

Approved Minutes
Community Mental Health of Ottawa County – Board of Directors Meeting
CMH Board Room
12265 James Street, Holland, Michigan 49424
July 17, 2006

PRESENT: Edward Berghorst, Rita Bird, Robert Brown, Donald Disselkoen, Joyce Kortman, Harris Schipper, Cornelius Vander Kam, Daniel Van Ommen, Keith Van Zoeren
ABSENT: Rebecca Gretzner
EXCUSED: Mark Bombara
STAFF: Gerry Cyranowski, Sue Buist, Greg Hofman, Pam Pekelder, Betty O'Rourke, Patricia Genesky
OTHERS: Greg Rappleeye

CALL TO ORDER - Board Chairperson

Edward Berghorst, Chairperson called the July 17, 2006 meeting to order at 1:04 pm.

CMHOC MISSION STATEMENT

Mr. Berghorst noted the Mission Statement.

PUBLIC COMMENT

Marty Jansen

Mr. Jansen submitted a letter to the Board. He requested that the Board hire qualified clinicians to work with the hearing impaired community.

APPROVAL OF MINUTES of June 19, 2006

CMH 06- 049 Motion: To approve the minutes of the June 19, 2006 meeting.

Moved by: Brown

Supported by: Vander Kam

MOTION CARRIED

Minutes approved with one change – on page 3, paragraph 2, change *rehabilitative* to *habilitative*.

APPROVAL OF AGENDA of July 17, 2006

CMH 06- 050 Motion: To approve the agenda for July 17, 2006.

Moved by: Vander Kam

Supported by: Disselkoen

MOTION CARRIED

Agenda approved with one change – add Closed Session to agenda after second Public Comment.

COMMUNICATIONS & PRESENTATIONS

There were no communications or scheduled presentations.

CHAIRPERSON'S REPORT

Mr. Berghorst welcomed Mr. Keith Van Zoeren and Mr. Daniel Van Ommen to the CMHOC Board of Directors. He appointed Mr. Van Zoeren to the Finance Committee and Mr. Van Ommen to the Program Planning & Quality Improvement Committee.

Mr. Berghorst presented a request by Friends of Transit seeking the Board of Directors endorsement for a "Yes" vote on the November 7 Transit Proposal. This proposal supports a dedicated millage for Holland City and Holland Township to increase public transportation services. Mr. Brown made a motion to support a resolution to endorse this vote, with Mr. Schipper seconding.

Discussion ensued regarding the Board's support of such a proposal. Ms. Kortman stated that because transportation is continually cited in the Needs Assessment as an area of concern, the Board should support this endorsement. Mr. Berghorst noted that supporting this proposal could potentially result in increased millage in both Holland City and Holland Township if it is passed. He noted that it might not be the Board's place to support such a millage increase. Mr. Van Zoeren questioned the use of the transit service by CMHOC consumers. He suggested acquiring data before supporting this endorsement. Mr. Van Ommen questioned whether the Board was pleased with the services currently provided by the Max Transit system, stating that endorsing the vote may be construed as supporting the existing services. He suggested that it might be better for individuals to support the issue rather than the Board of Directors as a group. Mr. Cyranowski suggested extending an invitation to Friends of Transit and Disability Network Lakeshore to attend the August Board of Directors meeting to present more detailed information. This was supported by the Board. Mr. Brown withdrew his motion to adopt a resolution and Mr. Schipper withdrew his support.

EXECUTIVE DIRECTOR'S REPORT

In addition to submitting his written report, Mr. Cyranowski provided the following updates:

He stated that a balanced budget has been reached and will be presented to the county Finance Department and the Board of Commissioners for approval, and will then be presented to the CMHOC Board of Directors. He noted that he, along with Pam Pekelder and Julie Zenk, presented information on CMH finances at the Board of Commissioners work group on July 11.

The Finance Committee, at their July 13 meeting, discussed a joint committee meeting with Muskegon CMH Finance Committee. Mr. Cyranowski has been in touch with Muskegon CMH and a meeting will be scheduled in the near future. Also recommended was a similar meeting between the two Boards.

Mr. Cyranowski has invited Harold Mast, Executive Director of Genesis to attend the September Board meeting. Mr. Mast, along with members of the Corporation for Supportive Housing, will present information on various Supportive Housing Programs.

Mr. Cyranowski provided the Board with a list of suggested questions for candidates running for office in the upcoming elections. He requested that Board members review these questions and

make suggestions. Mr. Cyranowski will contact the League of Women Voters to ascertain the dates and times of scheduled Candidate Forums.

