

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

Tuesday, February 16, 2010

Mr. Campbell called the meeting to order at 6:35 p.m. Those in attendance were:

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

ABSENT: Heidi Wolf and Sara Busfield.

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

VISITORS: Dale Cook and Marianne Huff.

Mr. Campbell introduced Ms. Huff to the board and staff. Ms. Huff gave details of her background and mental health experiences. The board and staff introduced themselves.

PUBLIC COMMENT: none

MR. BLECO MOVED TO APPROVE THE MINUTES OF THE JANUARY 16, 2010 MEETING.
SUPPORTED BY MR. KACZANOWSKI. MOTION CARRIED.

INTERIM DIRECTOR'S REPORT:

Ms. Durkee's report had been mailed. Ms. Durkee announced that the next Nine County Regional meeting with the area Legislators will be held Monday, April 12, 2010 from 9 to 11 at the Fetzer Center. Invitations will also go out to the County Commissioners. The Adult Benefits Waiver was approved effective January 1, 2010 through September 30, 2014. The payment will now funnel through Kalamazoo as the PIHP instead of through us directly. Discussion followed.

CLINICAL DIRECTOR'S REPORT:

Ms. Roebing's report had been mailed. Ms. Roebing added that invitations for the PALS Conference would be out at a later date.

INFORMATION SERVICES REPORT:

Mr. Thebert-Wright report was mailed. There were questions and discussion around the electronic medical record meeting and purpose.

FINANCE REPORT:

MR. KACZANOWSKI MOVED TO APPROVE THE FOLLOWING VOUCHERS:

#0450	Vendor & Services	693,627.39
#0451	Vendor & Services	384,463.15
#P1341	Payroll	205,710.38
#P1342	Payroll	201,130.67

SUPPORTED BY MS. LYNN. MOTION CARRIED UNANIMOUSLY BY ROLE CALL.

MR. WILEY MOVED TO APPROVE THE FOLLOWING CONTRACTS:

2009-091B	2010-130	2010-170	2010-205	2010-233	2010-265
2009-266	2010-132	2010-171	2010-207	2010-234	2010-266
2010-073B	2010-135	2010-172	2010-209	2010-235	2010-267
2010-083	2010-140	2010-177	2010-212	2010-236	2010-268
2010-093	2010-141	2010-178	2010-213	2010-237	2010-273
2010-095A	2010-143	2010-180	2010-214	2010-238	2010-274
2010-103	2010-144	2010-181	2010-217	2010-239	2010-275
2010-104	2010-145	2010-183	2010-218	2010-240	2010-276
2010-110	2010-147	2010-186	2010-219	2010-241	2010-278
2010-112	2010-148	2010-187	2010-220	2010-249	2010-279
2010-116	2010-156	2010-188	2010-222	2010-250	2010-280
2010-116	2010-158	2010-190	2010-223	2010-254	2010-281
2010-120	2010-158A	2010-194	2010-224	2010-255	2010-283
2010-121	2010-159	2010-195	2010-228	2010-259	2010-291
2010-122	2010-161	2010-198	2010-229	2010-260	2010-292
2010-126	2010-163	2010-199	2010-230	2010-262	2010-294
2010-128	2010-165	2010-200	2010-231	2010-263	
2010-129	2010-166	2010-203	2010-232	2010-264	

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

There was a request for additional information on the provider contracts and the type of service it covers. An additional report will be provided next month.

There were no write-offs.

January collections totaled \$159.60. Money Recovery received \$73.97 and Allegan CMH received \$85.63. Four accounts were paid on, none in full.

The self-insurance fund is at \$23,627 at the end of January. Reminder, we are still self-insured for dental and run off claims. Discussion followed.

The unofficial cash balance at the end of January is \$2,058,016.

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

Ms. St John reiterated that projections fluctuate greatly the first part of the year.

Management team continues to work with Lighthouse, items that were covered by our other policy have been added on to the new policy and may cost additional money. We are working through this and are keeping staff informed.

Balance Sheet as of 1/31/10:

Assets		Liabilities	
Cash & Cash Equivalents (includes vac liab, self-ins, CFM, etc)	\$2,195,455	Accounts Payable	\$2,274,344
Accounts Receivable	941,920	Vacation Liability	219,841
Prepaid Expenses	125,396	Revenue over (under) Expenses	60,759
General Fixed Assets	1,242,390	Liabilities Total	\$2,554,944
Total Assets	\$4,243,929	Equity in General Fixed Assets	
		Equity in General Fixed Assets	981,158
		Fund Balance	
<i>Note: FY10 use of fund balance</i>	86,909	Fund Balance	Total Fund \$559,018
		Balance (\$433,622 unrestricted, \$125,396 restricted)	
		Fund Balance – Self Insurance	Total Self-Ins \$148,808
		Total Liabilities, Fixed Asset Equity & Fund Balance	\$4,243,929

PERSONNEL COMMITTEE:

The Recipients Rights report was reviewed. Two leave of absences were reviewed. Discussion followed.

MR. SPREITZER MOVED TO APPROVE A LEAVE EXTENTION THROUGH MARCH FOR SHERYL TYRIA AND A 30 HOUR WORKWEEK FOR MICHELLE TRUAX. SUPPORTED BY MR. BELCO. MOTION CARRIED.

RECIPIENTS RIGHTS ADVISORY COMMITTEE:

Ms. Myers report had been mailed.

PROGRAM COMMITTEE:

Items discussed at the January 20th meeting included the Administrative Efficiency Plan from Kalamazoo, the postponement of the vision/mission planning project, the electronic medical record, and ideas for the Annual Report.

Next meeting is March 17th.

LEGAL COMMITTEE:

N/A

C.E.O. SEARCH:

Mr. Campbell reported that DCH contacted him and Ms. Huff meets the director requirements.

MR. BELCO MOVED TO ACCEPT THE ACCMHS SELECTION COMMITTEE'S RECOMMENDATION OF MS. HUFF FOR THE EXECUTIVE DIRECTOR. SUPPORTED BY MR. SPREITZER. MOTION CARRIED.

Mr. Campbell asked if there were any questions to Ms. Huff. Question and discussion followed. Mr. Campbell requested approval for him to begin negotiations of a contract with Ms. Huff.

MR. KACZANOWSKI MOVED TO HAVE MR. CAMPBELL NEGOTIATE A CONTRACT WITH MS. HUFF. SUPPORTED BY MR. DURYEA. MOTION CARRIED.

OTHER ITEMS:

- Mr. Campbell reported that the County Commissioners appointed Sara Busfield to the Board.
- Committee assignments will be postponed until next month.
- Mr. Campbell asked that Management Team and Sally Beyer stay after the meeting for a moment.
- Mr. Campbell thanked Ms. Durkee and the Management Team for a job well done. He was able to put out other fires knowing that they would be able to handle everything.

PUBLIC COMMENT: none

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

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Gail Costephens
Administrative Assistant

Jon Campbell
Board Chairman