

Approved Minutes
Community Mental Health of Ottawa County – Finance Committee Meeting
CMH Board Room
12265 James Street, Holland, Michigan 49424
Thursday, December 14, 2006

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

STAFF: Gerry Cyranowski, Greg Hofman, June Hagan, Patricia Genesky

CALL TO ORDER

Cornelius Vander Kam, Chairperson, called the December 14, 2006 Finance Committee meeting to order at 12:18 p.m.

MISSION STATEMENT

Mr. Vander Kam noted mission statement

APPROVAL OF MINUTES

CMH 06- 021 Motion: To approve the minutes of the November 16, 2006 Finance Committee meeting.

Moved by: Van Zoeren

Supported by: Kortman

MOTION CARRIED

Ms. Bird requested that her status at the November 16 meeting be changed from absent to excused. Regarding the news article pertaining to payer of last resort, Ms. Bird requested clarification regarding what services could be billed under Medicare. Mr. Cyranowski will provide this information to Ms. Bird.

APPROVAL OF AGENDA

CMH 06-00 Motion: To approve the agenda of the December 14, 2006 Finance Committee Meeting.

Moved by: Kortman

Supported by: Bird

MOTION CARRIED

REGULAR COMMITTEE BUSINESS:

a. Review of financial statements

Ms. Hagan reviewed the financial statements and answered questions. She noted that October and November revenues as indicated on the statements are estimates and that monies in the Deferred Revenue column are dollars received but not yet earned. Estimates are based on historical data. Ms. Hagan informed the committee that only estimates are available as a result of the implementation of the new MSO system; actual revenue numbers are not yet available, but will likely be presented at next month's meeting.

Mr. Cyranowski noted that after two months into the fiscal year, CMHOC is currently less than one percent under budget for expenditures.

b. Review and approval of service contracts

MOTION: To accept the services contracts as presented

Moved by: Bombara

Supported by: Bird

MOTION CARRIED

Ms. Hagan noted that the contract for the Nurse Practitioner is not a new contract, but will fill a position which is being vacated by a current contract provider.

Mr. Van Zoeren requested that a spreadsheet for all contracts be provided, which would include such items as expiration date, rates, name of contract provider, services provided, financial data, and numbers served. Mr. Hofman indicated that this information is currently being compiled and will be provided when complete.

The committee discussed consumer satisfaction surveys and potential means for improving the process.

Rate Scale – Certified Family Homes

Mr. Cyranowski reviewed the rate scale for certified family homes. He indicated that this scale was developed for use in determining an individual's level of need while living in certified family homes. He noted that the rate reflects a \$1.00 per day increase, stating that this is the first increase in five years.

b. Lakeshore Behavioral Health Alliance

- Direct Care Worker Wage Increase status report

Mr. Cyranowski provided an update on the increase to direct care workers. He noted that Muskegon is still waiting for direction from the State regarding distribution of the funds. He noted that the state did not fully fund the original 2%, but CMHOC and CMH of Muskegon have begun contracting the 1.3% that has been funded. All increases are retroactive to October 1, 2006

- Financial Worksheets provided by Muskegon CMH

Mr. Cyranowski noted that this was presented for information only. He indicated that regular quarterly meetings are scheduled with Muskegon to review the budgets, the most recent of which was canceled but will be rescheduled.

c. MDCH Finance

- FY 2006/2007 State General Fund Contract status

Mr. Cyranowski stated that the contract from DCH has not yet been received. The amount of the Internal Service Fund for the State General Fund is still being negotiated. Both the amount of the ISF and the effective date for any change (either FY 04/05 OR FY 05/06) is being reviewed.

d. Future Finance

The budget meeting with Muskegon that was scheduled early in December was canceled and will be rescheduled for some time in January.

OLD BUSINESS

None

NEW BUSINESS

Medicaid Verification Audit of Network Providers –G. Hofman

Mr. Hofman noted that this audit process was developed to be certain providers are abiding by various Medicaid rules and standards. He stated that reports are completed twice per year and forwarded to the state. Mr. Hofman provided information on the processes for dealing with discrepancies in contract provider billing.

MACMHB Benchmarking Initiative – G. Cyranowski, G. Hofman

Mr. Hofman provided information on the initiative and answered questions. The Board Association has organized a workgroup among CMH agencies in the state. Performance indicators that the workgroup will focus on have been identified. They will look at setting common definitions for data and identify best practice. The current plan is to have definitions outlined within the next 60 days (end of February, 2007). Expect six to eight months to determine best practice with implementation early in 2008. Update reports will likely be provided at Board Association Conferences.

Utilization Management Committee Quarterly Report - G. Cyranowski

This information was provided for review and will be addressed at the next finance committee meeting.

ADJOURNMENT

Mr. Cyranowski noted that this would be Mr. Vander Kam's final meeting as Chair of the Finance Committee as he will be officially retired on December 31. The Committee thanked Mr. Vander Kam for his dedicated service.

Mr. Vander Kam adjourned the December 14, 2006 Finance Committee meeting at 1:58 p.m.

Keith Van Zoeren, Chair