

Approved Minutes  
**Community Mental Health of Ottawa County – Finance Committee Meeting**  
CMH Board Room  
12265 James Street, Holland, Michigan 49424  
Thursday, August 17, 2006

**PRESENT:** Rita Bird, Mark Bombara, Joyce Kortman, Cornelius Vander Kam,  
Keith Van Zoeren

**STAFF:** Gerry Cyranowski, Pam Pekelder, Patricia Genesky

CALL TO ORDER

Cornelius Vander Kam, Chairperson, called the, 2006 Finance Committee meeting to order at 12:15 p.m.

APPROVAL OF MINUTES

CMH-FC 06- 008 Motion: To approve the minutes of the July 17, 2006 meeting.

Moved by: Bombara Supported by: Kortman

MOTION CARRIED - Unanimous

APPROVAL OF AGENDA

CMH-FC 06-009 Motion: To approve the agenda of the August 17, 2006 meeting.

Moved by: Van Zoeren Supported by: Bombara

MOTION CARRIED - Unanimous

REGULAR COMMITTEE BUSINESS:

- a. Review of monthly financial statements – Mr. Vander Kam questioned the excess in revenue under Insurance Fees/Medicare. Ms. Pekelder noted that insurance collected is at 124% of the amount projected. This is due to having caught up on billing that was delayed due to the implementation of the new management information system.

Ms. Pekelder reviewed three high cost, long-term residential placements. She noted that there are current discussions with the State regarding possible placement of two of these individuals on different waivers. The parents of the third consumer are residents of another state and attempts are being made to relocate that consumer to a placement in the state where the parents reside.

Ms. Bird questioned the new Supported Housing Project that has been approved and what services would be delivered. Mr. Cyranowski noted that in order to be eligible for this housing, a consumer must have a plan of support in place. The cost to CMHOC would be for the supports provided.

- b. Review and approval of service contracts – There was discussion regarding the timeliness of receiving the contracts for review. It was noted that there was insufficient time to review the contracts prior to the Committee meeting if they were only received the day before the Committee meeting.

There was discussion concerning the Holland Cornerstone Drop In Center contract. Ms. Pekelder stated that the amount of the contract was a 10% increase from previous

contracts. She noted there has been no increase in rate since the Drop In Center started in 1999, however participation has increased by 300%. Ms. Pekelder noted that the Drop In Center was also a Medicaid billable service. Mr. Bombara requested that personnel from the Drop In Center present information to the Board.

Mr. Van Zoeren questioned the purpose of the Finance Committee in relation to the service contracts. Mr. Vander Kam noted that the Committee reviews the contracts and discusses them with the intention of recommending acceptance or rejection to the Board of Directors, thus expediting the process at the Board meeting.

- c. Lakeshore Behavioral Health Alliance – A joint meeting with Muskegon’s Finance Committee was discussed. It was suggested that the meeting be scheduled in Grand Haven. Mr. Cyranowski noted that Muskegon’s Committee meets every third Friday at 8:00 a.m.. He will pursue arranging the meeting.
- d. MDCH Finance – Mr. Cyranowski noted that the two percent increase for direct care worker has been approved by the governor and will go in effect on October 1, 2006. A two percent rate increase for Medicaid mental health funding has also been approved.
- e. Future Finance – Mr. Cyranowski indicated that the agreement with Harbor House was that they would not expand with the expectation of CMHOC support without a written contract. He expressed concerns about the expense to support a third building at full capacity and questioned where the Board might find the funds to do so. He noted that any expansion by Harbor House would not likely impact the FY2006/2007 budget, but would need to be taken into consideration for the following year. Mr. Vander Kam questioned what Harbor House Ministries was asking from the Board. Ms Kortman noted that it is not the Board’s decision to approve the building, only placements when appropriate. Ms. Bird suggested that a letter of intent from the full Board be drafted stating that CMHOC will use the facilities if appropriate. Mr. Cyranowski will arrange to have Corporate Counsel draft this letter.

#### OLD BUSINESS

Ms. Kortman questioned the facilities at 128 Columbus Avenue in Grand Haven. She cited concerns with the layout of the building and requested that alternative accommodations be researched. Mr. Vander Kam noted the limited commercial real estate available within the city of Grand Haven.

#### NEW BUSINESS

- a. SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) – deferred until September 14, 2006
- b. Holland Hospital Clinical Services Contract – Rita Bird – Monitoring Services. Mr. Cyranowski noted that a meeting with Holland Hospital has been scheduled to review the contract and services to be certain that services provided are those that we are obligated to provide

- c. Cost of County Support Services – deferred until September 14, 2006. – Mr. Cyranowski provided a summary of the expenses related to County Support Services for the Committees review prior to September’s meeting.
- d. Staffing reallocation
  - CBE/Day Program
  - Community Living Supports
  - Case Management
  - Supports Coordination
  - Supported Employment

Mr. Cyranowski will present this information at the August 28, 2006 Board of Director’s meeting. Ms. Bird requested that the unit cost of administrative services be divided between MI and DD and the information presented to the committee.

ADJOURNMENT

Mr. Vander Kam adjourned the August 17, 2006 Finance Committee Meeting at 1:50 p.m.

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Cornelius Vander Kam, Chair