

**MINUTES OF THE MEETING**  
**of the**  
**ALLEGAN COUNTY COMMUNITY MENTAL HEALTH SERVICES BOARD**

**Tuesday, December 15, 2009**

Mr. Campbell called the meeting to order at 6:38 p.m. Those in attendance were:

**BOARD MEMBERS:** Cleon Duryea, Jon Campbell, David Loudenslager, Richard Wiley, Theresa Lynn, Fritz Spreitzer, Heidi Wolf, Terry Burns and Tom Belco.

**ABSENT:** Juanita Gonzales, James Kaczanowski and Patricia Pera

**STAFF:** Peggy St. John, Beth Durkee, Tim Smith, Sally Beyer, Patrick Thebert-Wright, Sean Maitner and Gail Costephens.

**VISITORS:** none

**PUBLIC COMMENT:** none

MR. LOUDENSLAGER MOVED TO APPROVE THE MINUTES OF THE NOVEMBER 17, 2009.  
SUPPORTED BY MR. BELCO. MOTION CARRIED.

**INTERIM DIRECTOR'S REPORT:**

Ms. Durkee's report had been mailed. Ms. Durkee reported that to continue with our current self-insured plan it would have meant an increase in costs of close to 100%. Lighthouse put together several options for alternative plans. We decided to change to a fully insured plan with Blue Cross and Blue Shield and stay self-insured for dental. This change resulted in approximately a 25% increase from what was budgeted. The limit on the flexible spending was raised and we are now offering an optional vision plan, of which 50 staff will be taking advantage. Discussion followed. Ottawa and Muskegon Counties invited Allegan and Berrien Counties to discuss their plan to leave Lakeshore and become a coordinating agency for substance abuse. They made it clear that Allegan and Berrien were not included in their plan. Mr. Campbell questioned the legacy costs and disposition of assets. Muskegon will be looking into that. The state has made it clear that they will not allow anymore CA designations. Discussion followed. The board was invited to attend the two strategic planning sessions on Feb 4<sup>th</sup> from 12:30 to 4:30 and Feb. 25<sup>th</sup> from 8:30 to 12:30. It is mandatory for the staff to attend. A location has not been chosen. Discussion followed. Ms Durkee introduced Sean Maitner, the Drop-In Center liaison. Sean explained what the center is for, who can use it and the hours. He also spoke of the challenges in transportation. Discussion followed.

**CLINICAL DIRECTOR'S REPORT:**

There is no report.

**INFORMATION SERVICES REPORT:**

Mr. Thebert-Wright report was mailed separately with nothing to add. The QI Plan was mailed for review and will formal approval. Mr. Smith explained the differences from last year. Discussion followed.

MR. WILEY MOVED TO APPROVE THE QI PLAN. SUPPORTED BY MR. LOUDENSLAGER.  
MOTION CARRIED.

Mr. Smith noted that there were two cases for grievance and appeals. One on November 2<sup>nd</sup> was dismissed and the second is scheduled for December 16<sup>th</sup>. Discussion followed.

**FINANCE REPORT:**

MR. BELCO MOVED TO APPROVE THE FOLLOWING VOUCHERS:

#0444	Vendor & Services	685,607.62
#0445	Vendor & Services	317,497.77
#0446	Vendor & Services	12,125.25
#P1337	Payroll	233,021.56
#P1338	Payroll	208,570.30

SUPPORTED BY MR. BELCO. MOTION CARRIED UNANIMOUSLY BY ROLE CALL.

MR. LOUDENSLAGER MOVED TO APPROVE THE FOLLOWING CONTRACTS:

2006-087G	2010-004	2010-038	2010-078	2010-088
2009-182A	2010-007	2010-041	2010-079	2010-090
2009-183A	2010-012	2010-042	2010-080	2010-091
2009-186A	2010-014	2010-046	2010-081	2010-094
2009-228C	2010-023	2010-048	2010-082	2010-096
2009-280	2010-024	2010-055	2010-083	2010-097
2009-280A	2010-025	2010-056	2010-085	2010-098
2010-002	2010-033	2010-073A	2010-086	

SUPPORTED BY MR. BELCO. MOTION CARRIED UNANIMOUSLY BY ROLE CALL.

There were no write-offs.

November's collection report was not received.

