

Approved Minutes
Community Mental Health of Ottawa County – Finance Committee Meeting
CMH Board Room
12265 James Street, Holland, Michigan 49424
Thursday, July 17, 2008

PRESENT: Mary Ann Cartwright, Rita Bird, Joyce Kortman, Keith Van Zoeren

ABSENT: Ed Berghorst

STAFF: Michael Brashears, John Blissett, Kathy Coffey, Albert Doorn, Patricia Genesky

GUESTS: June Hagan

CALL TO ORDER

Mary Ann Cartwright, Chairperson, called the Finance Committee meeting to order at 3:15p.m.

VISION & MISSION STATEMENT

Ms. Cartwright noted the vision and mission statements.

APPROVAL OF MINUTES

CMH/FC 08-025 Motion: To approve the Minutes of June 12, 2008.

Moved by: Van Zoeren

Supported by: Kortman

MOTION CARRIED

APPROVAL OF AGENDA

CMH/FC 08-026 Motion: To approve the Agenda for July 17, 2008.

Moved by: Van Zoeren

Supported by: Bird

MOTION CARRIED

REGULAR COMMITTEE BUSINESS:

a. **Review and approval of service contracts**

Discussion ensued pertaining to the contract with Pine Rest Christian Mental Health Services. The Interactions Residential Treatment Program is a 16-bed, locked facility for the most-severe, chronically mentally ill. This facility will be used intermittently and will serve a similar purpose as the Kalamazoo Psychiatric Hospital. Also discussed were the contracts with St. John's and Susan Owen. Ms. Coffey reviewed the details of these contracts and answered questions. Ms. Kortman suggested that in exploring future contracts, consideration might be given to Ottawa County businesses when granting contracts if all other details of a contract are equal, and she suggested that this philosophy might be addressed at the Board level.

CMH/FC 08-027 Motion: To accept the July, 2008 service contracts as presented and forward to the Board for approval.

Moved by: Van Zoeren

Supported by: Bird

MOTION CARRIED

b. **Review of monthly financial statements**

Mr. Blissett reviewed the financial statements as presented and answered questions

CMH/FC 08-028 Motion: To accept the June financial statements as presented and forward to the Board for approval.

Moved by: Van Zoeren

Supported by: Bird

MOTION CARRIED

c. Budget Adjustment

Mr. Blissett reviewed the budget adjustment as presented and answered questions.

CMH/FC 08-029 Motion: To accept the FY 2007/2008 Budget Adjustment #8 as presented and forward to the Board for approval

Moved by: Van Zoeren

Supported by: Bird

MOTION CARRIED

OLD BUSINESS

None

NEW BUSINESS

New Positions: ACT Mental Health Clinicians (2), Mental Health Services Supervisor – Michael Brashears

Dr. Brashears indicated that these recommended position changes have gone through the necessary County sub-committees and will be presented to the Board of Commissioners for approval. Two Mental Health Specialist positions on the ACT team will be upgraded to Mental Health Clinicians in an effort to bring the ACT team in line with the recommendations of the recent review by Alyson Rush from DCH. Also scheduled to go before the Board of Commissioners are a Mental Health Supervisor position, and the reduction of one Mental Health Program Coordinator position to .6 FTE's. The Program Director position is to be eliminated. These changes are a result of the Management/Staff restructuring plan.

Board/Executive Director's role in the creation of new positions vs. filling vacant positions – Michael Brashears

Dr. Brashears discussed the need to determine what the Executive Director's and the Board's role will be when changing or creating new positions. Currently, the County requires that any additions or changes in positions go through their process for approval. His recommendation is that any position changes/additions will be presented to the Board and Committees for information, but will not require approval by the Board or Committees. Mr. Van Zoeren noted that the Board holds the Executive Director responsible for meeting the budget and, so long as he does so, changes such as this do not need to be approved the Committees or Board, as it is not the Board's job to micro-manage the agency. The other Committee members concurred. The consensus of the Committee is that Dr. Brashears will bring changes in staffing/positions to the Committees and Board for information only, but they will not require Committee or Board approval before proceeding.

CMHOC Systems Look Review/Annual Report – Michael Brashears

Dr. Brashears reviewed the findings of the two Systems Look Workgroups and answered questions. He discussed the process for gather the information used to develop recommendations. Dr. Brashears will provide a comprehensive presentation to the Board. Subsequent to that, he will present the findings and recommendations to staff, stakeholders and the public, as well as the County Board of Commissioners.

Transfer of State General Fund Allocation - John Blissett

Mr. Blissett reviewed the recommendation, noting that Muskegon CMH Services will make a similar motion at their Board. Once the State approves the agreement, the transfer of funds will take place. He noted that this is a one-time only transfer of funds.

CMH/FC 08-030 Motion: To accept and forward to the Board for approval, contingent upon passage of a reciprocal motion by the Community Mental Health Services Board of Muskegon County (Muskegon), the transfer of an amount up to \$300,000 of CMHOC Medicaid Internal Service Fund to Muskegon, with the understanding that Muskegon will transfer a corresponding amount of Muskegon State General Fund allocation to CMHOC, effective for fiscal year 2008 only.

Moved: Van Zoeren
MOTION CARRIED

Support: Kortman

ADJOURNMENT

Ms. Cartwright adjourned the Finance Committee meeting at 5:00 p.m.

Mary Ann Cartwright, Chair