

Approved Minutes
Community Mental Health of Ottawa County – Board of Directors Meeting
CMH Board Room
12265 James Street, Holland, Michigan 49424
Monday, January 15, 2007

PRESENT: Edward Berghorst, Rita Bird, Mark Bombara, Robert Brown, Rebecca Gretzner,
Lupita Reyes, Harris Schipper, Cornelius Vander Kam, Daniel Van Ommen,
Keith Van Zoeren

EXCUSED: Donald Disselkoen, Joyce Kortman

STAFF: Gerry Cyranowski, Patricia Genesky, June Hagan

CALL TO ORDER - Board Chairperson

Edward Berghorst, Chairperson called the January 15, 2007 meeting to order at 1:00 pm.

INVOCATION

Mr. Berghorst provided the invocation

CMHOC MISSION STATEMENT

Mr. Berghorst noted the Mission Statement.

PUBLIC COMMENT

Tom Bird
359 Wakazoo Drive
Holland, MI 49424

Mr. Bird spoke as a representative of the Town Hall Coalition, commenting on stakeholder meetings, which have been held over the past year between DCH and members of the Developmentally Disabled Community. He offered to provide follow-up information from these meetings to any interested Board member.

APPROVAL OF MINUTES of the December 18, 2006 meeting

CMH 07-001 Motion: To approve the minutes of the December 18, 2006 meeting.

Moved by: Schipper

Supported by: Reyes

MOTION CARRIED

APPROVAL OF AGENDA of January 15, 2007

CMH 07-002 Motion: To approve the agenda for January 15, 2007.

Moved by: Bombara

Supported by: Van Zoeren

MOTION CARRIED

Mr. Cyranowski requested that review of the latest revision of the Delegation Agreement from the Lakeshore Behavior Health Alliance be added to the agenda.

Mr. Cyranowski also requested that the Contract with Pioneer Resources be added to the agenda. He noted that this contract is due to expire in March and that he is seeking a motion to authorize CMH staff to begin negotiations to renew the contract.

COMMUNICATIONS & PRESENTATIONS

Update from KANDU Industries – Tom Vreeman

Mr. Vreeman expressed his thanks to the Board for their partnership with KANDU and for allowing him to present updated information. His intent was to inform the board of pending changes taking place at KANDU Industries, noting that the organization is in the process of consolidating its manufacturing and assembly facilities. He stated that approximately 2/3 of the operations will be moved from Lincoln Street to the Sunnyside location in February, with the remaining being transferred in early March. It is anticipated that the corporate offices will be moved by the end of April. He stated that the purpose of the consolidation is to increase efficiency and allow for consistent work for staff. He noted that the co-op program, currently located on South Washington, will relocate to a leased facility which Jubilee Ministries is developing in downtown Holland. Mr. Vreeman asked for the Boards patience while these changes are being implemented.

CHAIRPERSON'S REPORT

Review of Board Policies

Mr. Berghorst noted that at last month's meeting, Board members reviewed the by-laws. The review of Board policies was included in this month's agenda, but Mr. Berghorst requested that this be given to the Program Planning & Quality Improvement Committee. Mr. Schipper agreed that the PPQI Committee would accept the responsibility of reviewing the policies and making recommendations to the Board.

Regarding per diem payments for meetings at state level, Mr. Berghorst noted that the Board will have to make a motion to forward this request to the Planning & Policy Committee for review and submission to the Board of Commissioners. A description of each committee should be submitted along with information pertaining to potential attendees. Mr. Berghorst stated that he believes that the Community Relations Committee has a good possibility of being approved.

EXECUTIVE DIRECTOR'S REPORT

Mr. Cyranowski answered questions regarding his January, 2007 Executive Director's Report. He provided the following update(s):

Plans are underway to begin working with Muskegon CMH (PIHP) to develop a model for the Affiliation in order to work as a cohesive unit. The goal will be to reduce redundancy and increase efficiencies of operations. The first scheduled meeting is Friday, January 19. Mr. Cyranowski will address arranging a meeting of the ad hoc committee of the Boards at that time.

With regard to the State General Fund Contract, Mr. Cyranowski noted that the latest revisions include eliminating the current risk reserve. Beginning 10/1/2007, the risk reserve will be limited to a specific dollar amount, which will most likely be related to the current catastrophic state hospital amount. The 5% Medicaid carry forward will also most likely be affected.

Mr. Cyranowski reviewed the latest revision of the Lakeshore Behavioral Health Alliance Delegation Agreement, noting the most recent change on Page 9, section L – Advanced Directives. He requested a motion to sign the delegation agreement with Muskegon CMH on behalf of the Board of Directors

CMH 07-003 Motion: To authorize the Executive Director to sign to sign the Lakeshore Behavioral Health Alliance Delegation Agreement on behalf of the Board of Directors of Community Mental Health of Ottawa County.

