

Proposed Minutes  
**Community Mental Health of Ottawa County – Board of Directors Meeting**  
Monday, November 24, 2008

PRESENT: Edward Berghorst, Rita Bird, Michelle Bucek, Mary Ann Cartwright, Donald Disselkoen, Rebecca Gretzner, Penny Hesse, Richard Kanten, Joyce Kortman, Rosa Nino, Barbara Vanderveen, Keith Van Zoeren

STAFF: Michael Brashears, Jennifer Luzum and Joan Brown

CALL TO ORDER - Board Chairperson

Keith Van Zoeren, Chairperson called the November 24, 2008 meeting to order at 3:01pm.

INVOCATION

Ms. Edward Berghorst provided the invocation

CMHOC MISSION STATEMENT

Mr. Van Zoeren noted the Mission and Vision Statements.

COMMUNICATIONS & PRESENTATIONS

Presentation following Board Meeting on the AAR

PUBLIC COMMENT

No Public Comment.

CONSENT ITEMS

CMH 08-048 Motion: To approve by consent the following items:

- a. Agenda for the November 24, 2008 Board of Directors Meeting
- b. Minutes from the October 27, 2008 Board of Directors Meeting
- c. November 2008 Service Contracts as presented
- d. October 2008 Financial Statements as presented

Moved by: Cartwright

Supported by: Berghorst

MOTION CARRIED

CHAIRPERSON'S REPORT

Chairperson Mr. Van Zoeren requested the Board go into Closed Session for the purpose of discussion of a personnel issue.

CMH 08-049 Motion: To go into closed session at to discuss matters exempted from disclosure by state or federal statute (2/3 roll-call vote required).

Moved by: Disselkoen

Supported by: Kortman

ROLL CALL VOTE:

YEAS: Berghorst, Bird, Bucek, Cartwright, Disselkoen, Gretzner, Hesse, Kanten, Kortman, Nino, Vanderveen, Van Zoeren

NAYS:

MOTION CARRIED

CMH 08-050 Motion: To rise from closed session

Moved by: Disselkoen

Supported by: Kortman

MOTION CARRIED

## EXECUTIVE DIRECTOR'S REPORT

Dr. Brashears reported that CMHOC is engaged in the ARR process with Muskegon CMH to remain a Medicaid provider through the year 2010. The presentation following the Board meeting will review the status of the ARR

**Organizational Changes:** Dr. Brashears reported on the Management Development Plan. He is working with the Management Team on supervision standards and documentation, budget monitoring, oversight and development of CMHOC employees, communication and expectations. Each supervisor is to forward to Dr. Brashears their supervision plans, which must include the frequency and duration of their supervision and documentation process to be utilized.

**Residential Services Feasibility Study:** Dr. Brashears is in the process of concluding the study focused on determining if CMHOC should continue directly operating the Robert Brown and Riverview programs. A recommendation will come to the full board in December or January.

**DD and MI Services Eligibility Tools** – The LOCUM and SCID assessment tools have been selected. These assessment tools are used in many other states and provide reliability and validity.

**Equity of Funding** – Dr. Brashears reviewed the MI Medicaid Specialty Services report, which outlines the difference in equity funding throughout the State of Michigan.

## COMMITTEE REPORTS

### **Program Planning & Quality Improvement** – Rita Bird

Ms. Bird submitted and reviewed her report updating activities in which the Committee has recently been engaged.

### **Finance Committee** – Mary Ann Cartwright

Ms. Cartwright submitted and reviewed her report updating activities in which the Committee has recently been engaged.

## OLD BUSINESS

### **Update – Budget Deficit Reduction Plan** – Dr. Michael Brashears

Vacant positions continue to be frozen while the budget deficit is addressed. Ms. Joan Brown, the new Mental Health Finance Manager, will provide an update in Deember.

**Resolution** Supporting that the Community Mental Health of Ottawa County Board requests the Executive Committee of the Michigan Association of Community Mental Health Boards incorporate into their priorities and strategic planning their work with and for citizens who have developmental disabilities

CMH 08-051 Motion: To approve and authorize the CMHOC Board Chairperson and Secretary to sign the Resolution as written.

Moved by: Cartwright Supported by: Vanderveen

ROLL CALL VOTE:

YEAS: Berghorst, Bird, Bucek, Cartwright, , Gretzner, Hesse, Kanten, Kortman, Vanderveen, Van Zoeren

NAYS:

MOTION CARRIED

Mr. Disselkoen and Ms. Nino were not present to participate in the roll-call vote.

NEW BUSINESS

**Position Restructuring (Information only) – Michael Brashears**

GENERAL INFORMATION, COMMENTS AND MEETINGS ATTENDED

Ms. Bird discussed the pending meeting with Mr. Michael Head. She reminded the Board that the meeting with Mr. Head is scheduled for Tuesday, December 2 at 10:00 a.m. in the Macatawa Conference Rooms at the DHS Building. The legislative breakfast is scheduled for Monday, December 8 at 7:30 a.m. in the Board room.

Ms. Vanderveen provided information pertaining to her attendance at the MACMHB Legislative Committee meeting.

Ms. Gretzner reported on her attendance at the MACMHB Children's Issues Committee meeting.

Mr. Van Zoeren noted that he plans to schedule a Board work session to review and update the strategic plan on a Saturday in February or March, 2009. He asked that the Board members e-mail him with dates they are available.

Dr. Brashears noted that the MDCH Concept paper and the ARR are now posted on the CMH Website.

Discussion ensued pertaining to staff recognition gifts for the holidays.

PUBLIC COMMENT

A request was made by an individual representing the Cornerstone Drop In Center that the Board face the audience and that abbreviations not be used during the Board meetings.

ADJOURNMENT

CMH 08-052 Motion: To adjourn the November 24, 2008 CMHOC Board of Directors meeting

Moved: Cartwright

Support: Bird

MOTION CARRIED

Mr. Van Zoeren adjourned the November 24, 2008 CMHOC Board of Directors meeting at 4:45pm.

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Keith Van Zoeren, Chairperson

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Donald Disselkoen, Secretary