

Approved Minutes
Community Mental Health of Ottawa County – Board of Directors Meeting
CMH Board Room
12265 James Street, Holland, Michigan 49424
Monday, September 24, 2007

PRESENT: Edward Berghorst, Rita Bird, Mark Bombara, Robert Brown, Mary Ann Cartwright, Donald Disselkoen, Rebecca Gretzner, Joyce Kortman, Barbara Vanderveen, Daniel Van Ommen, Keith Van Zoeren

STAFF: Jerry Homminga, Patricia Genesky

CALL TO ORDER - Board Chairperson

Mr. Keith VanZoeren, Chairperson called the September 24, 2007 meeting to order at 3:02 pm.

INVOCATION

Mr. Brown provided the invocation

CMHOC MISSION STATEMENT

Mr. Van Zoeren noted the Mission Statement.

PUBLIC COMMENT

Brenda Witte
9522 Grand Ridge Drive
Zeeland, MI 49464

Mrs. Witte submitted information to the Board regarding her son. She is requested that her son be permitted access to services through Evergreen Commons and is also requesting placement for her son at Harbor House

Beth Poll
A-6616 146th Avenue
Holland 49423

Ms. Poll noted that she does not feel that her son is appropriate for CBE and is requesting services through Evergreen Commons and eventual placement at Harbor House.

Jenna Tatu
Grand Haven Clubhouse

Ms. Tatu commented on the status of the Clubhouse in Grand Haven. The Clubhouse is currently operating at the Fulton Street office for limited hours in a very small space. She noted the need for a permanent site for the Grand Haven Clubhouse.

Elizabeth Schultz
Holland, MI

Ms. Schultz commented on MOKA Transportation, noting that her previously addressed concerns have been corrected. She noted that she wanted to set the record straight by stating that they are a fine agency to contract with.

COMMUNICATIONS & PRESENTATIONS

CMHOC and CMH Services of Muskegon – Jim Elwell, Director CMH Services of Muskegon
Mr. Van Zoeren introduced Mr. Elwell, Executive Director, of CMH Services of Muskegon. Mr. Elwell provided an overview of the history of the LBHA and the relationship between CMHOC and CMH Services of Muskegon as well as the Affiliations relationships with the State.

CONSENT ITEMS

CMH 07-075 Motion: To approve by consent the following items:

- a. Agenda of September 24, 2007 Board of Directors Meeting
- b. Minutes of August 27, 2007 Board of Directors Meeting
- c. Service Contracts A-1, A-2, A-3, A-4, A-5, A-6, A-7, A-8, A-9, A-11, A-12, A-13, A-14, A-15, A-16, A-17, A-18, A-19, A-20, A-21, A-29 as presented
- d. August Financial Statements as presented
- e. FY 2006/2007 Budget Adjustment #8 as presented
- f. FY 2007/2008 Proposed Budget as presented

Moved by: Berghorst Support: Cartwright

MOTION CARRIED

Ms. Hagen stated that a \$600 thousand carry forward had been projected, however it appears that the final number will be approximately \$200 thousand. She noted that the budget at the end of this year will be very tight. There have been no changes to the budget for the coming year since it was reviewed in July. No adjustments will be made until more definite numbers are provided by the State.

REVIEW OF SERVICE CONTRACTS

CMH 07-076 Motion: To approve the contract with Pioneer Resources (A-10) contingent on continued participation by a Board member and staff in the Transportation Committee and contingent upon a new RFP being issued before renewal of the contract in one year.

Moved by: Berghorst Support: Cartwright

Yeas: Berghorst, Bird, Bombara, Cartwright, Disselkoen, Gretzner, Kortman, Vanderveen, Van Zoeren

Nays: Brown, Van Ommen

MOTION CARRIED

Mr. Bombara recommended that the contract be approved. He suggested and RFP be issued to explore other transportation options. Mr. Homminga noted that the RFP would be developed in the Spring, with bids coming to the Board prior to the renewal of the contract. Mr. Homminga also noted that he will be attending the next Transportation Committee meeting.

Ms. Bird stated that the proposed minutes of the Finance Committee do not accurately reflect her motion to forward this contract to the full Board and asked that appropriate changes be made.

CMH 07-077 Motion: To approve the contract with Alliance Medical Services (A-22) as presented.

Moved by: Berghorst Support: VanderVeen

Yeas: Berghorst, Bird, Bombara, Cartwright, Disselkoen, Gretzner, Kortman, Vanderveen, Van Ommen, Van Zoeren

Nays: Brown

MOTION CARRIED

Mr. Hofman provided a summary of the concerns cited by Mr. Brown related to an alleged ethics violation by an Alliance staff member. He noted that an informal investigation was conducted pertaining to the incident. The results of the investigation found that no formal complaint was ever made to either the Office of Recipients Rights or to the Compliance Manager, nor was there any documentation in the client's clinical record. Mr. Hofman noted that follow up with the contract provider resulted in that agency adopting and training all staff in CMHOC's ethics policy. Mr. Hofman discussed this matter with Corporate Counsel, who indicated that appropriate action had been taken.

CMH 07-078 Motion: To approve the contracts with Holland Community Hospital (A-23), Forest View Hospital (A-24), Hackley Behavioral Health (A-25), Gerber Memorial Health Services (A-26), Pine Rest Christian Mental Health Services (A-27), Saint Mary's Health Services (A-28), Memorial Medical Center (A-30), Allegan General Hospital (A-30), Carson City Hospital (A-30), Fieldstone Center (A-30), and Oaklawn Hospital (A-30).