The self-insurance fund is at \$149,877 at the end of November. Ms. St John reported that to continue with our current self-insured plan it would have meant an increase in premiums of close to 100%. Lighthouse put together several options for alternative plans. We decided to recommend a change to a fully insured plan with Blue Cross and Blue Shield and stay self-insured for dental. This change resulted in approximately a 25% increase from what was budgeted. To help staff, the limit on the flexible spending was raised from \$1,000 to \$1,500 and we are offering an optional (employee paid) vision plan. Discussion followed.

MR. BURNS MOVED TO RECOMMEND THE STAFF MOVE FORWARD IN CHANGING FROM THE SELF-INSURED PLAN TO THE BLUE CROSS/BLUE SHIELD FULLY INSURED PLAN. SUPPORTED BY MR. DURYEYEA. MOTION PASSED.

The unofficial cash balance at the end of November is \$1,544,277.

( 1/12 budget = \$1,528,254 average monthly operating cash needed)

Ms. St John reported that in the past she has presented the Board with a consideration of a MERS cost of living increase for retirees under the defined benefit plan. Now all of the county departments have to be 100% funded for us to do this increase. Currently not all departments are fully funded so this is no longer an option. Discussion followed.

Ms. St John reported that during a supervisors meeting she was asked if all the changes we've implemented over the last couple years has really had an effect on the GF. She thought the board would also want to know. Our actions have had a positive impact. In 2008 there was 13% GF available (of combined Medicaid and GF), our utilization was 17%; in 2009 12% available, utilization was 13%; 2010 budgeted 11% available with a planned utilization of 10%. Discussion followed.

Balance Sheet as of 9/30/09 (preliminary):

<b>Assets</b>		<b>Liabilities</b>	
Cash & Cash Equivalents	\$2,585,904	Accounts Payable	\$2,715,214
(includes vac liab, self-ins, CFM, etc)		Vacation Liability	387,726
Accounts Receivable	1,013,083	Revenue over (under) Expenses	<u>138,703</u>
Prepaid Expenses	<u>150,798</u>	Liabilities Total	\$3,241,644
	1,242,390		
General Fixed Assets	<b>\$4,992,175</b>	<b>Equity in General Fixed Assets</b>	
<b>Total Assets</b>		Equity in General Fixed Assets	Total Assets Equity
			1,242,390
		<b>Fund Balance</b>	
<i>Note: FY09 use of fund balance</i>	\$36,151	Fund Balance	Total Fund
		Balance (\$256,748 unrestricted, \$150,798 restricted)	\$407,546
		<b>Fund Balance – Self Insurance</b>	Total Self-Ins
			\$100,596
		<b>Total Liabilities, Fixed Asset Equity &amp; Fund Balance</b>	<b>\$4,992,175</b>

### PERSONNEL COMMITTEE:

The Recipients Rights report was reviewed. One leave of absence was reviewed. Discussion followed.

MR. BELCO MOVED TO APPROVE A LEAVE EXTENTION FOR SHERYL TYRIA. SUPPORTED BY MR. LOUDENSLAGER. MOTION CARRIED.

### RECIPIENTS RIGHTS ADVISORY COMMITTEE:

Ms. Myers report had been mailed.

**PROGRAM COMMITTEE:**

Next meeting is January 20<sup>th</sup>.

**LEGAL COMMITTEE:**

N/A

**C.E.O. SEARCH:**

Mr. Campbell reported that the first round of interviews is complete and five candidates will move into round two. Staff was asked to submit questions for the candidates to Dale Shannon or Tim Smith. They received 3 pages of questions. From that list, six questions were developed. The selection committee will meet with Dale and Tim to finalize the questions before they are mailed to the candidates. Candidates will be asked to do a presentation on their answers and there will also be two surprise questions. Discussion followed.

**OTHER ITEMS:**

- Mr. Campbell reported that he has accepted Mr. Loudenslager's resignation and presented him with a plaque of appreciation for his years on the board.
- Mr. Campbell talked with Sara Busfield who had submitted her consideration for appointment at the same time as Mr. Belco. She is still interested but due to the masters program she's in she has a conflict until April. She will re-submit for consideration.
- Mr. Belco handed out DVD's "A Long Strange Trip". It is a documentary by the PoWeR Group (Peers for Wellness & Recovery) out of Kalamazoo. Discussion followed.

**PUBLIC COMMENT:** none

MS. WOLF MOVED TO ADJOURN. SUPPORTED BY MR. LOUDENSLAGER. MOTION CARRIED.

The meeting adjourned at 7:25 p.m.

Respectfully submitted,

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Gail Costephens  
Administrative Assistant

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Jon Campbell  
Board Chairman