

Proposed Minutes  
**Community Mental Health of Ottawa County – Finance Committee Meeting**  
CMH Board Room  
12265 James Street, Holland, Michigan 49424  
Thursday, October 12, 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 October 12, 2006 Finance Committee meeting to order at 1:20 p.m.

MISSION STATEMENT

Mr. Vander Kam noted the mission statement

APPROVAL OF MINUTES

CMH 06- 013 Motion: To approve the minutes of the September 14, 2006 Finance Committee meeting.

Moved by: Van Zoeren

Supported by: Bird

MOTION CARRIED

APPROVAL OF AGENDA

CMH 06-014 Motion: To approve the agenda of the October 12, 2006 Finance Committee meeting.

Moved by: Kortman

Supported by: Van Zoeren

MOTION CARRIED

REGULAR COMMITTEE BUSINESS:

- a. Review and approval of service contracts
  - 60-day emergency contract with MOKA Corp and Pioneer Resources for Supported Employment/Community Integrated Skill Building.

Mr. Vander Kam noted that these emergency extensions resulted from the Board's decision, at the request of Ms. Bird, to table the one-year contracts for MOKA Corp. and Pioneer Resources presented on September 18, 2006 until cost comparisons could be provided. Because there was concern for consumers who had already chosen services from these providers, Mr. Rappleye, Corporate Counselor, advised extending the contract so as not to displace those consumers already receiving services. Mr. Cyranowski noted that eight consumers had chosen these contract providers, and the extension would allow time to discuss the contract before having to reassign them.

Mr. Cyranowski provided information on the history of the contracts in question. He stated that a workgroup was formed including representatives from CMHOC, CMH of Muskegon, Kandu, the Town Hall Coalition, MOKA, Goodwill, and Pioneer Resources to review the needs of the community for Skill Building and Supported Employment services. Muskegon CMH and CMHOC sent out a joint Request for Proposal, and there were four agencies that responded.

These agencies submitted rates with their application and all four were accepted and contracted with at the same time. Mr. Cyranowski provided rate comparisons for the four providers in question.

Ms. Bird indicated that she does not have a clear understanding of the differences between Supported Employment, Skill Building, and Community Living Supports. She requested that these differences be provided. Mr. Cyranowski stated that these services are specifically defined in the Medicaid Provider Manual and excerpts could be provided upon request. Ms. Bird stated that this would not be necessary, as she had access to the Medicaid Provider Manual. Ms. Pekelder noted that the verbiage in the contracts was taken directly from the Medicaid Provider Manual.

Mr. Van Zoeren cited the vast difference between CMHOC costs and that of the contract providers. Mr. Cyranowski noted that the CMH services referred to are skill building in its facility-based day program. Ms. Pekelder noted that the individuals being served at the day program have different needs than those involved in the contracted programs, and that the level of care required as well as the staff-to-consumer ratio at each facility is different.

CMH 06-016 Motion: To forward the one-year contracts for MOKA and Pioneer Resources for Supported Employment/Skill Building to the Board for approval

Moved by: Bombara

Supported by: Van Zoeren

MOTION CARRIED

CMH 06-017 Motion: To forward the Service Contracts as presented to the Board of Directors for approval.

Moved by: Bombara

Supported by: Bird

MOTION CARRIED

Ms. Bird questioned the two contracts for Respite Services. Mr. Cyranowski stated that concerns were raised at the public hearing that the maximum daily amount for respite services was insufficient for some individuals with very severe medical needs. These two contract providers have agreed to provide the high-level of care required by specific consumers. Ms. Pekelder noted that these were adjustments to existing contracts which will expire in November.

Ms. Bird stated that she had been made aware of the recent death of a consumer while receiving respite services. She suggested that the Board adopt a policy regarding acknowledging the death of consumers. Ms. Kortman supported this recommendation. Mr. Bombara asked that Mr. Cyranowski provide information to the Board in his monthly report regarding deaths.

With regard to the West Shore Drop In Center contract, Mr. Cyranowski indicated that this contract is funded by a Federal Block Grant. Ms. Bird questioned the difference between Clubhouse and Drop-In Center. Mr. Cyranowski stated that the Clubhouse services are psychosocial rehab services and are supervised by CMH staff. The purpose is to provide an opportunity for consumers to gain skills in order to find housing and employment. He noted that

the staff's role is to support the consumers, and the goal is to have consumers take an active role in the running of the Clubhouse.

Mr. Cyranowski stated that drop-in centers are completely consumer run with no CMH staff involved. CMH provides consultation to the centers. Drop In Center services are, however, Medicaid allowable services. He noted that this contract is required by the state in order to administer the grant funds.

Ms. Kortman questioned the cost benefit of the Michigan Department of Labor and Economic Growth. She asked that information on the cost benefit of this contract be provided in the upcoming year.

Mr. Van Zoeren requested that there be more detailed information about the contracts provided, perhaps a spreadsheet with brief descriptions and information such as performance indicators. Mr. Cyranowski noted that the QI team is in the process of producing such a report.

- b. Lakeshore Behavioral Health Alliance – Mr. Cyranowski noted that there would be a breakfast meeting on October 17 between the two Boards. Mr. Elwell and Mr. Cyranowski will provide some comments.
- c. MDCH Finance
  - Administrative Costing Directive – Ms. Pekelder & Mr. Cyranowski provided information regarding the State's new mandate for identifying direct care versus administrative costs.
- d. Future Finance - None

#### OLD BUSINESS

- SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)

Ms. Kortman stated that the County will be hiring a consultant to perform a similar analysis and suggested that it might be beneficial to delay the SWOT analysis until after that time.

Mr. Bombara stated that he sees the SWOT analysis as an opportunity for the Board to come together to review issues and make decisions.

Mr. Van Zoeren noted that a vision statement should be developed prior to the SWOT analysis and suggested that this be added to the Program Planning & Quality Improvement Committee agenda. Mr. Bombara asked that the topic of strategic planning be included on the Board agenda. He made the suggestion that an off-site meeting of the Board take place for the purpose of strategic planning.

- Letter to Harbor House Ministries – Mr. Cyranowski reviewed the letter of understanding that was sent to Harbor House for signature. The letter has been signed by Harbor House staff and returned.
- 2% Wage increase for Direct Care Workers – Mr. Cyranowski noted that the funds have been distributed to the PIHP'S, but instruction for distribution to the workers has not yet been

provided. Mr. Cyranowski provided a list of questions and concerns regarding the fund distribution. He noted that when funds are distributed, they will be retroactive.

#### NEW BUSINESS

- Services not authorized/Claims not paid – Mr. Cyranowski provided information regarding the compliance program. He stated that charts are audited regularly (both internal and external providers), and it was noted that there were occasions where the plan and billing were not in sync, resulting in some outstanding claims with contract providers.

Mr. Cyranowski also provided information regarding Medicaid compliance. He stated that this information could be reviewed at the next meeting if it was the Committee's desire to do so.

- Unit cost of services – Mr. Cyranowski provided this information based on past discussions regarding Skill Building.

#### ADJOURNMENT

Mr. Vander Kam adjourned the October 12, 2006 Finance Committee Meeting at 1:52 p.m.

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Cornelius Vander Kam, Chair