

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

Tuesday, January 19, 2010

Mr. Campbell called the meeting to order at 6:34 p.m. Those in attendance were:

BOARD MEMBERS: Cleon Duryea, Jon Campbell, Richard Wiley, Theresa Lynn, Fritz Spreitzer, Terry Burns, James Kaczanowski, Patricia Pera and Tom Belco.

ABSENT: Juanita Gonzales and Heidi Wolf.

STAFF: Peggy St. John, Beth Durkee, Sally Beyer, Patrick Thebert-Wright, Erika Lobdell, Jeri Roebling, Deb Trout, Dave Morse, Pam Wenzel and Gail Costephens.

VISITORS: Dale Cook.

Deb Trout took the board over to the clinic for a tour of the newly remodeled front office/waiting room areas. Mr. Campbell thanked Ms. Trout for the tour and noted that with the construction complete he will have the safety committee start meeting again.

PUBLIC COMMENT: none

Mr. Wiley noted an error in the December minutes. In the finance section, it states that Mr. Belco moved to approve and support the vouchers. Ms. Costephens reported that it should read; Mr. Belco made a motion to approve the vouchers and Mr. Wiley supported the motion.

MR. KACZANOWSKI MOVED TO APPROVE THE MINUTES OF THE DECEMBER 15, 2009 BOARD MEETING AS AMENDED. SUPPORTED BY MR. BELCO. MOTION CARRIED.

Mr. Campbell added the election of officers to number 12.

INTERIM DIRECTOR'S REPORT:

Ms. Durkee's report had been mailed. Ms. Durkee thanked Ms. Trout for all of her work with not only the county facility crew but the construction crew during the clinic renovation project. It currently looks like there is a state budget surplus for last fiscal year so we are not expecting an executive order for budget cuts this year. The strategic planning sessions scheduled for February 4th and 25th will be postponed until a new director is named. Discussion followed. The program committee will be meeting tomorrow at noon. There have been additional meetings with Kalamazoo related to administrative efficiencies. During these meetings, Beth asked for clarification about what happens to the administrative money that we pay and what the definition of "administrative efficiencies is." Discussion followed. Now that we have paid our dues to the MACMHB we will get the "Friday Facts"; Mr. Campbell, Mr. Wiley and Mr. Belco would also like to receive them. Ms. Durkee will also start including them in her weekly report to staff. Steve Redmond is no longer serving as the Allegan ARC Director. Representatives from the Allegan ARC have had conversations with staff from the Kalamazoo ARC. Kalamazoo has offered to assist Allegan during this transition period. Discussion followed.

CLINICAL DIRECTOR'S REPORT:

There is no report. Mr. Campbell welcomed Ms. Roebing back.

INFORMATION SERVICES REPORT:

Mr. Thebert-Wright's report was in the binders. Mr. Thebert-Wright reviewed the 4th Quarter Indicator Report, noting that the numbers have gone up and we've greatly improved. Discussion followed. In the last quarter you can see how the appeals process is truly effective. Discussion followed.

FINANCE REPORT:

Ms. St John introduced our Contract Manager, Pam Wenzel. Ms. Wenzel distributed information on the demographic data and a FY09 summary of executed contractual agreements. She also reviewed the provider monitoring process, explaining that each home is evaluated on nine standards. If the home falls under 60%, a plan of improvement has to be submitted. Discussion followed.

MR. KACZANOWSKI MOVED TO APPROVE THE FOLLOWING VOUCHERS:

#0447	Vendor & Services	587,112.93
#0448	Vendor & Services	349,879.41
#P1339	Payroll	206,022.39
#P1340	Payroll	206,624.44

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

MS. LYNN MOVED TO APPROVE THE FOLLOWING CONTRACTS:

2009-178A	2010-077A	2010-107	2010-150	2010-176	2010-225
2009-179	2010-077B	2010-109	2010-151	2010-179	2010-252
2009-179A	2010-079A	2010-111	2010-157	2010-182	2010-256
2009-184A	2010-092	2010-113	2010-160	2010-184	2010-258
2009-187A	2010-095	2010-114	2010-162	2010-185	2010-269
2009-188B	2010-099	2010-115	2010-167	2010-193	2010-270
2010-006	2010-100	2010-133	2010-168	2010-196	2010-271
2010-013	2010-101	2010-134	2010-169	2010-197	2010-272
2010-034	2010-102	2010-142	2010-174	2010-204	
2010-072	2010-106	2010-146	2010-175	2010-208	

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

There were no write-offs.

