

Approved Minutes
Community Mental Health of Ottawa County – Board of Directors Meeting
CMH Board Room
12265 James Street, Holland, Michigan 49424
Monday, July 23, 2007

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

EXCUSED: Robert Brown, Keith VanZoren

ABSENT: Lupita Reyes

STAFF: Jerry Homminga, Jennifer Luzum, Greg Hofman, Gentry Mohr

OTHERS: June Hagan, Fiscal Services; Greg Rappleye, Corporate Counsel

CALL TO ORDER - Board Chairperson

In the absence of Mr. VanZoeren, Ms. Vanderveen, Vice Chair, called the July 23, 2007 meeting to order at 3:03pm.

INVOCATION

Ms. Vanderveen provided the invocation.

CMHOC MISSION STATEMENT

Ms. Vanderveen noted the Mission Statement.

PUBLIC COMMENT

Sandi Kiernan
426 Century Lane
Holland, MI 49423

Ms. Kiernan commented on the Board of Directors facing the audience and expressed her thanks for making this noticeable change.

Trina Crowe
CMHOC
MI Adult Outpatient Therapist

Ms. Crowe read a letter from the CMHOC MI Adult Outpatient Therapist Team expressing concerns pertaining to the unmanageability of this teams work/case load size. Citing information from the Plante & Moran Report, this team is requesting a staffing study be conducted to ensure staffing is at an adequate level to effectively serve the consumers. Ms. Crowe also noted the team's concern over the moratorium on training for CMHOC staff, noting that training is a necessity for their team.

Ms. Kortman requested staff not use acronyms when addressing the Board of Directors, as the Board members are unfamiliar with what the acronym stands for.

APPROVAL OF MINUTES of July 17, 2007

CMH 07-060 Motion: To approve the minutes of the July 17, 2007 meeting.

Moved by: Disselkoen

Supported by: Van Ommen

MOTION CARRIED

Mr. Berghorst noted that his name is missing from attendance at the July 17, 2007 meeting. He was in attendance.

APPROVAL OF MINUTES of June 18, 2007

CMH 07-061 Motion: To approve the minutes of the June 18, 2007 meeting.

Moved by: Disselkoen

Supported by: Van Ommen

MOTION CARRIED

Ms. Gretzner asked if the committee roles have been determined as noted on the minutes. She questioned if this was to be addressed today, as it did not appear on the agenda. She also asked whether the Clubhouse Transportation issue was going to be discussed as it was not indicated on the agenda either. Mr. Homminga noted that Mr. Hunter is on vacation and unavailable to report. Ms. Gretzner requested follow up to the minutes in future agendas.

APPROVAL OF AGENDA of July 23, 2007

CMH 07-062 Motion: To approve the agenda for July 23, 2007.

Moved by: Disselkoen

Supported by: Bird

MOTION CARRIED

Ms. Bird asked if the strategic plan discussion should be added to the agenda today.

Mr. Rappleye requested the closed session be reported as "Discuss matters pending litigation"

COMMUNICATIONS & PRESENTATIONS

Recipient Rights semi-annual report – Gentry Mohr – Recipient Rights Director

Ms. Mohr presented the semi-annual report for Recipient Rights for the time period 10/1/06-3/31/07, noting that this report has been approved by the Consumer Advisory Committee. Ms. Kortman suggested that Ms. Mohr provide new Board Members information which was previously presented pertaining to the process consumers follow when making a complaint. Ms. Kortman will provide a copy of the information to Ms. Mohr.

CHAIRPERSON'S REPORT

Mr. VanZoeren was unavailable to provide a report.

EXECUTIVE DIRECTOR'S REPORT

Mr. Homminga responded to Ms. Crowe's public comments. He reported that the Plante and Moran study will be utilized by the new Executive Director to address many of these concerns.

In the interim, the County IT department is currently designing an Excel spread sheet, which will address items referred to in the Plante and Moran study. The Management Team will continually update this spreadsheet as items are addressed. All CMH staff will have access to this document through the CMH portal. With regard to the training concerns, the Management Team is in the process of checking with the County for a policy addressing certification and licensing requirements, and is also checking with Muskegon CMH to determine their processes and guidelines.

Executive Director Search – Mr. Homminga noted that the advertisement and Final Profile as submitted by Marie Waalkes has been provided to the Board for their review

FY 2007/2008 Budget Report – June Hagan

Ms. Hagan presented a detailed report for the FY 2007/2008. The budget will go before the County for approval at their October 2007 meeting. Before the county approves, the CMH Board of Directors will need to discuss and approve the FY 2007/2008 Budget at the September 2007 meeting. Ms. Hagan reported the amount for funding employee benefits for the next year (currently more than \$2,000 per employee) is not included on this report. She noted that an additional actuarial study is being completed and she will provide this information during the August 2007 meeting.

