

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

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

ABSENT: Lupita Reyes

STAFF: Gerry Cyranowski, June Hagan, Patricia Genesky

CALL TO ORDER - Board Chairperson

Edward Berghorst, Chairperson, called the March 19, 2007 meeting to order 1:08 at pm.

INVOCATION

Mr. Berghorst provided the invocation.

CMHOC MISSION STATEMENT

Mr. Berghorst noted the Mission Statement.

PUBLIC COMMENT

No Public Comment.

APPROVAL OF MINUTES of February 19, 2007

CMH 07-021 Motion: To approve the minutes of the February 19, 2007 meeting.

Moved by: Van Zoeren

Supported by: Gretzner

MOTION CARRIED

Ms. Bird indicated that the letter to the MACMHB, which the Board approved sending last month was delivered and she has discussed the CMHOC Board's concerns with the Association Chairman. She provided a copy of the letter and asked that it be included with the minutes.

APPROVAL OF AGENDA of March 19, 2007

CMH 07-022 Motion: To approve the agenda for March 19, 2007.

Moved by: Disselkoen

Supported by: Van Ommen

MOTION CARRIED

COMMUNICATIONS & PRESENTATIONS

There were no communications or scheduled presentations.

CHAIRPERSON'S REPORT

Mr. Berghorst read Mr. Cornelius Vander Kam's letter of resignation from the CMHOC Board of Directors effective immediately.

**MACMHB Survey** – Mr. Berghorst stated that the MACMHB has requested that the survey be completed by the Board of Directors and returned by March 31. Ms. Kortman and Ms. Bird volunteered to compile the information and forward it to the Association. The Board consented to this process. Ms. Bird requested that all surveys be returned to her. The information will be presented at April's Board Meeting.

Mr. Berghorst presented Mr. Harris Schipper with a plaque expressing the Board's appreciation for his many years of service. Also presented was recognition from representatives from the State of Michigan for the many years of service Mr. Schipper's provided to Ottawa County. Mr. Schipper thanked the Board for their good wishes.

Mr. Berghorst noted that the Planning and Policy Committee have decided not to approve the per diem pay for new CMH committees for the remainder of this year. The issue will be revisited next year. Ms. Hagan noted that there has not been a formal request for additions of committees presented to the Planning and Policy Committee. The committees will be presented to the Planning and Policy Committee for formal review.

#### EXECUTIVE DIRECTOR'S REPORT

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

The Annual Walk a Mile in My Shoes Rally is scheduled for May 24, 2007 at the State Capital in Lansing. CMHOC is working to charter a bus. More information will be provided as plans progress.

A recent audit of the Affiliation by a private contractor hired by DCH to review Medicaid compliance was recently conducted. A full report should be available next month. Preliminary findings indicate that the Affiliation did well.

In response to Ms. Kortman's request, a presentation on the prisoner reentry program will be provided at April's Board meeting.

In reference to public comment made at February's Board meeting, Ms. Bird questioned why the Board had not been informed of pending litigation ahead of time. Mr. Cyranowski noted that staff and administration do not typically bring consumer-specific information to the Board other than in an occasional closed session. Ms. Bird stated that she believes there needs to be clear direction for staff with regard to informing the Board when the outcome is litigation. Mr. Cyranowski noted that staff regularly goes to probate court to seek guardianship. Mr. Van Zoeren suggested that if it appears that litigation may be an issue when seeking guardianship it should be brought to the Board, but the Board should not get involved in every case where guardianship is being sought. Mr. Cyranowski noted that the Board could go into closed session when there is litigation potential. Mr. Brown requested that anything regarding potential removal of guardianship should be presented to the Board. Mr. Brown stated that he would provide a resolution for consideration by the Board regarding these concerns.

FINANCE ITEMS:

**Service Contracts**

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

Moved by: Van Zoeren Supported by: Kortman

MOTION CARRIED

Regarding the contract with Staffing Alliance, Mr. Cyranowski explained that this agency is retained to provide employment for consumers who work throughout CMHOC. He indicated that the change in rates is to accommodate the increase in the minimum wage. This agency applies a 30% charge for administrative costs, which covers items such as payroll and workman's compensation. He noted that the possibility of developing part time/temporary positions in lieu of using this agency will be explored when the new Human Resources Director is hired. Ms. Hagan will review the positions to determine what is the most cost effective. Follow up information will be provided during April's Board meeting.

Mr. Brown requested information on consumer to staff ratios when going out into the community. Mr. Cyranowski will investigate the requirements.

**FY 2006/2007 February Financial Statement**

CMH 07- Motion: To receive the FY 2006/2007 February Financial Statement as presented.

Moved by: Van Ommen Supported by: Schipper

MOTION CARRIED

Ms. Hagan reviewed the February financial statements and answered questions

**FY 2006/2007 Budget Adjustment #3**

CMH 07- Motion: To approve the FY 2006/2007 Budget Adjustment # 3 as presented.

Moved by: Van Zoeren Supported by: Brown

MOTION CARRIED

Ms. Hagan reviewed the budget adjustment and answered questions.

**MDCH State General Fund Contract 10/1/2005 – 9/30/2007**

CMH 07- Motion: To approve the MDCH State General Fund Contract for 10/1/2005 – 9/30/07

Moved by: Bombara Supported by: Schipper

MOTION CARRIED

Mr. Cyranowski provided information regarding this contract and reviewed changes, noting that the contract will expire on 9/30/07.

COMMITTEE REPORTS

**Finance Committee Report – Keith Van Zoeren**

Nothing additional to report.

**Community Relations Committee – Bob Brown**

Mr. Brown stated that the Committee met and reviewed information provided by Kelly Sall. The committee is looking to use this information as a foundation to develop a speaker's bureau. A list of community agencies and Boards to target will be developed

**Program Planning & Quality Improvement Committee - Harris Schipper**

Mr. Schipper noted that information regarding peer review for CMHOC prescribers was discussed. The information is included in the packet distributed to Board members.

OLD BUSINESS

Mr. Van Ommen noted that a Board retreat has been discussed at the committee level. He indicated that he would like to discuss this item and set a date. Ms. Kortman suggested Erica Rosebrook as a potential facilitator for a retreat. Mr. Disselkoen will explore possible dates.

NEW BUSINESS

Mr. Van Ommen noted lack of adequate accommodations for all Board members at the most recent conference. He suggested reserving rooms well in advance for the May conference so that everyone could be on site. Mr. Cyranowski suggested reserving for the October conference as well.

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

The general consensus of the group was that the MACMHB Winter Conference was positive. Ms. Bird noted a good variety of sessions covering the consumer base. Ms. Gretzner stated that a good job was done with Boardworks. Mr. Cyranowski noted that a dinner was held with Muskegon CMH Board and staff.

Mr. Disselkoen distributed biographical information on some Board members for information. He will provide the remaining information in the near future. Mr. Cyranowski noted that arrangements could be made to post pictures of each Board member on the county website as well.

BOARD REVIEW OF THE DAYS BUSINESS

PUBLIC COMMENT

No Public Comment.

ADJOURNMENT

Mr. Berghorst adjourned the March 19, 2007 Board of Director's meeting at 2:45 pm.

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Edward Berghorst, Chairperson

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Donald Disselkoen, Secretary