

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

Tuesday, June 15, 2010

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

BOARD MEMBERS: Jon Campbell, Theresa Lynn, James Kaczanowski, Terry Burns, Cleon Duryea, Tom Belco, Richard Wiley, Heidi Wolf, and Sara Busfield.

ABSENT: Patricia Pera, Fritz Spreitzer, and Juanita Gonzales

STAFF: Marianne Huff, Peggy St. John, Beth Durkee, Sally Beyer, Patrick Thebert-Wright, Erika Lobdell, Jeri Roebing, Nan Lawrence, Dave Morse, Deb Trout, Lynn Yetman, Dale Shannon and Gail Costephens.

VISITORS: Dale Cook and Rodney Roberson.

Mr. Campbell sent condolences from the board on the passing of Randy Costephens's father. Mr. Burns introduced Rodney Roberson from Grace of Douglas. Mr. Roberson distributed a pamphlet, newsletter and went over the types of services they offer. He wanted to make us aware of the facility and also invite anyone to come and tour the facility.

PUBLIC COMMENT: none

Correction from May 18th minutes; the thank you card was from Judge Skocelas.

MR. KACZANOWSKI MOVED TO APPROVE THE MINUTES OF THE MAY 18, 2010 MEETING WITH THE ABOVE CORRECTION. SUPPORTED BY MR. BELCO. MOTION CARRIED.

EXECUTIVE DIRECTOR'S REPORT:

Ms. Huff's report had been mailed. Ms. Huff reported that the House Appropriation Committee voted to reduce the CMH general fund by only 3 million as opposed to the 57.5 million proposed by the Senate. The full House Appropriation Committee approved the budget with an amendment reinstating the cut of 54 million. She along with Mr. Belco attended a breakfast at Woodland CMH. A review of the budget process is being done with information collected during the Stakeholders meeting. Thanks to Mr. Wiley and Mr. Belco for attending the sessions. It was decided that the strategic plan is to be postponed until an organization restructuring is done, to address some of the cultural issues. During the Program Committee we discussed the goals and mission, also more board participation at the Affiliation level.

CLINICAL DIRECTOR'S REPORT:

Ms. Roebing's report had been mailed. Ms. Roebing announced that she brought in the plaque that was presented to the Allegan County Pro Youth Team if anyone would like to look at it. There are now 129 people on the waiting list. Mike McMahon, one of our certified peer specialists has been calling individuals for updates. So far there are 34 phone numbers which have been disconnected. A letter will be sent out too, but if no response is received they will be taken off the list. There was a question regarding hospitalizations,

why they're so high and can they be trended? Ms. Lobdell reported that we have tried in the past to trend with no luck. It does seem that when we're busy so are other CMH's. Discussion followed.

SERVICES FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES DIRECTOR'S REPORT:

Ms. Durkee's report had been mailed. Ms. Durkee had nothing to add to her report. Question regarding the Thomas Street home. Ms. Durkee reported that the Thomas Street home has had a lot of resident turn over and we will be starting the transition process soon to plan for the ending of the state lease. Regarding Woodlea, everyone has agreed on staffing. We are still working on identifying consumables, SSI and food stamps. Also transportation costs are high and DHS is responsible for paying for medical trips. Discussion followed.

INFORMATION SERVICES DIRECTOR'S REPORT:

Mr. Thebert-Wright report had been mailed. Mr. Thebert-Wright had nothing to add to his report. Question regarding the status of printer project. Mr. Thebert-Wright reported that it sounds like both Kalamazoo and St Joe will join us on a RFP, which should give us better pricing.

QUALITY IMPROVEMENT REPORT:

Mr. Smith's report had been mailed.

FINANCE REPORT:

MS. LYNN MOVED TO APPROVE THE FOLLOWING VOUCHERS:

#0465	Vendor & Services	\$744,833.62
#0466	Vendor & Services	62,727.00
#0467	Vendor & Services	437,240.75
#P1350	Payroll	211,405.96
#P1351	Payroll	204,440.78

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

MR. WILEY MOVED TO APPROVE THE FOLLOWING CONTRACTS:

2010-221	2010-325A	2010-333	2010-339
2010-221A	2010-330	2010-335	
2010-237A	2010-331	2010-336	
2010-238A	2010-332	2010-337	

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

There were no write-offs.

May collection report has not been received.

The self-insurance fund is at \$46,160 at the end of May. Reminder, we are still self-insured for dental and run off claims.

The unofficial cash balance at the end of May is \$1,578,938. Discussion followed.

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

We are currently in the black for both general funds (GF) and Medicaid (MA). This is due to the state increasing Medicaid capitation amounts in April and the discharges from KPH. As long as the discharges hold and there are no more admissions to state facilities, we should be okay. Also staff are working hard to help fill out MA paperwork so consumers we were serving with GF can be changed to MA.

The Budget Projection Summary and Budget and GF Projection by Cost Center were reviewed.

Balance Sheet as of 4/30/10:

Assets		Liabilities	
Cash & Cash Equivalents (includes vac liab, self-ins, CFM, etc)	\$1,108,420	Accounts Payable	\$2,687,225
Accounts Receivable	1,262,460	Vacation Liability	169,848
Prepaid Expenses	88,527	Revenue over (under) Expenses	(105,493)
General Fixed Assets	981,158	Liabilities Total	\$1,751,580
Total Assets	\$3,440,565	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>	70,853	Fund Balance	Total Fund
		Balance (\$470,491 unrestricted, \$88,527 restricted)	\$559,018
		Fund Balance – Self Insurance	Total Self-Ins
		Total Liabilities, Fixed Asset Equity & Fund Balance	\$148,808
			\$3,440,565

As of 6/15 the projected use of fund balance is zero.

PERSONNEL COMMITTEE:

The Recipients Rights report was reviewed.

There was a medical extension request for Richard Brown of an additional six weeks.

MR. KACZANOWSKI MOVED TO ACCEPT THE EXTENSION OF SIX WEEKS FOR RICHARD BROWN. SUPPORTED BY MS. WOLF. MOTION PASSED.

There was an extension request for Wendy Adrianson of four additional weeks.

MS. WOLF MOVED TO ACCEPT THE EXTENSION OF FOUR WEEKS FOR WENDY ADRIANSON. SUPPORTED BY MR. KACZANOWSKI. MOTION PASSED.

RECIPIENTS RIGHTS ADVISORY COMMITTEE:

Ms. Myers report had been mailed.

PROGRAM COMMITTEE:

Mr. Belco reported that the following items were discussed at the May 12:

- Ms. Durkee clarified the DD individual budget process.
- Ms. Huff gave a Woodlea update.
- The group discussed the concept of creating a “mission statement” for the committee.
- Looking at the possibly of changing the meeting time to an evening.
- The Affiliation and how it effects board committees.

LEGAL COMMITTEE:

No report.

OTHER ITEMS:

- Discussion regarding a Board Affiliation Committee.
- Question regarding policies and homeless kids. Discussion followed.
- Stakeholders, system of care. Discussion followed.

PUBLIC COMMENT: none

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

The meeting adjourned at 7:27 p.m.

Respectfully submitted,

Gail Costephens
Administrative Assistant

Jon Campbell
Board Chairman