

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

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

EXCUSED: Rebecca Gretzner,

STAFF: Jerry Homminga, Greg Hofman, Jane Longstreet, Rick Hunter, Gentry Mohr, Patricia Genesky

OTHERS: Julie Zenk, June Hagan

CALL TO ORDER - Board Chairperson

Keith Van Zoeren, Chairperson called the November 19, 2007 meeting to order at 3:02 pm.

INVOCATION

Mr. Bombara provided the invocation

CMHOC MISSION STATEMENT

Mr. Van Zoeren noted the Mission Statement.

PUBLIC COMMENT

Brenda Witte
9522 Grand Ridge Drive
Zeeland, MI 49464

Ms. Witte expressed her concerns that CLS services for her adult son may be discontinued. She noted that the services her son is currently receiving were insufficient and requested residential placement for him.

Leslie Brown
Holland, MI

Ms. Brown stated that she has not yet received an answer regarding placement at Harbor House for her son.

COMMUNICATIONS & PRESENTATIONS

There were no communications or scheduled presentations.

CONSENT ITEMS

CMH 07-088 Motion: To approve by consent the following items:

- a. Agenda of November 19, 2007 Board of Directors Meeting
- b. Minutes of October 30, 2007 Board of Directors Meeting
- c. November Service Contracts as presented
- d. October Financial Statements as presented
- e. FY 2007/2008 Budget Adjustment #1 as presented

Moved by: Disselkoen

Supported by: Bombara

MOTION CARRIED

Service contracts were removed from the consent agenda due to changes in two of the contracts. Mr. Hofman indicated that the contract with Comprehensive Physical Therapy has changed since being presented to the Program Planning & Quality Improvement Committee. A part-time occupational therapist has been hired and the number of hours has increased from 16 to 20. This change was presented to the Finance Committee and approved. Mr. Doorn noted that the contract with Homelife has also been revised.

CMH 07-089 Motion: To approve the November Service Contracts as presented.

Moved by: Vanderveen

Supported by: Bombara

MOTION CARRIED

CHAIRPERSON'S REPORT

Employee of the Month Awards – As the recipients were unavailable to receive their awards, the awards will be presented at the January Board meeting.

Selection of New Executive Director –

Mr. Van Zoeren indicated that the Board of Directors would like to offer the Executive Director position to Dr. Michael Brashears. After Dr. Brashears is offered the position, the Executive Committee, along with Mr. Berghorst, will enter into contract negotiations. The contract will be brought back to the Board for approval. Mr. Van Zoeren will contact both Dr. Brashears and Mr. Savage.

CMH 07-090 Motion: To invite Dr. Michael Brashears to serve as the new Executive Director.

Moved by: Van Ommen

Supported by: Bombara

MOTION CARRIED

Mr. Van Zoeren noted that he has asked Mr. Van Ommen to chair the Program Planning and Quality Improvement Committee and Mr. Van Ommen has accepted.

The Executive Committees of Muskegon CMH Services and CMHOC met on November 16. A joint meeting of the full Boards is being planned for February or March, 2008. Mr. Van Zoeren noted that he would like to plan the regular Board meeting in February to take place at KANDU Industries.

With regard to the strategic plan, the next step will be to develop outcome measures and accountability. Mr. Van Zoeren would like to wait until the new Executive Director begins. He asked that Board members review the work product. He plans to share what has been developed thus far with staff and stakeholders and invited all Board members to participate. Ms. Kortman requested that the Board be e-mailed with the dates so they can attend if possible.

The Executive Committee will be re-established as a standing committee of the Board. Mr. Van Zoeren, Ms. Vanderveen, and Mr. Disselkoen will meet to define the role of the Executive Committee. Once established, the roles and responsibilities of the Executive Committee will be shared with the Board.

Mr. Van Zoeren has tentatively set Saturday, January 26, as the first work session of the Board. He noted that the Plante & Moran study recommended that the Board begin with this first step. The new Executive Director will be invited to participate.

EXECUTIVE DIRECTOR'S REPORT

Mr. Homminga stated that he wished to clarify some points from last month's meeting as several items were removed from the agenda at the last minute: The resolution for reaffirmation of existing policies will need to be drafted by corporate counsel. One it has been drafted, the resolution will have to move through the Board committees prior to being brought to the full Board or approval. The draft guardianship policy and the policy pertaining to concerns brought to Board members by staff or consumers will also need to go through the committees first. These will be brought to the full Board after being reviewed by the committees in January. Ms. Kortman noted that she is uncomfortable with the reaffirmation of the existing policies as some may not be relevant. Mr. Van Zoeren noted that the policies will be reviewed at the January work session and changes made at that time.

Mr. Homminga noted that as a result of continued concerns by some Board members surrounding the contract with Alliance, he would like the Board's approval to revisit the topic with the Executive Committee and Corporate Counsel.

CMH 07-091 Motion: To permit Mr. Homminga to discuss the Alliance Medical Contract with the Executive Committee and legal counsel to review the concerns previously addressed.

Moved by: Disselkoen

Support: Vanderveen

MOTION CARRIED

COMMITTEE REPORTS

Finance Committee – Mary Ann Cartwright

Ms. Cartwright noted that Ms. Kortman has requested that the current practice of presenting contracts less than \$1,000 per week in an abbreviated format be brought to the full Board for discussion. Ms. Kortman noted that the minimum amount has gone from \$500 per month without any discussion at the Board level and felt it was a decision that should be made by the Board.