Moved by: Bombara Support: Berghorst

MOTION CARRIED

Mr. Van Zoeren and Ms. Cartwright abstained from voting due to past and current affiliation with some of these agencies.

Evergreen Commons Contract – Greg Hofman (*Attachment E*)

CMH 07-079 Motion: To approve the contract with Evergreen Commons as presented.

Moved by: Berghorst Support: Brown

MOTION CARRIED

Mr. Hofman provided follow-up information to Mr. Van Ommen's questions regarding this contract. Mr. Van Ommen indicated that all questions had been answered to his satisfaction and he thanked staff for providing the information.

CHAIRPERSON'S REPORT

Employee of the Month Awards – Mr. Van Ommen presented Ms. Stephanie Stoneman with the award for the month of August. Ms. Sherry Mascarro, recipient of the July Staff of the Month award, was unavailable to receive her award

Employee Christmas Cards – By consensus, the Board members decided that consumers would be asked to submit artwork for the Christmas Card. Mr. Berghorst volunteered to make arrangements with Zeeland Print Shop after the artwork has been chosen.

Mr. Vanzoeren presented an update on the Executive Director Search. Ms. Kortman volunteered to remove herself from the interview process if the interviews are considered public meeting due to quorum issues. Mr. Van Zoeren noted that he is very pleased with the slate of candidates thus far. He anticipates that the new director will be in place by January 1.

Mr. Van Zoeren distributed the agenda for the October 13 strategic planning session. He noted that a follow-up session is anticipated for October 27. Mr. Berghorst noted that he would not be available for the October 13 session due to a prior commitment.

Mr. Van Zoeren reported on a recent meeting that he attended with Muskegon CMH Services Executive Committee, Mr. Elwell, Mr. John North, Mr. Bombara, and Mr. Homminga. The purpose of the meeting was to review current collaboration and explore future opportunities. This group will continue to meet regularly. It is anticipated that a meeting of the full boards will occur in January or February, 2008.

He noted that a dinner will be held during the MACMHB Fall Conference with members from both Boards on Monday, October 22 at Mountain Jacks in Traverse City.

The October Board meeting will be held Tuesday, October 30, 2007 at City on a Hill Ministries, 100 Pine Avenue, Zeeland.

EXECUTIVE DIRECTOR'S REPORT

Mr. Homminga noted that he will respond in writing to those individuals providing comment during the Public Comment portion of the meeting. He also noted that beginning in October, he will be adjusting his work days to Monday and Thursday, as he will be participating in the strategic planning sessions and wished to keep the number of hours he bills at a reasonable level.

COMMITTEE REPORTS

Finance Committee – Mary Ann Cartwright

Ms. Cartwright noted that the committee was unable to discuss future finance given the state of the State budget. The committee is aware, however, of the issues this agency faces

Community Relations Committee – Barb Vander Veen

Ms. Vander Veen noted that the Committee developed a purpose and a list of goals. She asked for the Board's input before finalizing this list. The committee would like to see a protocol for answering concerns from the public and addressing media developed, as well as a process for action alerts on legislative issues.

Program Planning & Quality Improvement Committee – Bob Brown

Mr. Brown noted that there is nothing to add to minutes

OLD BUSINESS

Ms. Bird asked for a report on the status of Grand Haven Facility. Mr. Homminga noted that staff continues to pursue every lead for a facility. However, the rental cost for potential sites have been significantly more than what has been budgeted.

NEW BUSINESS

CARF Accreditation - Governance Standards Applicability – Mary Moore

Mr. Hofman discussed the programs that have been accredited by CARF as well as those that are being considered for accreditation next year. Ms. Moore provided an overview of the CARF requirements. One potential area for accreditation is Board Governance. She noted that the application will need to be filed by the end of the year and if the Board wants to apply these standards, this information will have to be included in the application. She noted that CARF will be invited to come in May or June, 2008. The policies will need to be in place and a six-month track record will have to be proven.

Mr. Van Zoeren expressed concerns about the time frame. He recommended that the Board commit to the development of these standards by next year. The Board members by consensus agreed.

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Mr. Van Ommen distributed an outline of the presentation he will be giving at the upcoming MACMHB conference.

Ms. Gretzner attended a forum presented by consumers to professionals. She provided a summary of the presentation.

Ms. Gretzner also noted that she attended the Children's Issues Committee meeting.

Ms. Vander Veen attended the Legislative committee meeting. She reported that there was a presentation by the lobbyist, who talked about budget issue. Also discussed was the MACMHB lobby entity. There was concern expressed about whether the money put out by the Association is well spent. It was suggested that a plenary session be offered at the next conference at which the lobbyists make a presentation.

Mr. Van Zoeren stated that he is scheduled to attend the OCHSCC meeting and he will be meeting with ARC.

BOARD REVIEW OF THE DAYS BUSINESS

Ms. Kortman requested some background information on the employees receiving the monthly awards.

Mr. VanZoeren noted that Harbor House will hold an open house on September 25 from 4 to 8 p.m.

PUBLIC COMMENT

Lori Redder
12966 Black Hawk Drive
Grand Haven 49417

Ms. Redder noted that she is the parent of a disabled adult. She stated that Harbor House is the first and only choice for her son.

ADJOURNMENT

CMH 07-080 Motion: To adjourn the September 24, 2007 Board of Directors meeting.

Motion: Van Ommen

Support: Disselkoen

MOTION CARRIED

Mr. Van Zoeren adjourned the September 24, 2007 meeting at 5:36 pm.

Keith VanZoeren, Chairperson

Donald Disselkoen, Secretary