

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

**Tuesday, April 20, 2010**

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

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

**ABSENT:** Richard Wiley, Heidi Wolf, and Sara Busfield.

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

**VISITORS:** Dale Cook and Joe Skocelas.

**PUBLIC COMMENT:** Mr. Cook stated that he is advocating for the people living at the Woodlea home. He requested that the board, do whatever it takes to keep them living in that home. He feels encouraged that we are working with MOKA to find a solution. Also the possible closing of the ACC program is troubling to him. He would like us to keep the program available for the consumers who don't want to change.

Mr. Campbell introduced the Honorable Joseph Skocelas. Information regarding the Mental Health Court was distributed. Judge Skocelas explained that there are 329 courts statewide, but only 12 approved MH Courts. The Sheriffs department and Allegan County received funding to start the court in September 2009. He explained the process of how someone is put into the MH Court system and what that individual has to do to stay in the program. Currently there are 16 people in the program, both male and female, they range between 17 and 50 years old and 8 are current MH consumers. Two individuals have already moved into phase II. He acknowledged CMH and Erika Lobdell and wanted to thank everyone for all of the help and support. He could not do what he does without their help. The MH Court is able to focus on treatment, not punishment as the traditional court system works. Because he sees these individuals every other Monday he is getting to know them and have connected in ways you don't in a traditional court setting. Discussion followed.

MR. KACZANOWSKI MOVED TO APPROVE THE MINUTES OF THE MARCH 16, 2010 MEETING.  
SUPPORTED BY MS. LYNN. MOTION CARRIED.

**EXECUTIVE DIRECTOR'S REPORT:**

Ms. Huff's report had been mailed. Ms. Huff reported that the legislators seem determined to cut 57.5 million from the GF budget. It won't be a cut across the board, which is good, but Allegan could see a 5% cut. The MDCH site review was completed. A plan of correction will be submitted for the items that need to be addressed. The Children's program was certified until March 25, 2013. The stakeholders meeting will be on May 20<sup>th</sup>, location is still being worked out. The Legislative Breakfast on April 12 was very successful and well attended. The strategic planning process will begin again. The consultant Midge Stamos will be guiding the agency through the process. The MDCH and MACMHB are researching an "early adopter" which came out of the new Health Care Reform that was recently signed into law. Discussion followed.

**CLINICAL DIRECTOR'S REPORT:**

Ms. Roebing's report had been mailed. Ms. Roebing reported that attached to her report, she was sharing some great advertising for the Allegan County Recovery Council. There were questions regarding the number of people now in KPH. Ms. Roebing stated that the people now at KPH were there due to severity and that no community hospital would admit them. Discussion followed. There are now 185 adults on the waiting list and no kids. Discussion followed.

**SERVICES FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES DIRECTOR'S REPORT:**

Ms. Durkee's report had been mailed. Ms. Durkee gave an update on the Woodlea home which Mr. Cook spoke of earlier. With the homeowner unwilling to continue to lease to the 4 men living there, we are pursuing other options. Some of the possibilities being looked at are, MOKA purchasing the home, but we need to make sure they would be able to afford the room and board or the men would purchase the house with housing assistance. Discussion followed.

**INFORMATION SERVICES DIRECTOR'S REPORT:**

Mr. Thebert-Wright has been out on vacation so there is no report.

Ms. St John introduced Delora Andrus, a member of the Reimbursement team. Ms. Andrus distributed intake packets. She explained that she reviews each item in the packet with all new consumers. The packets are individualized for the type of service being requested, i.e. children, adults with mental illness, or developmental disabilities services. As she explained each form, discussion followed. Ms. Costephens volunteered to act as a new consumer and Ms. Andrus went through the intake process. Discussion followed.

**FINANCE REPORT:**

MR. KACZANOWSKI MOVED TO APPROVE THE FOLLOWING VOUCHERS:

#0456	Workers Comp	134.36
#0457	Vendor & Services	649,025.89
#0458	Vendor & Services	390,824.31
#P1345	Payroll	206,369.72
#P1346	Payroll	203,424.71

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

MS. LYNN MOVED TO APPROVE THE FOLLOWING CONTRACTS:

2010-097A	2010-159A	2010-253	2010-300	2010-310
2010-102A	2010-226	2010-282	2010-305	2010-311
2010-105	2010-227	2010-297	2010-307	
2010-125	2010-229A	2010-299	2010-309	

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

There were no write-offs.

March collections totaled \$90.00. Money Recovery received \$38.34 and Allegan CMH received \$51.66. Four accounts were paid on, none in full.

The self-insurance fund is at \$48,484 at the end of March. Reminder, we are still self-insured for dental and run off claims.

The unofficial cash balance at the end of March is \$1,492,408.  
(1/12 budget = \$1,528,254 average monthly operating cash needed)

Ms. St John reviewed the financial and compliance audit reports. There were a couple of minor recommendations that included better documentation for grants and a year-end journal entry, which had been caught and corrected. Discussion followed.

MS. LYNN MOVED TO ACCEPT THE AUDIT AS SUBMITTED. SUPPORTED BY MR. DURYEA. MOTION PASSED.

Balance Sheet as of 2/28/10:

<b>Assets</b>		<b>Liabilities</b>	
Cash & Cash Equivalents (includes vac liab, self-ins, CFM, etc)	\$2,630,260	Accounts Payable	\$2,432,752
Accounts Receivable	486,417	Vacation Liability	157,148
Prepaid Expenses	88,277	Revenue over (under) Expenses	(92,772)
General Fixed Assets	981,158	Liabilities Total	\$2,497,128
<b>Total Assets</b>	<b>\$4,186,112</b>	<b>Equity in General Fixed Assets</b>	
		Equity in General Fixed Assets	Total Assets Equity
			981,158
		<b>Fund Balance</b>	
<i>Note: FY10 use of fund balance</i>	207,075	Fund Balance	Total Fund
		Balance (\$470,741 unrestricted, \$88,277 restricted)	\$559,018
		<b>Fund Balance – Self Insurance</b>	Total Self-Ins
			\$148,808
		<b>Total Liabilities, Fixed Asset Equity &amp; Fund Balance</b>	<b>\$4,186,112</b>

Discussion regarding the balance sheet/statement of revenues and expenses also included with the finance report.

### **PERSONNEL COMMITTEE:**

The Recipients Rights report was reviewed.

There was an extension request for Richard Brown from May to June.

MR. DURYEA MOVED TO ACCEPT THE EXTENSION UNTIL JUNE FOR RICHARD BROWN. SUPPORTED BY MR. KACZANOWSKI. MOTION PASSED.

### **RECIPIENTS RIGHTS ADVISORY COMMITTEE:**

Ms. Myers report had been mailed. They received answers on the medication error questions from the March meeting.

**PROGRAM COMMITTEE:**

Next meeting April 21 at noon.

**LEGAL COMMITTEE:**

N/A

**OTHER ITEMS:**

- Mr. Campbell reported that he would be talking with Management Team regarding starting back up the Security Committee and the update of the by-laws.
- Mr. Belco distributed information on NAMI.
- The County Commissioners approved a memorial resolution for Flora Moore.
- Ms. Huff will be meeting informally with board members.
- A letter of acknowledgement to management team.

**PUBLIC COMMENT:** none

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

The meeting adjourned at 8:08 p.m.

Respectfully submitted,

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Gail Costephens  
Administrative Assistant

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Jon Campbell  
Board Chairman