

MINUTES OF THE MEETING
of the
ALLEGAN COUNTY COMMUNITY MENTAL HEALTH SERVICES BOARD
Tuesday, November 16, 2010

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

BOARD MEMBERS: Patricia Pera, Juanita Gonzales, Robin Melvin, Fritz Spreitzer, Richard Wiley, Jon Campbell, Cleon Duryea, Sara Busfield, Tom Belco, Terry Burns, James Kaczanowski

ABSENT: Heidi Wolf

STAFF: Marianne Huff, Jerilyn Roebing, Peggy St. John, Sally Beyer, Patrick Thebert-Wright, Lynn Yetman, Nikki McLaughlin, Deb Trout, Erika Lobdell, Dave Morse, Nannette Lawrence, Liz Oppewal, Myrna Simon

VISITORS: Dale Cook

PUBLIC COMMENT:

October minutes were reviewed. Corrections noted: (1). Mr. Campbell reported that Heidi Wolf was in attendance last month but left early. There was a quorum. (2). Mr. Wiley noted that under "Affiliation Report", the joint boards meet as needed. (3) Corrections will be made to the Board Membership List "term expires" dates as follows: Robin Melvin 03/2013, Richard Wiley 03/2013, Fritz Spreitzer 03/2013, Juanita Gonzales 03/2013.

Changes to agenda: Mr. Campbell noted that the Board would go into Executive Session at the end of the meeting.

MOTION TO APPROVE OCTOBER MINUTES WITH CORRECTIONS BY MR. BELCO. SUPPORTED BY MR. KACZANOWSKI. MOTION PASSED.

EXECUTIVE DIRECTOR:

The Executive Director's Report was mailed.

Ms. Huff announced that Dennis Grimski was chosen to be the Chief Clinical Officer to the Southwest Michigan Affiliation. He will start in January. The next meeting of the Governance Council is in St. Joe on November 18. All are invited to attend. The CEOs meet every other week to work on the "best value" concept and the centralization of administrative functions. Discussion followed clarifying Mr. Grimski's role.

Ms. Huff reported that reorganization is still in progress; the agency is creating needed positions to provide better services. A behavioral psychologist that specializes in working with persons with developmental disabilities has not yet been hired, but that is part of the plan.

Ms. Huff reported that the Program Committee reviewed the agency's by-laws, referencing the mental health code. The by-laws should be ready for the Board's review in December. A copy of the old version will be provided for comparison. Ms. Huff thanked all the staff that worked on it.

Ms. Huff reported that KCMHSAS continues to assist us with recipient's rights issues.

CLINICAL DIRECTOR'S REPORT:

Ms. Roebing's report was mailed. She noted that there might be a fifth admission to KPH.

Ms. Roebing reported that Mike McMahon has been hired to a full time position. He was formerly a peer specialist and noted that this is an impressive accomplishment. We will be hiring six more peer specialists.

Ms. Roebing reported that the SMA has been awarded a five-year grant, \$750,000 per year for five years. This will allow for two peer specialists to be hired for ACT, two peer specialists for Supported Employment, and two peer specialists for Supported Housing.

INFORMATION SERVICES DIRECTOR:

Mr. Thebert-Wright's report was mailed. Mr. Thebert-Wright elaborated on the reason for the delay of the printer project and the reason for purchasing printers/copiers.

Mr. Thebert-Wright shared a memo from Jeff Patton regarding the electronic medical record project. Discussion followed.

QUALITY IMPROVEMENT:

Mr. Smith's report was mailed.

FINANCE REPORT:

MR. KACZANOWSKI MOVED TO APPROVE THE FOLLOWING VOUCHERS:

#00479 Workers Comp.	\$39.50	#00482 Workers Comp	207.50	#00485 V & S Medicare	28,898.46
#00480 Vendor & Serv.	567,834.49	#00483 Vendor & Serv.	154,446.50	#P1362 Payroll	204,223.85
#00481 Vendor & Serv.	55,202.49	#00484 Vendor & Serv.	279,788.02	#P1363 Payroll	200,305.41

SUPPORTED BY MR. BELCO. MOTION CARRIED BY ROLL CALL.

MR. WILEY MOVED TO APPROVE THE FOLLOWING CONTRACTS:

2006-087I	2010-206	2011-036	2011-031	2011-008	2011-013	2011-016	2011-021	2011-028
2009-178B	2010-222A	2011-037	2011-032	2011-060	2011-063	2011-072	2011-102	2011-112
2009-182B	2010-268A	2011-049	2011-033	2011-009	2011-014	2011-017	2011-025	
2009-183B	2010-356A	2011-051	2011-034	2011-061	2011-064	2011-082	2011-103	
2009-184B	2010-368	2011-029	2011-006	2011-010	2011-015	2011-018	2011-027	
2010-092A	2011-035	2011-030	2011-059	2011-062	2011-065	2011-097	2011-109	

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

There were no write offs.

October collections were \$667.80. Money Recovery received was \$222.60 and Allegan CMH received \$445.20. Five accounts were paid on, none in full.

The self-insurance fund is at \$33,668 at the end of October.

The unofficial cash balance at the end of October is \$2,617,852.
(Average monthly operating cash needed \$1,578,320.)

Budget Summary Reports through September (Preliminary): Ms. St. John reported that for the first time in about six years, we have \$53,608 in General Funds, which we are allowed to carry forward. We have returned \$998,000 Medicaid money.

GF funding cut for FY11 \$5,195; no targeted admin cuts.

Financial policy updates: Ms. St. John reported that she is updating financial policies for CARF. She will bring them to next month's board meeting for review with "strike out" notes to easier identify the changes.

Balance Sheet – see handout; the Balance Sheet is now part of the Budget Summary Report.

RECIPIENTS RIGHTS ADVISORY COMMITTEE:

The Recipients Rights report was mailed.

PERSONNEL COMMITTEE:

Mr. Duryea reported the Personnel Committee reviewed the Recipients Rights minutes.

PROGRAM COMMITTEE:

Mr. Belco reported that the Program Committee reviewed by-laws, discussed changing the meeting time to better meet member's schedules, and discussed the functions of the program committee.

LEGAL COMMITTEE:

No report.

AFFILIATION REPORT:

Mr. Wiley noted that this was covered. It was suggested that it would be helpful to have minutes from the Governance Council emailed to Board members.

OTHER ISSUES:

Ms. Huff congratulated Ms. Roebing, Ms. Trout, Ms. Spreitzer, and Ms. Ambriz on their new positions. It was suggested to change Ms. Roebing's report section on the agenda to read "Deputy Director's Report".

PUBLIC COMMENT:

None.

MR. KACZANOWSKI MOVED TO GO INTO EXECUTIVE SESSION AT 7:41 P.M.
SUPPORTED BY MR. BELCO. MOTION CARRIED.

MR. SPREITZER MOVED TO RETURN TO OPEN SESSION AT 8:36 P.M.
SUPPORTED BY MR. WILEY. MOTION CARRIED.

MR. BELCO MOVED TO ADJOURN THE MEETING AT 8:37 P.M.
SUPPORTED BY MS. BUSFIELD. MOTION CARRIED.

Meeting adjourned at 8:37 p.m.

Respectfully submitted,

Myrna Simon
Administrative Assistant

Jon Campbell
Board Chairman