

Approved Minutes
Community Mental Health of Ottawa County
Program Planning & Quality Improvement Committee
Monday, November 5, 2007

PRESENT: Daniel Van Ommen, Keith Van Zoeren

ABSENT: Rita Bird, Rebecca Gretzner

STAFF: Patricia Genesky, Kathy Coffey, Greg Hofman, Albert Doorn

CALL TO ORDER

Mr. Van Zoeren called the November 5, 2007 meeting of the PPQI Committee to order at 3:35 p.m.

MISSION STATEMENT

Mr. Van Zoeren noted the mission statement

APPROVAL OF MINUTES

In the absence of a quorum, the October 1, 2007 minutes were received for information.

APPROVAL OF AGENDA

In the absence of a quorum, the November 7, 2007 agenda was received for information.

REVIEW OF SEPTEMBER SERVICE CONTRACTS

Ms. Coffey reviewed the service contracts and answered questions. In the absence of a quorum, the service contracts were received for information and will be forwarded to the Board of Directors for Approval.

Ms. Coffey noted that the contract with Adecco will replace the current contract with Staffing Alliance. Staffing Alliance has been purchased by a company out of Kalamazoo, whereas Adecco is a local agency and therefore more accessible. She noted that the rates are the same.

Ms. Coffey reviewed the process for conducting site reviews. Mr. Van Zoeren questioned the possibility of Board members participating in site reviews in order to become familiar with the various home sites. He would like to try for the first part of 2008. Ms. Coffey will provide information pertaining to the tools used during the site review.

CMH SERVICE PRESENTATION

No Service Presentation scheduled

OLD BUSINESS

New Board Member/Boardworks – Dan Van Ommen

Mr. Van Ommen discussed implementing a policy that all new Board members be required to complete Boardworks as a condition of their appointment. The Committee will request formal action that new Board members will be required to make reasonable progress through Boardworks, with a goal of completion by the end of their three-year term. Current Board members will be strongly encouraged to do so as well. Re-appointment to the Board would be contingent upon completion of Boardworks.

Mr. Van Ommen stated that he would like to arrange for the Board Association to come to CMHOC to present a Boardworks session. Mr. Van Zoeren noted that the sessions will soon be available on DVD. It was suggested that when they become available, a monthly Boardworks session be presented at CMHOC using the DVD's and inviting members from neighboring CMH's to participate.

NEW BUSINESS

Mr. Van Zoeren asked whether the committee wished to meet in December. As there will not be any contracts for review, nor will the full Board be meeting, it was decided that there would be no December meeting.

Mr. Van Zoeren asked Mr. Van Ommen to assume the Chair of the Program Planning & Quality Improvement Committee. Mr. Van Ommen consented.

ADJOURNMENT

Mr. VanZoeren adjourned the November 5, 2007 Program Planning & Quality Improvement Committee meeting at 4:10 p.m.

Keith Van Zoeren