

MINUTES OF THE MEETING
of the
ALLEGAN COUNTY COMMUNITY MENTAL HEALTH SERVICES BOARD
Tuesday, October 19, 2010

Mr. Campbell called the meeting to order at 6:39 p.m. Those in attendance were:

BOARD MEMBERS: Patricia Pera, Juanita Gonzales, Fritz Spreitzer, Richard Wiley, Jon Campbell, Cleon Duryea.

MR. CAMPBELL NOTED THAT THERE WERE NOT ENOUGH BOARD MEMBERS IN ATTENDANCE FOR A QUORUM, SO THE MEETING WAS HELD AS A COMMITTEE OF THE WHOLE.

ABSENT: Sara Busfield, Tom Belco, Terry Burns, James Kaczanowski

STAFF: Marianne Huff, Jerilyn Roebing, Sally Beyer, Patrick Thebert-Wright, Lynn Yetman, Nikki McLaughlin, Deb Trout, Erika Lobdell, Dave Morse, Nannette Lawrence, Tim Smith, Liz Oppewal, Gail Costephens, Myrna Simon

VISITORS: Dale Cook, Robin Melvin

The Board accepted an application from Robin Melvin to serve on the Board. Robin was introduced and gave background information about herself.

MR. SPREITZER MADE A MOTION TO FORWARD ROBIN MELVIN'S APPLICATION FOR THE OPEN SEAT ON THE BOARD, TO THE COUNTY COMMISSIONERS. SUPPORTED BY MS. PERA. MOTION PASSED.

PUBLIC COMMENT:

None.

September minutes were approved. No changes to agenda.

MOTION TO APPROVE SEPTEMBER MINUTES BY MR. WILEY, SUPPORTED BY MR. SPREITZER. MOTION PASSED.

EXECUTIVE DIRECTOR:

The Executive Director's Report was mailed. Ms. Huff reported she received notice that final cuts to the General Fund for fiscal year 2010-2011 for Allegan County CMH is only a reduction of approximately \$5,100!!! There is a push to dissolve smaller CMH's so 2012 will be a critical year of change for us. In preparation for that, re-structuring of the agency needs to happen. Tonight there will be requests for reclassifications of Deb Trout, Jerilyn Roebing, Connie Spreitzer, and Dominique Ambriz.

Ms. Huff reported on the status of the Recipients Rights Officers. The Committee met today and will meet quarterly. Seven deaths were reported since June. Death reporting goes to Delora. There has been an increase in recipients' right complaints also. Delora is attending trainings. Linda Myers will be returning and will work at CSB. Delora is her back up.

CLINICAL DIRECTOR'S REPORT:

Ms. Roebing's report was mailed. She reported that there are three at KPH and 131 on the waiting list. Pam Schuen has returned to ACCMH. Tom Owen was invited to an adoption party by a family he served last year. The System of Care Integrated Report was shared, a community wide effort between agencies and families.

INFORMATION SERVICES DIRECTOR:

Mr. Thebert-Wright gave an update on the printer project. Two vendors have responded to the affiliation-wide RFP, which is due by October 29. They will be scored on November 5.

Mr. Thebert-Wright reported that two electronic medical record systems are being considered. Currently we have many in-house designed applications that cannot exchange all our information among them and that lack capacity to exchange information with other agencies in the region. This capacity to electronically exchange personal health information is being phased in as a federal mandate over the next two years. It was suggested to provide the Board with a timeline.

QUALITY IMPROVEMENT:

Mr. Smith's report was mailed.

FINANCE REPORT:

MR. WILEY MOVED TO APPROVE THE FOLLOWING VOUCHERS:

#00476 Workers Comp \$2,087.99	#00477 Vendor & Serv. \$634,764.74
#00478 Vendor & Serv. \$412,046.51	#P1358 Payroll \$199,607.34
#P1359 Payroll \$202,693.27	#P1360 Payroll \$69,018.96
#P1361 Payroll \$197,006.11	

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

MR. DURYEA MOVED TO APPROVE THE FOLLOWING CONTRACTS:

2010-229B	2010-229C	2010-334A	2010-357	2010-362	2010-366
2011-003	2011-004	2011-005	2011-007		

SUPPORTED BY MR. SPREITZER. MOTION CARRIED UNANIMOUSLY BY ROLL CALL.

