

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

**Tuesday, July 20, 2010**

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

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

**ABSENT:** Richard Wiley and Sara Busfield.

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

**VISITORS:** Dale Cook.

**PUBLIC COMMENT:** none

MR. KACZANOWSKI MOVED TO APPROVE THE MINUTES OF THE JUNE 15, 2010 MEETING. SUPPORTED BY MR. BELCO. MOTION CARRIED.

Mr. Campbell requested that the board go into closed session to discuss opinion of legal council as it relates to personnel matters.

MR. SPREITZER MOVED TO GO INTO CLOSED SESSION AT 6:46. SUPPORTED BY MR. BELCO. MOTION CARRIED.

Closed session ended at 7:17.

**EXECUTIVE DIRECTOR'S REPORT:**

Ms. Huff's report can be found in the front flap of the binder. Ms. Huff reported that the Michigan legislature is on hiatus. It is anticipated that deliberations regarding the proposed general funds cut to Mental Health will wait until after the primary elections on August 3<sup>rd</sup>. Consultant Dennis Grimski who is working with our affiliation put together a structure for what we've decided to call SMA, the Southwestern Michigan Affiliation. Because of the issues arisen from Kalamazoo CMH being both the CMHSP and the PHIP, what we have created is kind of a third party, an SMA office that will be the holder of the MA money, in essence the PHIP, but we are trying not to use that term. The Affiliation Advisory Committee will now be called the Affiliation Governance Council and we will have representatives on this council. Discussion followed.

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

Ms. Durkee's report had been mailed. Ms. Durkee reported that MOKA is finalizing the Woodlea purchase.

**CLINICAL DIRECTOR'S REPORT:**

Ms. Roebing's report had been mailed. Ms. Roebing distributed and reviewed a hospital report. There are currently 2 in KPH. Discussion followed. The waiting list is at 133, we have been able to remove people from the list as they receive MA or can't be reached after multiple attempts. By combining adult outpatient services with the community services team it will increase coordination between services and free up Erika Lobdell to be the liaison for the mental health court.

**INFORMATION SERVICES DIRECTOR'S REPORT:**

Mr. Thebert-Wright report had been mailed. Mr. Thebert-Wright reviewed the Performance Indicator Report for the 2<sup>nd</sup> quarter, January – March. Discussion followed. The printer project continues to go forward, Kalamazoo is now on board and the RFP should be going out soon. Our hope is to have everything in place October 1<sup>st</sup>.

**QUALITY IMPROVEMENT REPORT:**

Mr. Smith's report had been mailed.

**FINANCE REPORT:**

MR. BELCO MOVED TO APPROVE THE FOLLOWING VOUCHERS:

#0468	Vendor & Services	\$645,538.25
#0469	Vendor & Services	408,312.10
#P1352	Payroll	204,731.65
#P1353	Payroll	206,860.12

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

MR. KACZANOWSKI MOVED TO APPROVE THE FOLLOWING CONTRACTS:

2010-149	2010-333A	2010-342	2010-349
2010-212A	2010-334	2010-344	2010-350
2010-215	2010-338	2010-345	2010-351
2010-254A	2010-340	2010-346	2010-352
2010-262A	2010-341	2010-348	

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

There were no write-offs.

May collections totaled \$85.00. Money Recovery received \$40.84 and Allegan CMH received \$44.16. Four accounts were paid on, none in full.

June collections totaled \$1,382.00. Money Recovery received \$476.83 and Allegan CMH received \$905.17. Six accounts were paid on, one in full.

The self-insurance fund (dental only) is at \$47,502 at the end of June.

The unofficial cash balance at the end of June is \$2,055,485. Discussion followed.

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

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

Ms. St John will be bringing some budget amendments before the board next month.

The memorial celebration for Dave Short will be July 29<sup>th</sup>, 5 to 8pm at the Lexington Hotel in Lansing. Anyone wishing to donate to the flower fund or towards a memorial in Dave's name can be sent to Ms. Costephens.

Ms. St John spoke about the potential for a defined benefit cost of living. Last year we could not give an increase because not all county departments were fully funded. This year that has changed and we can choose to give an increase but it will cost \$150.00 to run a valuation report. Discussion followed.

MR. BURNS MOVED TO TAKE NO ACTION FOR A COST OF LIVING INCREASE TO RETIREES ON THE DEFINED BENEFIT PLAN. SUPPORTED BY MR. DURYEYEA.

An annual graph showing expenses by service, by population, revenue by source and number of persons served in 2008-2009 was distributed. Discussion followed. Ms. St John will bring a comparable by year, chart next month.

Balance Sheet as of 5/31/10:

<b>Assets</b>		<b>Liabilities</b>	
Cash & Cash Equivalents (includes vac liab, self-ins, CFM, etc)	\$1,169,425	Accounts Payable	\$1,518,357
Accounts Receivable	1,193,474	Vacation Liability	169,848
Prepaid Expenses	128,887	Revenue over (under) Expenses	95,754
General Fixed Assets	981,158	Liabilities Total	\$1,783,959
<b>Total Assets</b>	<b>\$3,472,944</b>	<b>Equity in General Fixed Assets</b>	
		Equity in General Fixed Assets	981,158
		<b>Fund Balance</b>	
<i>Note: FY10 use of fund balance</i>	.00	Fund Balance	Total Fund \$559,018
		Balance (\$430,131 unrestricted, \$128,887 restricted)	
		<b>Fund Balance – Self Insurance</b>	Total Self-Ins \$148,808
		<b>Total Liabilities, Fixed Asset Equity &amp; Fund Balance</b>	<b>\$3,472,944</b>

### PERSONNEL COMMITTEE:

The Recipients Rights report was reviewed.

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

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

**RECIPIENTS RIGHTS ADVISORY COMMITTEE:**

The Recipients Rights report had been mailed.

**PROGRAM COMMITTEE:**

Mr. Belco reported that there was no meeting in July. The next meeting is August 11<sup>th</sup> at 10 am. He also wanted to thank the staff for the picnic.

**LEGAL COMMITTEE:**

N/A

**OTHER ITEMS:**

- Our condolences to Ms. Huff and her family for their loss.
- Ms. Huff wanted to thank Darryl Mordell, Erika Lobdell and Dave Morse on their efforts to get consumers out of KPH, Michell Truax for the utilization reviews, Doreen Paul and Sheryl Tyria for working on getting consumers off of ABW and on to MA.

**PUBLIC COMMENT:** none

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

The meeting adjourned at 7:53 p.m.

Respectfully submitted,

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Gail Costephens  
Administrative Assistant

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Jon Campbell  
Board Chairman