

Proposed Minutes
Community Mental Health of Ottawa County
Program Planning & Quality Improvement Committee
November 10, 2008

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

ABSENT: Rosa Nino

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

CALL TO ORDER

Ms. Rita Bird, Chairperson, called the November 10, 2008 Program Planning and Quality Improvement Committee meeting to order at 3:30 p.m.

CMHOC MISSION AND VISION STATEMENTS

Ms. Bird noted the mission and vision statements

APPROVAL OF MINUTES

CMH PPQI 08-037 Motion: To approve the minutes of the September 8, 2008 Committee meeting.

Moved by: Gretzner Support: Kanten

MOTION CARRIED

APPROVAL OF AGENDA

CMH PPQI 08-038 Motion: To approve the agenda for the November 10, 2008 Committee meeting

Moved by: Bucek Support: Gretzner

MOTION CARRIED

REVIEW OF SERVICE CONTRACTS

Dr. Brashears noted that the contract with Mike Lozon will not be presented for approval at this meeting. The contract is related to the plans for a public relations campaign, the details of which have not been finalized. The campaign concept and any related contracts will be presented at a future meeting.

Ms. Coffey answered questions pertaining to the remaining contracts. She noted that the contracts with Alliance Medical and Maxim Health Care are to provide nursing services and residential coverage during the holidays, when staff will be taking vacation time as well as to fill in while vacant positions are being filled.

CMH PPQI 08-39 Motion: To forward the November service contracts as amended to the Board of Directors for approval.

Moved by: Bucek Support: Kanten

MOTION CARRIED

PROGRAM

Transportation Services Update– Betty O'Rourke

Ms. O'Rourke provided information on the Transportation Committee, which has suspended meetings for the past several months. The committee, which previously had limited participation from a few contract providers, is being expanded to include all contractors that provide

transportation services. Also included will be community agencies such as the Department of Human Services, Work First, Clubhouse Transportation, and any subcontractors.

Regarding complaints logged with Pioneer Resources, Ms. O'Rourke reported that Pioneer is required by contract to forward to CMHOC on a monthly basis a log outlining the nature of any complaint as well as action taken to address the concerns. She noted that Pioneer has been generally consistent in this reporting. Ms. O'Rourke requested that any complaints that Board members receive be forwarded to her.

Ms. O'Rourke presented a Transportation Committee work group charge for review. The Committee discussed the recommended frequency of meetings for the group, the content of the agendas, Board member involvement in this group, and the means by which information will be provided to the PPQI Committee. By consensus, it was determined that the Transportation Committee will meet monthly until it has been re-established, and will move to quarterly meetings in the future. The minutes of the meetings will be provided to the PPQI Committee regularly, and there will be no need for Board member involvement on that committee. Dr. Brashears will make the necessary changes to the Work Group Charge and will forward it to the PPQI Committee members prior to the next meeting for approval.

PLANNING

CMS Rule Change Plan – Dr. Michael Brashears

Dr. Brashears noted the difficulty in addressing this issue, as it is not clear what the potential impact will be if the moratorium on this rule change is lifted. At this time, neither the Board Association nor DCH are making plans to address the changes if they go into effect, with the expectation that the moratorium will be continued at the Federal level. Ms. Bird suggested a formal written action to DCH on behalf of the Board related to the anticipated impact of these changes or requesting that DCH provide their impressions as to the impact. Dr. Brashears will send the request.

Review of Annual Plan – Dr. Michael Brashears

Dr. Brashears and Mr. Hofman reviewed the Annual Plan and answered questions. Dr. Brashears indicated that he would like to use this document to adequately assess community need. He requested that the Board participate in populating this report throughout the year and that they review and approve the document prior to its submission to the State. He also recommends using this document as a vehicle to address General Fund Equity.

QUALITY IMPROVEMENT

Update of Performance Improvement Plan (Quarterly Performance Indicators) – Greg Hofman

Mr. Hofman reviewed the most recent performance indicator report. He noted that the LBHA currently has an affiliation-wide performance improvement plan that is being developed. A report on this plan will be provided in January.

OLD BUSINESS

Medical Emergency Protocol – Dr. Michael Brashears

Dr. Brashears reviewed the information presented and answered questions. He discussed his recommendations for improvement in dealing with medical emergencies and his plans for implementation. This information will be shared with the Board of Directors.

Committee Roles and Responsibilities – Rita Bird

Ms. Bird recommended that the Committee members review the Board strategic plan to determine where the committee fits in with implementing the plan.

Ms. Bird requested that Ms. Coffey provide a presentation to the Committee on the site review process.

NEW BUSINESS

Affiliation ARR Compliance– Dr. Michael Brashears

Dr. Brashears reported that CMHOC staff members have met with Muskegon staff on two occasions. Work groups, which will include consumers, will be formed to aid in assessing ways in which we can be compliant with the requirements. The ARR will be reviewed with the combined full boards, and presentations from each workgroup will be provided to give the Affiliation’s general impressions and philosophy related to the areas identified. The PIHP will submit the final document to the State after it has been reviewed by both Boards.

Tracking Log Structure and Procedure– Dr. Michael Brashears

Dr. Brashears reviewed the document presented and provided information regarding his intentions for using this tool. He noted that this document will be populated on a continuous basis to keep track of tasks identified by the Committee and provide updates on the status of each task.

COMMENTS

None

ADJOURNMENT

CMH PPQI 08-040 Motion: To adjourn the November 10, 2008 Program Planning and Quality Improvement Committee meeting.

Moved by: Bucek Support: Kanten

MOTION CARRIED

Ms. Bird adjourned the November 10, 2008 Program Planning and Quality Improvement Committee meeting at 5:52 p.m.

Rita Bird, Chairperson