Mr. Homminga reported that at the last board meeting he indicated to those community members who made public comment that he would respond to their concerns in 30 days. The letters were prepared last week and, as he had an unusual work schedule and the Administrative Assistant was on vacation, the letters were not mailed out until today. He noted that copies of these letters are in the For Information Only packets distributed to the Board today. Mr. Homminga stated that in the future, he will respond to public comment immediately after the meeting rather than 30 days later.

COMMITTEE REPORTS

FINANCE COMMITTEE – Mary Ann Cartwright

Service Contracts

CMH 07-063 Motion: To approve the July Service Contracts as presented.

Moved by: Disselkoen

Supported by: Bombara

MOTION CARRIED

Ms. Cartwright noted that the Finance Committee recommends approval of all contracts as presented.

FY 2006/2007 July Financial Statement

CMH 07-064 Motion: To receive the FY 2006/2007 July Financial Statement as presented.

Moved by: Kortman

Supported by: Bird

MOTION CARRIED

FY 2006/2007 Budget Adjustment #6

CMH 07-065 Motion: To approve the FY 2006/2007 Budget Adjustment #6 as presented.

Moved by: Kortman

Supported by: Disselkoen

MOTION CARRIED

Ms. Hagan reported on the adjustment for current expenditures and revenues.

COMMUNITY RELATIONS COMMITTEE – Barb Vanderveen

Ms. Vanderveen report that the committee met and they look forward to discussing their ideas at the CMHOC Board Retreat. Kelly Sall, CMHOC Customer Service will get input from staff and consumers on portraying CMHOC to community more favorably. The committee looks forward to improving the communication skills of CMHOC.

PROGRAM PLANNING & QUALITY IMPROVEMENT COMMITTEE

Mr. Brown was not available to report. Ms. Bird discussed the by-laws and asked whether or not the Board should try to improve on them or wait until the Board works on the strategic plan. Ms. Bird stated that the Board of Directors needs a strong plan for talking to area delegation and suggested that any communications that are sent out from CMHOC should be sent to County Officials, Legislative Committees and the Michigan Association of Community Mental Health Boards.

OLD BUSINESS

Consent Agenda – Mr. Homminga

Mr. Homminga indicated that this matter would be discussed by the Board Chair at the August Board meeting.

Scheduling Board Retreat – Barb Vanderveen

The Board retreat was tentatively scheduled for Saturday, October 13th at 8:00 a.m., with October 27 being scheduled in case the Board is unable to complete their work in one day. The site will be determined. Ms. Kortman suggested the Pigeon Creek Lodge as an option.

NEW BUSINESS

Policy for responding to correspondence from consumers

Mr. Homminga recommends the Community Relations Committee draft a policy or procedure to present to the full Board for discussion and consideration.

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Ms. Bird reported on an article from the Grand Rapids Press regarding the Medicaid Budget growth, noting that one in seven people rely on Medicaid.

Ms. Vander Veen reported on the Prison Mental Health – Jail Diversion presentation by Mr. Andy Meisner.

Mr. VanOmmen stated that the Board Chair, Mr. Van Zoeren, requested that the October CMHOC Board Meeting date be changed from October 29, 2007 to October 30, 2007. He has also requested that the meeting held at the City on the Hill Mission in Zeeland, from 4:00pm-6:30pm.

CMH 07-066 Motion: To reschedule the October Board meeting to Tuesday, October 30 at 4:00 pm and change the location to City on the Hill Mission.

Moved by: VanOmmen

Supported by: Disselkoen

MOTION CARRIED

Mr. VanOmmen reported on the two tours of CMHOC facilities in which he recently participated. He expressed his appreciation to staff for giving tours, noting that it helped him to know where CMHOC sites are as well as meeting the direct care staff and some of the consumers. On behalf of the Board of Directors, Mr. Van Ommen thanked Mr. Homminga for arranging the tour and being a part of it.

Ms. Bird reported on the MACMH Board nomination form.

Ms. Bird requested that a block of rooms be reserved for the CMHOC Board and Staff for the Fall MACMHB Conference. The Administrative Assistant will follow up when the resort is open for reservations

BOARD REVIEW OF THE DAYS BUSINESS

None

PUBLIC COMMENT

None

CLOSED SESSION

CMH 07-067 Motion: To go into closed session to discuss matters pending litigation and exempted from disclosure by state or federal statute (2/3 roll-call vote required)

Moved by: Disselkoen

Supported by: Bird

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

Nays:

MOTION CARRIED

CMH 07-068 Motion: To rise from closed session

Moved by: Bombara

Supported by: Disselkoen

MOTION CARRIED

ADJOURNMENT

CMH 07-069 Motion: To adjourn the July 23, 2007 Board of Directors meeting.

Moved by: Berghorst

Supported by: Bombara

Ms. Vanderveen adjourned the July 23, 2007 Board of Directors Meeting at 5:10 p.m.

Keith Van Zoeren, Chairperson

Donald Disselkoen, Secretary