

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

Tuesday, March 16, 2010

Mr. Campbell called the meeting to order at 6:40 p.m. Those in attendance were:

BOARD MEMBERS: Jon Campbell, Richard Wiley, Theresa Lynn, Fritz Spreitzer, James Kaczanowski, Patricia Pera, Heidi Wolf, Juanita Gonzales and Tom Belco.

ABSENT: Cleon Duryea, Terry Burns and Sara Busfield.

STAFF: Marianne Huff, Peggy St. John, Beth Durkee, Sally Beyer, Patrick Thebert-Wright, Erika Lobdell, Jeri Roebing, Deb Trout, Nan Lawrence, Gary Giever, Sean Maitner and Gail Costephens.

VISITORS: Dale Cook.

PUBLIC COMMENT: none

Ms. Pera requested that Ms. Huff's credentials be listed from the February 16th minutes.

Ms. Huff holds a master's degree in social work from Eastern Michigan University, with an emphasis on mental illness and chemical dependency. She has a bachelor's degree in psychology, with a minor in communications, from the University of Michigan-Dearborn.

MR. BELCO MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 16, 2010 MEETING WITH THE ABOVE ADDITION. SUPPORTED BY MS. LYNN. MOTION CARRIED.

INTERIM DIRECTOR'S REPORT:

Ms. Durkee's report was mailed to Board Members. Ms. Durkee reported that the agency is working toward moving MSHDA'S housing grant to the HRC (Housing Resource Center) for case management. This will save the agency about \$3000 in GF. Discussion followed.

MS. WOLF MOVED TO APPROVE TRANSFERING THE GRANT TO HRC. SUPPORTED BY MR. WILEY. MOTION CARRIED.

CLINICAL DIRECTOR'S REPORT:

Ms. Roebing's report was mailed to Board Members. Ms. Roebing answered questions about the current hospitalizations and diversions. Ms. Roebing shared the flyer for the Allegan County Recovery Council and noted that Sean Maitner would be talking about it further in a few minutes.

INFORMATION SERVICES REPORT:

Mr. Thebert-Wright's report is in the binders. Mr. Thebert-Wright reviewed the 1st Quarter's Performance Indicator Report, pointing out some of the timeliness issues and the reasons.

Our Application's Developer Gary Giever was introduced. He gave an overview of the process and kind of applications he creates and reported that he currently supports 150 different applications.

Sean Maitner, who is our liaison to Horizon's Circle of Friends, was introduced and distributed information regarding the Recovery Council and Pathways to Recovery, explaining details of each program. There was also an article from the Allegan County News and Holland Sentinel with information on the Recovery Council. He did note that the first meeting had been held but only ACCMHS staff had attended. Some suggestions from the Board Members included different places to post flyers and some personal contacts at other agencies (MH Court, Kalamazoo Recovery, Allegan General Hospital and AA meeting), which may help increase participation.

FINANCE REPORT:

MR. KACZANOWSKI MOVED TO APPROVE THE FOLLOWING VOUCHERS:

#0452	Vendor & Services	125,454.00
#0453	Vendor & Services	10,039.48
#0454	Vendor & Services	619,685.75
#0455	Vendor & Services	304,535.92
#P1343	Payroll	204,156.25
#P1344	Payroll	202,702.49

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

MS. WOLF MOVED TO APPROVE THE FOLLOWING CONTRACTS:

20102076	2010-139	2010-191	2010-248	2010-298
2010-087	2010-153	2010-210	2010-261	2010-301
2010-106A	2010-154	2010-243	2010-277	2010-302
2010-108	2010-155	2010-244	2010-284	2010-303
2010-119	2010-164	2010-245	2010-285	2010-304
2010-124	2010-173	2010-246	2010-289	2010-308
2010-137	2010-189	2010-247	2010-295	

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

There were no write-offs.

February collections totaled \$80.00. Money Recovery received \$35.00 and Allegan CMH received \$45.00. Four accounts were paid on, none in full.

The self-insurance fund is at \$26,317 at the end of February. Reminder, we are still self-insured for dental and run off claims. An additional \$20,000 was added to the account to pay 2009 run off claims. Discussion followed.

The unofficial cash balance at the end of February is \$1,928,800.

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

We will be monitoring our cash flow closely next month because Kalamazoo CMH will be withholding the Medicaid lapse from our next capitation payment. Discussion followed.

Per a request from February's meeting, Ms. Wenzel provided a report that shows all of the contracts, which includes amounts and type of service. Discussion followed.

Ms. St John had requested a draft of the final audit by 3/16, but has not received it. It is due to the state by the end of the month.

Balance Sheet as of 1/31/10:

Assets		Liabilities	
Cash & Cash Equivalents (includes vac liab, self-ins, CFM, etc)	\$2,414,792	Accounts Payable	\$2,324,255
Accounts Receivable	506,613	Vacation Liability	157,148
Prepaid Expenses	165,635	Revenue over (under) Expenses	(102,190)
General Fixed Assets	981,158	Liabilities Total	\$2,379,213
Total Assets	\$4,068,198	Equity in General Fixed Assets	
		Equity in General Fixed Assets	Total Assets Equity
			981,158
		Fund Balance	
<i>Note: FY10 use of fund balance</i>	100,000	Fund Balance	Total Fund
		Balance (\$393,383 unrestricted, \$165,635 restricted)	\$559,018
		Fund Balance – Self Insurance	Total Self-Ins
			\$148,808
		Total Liabilities, Fixed Asset Equity & Fund Balance	\$4,068,197

PERSONNEL COMMITTEE:

The Recipients Rights report was reviewed.

RECIPIENTS RIGHTS ADVISORY COMMITTEE:

Ms. Myers report had been mailed. They had some questions for Ms. Myers regarding medication errors.

PROGRAM COMMITTEE:

Mr. Belco report that the items discussed at the February 17th meeting included the Administrative Efficiency Plan from Kalamazoo. Also Mike Head has requested information on how the GF cuts have effected our agency. Management team is collecting that information. Mr. Cook asked if the ACC Day Program was going to be eliminated? His son is one of the 12 individuals still in the program. Ms. Durkee reported that will be reviewed on an individual bases with a planning team looking at how they want to spend their day. It may be possible to transition them to a residential provider, not to sit at home.

The Program meeting scheduled for March 17th has been canceled.

LEGAL COMMITTEE:

N/A

OTHER ITEMS:

- The County Commissioners are working on a resolution for Flora Moore.
- 2010 Committee Appointments were distributed. (list on following page)

MR. KACZANOWSKI MOVED TO APPROVE THE 2010 COMMITTEE APPOINTMENTS AS PRESENTED. SUPPORTED BY MS. LYNN. MOTION CARRIED.

PUBLIC COMMENT: none

MR. SPREITZER MOVED TO GO INTO CLOSED SESSION AT 7:38 P.M. SUPPORTED BY MS. WOLF. MOTION CARRIED. UNANIMOUSLY BY ROLE CALL.

MR. SPREITZER MOVED TO GO INTO OPEN SESSION AT 8:00 P.M. SUPPORTED BY MR. KACZANOWSKI. MOTION CARRIED.

MS. LYNN MOVED TO APPROVE THE PROPOSED CONTRACT AS AMENDED WITH THE EXECUTIVE DIRECTOR. SUPPORTED BY MR. SPREITZER. MOTION CARRIED. UNANIMOUSLY BY ROLE CALL.

There was a general discussion regarding the passing of former Board Chairperson Flora Moore.

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

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Gail Costephens
Administrative Assistant

Jon Campbell
Board Chairman