

Minutes
Community Mental Health of Ottawa County – Finance Committee Meeting
CMH Board Room
12265 James Street, Holland, Michigan 49424
Thursday, March 15, 2007

PRESENT: Rita Bird, Mark Bombara, Joyce Kortman, Keith Van Zoeren, Ed Berghorst

STAFF: Gerry Cyranowski, Patricia Genesky, June Hagan

CALL TO ORDER

Keith Van Zoeren, Chairperson, called the March 15, 2007 Finance Committee meeting to order at 12:15p.m.

APPROVAL OF MINUTES

CMH 07-005 Motion: To approve the minutes of the February 15, 2007 Finance Committee meeting.

Moved by: Berghorst

Supported by: Kortman

MOTION CARRIED

APPROVAL OF AGENDA

CMH 07-006 Motion: To approve the agenda of the March 15, 2007 Finance Committee meeting.

Moved by: Kortman

Supported by: Berghorst

MOTION CARRIED

REGULAR COMMITTEE BUSINESS:

a. Review and approval of service contracts

CMH 07-007 Motion: To open the discussion of the service contracts.

Moved by: Berghorst

Supported by: Kortman

MOTION CARRIED

In reference to the contract with Pioneer Resources, Ms. Bird requested information regarding the total number of consumers who utilize the service. Mr. Cyranowski will provide this information. She also questioned the results of the satisfaction survey, expressing concerns that the number of surveys completed was an inadequate representation of consumers. Discussion ensued regarding various approaches to obtaining a more inclusive return of satisfaction surveys. Ms. Bird provided information regarding a recent incident in which a consumer was picked up late for an on-demand ride. She felt the response to the complaint from Pioneer Resources was unsatisfactory. Mr. Cyranowski requested that the guardian forward the information directly to him so that he could investigate the issue.

There was discussion regarding the on-demand ride component of the contract. Mr. Bombara suggested researching alternatives for the on-demand rides. Ms. Kortman requested information regarding the number of consumers who use this service, how often, and cost information. Mr. Bombara suggested conducting a satisfaction survey for on-demand riders to obtain feedback about the quality of these services.

With regard to the contract with Comfort Keepers, Mr. Cyranowski noted that this was a joint contract with Muskegon. The contract is short term as there will be a Request for Proposal later in this fiscal year.

Mr. Cyranowski provided information regarding the Staffing Alliance contract, noting that this is an employment agency retained by CMHOC to place supported employment consumers in positions within CMHOC. Ms. Kortman requested information regarding wages paid to the employees and the percentage retained by the employment agency. Discussion ensued regarding the possibility of employing these consumers through the county rather than the employment agency.

Regarding the contract with Deaf, Etc., Mr. Cyranowski noted that this contract is for interpretation services. He also indicated that CMHOC now has a Masters' level clinician who is also certified in ASL.

Mr. Cyranowski explained that the contract with Alliance Medical Services is used as a staffing agency for the Robert Brown Center and Riverview in the event that personnel are needed due to regular staff absence.

CMH 07-008 Motion: To forward the service contracts as presented to the Board of Directors for approval.

Moved by: Bombara Supported by: Berghorst
MOTION CARRIED

b. Review of monthly financial statements

CMH 07-009 Motion: To open the discussion of the February 2007 financial statements.

Moved by: Berghorst Supported by: Kortman
MOTION CARRIED

Ms. Hagan reviewed the financial statement and answered questions. She provided follow-up information regarding memberships and conference expenditures for the Board for FY2005/2006.

CMH 07-010 Motion: To forward the February 2007 Financial Statements as presented to the Board of Directors for approval.

Moved by: Berghorst Supported by: Kortman
MOTION CARRIED

c. Review of FY 2006/2007 Budget Adjustment #3

CMH 07-011 Motion: To accept the FY 2006/2007 Budget Adjustment # 3 as presented and forward to the Board for approval.

Moved by: Kortman Supported by: Bird
MOTION CARRIED

Ms. Hagan reviewed the FY 2006/2007 Budget Adjustment #3 and answered questions. She noted that there was no increase in cost or expenditures, funds were only reallocated between line items.

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

CMH 07-012 Motion: To accept the MDCH State General Fund Contract for the period 10/1/05 – 9/30/07 as presented and forward to the Board for approval.

Moved by: Berghorst

Supported by: Bombara

MOTION CARRIED

Mr. Cyranowski stated that the primary changes to the State General Fund contract is regarding the rules for the Internal Services Fund. He indicated that the state will allow an internal service fund amount to cover a catastrophic risk for a State Inpatient Facility admission. A formula for determining that amount was provided by the state. The amount allowed to CMHOC's is \$120,000, leaving a fund balance of \$157,000 that will need to be spent down or will have to be returned to the state. Mr. Cyranowski noted that there is some confusion regarding how the ISF can be used. The language appears to indicate that the funds can only be used to cover an admission to the state hospital. He stated that clarification regarding how the funds can be used is needed.

e. Lakeshore Behavioral Health Alliance

No report

f. MDCH Finance

State Budget Status – Mr. Cyranowski provided information and answered questions. He noted that reduction in state general fund did not seem to impact Mental Health.. The two percent increase to direct care workers is still pending, and appears that there will be 2.5% increase in Medicaid funds.

g. Future Finance

No report

OLD BUSINESS

Status of State General Fund and Medicaid Internal Service Fund – This item was discussed under MDCH Finance.

Clubhouse Transportation Update – Mr. Cyranowski noted concerns regarding this consumer-run business and doubt about renewing the contract, as the viability of this business is uncertain. There is concern that the business and finances are not being managed well. Other options for this services have been explored, and two bids from taxi companies have been received.

Ms. Bird expressed concerns regarding contracts with guardianships. Ms. Kortman noted that there is a large group of volunteers that work with consumers who might consider acting as an uncompensated guardian for consumers. Ms. Bird asked that Mr. Cyranowski investigate the potential for volunteer guardians and report back to the committee.

Holland Hospital Clinical Services Contract Update – Mr. Cyranowski stated that this contract is currently being negotiated and is likely to remain unchanged. He provided information regarding the contract and the processes for referral for services, monitoring and billing of services. Ms. Bird requested information regarding the cost of retaining a contract provider at CMHOC to provide monitoring services versus using this contract provider. Mr. Cyranowski will provide a cost comparison at the next meeting.

Muskegon CMH Finance Committee Minutes – provided for information

NEW BUSINESS

CMHOC State General Fund Compliance Audit – June Hagan

Ms. Hagan noted that this audit has to be completed by the end of FY 2006/2007. She noted that CMHOC is joining with Muskegon CMH in order to be more cost effective.

ADJOURNMENT

Mr. Van Zoeren adjourned the March 15, 2007 Finance Committee Meeting at 1:48 pm.

Keith Van Zoeren, Chair