The Program Planning & Quality Improvement Committee will begin addressing issues cited in the Annual Needs Assessment at their July 24 meeting.

Copies of form letters which are sent to consumers who are found ineligible for services were provided. Mr. Cyranowski noted that the letter has been expanded from previous versions. These letters indicate the reason(s) for the denial and provide information about the appeals process.

Mr. Cyranowski will provide quarterly reports to the Board regarding the number of appeals, the nature of the complaints, and the outcome of cases brought before the State's Administrative Tribunal system. The first of these reports, at the August Board meeting, will be a summary report and will provide up-to-date information.

FINANCE ITEMS:

Service Contracts

CMH 06- 051 Motion: To approve the Service Contracts as presented.

Moved by: Vander Kam Supported by: Van Zoeren

MOTION CARRIED with one opposed – Ms. Bird stated her opposition to the contract with Ed Oom.

Ms. Bird questioned the extension of the Lease contract with Ed Oom. She cited concerns with the safety of the facility. Mr. Hofman noted that there is a regularly scheduled safety check by staff at the facility and that he is unaware of any concerns. He also noted that there are regular fire drills performed, and that staff has to adhere to strict time frames for evacuating the building during these drills. Ms. Bird stated that these drills should be performed when the building is at full capacity. She also requested information regarding the CBE side of the building. Mr. Berghorst suggested that the Board might want to visit this facility. Mr. Cyranowski stated that the Program Planning & Quality Improvement Committee is considering holding a meeting at this location in the future.

Ms. Kortman requested follow-up in three months on the Country Haven AFC placement.

FY 2005/2006 June Financial Statement

CMH 06- 052 Motion: To receive the FY 2005/2006 Financial Statement as presented.

Moved by: Vander Kam Supported by: Disselkoen

MOTION CARRIED

FY 2005/2006 Budget Adjustment #2

CMH 06- 053 Motion: To approve the FY 2005/2006 Budget Adjustment # 2 as presented.

Moved by: Vander Kam Supported by: Disselkoen

MOTION CARRIED

Mr. Brown questioned the allocation of funds to Specialized Services. He also requested an update on the meeting with Pioneer Transport. Mr. Cyranowski stated that the meeting has been postponed until August due to schedule conflicts. Regarding the allocation of funds to Specialized Services, Mr. Cyranowski explained that this was a one-time only expense to aid Specialized Services in funding transportation of (mostly) former clients to and from work sites. He noted that Specialized Services will have to cease providing transportation services to these individuals unless they receive additional funding; they still have two months left in their fiscal year. Ms. Pekelder stated that once the new fiscal year begins, they will again have adequate funds to provide service. She also stated that, because there are excess funds in State General Fund savings, she volunteered to bring this issue to the Board for consideration. She also noted that if CMH does not spend the excess dollars in State General Fund savings, the dollars will lapse back to the State.

Mr. Rappleye questioned the legality of using funds for this purpose, as those served are not CMH consumers. Ms. Pekelder stated that it would be considered prevention, which is an allowable expense.

Mr. Brown requested information about the number of individuals served, the cost per trip, as well as explanation about how this deficit occurred. Ms. Pekelder indicated that the Chairman of Specialized Services, as well as representatives of Pioneer Transport, would be willing to attend a meeting to provide background information. They will be invited to present at the August Board meeting.

Mr. Schipper expressed his support of this allocation as the funds are available and will be returned to the State if not used.

Review of Proposed Budget for FY2006/2007 – The proposed budget for FY 2006/2007 was provided to the Board for informational purposes. The budget will be presented to the County Finance department and the Board of Commissioners prior to being presented to the Board of Directors for approval. Mr. Cyranowski noted that the proposed budget does not include any Medicaid savings for the next fiscal year.

Mr. Berghorst called for a 10-minute recess at 3:40 p.m.

Mr. Berghorst reconvened the July 17, 2006 Board of Director's meeting at 3:50 p.m.

OLD BUSINESS

The Standards Group – Gerry Cyranowski.

Mr. Cyranowski presented findings from the Standards Committee and answered questions. He noted that this work group was formed by MDCH and the MACMHB to develop uniform and consistent standards for Community Mental Health Agencies in the State of Michigan.

NEW BUSINESS

Organizational Performance Reports – Gerry Cyranowski.