There were no write offs.

September collections were \$524.54. Money Recovery received \$183.19 and Allegan CMH received \$341.35. Five accounts were paid on, none in full.

The self-insurance fund is at \$35,150 as of 09/17/2010.

The unofficial cash balance at the end of September is \$2,211,628.
(Average monthly operating cash needed is \$1,528,254.)

Budget Summary Reports through August are attached to Ms. St. John's Treasurer's Report. It was noted that fiscal year entry postings would continue into December.

CARF survey fee pre-approval was requested. Last time it was just under \$15,600. Ms. Costephens reported that \$975 payment needs to be included with the intent to survey letter to CARF. Discussion followed. It was noted that no approval is needed for vouchers under \$5,000.

MR. SPREITZER MOVED TO APPROVE THE CARF PRE-SURVEY ESTIMATED PAYMENT OF \$15,600, OF WHICH \$975 WILL BE MAILED WITH INTENT TO SURVEY LETTER TO CARF, SUPPORTED BY MR. WILEY. MOTION CARRIED UNANIMOUSLY BY ROLL CALL.

RECIPIENTS RIGHTS ADVISORY COMMITTEE:

The Recipients Rights report was mailed.

PERSONNEL COMMITTEE:

There was a request to extend medical leave for Linda Myers to November 1, 2010. There was a request to approve a medical leave for Laurie Westerhoff to November 30, 2010.

MR. SPREITZER MOVED TO APPROVE EXTENDING MEDICAL LEAVE FOR LINDA MYERS TO NOVEMBER 1 AND APPROVE MEDICAL LEAVE FOR LAURIE WESTERHOFF TO NOVEMBER 30. SUPPORTED BY MR. DURYEA. MOTION PASSED.

Mr. Duryea reported that three members of the Personnel Committee attended tonight's Personnel Committee/Recipients Rights meeting. Restructuring of the agency was discussed. Reclassifications were requested for:

- Jerilyn Roebing, Deputy Director, effective October 20, 2010, located at CSB
- Deb Trout, Compliance Director, effective November 1, moving to CSB
- Connie Spreitzer, Quality Assurance Specialist/Office Manager, effective October 20
- Dominique Ambriz, Adult Respite Coord, Residential Transition Coordinator, Office Manager, effective November 1, moving to ACC.

MR. SPREITZER MOVED TO APPROVE RECLASSIFICATIONS OF MS. ROEBLING, MS. TROUT, MS. SPREITZER, AND MS. AMBRIZ, SUPPORTED BY MR. DURYEA. MOTION CARRIED.

It was noted that salary adjustment requests for all are included. Mr. Campbell requested an updated organizational chart.

PROGRAM COMMITTEE:

The Program Committee report was mailed. Ms. Huff reported that the affiliation Governance Board was discussed in the Program Committee meeting. Mr. Belco, Mr. Wiley, and she attend the monthly meetings, always the third Thursday of the month at 10:00, and the meetings are open to all. Mr. Belco is the Chairperson of the Governance Council.

LEGAL COMMITTEE:

No report.

AFFILIATION REPORT:

Mr. Wiley reported that the affiliations are organizing. It is a work in progress. They have prioritized goals and are working together now. The Governance Council will not meet until further into the future. It was decided that representation should be two board members from each affiliate and the CEO (Mr. Belco, Mr. Wiley, Ms. Huff); no alternate is needed. They are accepting resumes for the SMA Chief Clinical Officer.

OTHER ISSUES:

Ms. Huff reported that Dennis Grimski defines “best value” in the ARR. She emailed the information.

Ms. Huff reported that the Management Team meets tomorrow afternoon. Mr. Campbell requested to be on a future agenda.

PUBLIC COMMENT:

None.

MR. WILEY MOVED TO ADJOURN THE MEETING AT 7:37 P.M. SUPPORTED BY MR. SPREITZER. MOTION CARRIED.

Meeting adjourned at 7:37 p.m.

Respectfully submitted,

Myrna Simon
Administrative Assistant

Jon Campbell
Board Chairman