

Minutes  
**Community Mental Health of Ottawa County – Board of Directors Meeting**  
CMH Board Room  
12265 James Street, Holland, Michigan 49424  
Monday, February 19, 2007

PRESENT: Edward Berghorst, Rita Bird, Mark Bombara, Robert Brown, Donald Disselkoen, Rebecca Gretzner, Joyce Kortman, Lupita Reyes, Harris Schipper, Daniel Van Ommen, Keith Van Zoeren,

ABSENT: Cornelius Vander Kam,

STAFF: Greg Hofman, Patricia Genesky, June Hagan

OTHERS: Greg Rappleye

CALL TO ORDER - Board Chairperson

Edward Berghorst, Chairperson called the February 19, 2007 meeting to order at 1:00 pm.

INVOCATION

Mr. Van Ommen provided the invocation.

CMHOC MISSION STATEMENT

Mr. Berghorst noted the Mission Statement.

Mr. Berghorst requested that the closed session be moved up on the agenda to immediately following the public comment portion of the meeting, as Mr. Rappleye and Mr. Van Essen were available to address the issue.

PUBLIC COMMENT

Candy Cesal  
9751 Niagara Road  
Bridgmon, MI

Ms. Cesal read from a prepared statement regarding her brother, a consumer of CMH Services, pertaining to a recent court case involving her mother's role as guardian to her brother.

Ruth Stegeman  
Disability Network

Ms Stegeman discussed the role of Disability Network in working with the disabled in the community. She expressed her gratitude to Mr. Cyranowski and Mr. Berghorst for recently meeting with a group of stakeholders to discuss items such as shared concerns, collaboration, transition, gap in service and the eligibility process.

Ms. Kortman commented on behalf of Special Ministry of North Holland Church regarding a consumer that has been moved from Community Haven to Hartland Home, noting concerns

regarding the inability of this individual to participate in community outings. Concerns were raised as to why this consumer was not allowed to participate and questions about the accuracy of information provided to the Special Ministry volunteer regarding this issue.

Mr. Berghorst requested that the Closed Session item be moved to this point in the agenda, as Mr. Van Essen and Mr. Rappleye were available to begin.

#### CLOSED SESSION

CMH 07-007 Motion: To go into closed session to discuss matters exempt from disclosure by state or federal statute (2/3 roll-call vote required).

Moved by: Disselkoen Supported by: Van Zoeren

YEAS: Berghorst, Bird, Bombara, Brown, Disselkoen, Gretzner, Kortman, Reyes, Schipper, Van Ommen, Van Zoeren

Nays:

MOTION CARRIED

Ms. Barbara VanderVeen, new Board member, joined the proceedings upon commencement of the Closed Session.

CMH 07-008 Motion: To rise from closed session

Moved by: Van Zoeren Supported by: Disselkoen

MOTION CARRIED

CMH-07-009 Motion: To refer the issue of peer review to the Program Planning & Quality Improvement Committee

Moved by: Van Zoeren Supported by: Van Ommen

MOTION CARRIED

#### APPROVAL OF MINUTES of January 15, 2007

CMH 07-010 Motion: To approve the minutes of the January 15, 2007 meeting.

Moved by: Schipper Supported by: Bird

MOTION CARRIED

#### APPROVAL OF AGENDA of, 2007

CMH 07-011 Motion: To approve the agenda for February 19, 2007.

Moved by: Disselkoen Supported by: Reyes

MOTION CARRIED

Mr. Brown requested that the issue of a nominating committee be added to the agenda. Mr. Berghorst noted that he would be addressing this issue during his Chairperson's Report.

Mr. Berghorst noted that a motion to forward the annual report as presented to the Board of Commissioners will be added under new business.

## COMMUNICATIONS & PRESENTATIONS

There were no communications or presentations scheduled.

## CHAIRPERSON'S REPORT

Mr. Berghorst expressed his appreciation to Ms. Bird for creating and distributing the Valentine's Day gift baskets to the staff.

Mr. Berghorst appointed Rita Bird and Daniel Van Ommen as voting delegates for the Winter Conference.

Mr. Berghorst appointed Mark Bombara, Don Disselkoen, Keith Van Zoren and Dan Van Ommen to the nominating committee for the Board of Directors.

Mr. Berghorst noted that the organizational review by Plante Moran is scheduled to begin within the week. He noted that Board members should expect to be contacted in some manner. He stated that the study will take 120 days from the beginning to submission of the final report.

Mr. Berghorst noted that there will be a dinner meeting on Tuesday, February 27 (during the Winter Conference) with Board Members and staff from CMH of Muskegon.

Mr. Berghorst asked that Board members review the survey from MACMHB that was distributed. This item will be reviewed at the March Board of Director's meeting.

## EXECUTIVE DIRECTOR'S REPORT

Mr. Cyranowski was unavailable to answer questions.

Ms. Bird requested information regarding the meetings taking place between stakeholders and CMHOC and CMH of Muskegon. She questioned whether changes in Access eligibility criteria are being discussed and, if so, whether the Board should be involved in these decisions. She requested a copy of any reports from these meetings be distributed to the Board.

Mr. Van Zoeren questioned the increase in Medicaid allocation. Ms. Hagan asked that this be addressed when discussing the financial reports.

## FINANCE ITEMS:

### **Service Contracts**

CMH 07-012 Motion: To approve the Service Contracts as presented.