November collections totaled \$129.60. Money Recovery received \$43.20 and Allegan CMH received \$86.40. Three accounts were paid on, none in full.

December collections totaled \$174.60. Money Recovery received \$83.13 and Allegan CMH received \$91.47. Three accounts were paid on, none in full.

The self-insurance fund is at \$121,784 at the end of December. Blue Cross and Blue Shield took effect January 1st. There are a few issues that are being worked on. We are still self-insured for dental and run off claims. Discussion followed.

The unofficial cash balance at the end of December is \$2,048,386.
(1/12 budget = \$1,528,254 average monthly operating cash needed)

FYI: the IRS has changed the mileage rate from .55 to .50, effective January 1, 2010.

Ms. St John reported that the balance sheet now reflects final figures for FY 2009. Allegan will be sending \$817,000 in MA dollars back to Kalamazoo CMH. Discussion followed.

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

Assets		Liabilities	
Cash & Cash Equivalents (includes vac liab, self-ins, CFM, etc)	\$2,651,614	Accounts Payable	\$2,262,583
Accounts Receivable	480,739	Vacation Liability	336,466
Prepaid Expenses	174,522	Revenue over (under) Expenses	0
General Fixed Assets	1,242,390	Liabilities Total	\$2,599,049
Total Assets	\$4,549,265	Equity in General Fixed Assets	
		Equity in General Fixed Assets	Total Assets Equity
			1,242,390
		Fund Balance	
<i>Note: FY09 use of fund balance for GF</i>	\$36,841	Fund Balance	Total Fund
		Balance (\$384,496 unrestricted, \$174,522 restricted)	\$559,018
		Fund Balance – Self Insurance	Total Self-Ins
		Total Liabilities, Fixed Asset Equity & Fund Balance	\$148,808
			\$4,549,265

PERSONNEL COMMITTEE:

The Recipients Rights report was reviewed. Two leaves of absences were reviewed.

MR. KACZANOWSKI MOVED TO APPROVE A LEAVE EXTENTION THROUGH MARCH FOR YVETTE GAYEFF. DISCUSSION FOLLOWED. SUPPORTED BY MR. SPREITZER. MOTION CARRIED.

MR. WILEY MOVED TO APPROVE A LEAVE OF ABSENCE FOR MISSY TAYLOR. DISCUSSION FOLLOWED. SUPPORTED BY MS. LYNN. MOTION CARRIED.

RECIPIENTS RIGHTS ADVISORY COMMITTEE:

Ms. Myers report had been mailed. The Demographic data from the annual report was reviewed. No action needed.

PROGRAM COMMITTEE:

Next meeting is January 20th.

LEGAL COMMITTEE:

N/A

C.E.O. SEARCH:

Mr. Campbell reported that the committee met with Dale Shannon and Tim Smith. They did a great job of putting questions together that were submitted by staff. Three questions will be mailed to the candidates and there are three impromptu questions. Next round will be February 5th and 6th. Discussion followed.

OTHER ITEMS:

- Mr. Campbell reported that with the resignation of Mr. Loudenslager there was an opening for the Secretary. He has spoken with all of the current officers and they are all willing to continue in their current positions. He also spoke with Ms. Pera and she is willing to take the open Secretary position. Discussion followed.

MR. KACZANOWSKI MOVED TO NOMINATE THE CURRENT SLATE OF OFFICERS ADDING MS PERA. NOMINATIONS WERE CLOSED. MS. LYNN MOVED TO ACCEPT THE OFFICERS. SUPPORTED BY MR. SPREITZER. MOTION CARRIED.

The Officers are Mr. Campbell – Chairman, Mr. Wiley – Vice Chairman, Ms. Pera – Secretary and Mr. Burns – Treasurer.

- Mr. Campbell thanked Ms Trout for the tour.

PUBLIC COMMENT: none

MR. KACZANOWSKI MOVED TO ADJOURN. SUPPORTED BY MR. WILEY. MOTION CARRIED.

The meeting adjourned at 7:52 p.m.

Respectfully submitted,

Gail Costephens
Administrative Assistant

Jon Campbell
Board Chairman