Moved by: Van Zoeren

Supported by: Van Ommen

MOTION CARRIED

CMH 07-004 MOTION: To authorize CMH staff to work with Michigan Works and the Department of Human Services to begin negotiations to renew the contract with Pioneer Resources

MOVED: Van Zoeren

Supported by: Bird

MOTION CARRIED

Mr. Cyranowski provided a general history and overview of the contract with Pioneer Resources. Given the concerns that have been expressed regarding this contract agency's handling and resolution of complaints, he wanted to bring this issue to the Board prior to beginning any negotiations. He noted that he recently discussed this contract with the Director at DHS, who indicated that he is generally pleased with the services received, and that any complaints have been addressed and resolved.

Mr. Van Ommen provided information from the Transportation Committee. He indicated that he felt that most of his questions have been answered to his satisfaction. Mr. Van Ommen offered to provide a report from the Transportation Committee to the Board each month.

FINANCE ITEMS:

Service Contracts

CMH 07-005 Motion: To approve the Service Contracts as presented.

Moved by: Reyes

Supported by: Bombara

MOTION CARRIED

FY 2006/2007 December Financial Statements

CMH 07-006 Motion: To receive the FY 2006/2007 December Financial Statements as presented.

Moved by:

Supported by:

MOTION CARRIED

Ms. Hagan noted that the figures noted under contracted services are still estimates. Actual numbers should be available at February's Board meeting.

COMMITTEE REPORTS:

Finance Committee Report – Keith Van Zoeren

Mr. Van Zoeren noted that the need to review contracts prior to expirations dates was discussed at the January 11, 2007 meeting. He suggested that a protocol for doing so be developed.

Community Relations Committee Report – Bob Brown

Mr. Brown reported that a meeting was held on January 2, 2007. The general discussion centered on what the focus of this committee will be. He noted discussion regarding Board members touring facilities of contract providers, developing a speakers' bureau consisting of Board members and consumers, engaging organizations in the community to build a collaborative environment, and working toward determining best practices for both DD & MI.

Program Planning & Quality Improvement Committee Report- Harris Schipper

Mr. Schipper noted that there was no meeting of the PPQI Committee in December. He stated that the November meeting focused a great deal on transportation.

OLD BUSINESS

Fingertip Report - Summary Statistics for Michigan's Public Mental Health System – Gerry Cyranowski

Mr. Cyranowski requested that this item be deferred until February, at which time there will be updated information available.

NEW BUSINESS

Case Management/Supports Coordinator Staffing Plan – G. Cyranowski

Mr. Cyranowski provided information regarding Case Managers/Supports Coordinators and the services they provide. He noted that a workgroup has identified that case loads for these professionals have met or exceeded capacity. Due to budget constraints, additional staff cannot be hired at this time. Therefore, alternative resources have been identified to alleviate the strain. He noted that the Program Supervisor has identified two bachelor level positions that could, with Human Resources approval, be transferred from their current duties to the Supports Coordination team. Also, there is the possibility of reassigning current staff to the position of Support Coordination Assistants. These individuals would assist Supports Coordinators/Case Managers with their case load.

Ms. Reyes questioned whether CMHOC has ever used student interns for the purpose of SC/CM. Mr. Cyranowski noted that this has not occurred in the past, but is worth exploring.

Jail Diversion Plan of Correction – G. Hofman

Mr. Cyranowski noted that Mr. Hofman previously provided an overview of the plan of correction from the DCH site survey. At the request of Ms. Kortman, more detailed information on the jail diversion program was presented by Mr. Hofman. Mr. Hofman reviewed areas that

required correction, provided information regarding what corrective action will be taken, and answered questions.

Overview of CMHOC Contract Process – G. Hofman

Mr. Hofman provided information regarding the contract process used by CMHOC and answered questions.

Annual Recipient Rights Data Report Submission to DCH – Gentry Mohr

Mr. Cyranowski noted that this report is submitted annually to MDCH. Ms. Mohr reviewed the information and answered questions. She also provided an overview of the appeals process as well as information regarding the investigation of claims. She noted that if a claim against a contract provider is substantiated, the provider is responsible for developing a plan of correction, which is reviewed by the Executive Director and the Recipients Rights Officer. Ms. Mohr noted that the Recipients Rights Office is accessible 24/7.

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Mr. Cyranowski noted his attendance at the meeting of a local Hispanic Providers Group, which is comprised of local agencies that have connections with the Hispanic community. He will continue to attend these meetings, and has volunteered to serve as the group’s secretary if needed.

There was discussion regarding the purchase of Valentine’s gifts for the CMHOC staff. Ms. Bird offered to collect donations toward the purchase of gifts and she requested assistance in delivering the gifts to the various sites.

BOARD REVIEW OF THE DAYS BUSINESS

Mr. Berghorst expressed his appreciation to the Board for the relaxed and positive atmosphere during today’s meeting and looks forward to the coming year.

PUBLIC COMMENT

Beth Childress
1013 Sheldon Road
Grand Haven, MI

In response to Ms. Reyes’ concerns about providers’ ability to communicate with the non-English speaking population, Ms. Childress noted that all CMH employees working with consumers, as well as all contract providers are required to complete a limited English proficiency training.

ADJOURNMENT

Mr. Berghorst adjourned the January 15, 2007 Board of Director’s meeting at 3:35 pm.

Edward Berghorst, Chairperson

Donald Disselkoen, Secretary