

Approved Minutes
**Community Mental Health of Ottawa County
Program Planning & Quality Improvement Committee**
CMH Board Room
12265 James Street, Holland, Michigan 49424
Monday, February 26, 2007 3:30 p.m.

PRESENT: Harris Schipper, Robert Brown, Rebecca Gretzner, Daniel Van Ommen, Donald Disselkoe

STAFF: Gerry Cyranowski, Sue Buist, Greg Hofman, Betty O'Rourke, Patricia Genesky

CALL TO ORDER

Mr. Harris Schipper, Chairperson, called the meeting of the Program Planning & Quality Improvement Committee to order at 3:30 p.m.

CMHOC MISSION STATEMENT

Mr. Schipper noted the mission statement

APPROVAL OF MINUTES

CMH PPQI 07-004 Motion: To approve the Minutes January 22, 2007 meeting

Moved by: Gretzner Supported by: Van Ommen

MOTION CARRIED

Mr. Cyranowski questioned the item regarding the review of Board Policies. It was unclear whether the Committee will hold a special meeting to review the Board policies or will this item be part of a regular committee meeting. The Committee decided that this will be an agenda item for the next several months, reviewing a few of the policies at each meeting.

APPROVAL OF AGENDA

CMH PPQI 07-005 Motion: To approve the agenda of the February 26, 2007 meeting

Moved by: Disselkoe Supported by: Van Ommen

MOTION CARRIED

CMH SERVICE PRESENTATION

No service presentation

QUALITY IMPROVEMENT

Mr. Hofman noted that there is no recent QI data to present. The first quarter information will mostly likely be available for next month's meeting.

With regard to the Transportation Committee, Mr. Van Ommen reported that he is very pleased with the direction the committee is taking and the number of individuals/organizations participating. He shared information regarding the complaint resolution process that has been developed, and shared information regarding complaints that have been logged, addressed, and resolved. He also shared information regarding a request for tree trimming around B. Bldg and the concern that the MAX bus is at capacity in Zeeland.

PLANNING

No new items.

OLD BUSINESS

Transportation Coverage for Medicaid Beneficiaries

Mr. Cyranowski reviewed the information, which had been distributed at January's meeting.

Board Retreat

Mr. Cyranowski noted that this item was related to strategic planning. The Board has recommended that any retreat or strategic planning occur after the agency review is complete. Mr. Disselkoen concurred. The committee recommended that the Board Retreat be postponed until after the organizational review.

Fire Safety Policy/Procedures -

Mr. Cyranowski reviewed the memo from Mary Moore. The concerns were specifically tied to Harbor House and their evacuation plan. He provided information specific to Harbor House and their facilities, questioning whether this agency could adequately evacuate their residents within the prescribed time frame. All contracts with residential providers contain a fire safety e-score requirement. He noted that group homes are required to follow certain safety standards. The e-score was determined by the National Fire Safety Organization. He noted that the state requires a three-minute evacuation. CMHOC must consider an overall policy on how to determine fire safety requirements for contract providers. Mary Moore is checking with Muskegon and other CMH agencies about their policies. CMHOC currently holds all homes to the same standard for evacuation.

It was suggested by Mr. Brown that the language structure be reviewed to allow for specification of variances. Mr. Cyranowski and Mr. Hofman will work with Mary Moore to develop language dealing with fire safety and bring it back to the committee for review. If any variances are recommended for particular contracts, the recommendations will be brought to the full Board.

NEW BUSINESS

Peer Review for Prescribers – Greg Hofman

Mr. Hofman provided sample documentation for the peer review process. He explained the process for conducting peer reviews and answered questions. Mr. Van Ommen questioned whether a peer review for contract providers was in place. Mr. Cyranowski noted that although there is not peer review process for contract providers, administration is continually reviewing contract providers performance.

SUGGESTIONS FOR March 26, 2007 AGENDA

Mr. Brown will draft a policy for guardianship.

Mr. Cyranowski noted the review of current board policies will be on the agenda

CMH-PPQI 07-006 Motion: CMHOC Board of Directors members can be appointed to serve on only one MACMHB committee and receive per diem pay. However, any board member can attend any MACMHB committee meeting.

Moved by: Van Ommen

Supported by: Gretzner

MOTION CARRIED

ADJOURNMENT

Mr. Schipper adjourned the meeting at 4:25 pm

Harris Schipper, Chairperson