

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

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

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

CALL TO ORDER

Ms. Rita Bird, Chairperson, called the December 8, 2008 Program Planning and Quality Improvement Committee meeting to order 9:28 a.m.

CMHOC MISSION AND VISION STATEMENTS

Ms. Bird noted the mission and vision statements

APPROVAL OF MINUTES

CMH PPQI 08-041 Motion: To approve the minutes of the November 10, 2008 Committee meeting.

Moved by: Gretzner Support: Kanten

MOTION CARRIED

APPROVAL OF AGENDA

CMH PPQI 08-042 Motion: To approve the agenda for the December 8, 2008 Committee meeting

Moved by: Bucek Support: Gretzner

MOTION CARRIED

REVIEW OF SERVICE CONTRACTS

Ms. Coffey reviewed contracts as presented and answered questions, noting that many of the contracts are 9-months in duration. Dr. Brashears explained that this is a result of a recent meeting held with contract providers in which they were informed that there were to be no rate increases for this fiscal year, which ends September 30, 2009. Ms. Bird requested that Ms. Coffey provide information pertaining to the average number of hours a consumer spends at Evergreen Commons and the number of consumers who receive services in their residence.

CMH PPQI 08-043 Motion: To forward the December service contracts as presented to the Board of Directors for approval.

Moved by: Bucek Support: Kanten

MOTION CARRIED

PROGRAM

PLANNING

QUALITY IMPROVEMENT

DD Satisfaction Survey Reformat of Questions – Greg Hofman

Mr. Hofman reviewed his recommended changes to the DD Satisfaction survey questions. The Committee accepted Mr. Hofman's recommendations and the surveys will be changed accordingly.

Site Review Process – Kathy Coffey

Ms. Coffey reviewed in detail the process for conducting site reviews for contracted providers of service, noting that the CMHOC site review process is far more extensive and thorough than any other CMH. She reviewed the process for providing feedback to the providers on the results of their review, as well as the steps taken to implement a plan of correction. Ms. Bird requested that quarterly reports regarding site review results and plans of correction be shared with the Program Planning & Quality Improvement Committee.

OLD BUSINESS

Task Tracking Log Discussion– Michael Brashears

Dr. Brashears reviewed the tracking log and proposed new items. His intent is to be sure that all items are correctly identified and prioritized. Ms. Bird suggested that items be prioritized upon completion of the ARR.

Budget Deficit Reduction Plan Update – Michael Brashears

Dr. Brashears reviewed his presentation and the materials provided and answered questions.

NEW BUSINESS

Children's Services Strategic Planning – Michael Brashears

This item has been added to task list

Staff Restructuring – Michael Brashears

This item was included in the Budget Deficit Reduction Plan Update

COMMENTS

ADJOURNMENT

Ms. Bird adjourned the December 8, 2008 Program Planning and Quality Improvement Committee meeting at 12:35 p.m.

Rita Bird, Chairperson
