

Approved Minutes
Community Mental Health of Ottawa County – Finance Committee Meeting
CMH Board Room
12265 James Street, Holland, Michigan 49424
Thursday, November 13, 2008 3:15 p.m.

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

STAFF: Dr. Michael Brashears, Patricia Genesky, Joan Brown, Kathy Coffey,

GUESTS: June Hagan

CALL TO ORDER – Chairperson

Mary Ann Cartwright, Chairperson, called the Finance Committee meeting to order at 3:17 p.m.

CMHOC MISSION & VISION STATEMENT

Ms. Cartwright noted the mission and vision statements

APPROVAL OF MINUTES

CMH/FC 08-048 Motion: To approve the Minutes of the October 16, 2008

Moved by: Berghorst

Supported by: Van Zoeren

MOTION CARRIED

APPROVAL OF AGENDA

CMH/FC 08-049 Motion: To approve the Agenda for the November 13, 2008

Moved by: Van Zoeren

Supported by: Berghorst

MOTION CARRIED

REGULAR COMMITTEE BUSINESS

Review and approval of service contracts

Ms. Coffey reviewed the contracts as presented and answered questions. Dr. Brashears provided detailed information regarding Drop-In Center services and the value of this contract to our consumers. Dr. Brashears discussed the contract with Alliance Medical, noting that as Leadership continues to conduct their assessment into the feasibility of contracting out residential services, this contract will help to fill any gaps in staffing that may result from CMHOC vacancies.

CMH/FC 08-050 Motion: To approve the November 2008 service contracts as presented and forward to the Board for approval.

Moved by: Van Zoeren

Supported by: Bird

MOTION CARRIED

Review of monthly financial statements

Ms. Hagan introduced Joan Brown, who has accepted the position of Mental Health Financial Manager. Ms. Brown noted that a balance sheet was not included with this month's information, as September information is not yet finalized. Ms. Cartwright noted concerns with those items in which the percentages of budget are well over the one-month percentage. Ms. Brown noted that items significantly over budget are being closely monitored. Dr. Brashears explained several of the variables that have had a significant negative impact on the current budget, including CLS and residential placements. Due to budget concerns, several positions that are currently vacant

will remain frozen and there will be no recommended increase to contract providers. A meeting has been scheduled with contractor providers to advise them of this decision.

Ms. Brown also reviewed the Trend and Analysis report and answered questions. The Committee agreed that this report is to be forwarded to them electronically on a monthly basis, with a quarterly review by the Committee during the regular monthly meeting. Ms. Brown will keep the Committee informed of any significant issues within the report. Mr. Van Zoeren requested that dashboard reports be developed.

CMH/FC 08-051 Motion: To accept the October 2008 financial statements as presented and forward to the Board for approval.

Moved by: Kortman
MOTION CARRIED

Supported by: Van Zoeren

OLD BUSINESS

No Old Business

NEW BUSINESS

Position Restructuring (Information only) – Dr. Michael Brashears

Dr. Brashears presented the Systems Look Review to the Board of Commissioners on November 11 and informed the Commissioners that they can expect to see some position restructuring for CMHOC in the near future. Dr. Brashears will bring to the Committee over the next couple of months information pertaining to position restructuring for their information.

Affiliation ARR Compliance– Dr. Michael Brashears

Dr. Brashears reported on recent meetings with Muskegon CMH to discuss the ARR. The meetings resulted in eleven elements that will be addressed in the response to MDCH. A slide show highlighting each element is being developed, and the first draft will be presented to the Board and the Community immediately following the November 24 Board meeting. A joint meeting of the Boards will be scheduled for sometime in December to discuss and review the Affiliation's response to the ARR. Muskegon, as the PIHP, will be responsible for sending the response to the State.

Tracking Log Structure and Procedure– Dr. Michael Brashears

Dr. Brashears reviewed the Task Tracking Log as presented and provided information on the process for using the document. He noted that this tool will be used to aid the Executive Director's office in following up with requests for action from the Committee.

Supported Employment Cost Analysis – Dr. Michael Brashears

This item to be placed on the Task List.

ADJOURNMENT

Ms. Cartwright adjourned the November 13, 2008 Finance Committee Meeting at 4:17 p.m.

Mary Ann Cartwright, Committee Chair