Mr. Homminga stated that concerns had been brought to him by a Board member regarding the volume of contracts being presented for review. The amount of less than \$1000/week was arbitrarily determined as a threshold whereby abbreviated information would be presented. The intent was to decrease the amount of detailed information being presented. Ms. Cartwright noted that the Committee and Board are still receiving contract information; it is just in an abridged version with less narrative for those under \$52,000/year.

Ms. Kortman noted the Board should also discuss which contracts are brought to them for review. Contract changes that are budget neutral may not need to be presented to the Board.

Mr. Van Zoeren asked if there are some broad guidelines that can be provided to staff to determine what information should be presented for review and what the minimum threshold for details should be.

Mr. Berghorst noted that the intent is to save not only money but time, noting that if the Finance and Program Committees approve the contracts, it seems that the Board would accept those recommendations. Ms. Cartwright suggested leaving the threshold in place and having the Finance Committee develop a reasonable process that is less time consuming for staff, committees and the Board. By consensus, it was agreed that this will be reviewed by the Finance Committee.

Community Relations Committee – Barbara Vanderveen

Ms. Vanderveen noted that there was no Committee meeting in November. She reported on her meeting with Kelly Sall, CSR.

Program Planning & Quality Improvement Committee – Keith Van Zoeren

Mr. Van Zoeren indicated that the committee discussed the possibility of Board Members participating in site reviews to become familiar with the various sites. Ms. Kathy Coffey, Contract Manager, discussed with the committee the tool she uses when conducting site reviews. Mr. Van Zoeren requested that Board members advise him if interested in participating.

Mr. Van Ommen reported on the Committee's discussion regarding Board member completion of Boardworks. He recommends establishing a policy that requires Board members to make reasonable progress toward completing the Boardworks program. Also discussed was the idea of holding Boardworks sessions at CMHOC. Mr. Van Zoeren indicated that MACMHB is in the process of making the sessions available on DVD. Mr. Van Zoeren also noted that he plans to develop a new Board Member orientation. Ms. Kortman noted that the Personnel Committee of the Board of Commissioners should be made aware of any requirements so that candidates can be advised. Mr. Bombara suggested assigning a mentor for new Board members.

CMH 07-092 Motion: To require new board members and strongly encourage exiting Board members to complete the MACMHB Boardworks sessions.

Moved: Van Ommen

Support: Berghorst

MOTION CARRIED

OLD BUSINESS

Discussion of Procedures and Time Lines to Execute and Deliver Services Under Contract

– Jerry Homminga/Greg Hofman

Mr. Hofman to review information presented. He stated that he had recently expressed concerns to Mr. Homminga about the length of time it took for contracts to move through the county process. His intent was to have payment to vendors expedited in particular and be more efficient in the process in general. The information presented provided an outline of the current process.

NEW BUSINESS

Discussion of Lakeshore Behavioral Health Alliance Eligibility Criteria (as approved by the PIHP and passed through the PPQI Committee) – Jerry Homminga

Mr. Homminga stated that this information has gone to the Program Planning & Quality Improvement Committee and has been accepted. It is now being presented to the Board for information and approval. In response to questions regarding who we are required to serve, Mr. Homminga indicated that he would request that Mr. O'Rourke provide follow-up information.

CMH 07-093 Motion: To accept the LBHA Eligibility Criteria as presented and place on file.

Moved by: Berghorst

Support: Van Ommen

MOTION CARRIED:

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Mr. Berghorst indicated that the Holiday cards have been ordered. He asked that any Board member who wished to contribute please do so

Ms. Vanderveen noted that she attended the state legislative committee meeting. The state budget, ABW, and SChip were discussed.

Mr. Van Zoeren stated that he has met with OAISD to talk about transition. Processes are being developed.

BOARD REVIEW OF THE DAYS BUSINESS

Mr. Van Zoeren reviewed the process for selecting the Executive Director. On behalf of the Board of Directors, Mr. Van Zoeren expressed their appreciation to the Human Resources Department and the County Administrator for their participation in the process.

PUBLIC COMMENT

Lynn Elliot

Cornerstone Drop-In Center

Wanted to express her hopes that the Drop In Center will remain open under the new Executive Director.

BUDGET WORK SESSION

Mr. Homminga noted that the Management Team and DD Supervisory staff was available to make recommendations and answer questions if needed during this discussion. Mr. Van Zoeren would like to hold an additional work session in December, at which time Management Staff will come back with recommendations to the Board, who will need to make budget decisions. He proceeded to review in detail the items contained in the information that was presented to the Board, reviewing each discussion point and receiving feedback from Board members.

Mr. Van Zoeren thanked Mr. Homminga for the information. He asked that the Board review the Strategic Plan in conjunction with the budget concerns prior to the next meeting. The next Budget work session of the Board will be held on Monday, December 17 at 3:00 p.m.

ADJOURNMENT

Mr. Van Zoeren adjourned the November 19, 2007 meeting at 6:45 pm.

Keith Van Zoeren, Chairperson

Donald Disselkoen, Secretary