

Proposed Minutes  
**Community Mental Health of Ottawa County**  
**Program Planning & Quality Improvement Committee**  
Monday, February 4, 2008

**PRESENT:** Rita Bird, Rebecca Gretzner, Keith Van Zoeren

**EXCUSED:** Richard Kanten, Rosa Nino

**STAFF:** Michael Brashears, Patricia Genesky, Greg Hofman, Kathy Coffey, Albert Doorn, Betty O'Rourke.

CALL TO ORDER

Ms. Bird called the February 4, 2007 Program Planning and Quality Improvement Committee meeting to order at 3:35 p.m.

CMHOC MISSION AND VISION STATEMENTS

Ms. Bird noted the mission and vision statement.

INTRODUCTIONS – Rita Bird

As no new committee members were present, this item was deferred to a future meeting.

APPROVAL OF MINUTES

CMH PPQI 08-04 Motion: To approve the minutes of January 7, 2008 PPQI Committee meeting.

Moved by: Van Zoeren

Support: Gretzner

MOTION CARRIED

APPROVAL OF AGENDA

CMH PPQI 08-05 Motion: To approve the agenda for the February 4, 2008 PPQI Committee meeting

Moved by: Van Zoeren

Support: Gretzner

MOTION CARRIED

REVIEW OF FEBRUARY SERVICE CONTRACTS

CMH PPQI 08-06 Motion: To forward the February, 2008 service contracts to the Board of Directors for approval

Moved by: Van Zoeren

Support: Gretzner

MOTION CARRIED

Ms. Coffey reviewed the contracts as presented and answered questions. Mr. Doorn will provide follow-up information to the Hope Network Behavioral Health contract at the March, 2008 meeting.

Dr. Brashears discussed the process for reviewing contracts for Board approval. He would like to discuss which contracts are presented to various Board committees at future meetings.

CMH SERVICE PRESENTATIONS

No service presentations were scheduled. Dr. Brashears invited the Committee to provide information regarding service presentations they might wish to have provided.

QUALITY IMPROVEMENT

**Executive Director/Director of Quality Improvement Discussion**– Rita Bird

Ms. Bird noted that as the Program Planning and Quality Improvement Committee, it would be beneficial to receive general Quality Improvement reports at each monthly committee meeting. The

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monthly reports would be provided by either the Dr. Brashears or QI Director at the discretion of the Executive Director. The necessity for Statistical data would be minimal and provided on an as needed basis. The report would address identified deficiencies and the committee would report to the Board how they are being addressed. Dr. Brashears recommends that the Committee annually review the needs assessment report along with management's proposal on how to address the needs.

#### PROGRAM PLANNING

##### **Executive Director/Program Director Discussion – Rita Bird**

Ms. Bird suggested a similar report be made to the committee each month on the Program Planning process. The report would be presented by Dr. Brashears or the Program Director at his discretion. Dr. Brashears suggested that recommended changes in delivery service will need to go to the Board through this committee. He noted that the purpose of looking at cost-cutting measures at the PPQI Committee level will be to determine impact. The Finance Committee will have to review recommendations to determine the financial impact. Ms. Bird suggests that this report would become the opportunity to discuss any changes in delivery of services such as outsourcing, access limitations due to funding constraints, waiting lists, and to identify whether there are any other eligible consumers who are not being served.

#### OLD BUSINESS

##### **Committee Roles and Responsibilities – Rita Bird**

Ms. Bird requested that the Committee members review the Mental Health Code and Board By-Laws regarding Board and Committee responsibilities and provide feedback prior to the next meeting.

#### NEW BUSINESS

##### **Task Force on CMH Medication Clinic Outsourcing – Keith Van Zoeren**

Ms. Bird requested a presentation from the Medication Clinic to provide background information to the Committee. Dr. Brashears indicated that he will be reviewing all CMHOC programs and will make review of this program a priority. He will bring a report to the Committee in March or April

#### COMMENTS

Ms. Gretzner stated that she would like to see information about all programs in this agency to search for redundancies.

#### ADJOURNMENT

CMH PPQI 08-07 Motion: To adjourn the February 4, 2008 Program Planning & Quality Improvement Committee meeting.

Moved by: Van Zoeren

Support: Gretzner

MOTION CARRIED.

Mr. Bird adjourned the February 4, 2008 Program Planning and Quality Improvement Committee meeting at 4:28 p.m.

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Rita Bird, Committee Chair

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