

Approved Minutes
Community Mental Health of Ottawa County
Program Planning & Quality Improvement Committee
CMH Board Room
12265 James Street, Holland, Michigan 49424
Monday, October 23, 2006 3:30 p.m.

PRESENT: Harris Schipper, Robert Brown, Donald Disselkoen, Rebecca Gretzner, Daniel VanOmmen

STAFF: Gerry Cyranowski, Sue Buist, Greg Hofman, Patricia Genesky

CALL TO ORDER – Mr. Harris Schipper, Chairperson, called the October 23, 2006 Program Planning and Quality Improvement Committee meeting to order at 3:30 p.m.

CMHOC MISSION STATEMENT – Mr. Schipper noted the mission statement

APPROVAL OF MINUTES from the September 18, 2006 Committee Meeting
CMH-FC 06-008 Motion: To approve the minutes of the September 25, 2006 meeting.
Moved by: Brown Supported by: Van Ommen
MOTION CARRIED

APPROVAL OF AGENDA for the October 23, 2006 Committee Meeting
CMH-FC 06- 009 Motion: To approve the agenda for the October 23, 2006meeting.
Moved by: Van Ommen Supported by: Disselkoen
MOTION CARRIED

Mr. Cyranowski noted the addition of the Minutes from the Transportation Committee Meeting in the information provided. Mr. Schipper requested that Mr. Disselkoen chair any committee meeting in the event of Mr. Schipper's absence.

CMH SERVICE PRESENTATION

No service presentations

QUALITY IMPROVEMENT

Mr. Hofman stated that he would have a quarterly report on the state improvement plan at the next meeting. Mr. Cyranowski stated that the Michigan Performance Based Indicator quarterly reports will be presented to the P/P/QI Committee rather than the Board as in the past. Mr. Brown asked that these reports be presented to both the Committee and the full Board.

PLANNING

Mr. Cyranowski stated that copies of the 2006 Quality Improvement Work Plan have been mailed.

OLD BUSINESS

- **Community Relations Committee** – Mr. Van Ommen noted that he and Ms. Gretzner would like to recommend to the Board of Directors that a Community Relations Committee be formed. Mr. Brown, Mr. Van Ommen, and Mr. Cyranowski will draft an outline of goals and objectives for the Committee to present to the Board.

CMH-FC 06- 010 Motion: To forward the request to form a Community Relations Committee to the Board of Directors.

Moved by: Van Ommen Supported by: Disselkoen

MOTION CARRIED

Strategic Planning – Mr. Cyranowski stated that this item has been included on the Board agenda. He noted that there is no firm plan in place at this time and he is looking to the Board for a consensus regarding the framework for a strategic plan. It was noted in the Finance Committee meeting that future planning with Muskegon CMH should be considered. Mr. Brown suggested considering a retreat for this purpose.

Mr. Cyranowski stated that as a result of the joint meeting between CMHOC and Muskegon CMH at the Fall Conference, an ad hoc committee comprised up of members from both Boards will be formed.

Mr. Schipper requested that in his absence Mr. Disselkoen serve as Committee Chair.

CMH-FC 06- 011 Motion: To appoint Mr. Disselkoen as vice-char of the P/P/QI Committee

Moved by: Brown Supported by: Van Ommen

MOTION CARRIED

Mr. Cyranowski provided the minutes from the Transportation Committee from September 20. He stated that the committee is still looking for a parent/guardian representative to serve on the Committee. Mr. Disselkoen asked if any Board Member has been appointed to the committee. Mr. Van Ommen volunteered to participate on this committee.

CMH-FC 06- 012 Motion: to appoint Mr. Van Ommen to the Transportation Committee

Moved by: Disselkoen Supported by: Brown

MOTION CARRIED

Holiday Card Project – Rebecca Gretzner – Ms. Gretzner presented submission of artwork for consideration. After discussion, an anonymous submission was chosen to be forwarded to the Board for final approval.

NEW BUSINESS

Service Utilization Data – In response to Mr. Brown's request for utilization data, Mr. Hofman presented information. He noted that the data was Service Request Data from a two-year review of requests for service from the Access Center. Mr. Hofman noted that the data was for requests for service only, and did not indicate the total number of individuals who qualified for services. Mr. Brown requested information regarding the actual number of consumers served.

Mr. Hofman also provided information on the number of admissions by Zip Code for FY2005/2006. Mr. Brown requested that this information be further broken down by population group (MI/DD).

Mr. Hofman provided data regarding hospital admissions into psychiatric care.

SUGGESTIONS FOR NOVEMBER 27, 2006 MEETING AGENDA – Mr. Cyranowski invited the Committee members to suggest topics for presentation at the monthly meeting. He will plan a series of presentations, and if any committee member would like information on a particular topic, he asked that they advise him so that he can provide that presentation.

Mr. Van Ommen discussed having a Board Retreat. He discussed Board Members serving on various State Association committees and will provide the Board with forms on which they can submit their interest in various committees.

ADJOURNMENT – Mr. Schipper adjourned the meeting at 4:28 p.m.

Harris Schipper, Chair