Greenwood

Holland, Michigan

Commented in follow up to the Resolution and Mr. Rappleye's comments relative to revising the Resolution. He stated that he felt better with the noted revisions.

**Requested Follow Up Items**

**Item #1**

Consumer Run Businesses: Update will occur at a future CMHOC Board of Directors Meeting.

Requested by Mr. Bombara

ADJOURNMENT

Mr. Vander Laan had to leave the meeting at 3:00pm. Due to the Vice Chair and Secretary being excused from today's meeting, he requested that Mr. Vander Kam conduct the remainder of the meeting.

Mr. Vander Kam adjourned the January 16, 2006 meeting at 4:03pm.

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Fred Vander Laan, Chairperson

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Edward Berghorst, Secretary

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