

Approved Minutes
Community Mental Health of Ottawa County
Program Planning & Quality Improvement Committee
September 8, 2008

PRESENT: Rita Bird, Michelle Bucek, Richard Kanten, Rebecca Gretzner

ABSENT: Rosa Nino

STAFF: Michael Brashears, Greg Hofman, Kathy Coffey, Patricia Genesky

CALL TO ORDER

Ms. Bird called the September 8, 2008 PPQI Committee meeting to order at 3:33 p.m.

CMHOC MISSION STATEMENT

Ms. Bird noted the mission statement

APPROVAL OF MINUTES

CMH PPQI 08-033 Motion: To approve the minutes of the August 11, 2008 Committee meeting.
Moved by: Gretzner Support: Bucek
MOTION CARRIED

APPROVAL OF AGENDA

CMH PPQI 08-034 Motion: To approve the agenda for the September 8, 2008 Program Planning & Quality Improvement Committee meeting.
Moved by: Kanten Support: Gretzner
MOTION CARRIED

Ms. Bird requested that the vision statement be included on future agendas.

Ms. Bird made the following recommendations for changes in the agenda: Items pertaining to CLS and the Ottawa Area Center to be listed under Programming. Any agency plans, committee discussion pertaining to roles and responsibilities, and any updates such as performance improvement plans should be included under Planning as well as. She also noted that there may need to be a discussion regarding the DCH concept paper and the Partnership group. Old Business should list any agenda items that were not previously addressed or require follow up. Items such as the conversation with Congressman Hoekstra and the conflict with the October meeting date should be listed under New Business.

REVIEW OF SERVICE CONTRACTS

CMH PPQI 08-035 Motion: To forward the September service contracts as presented to the Board of Directors for approval.
Moved by: Gretzner Support: Kanten
MOTION CARRIED

Ms. Coffey reviewed the contracts as presented and answered questions. She provided information regarding the negotiation process for contracts with hospitals.

In response to Ms. Bird's inquiry, Dr. Brashears provided details regarding the Drop In Center and Clubhouse programs. Dr. Brashears also provided information regarding the recent Clubhouse merger and the opening of the new Tri- Cities Drop In Center.

PROGRAM

CLS - Explanation of Services – Betty O'Rourke

Ms. O'Rourke presented information regarding CLS Services and answered questions. Ms. Bird requested that the full Board be provided with this presentation. Ms. O'Rourke is in the process of developing a curriculum for CLS. Once that has been complete and the model developed, the entire program will be presented.

Discussion followed pertaining to monitoring contracts to ensure that providers do not exceed the dollar amount for which they have contracted. Mr. Hofman provided information regarding the process through which contract amounts are determined and he discussed how items such as a consumer's choice of provider will affect the estimated annualized value of a contract.

Transition planning for OAC Consumers - Betty O'Rourke

This item was deferred until the October Committee meeting.

PLANNING

No discussion

QUALITY IMPROVEMENT

Survey results on "Safety" and Reformat of Questions – Greg Hofman

Mr. Hofman reviewed the surveys that are distributed to the DD population (consumers and family/guardian) and discussed the various concerns that have been raised by Board members pertaining to particular questions on the survey and how they might be interpreted. Discussion ensued regarding how questions might be rephrased with specific requests by Ms. Bird to look at questions to reformat questions #4 regarding consumer support in the home and #5 regarding safety concerns.

OLD BUSINESS

Committee Roles and Responsibilities – Rita Bird

Discussion was deferred to a future meeting. The Committee will review how to address R & R Item "d" referencing annual Needs assessment that incorporates Best Practices and Evidenced based practices as applicable and address R & R item "e" with an update on Performance Improvement Plan including implementation results and site visit reports.

NEW BUSINESS

Meeting with Congressmen Hoekstra - Michael Brashears

Dr. Brashears reported on the conference call with Rep. Hoekstra and Board members. The intent of this meeting was to remind him of the importance of continuing to defer the CMS approved rule changes. Ms. Bird requested that Dr. Brashears write a follow-up letter to Rep. Hoekstra.

October Meeting - Conflict with State Conference - Rita Bird

Due to the MACMHB Fall Conference, the next meeting of the Program Planning and Quality Improvement Committee will be October 6, 2008. Ms. Bird requested that the October agenda include a presentation on Medical Emergency Protocol and OAC transition plans.

COMMENTS

Dr. Brashears informed the Committee that the Training Unit will now be supervised by Greg Hofman as part of Quality Improvement Unit. A transition plan is in process.

Ms. Bird noted that there is a new editor at the Holland Sentinel. She suggestion contacting the editor in an effort to improve media relations and introduce her to issues related to the mental health system. Discussion ensued pertaining to avenues for keeping the community informed through the local newspaper.

ADJOURNMENT

CMH PPQI 08-036 Motion: To adjourn the September 8, 2008 Program Planning & Quality Improvement Committee meeting.

Moved by: Gretzner Support: KANTEN

MOTION CARRIED

Ms. Bird adjourned the August 11, 2008 PPQI meeting at 5:38 p.m.

Rita Bird, Committee Chair