Mr. Cyranowski presented the following performance reports and answered questions:

- ◆ Staff Development and Training: Mr. Cyranowski provided information regarding both internal and external conferences and seminars, detailing the number of trainings made available and the number of staff in attendance.
- ◆ Office of Recipients Rights: Mr. Cyranowski introduced Gentry Mohr as the new Director of Recipients Rights. He presented information from the semi-annual report that is submitted to the State. This report provides information regarding the number of complaints over a six-month period, the number investigated, and the number substantiated. Mr. Van Zoeren requested that information pertaining to any trends in complaints be provided.
- ◆ Annual Staff Performance Appraisals: Mr. Cyranowski provided data from the Annual Staff Performance Appraisals.

Sources of Funding for CMH – Gerry Cyranowski: Given the lateness of the hour, the Board decided to defer this report until the August, 2006 meeting.

Harbor House Ministries – Construction of third building: Mr. Cyranowski stated that a meeting was held with representatives from Harbor House Ministries on June 30. Of concern is the lack of funds in the budget to support placements in a third building. He stated that the Board must determine how best to meet the needs of the community in light of limited funds. He noted that this issue will come before the Program Planning & Quality Improvement Committee. He stated that there is potential for placements in the Supportive Housing Program, units to be available next year, as well. Ms. Bird suggested that the Board develop a policy with regard to out-of-home placements. Ms. Kortman noted that the services provided by CMH have allowed consumers to remain in the home for a much longer period of time. She questioned if a study might be conducted to explore the results of out-of-home placements in a facility such as Harbor House vs. long-term care in smaller (3 – 4 bed) community-based group homes. Mr. Cyranowski indicated that this could be placed on the Program Planning & Quality Improvement Committee agenda. Mr. Brown stated that we should be careful not to give a guarantee of placement to Harbor House.

Board Policy (requested by R. Bird): Ms. Bird asked that the Board look at what types of issues require Board Policy and that they develop a Board Policy Statement.

Ms. Bird also stated her concerns regarding the contract with Holland Hospital. She asked for assurance that consumers would continue to receive Physical, Occupational, and Speech Therapy services and that services would not be interrupted. Mr. Cyranowski assured Ms. Bird that this was the case. Ms. Bird requested a presentation from Holland Community Hospital at the August Board meeting to review the contract services.

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

None noted

BOARD REVIEW OF THE DAYS BUSINESS

None noted

PUBLIC COMMENT

Peggy Driesenga
Harbor House Ministries

Ms. Driesenga noted that Harbor House Ministries is ready to start construction on the third of three buildings. She noted that Harbor House is not seeking a guarantee from CMH for placements, only that when the need arises, CMH will use Harbor House as a resource for out-of-home placement.

Sandra Kiernan
Disability Network Lakeshore

Ms. Kiernan thanked the board for the letter acknowledging her comments at the May 15 Board meeting. She advised that members of Friends of Transit are available to attend a Board meeting and present information. She also expressed appreciation to CMH for their willingness to listen to consumers and advocates as evidenced by the letters developed by the Access Center with regard to denial of services.

CLOSED SESSION

CMH 06- 054 Motion: To go into closed session to discuss matters exempt from disclosure by state or federal statute (2/3 roll-call vote required)

Moved by: Vander Kam

Supported by: Disselkoen

ROLL CALL VOTE:

YEA: Berghorst, Bird, Brown, Disselkoen, Kortman, Schipper, Vander Kam, Van Ommen, Van Zoeren

NAY:

MOTION CARRIED

CMH 06- 055 Motion: To rise from Closed Session at 4:38 p.m.

Moved by: Vander Kam Supported by: Disselkoen

MOTION CARRIED

ADJOURNMENT

CMH 06- 056 Motion: To adjourn the July 17, 2006 Board of Director's meeting

Moved by: Kortman Supported by: Disselkoen

MOTION CARRIED

Mr. Berghorst adjourned the July 17, 2006 meeting at 4:39 pm.

Edward Berghorst, Chairperson

Donald Disselkoen, Secretary

FOLLOW-UP ITEMS:

- Item #1: Provide a copy of the letter sent to individual who provided public comment at the May 15 Public Hearing. - J. Kortman
- Item #2: Provide copy of intake form used for DD population – requested by R. Bird. (Provided to Ms. Bird by Sue Buist on 7/17/06).
- Item #3: Provide information on the square footage at the Grand Haven Clubhouse – requested by B. Brown.
- Item #4: Provide updated information in October, 2006 regarding temporary placement at Country Haven AFC
- Item #5: Request information from Specialized Services detailing number served, cost per trip, and explanation about how the deficit in their budget occurred. – Requested by R. Brown
- Item #6: Provide information with regard to annual cost of contract with Pioneer Transport – dollar amount, who is being serviced, how many are served – Requested by D. Van Ommen.