Moved by: Van Zoeren

Supported by: Disselkoen

**MOTION CARRIED**

Mr. Van Zoeren noted that the Finance Committee did not meet in February. Ms. Bird raised concerns regarding the Talking Points from MACMHB that were included on the Finance Committee agenda, noting that DD was not included in these points.

CMH 07-013 Motion: To discuss with MACMHB the concerns of the CMHOC Board of Directors regarding the omission of DD services in the *Talking Points for MACMHB members Budget negotiations – February 2007*

Moved by: Kortman

Supported by: Brown

MOTION CARRIED

The Board agreed that Ms. Bird will communicate these concerns to the Association on their behalf, with assistance from the Administrative Assistant in drafting the correspondence.

Mr. Brown expressed concerns regarding the contract with Catholic Social Services stating that it appears that the indicator requiring written monthly reports have not been met. He stated that he would like to see the renewal of the contract contingent on the reporting process commencing immediately and that it be maintained or this agency would stand to lose the contract. He stated that he is not willing to approve the contract as it is written. He requested that the stipulation that immediate and sustained compliance with Indicator #2 be included in the contract.

CMH 07-014 Motion: Catholic Social Services will provide immediate and sustained compliance with Performance Indicator #2.

Moved by: Brown

Supported by: Disselkoen

MOTION CARRIED

Mr. Hofman will provide a follow up report with regard to the reporting by this agency.

#### **FY 2005/2006 Year End Financial Statement**

CMH 07-015 Motion: To receive the FY 2005/2006 Year End Financial Statement as presented.

Moved by: Van Zoeren

Supported by: Bird

MOTION CARRIED

Ms. Gretzner requested clarification regarding what items fall under the category “other expenditure”. Ms. Hagan will provide detailed information.

Ms. Bird questioned if there was a budget item for legal fees. Ms. Hagan noted that there is some cost for corporate counsel included in the indirect administrative costs.

Mr. Van Ommen requested information be provided at year’s end regarding the amount spent for travel and conferences for Board members.

#### **FY 2006/2007 January Financial Statement**

CMH 07-016 Motion: To receive the FY 2006/2007 January Financial Statement as presented and forward to the Board for approval.

Moved by: Van Zoeren

Supported by: Brown

MOTION CARRIED

Ms. Hagan reviewed the financial statements. Ms. Bird requested information regarding building rental, questioning the amount paid for Grand Haven CBE and Clubhouse rent. Ms. Hagan will provide the information.

Ms. Kortman questioned if CMHOC is a member of a national association and, if so, what amount is being spent on dues and how is the membership utilized. Mr. Hofman indicated that CMHOC is a member of a national association. He noted that his most recent use of services was involvement in a national web-based training. Ms. Hagan will provide information regarding the cost of membership.

### **FY 2006/2007 Budget Adjustment #2**

CMH 07-017 Motion: To approve the FY 2006/2007 Budget Adjustment # 2 as presented.

Moved by: Van Zoeren

Supported by: Reyes

MOTION CARRIED

Ms. Hagan discussed the purpose and procedure for Budget Adjustments, noting that she will be providing Budget Adjustments monthly from this point forward.

### COMMITTEE REPORTS

Finance Committee – Keith Van Zoeren – Mr. Van Zoeren noted that there was no Finance Committee meeting in February.

Community Relations Committee – Bob Brown – Mr. Brown stated that the February meeting had been canceled due to inclement weather.

Program Planning & Quality Improvement Committee - Harris Schipper – Mr Schipper reported on a presentation by Tiffany Bouwman and Greg Scott from Pioneer Resources. The Holland Hospital contract was discussed and questions answered. Per diem payment for attendance at MACMHB Committee meetings was discussed.

### OLD BUSINESS

**Fingertip Report** - Summary Statistics for Michigan's Public Mental Health System – Greg Hofman. Mr. Hofman provided an overview of the information provided to the Board members.

### NEW BUSINESS

Clinical Privileging

CMH 07-018 Motion: To approve the Application and Authorization for Appointment and

Reappointment of Clinical Privileges for Ruth Holthuis, FNP

Moved by: Van Zoeren

Support: Van Ommen

MOTION CARRIED

2005/2006 CMHOC Annual Report

CMH 07-019 Motion: To accept the CMHOC 2005/2006 Annual Report and forward to the  
Ottawa County Board of Commissioners

Moved by: Van Zoeren Support: Van Ommen

MOTION CARRIED

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Mr. Van Ommen provided a report on the most recent Transportation Committee meeting. He noted that attendance at these meetings has increased over the past several months. He indicated that he was very pleased with the progress being made and the response from those providing services regarding reporting and addressing complaints. Ms. Bird questioned the training for drivers with regard to loading and unloading consumers. Mr. Van Ommen noted that this was discussed briefly at the most recent meeting. He will provide follow up in the future.

Ms. Kortman noted the prisoner reentry program, stating that it is her understanding that all CMH'S will be required to participate in this program. She requested that the Executive Director provide a report on what action is being taken.

BOARD REVIEW OF THE DAYS BUSINESS

Ms. Barbara Vander Veen, Board Member, introduced herself to the Board of Directors

PUBLIC COMMENT

No Public Comment.

ADJOURNMENT

CMH 07-020 Motion: To adjourn the February 19, 2007 meeting at 4:07 pm.

Moved by: Schipper Support Van Ommen

MOTION CARRIED

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Edward Berghorst, Chairperson

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Donald Disselkoe, Secretary