

MINUTES OF THE MEETING
of the
ALLEGAN COUNTY COMMUNITY MENTAL HEALTH SERVICES BOARD
Tuesday, December 21, 2010

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

BOARD MEMBERS: Robin Melvin, Fritz Spreitzer, Richard Wiley, Jon Campbell, Cleon Duryea, Sara Busfield, Tom Belco, Terry Burns

ABSENT: Heidi Wolf, Patricia Pera, Juanita Gonzales, James Kaczanowski

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, Delora Andrus, Tim Smith, Heather Barsy, Myrna Simon

VISITORS: Dale Cook

PUBLIC COMMENT:

November minutes were reviewed and approved.

Changes to the agenda: Mr. Campbell reported the Board would hold a closed session at the end of the meeting for a proposed board action.

MOTION TO APPROVE NOVEMBER MINUTES BY MR. WILEY. SUPPORTED BY MR. DURYEYEA. MOTION PASSED.

Ms. St. John shared her delicious Christmas candy.

Mr. Campbell awarded Cliff Locke a certificate of recognition for outstanding coordination of collecting donations from the community for the 2010 ACCMHS holiday potluck.

EXECUTIVE DIRECTOR:

The Executive Director's Report was mailed. Ms. Huff gave an overview regarding how our agency is making changes to be better prepared for the health care reform.

Supported Employment/ACC: Ms. Barsy's report was mailed. She gave an overview about the process of being referred to the program.

DEPUTY DIRECTOR'S REPORT:

Ms. Roebing's report was mailed. Ms. Roebing reported that there are 34 on the waiting list. She noted that anyone requesting services whether or not they are eligible is put on the waiting list. Some are referred to other agencies or to the free clinic. Tracking all requests helps determine unmet needs.

INFORMATION SERVICES DIRECTOR:

Mr. Thebert-Wright's report was mailed. He gave an overview of the printer project and the EMR work group.

COMPLIANCE DIRECTOR

Ms. Trout's report was mailed. She reported that KCCMHSAS reviews our files quarterly and that CARF will potentially be here in March or May.

QUALITY IMPROVEMENT:

Mr. Smith's report was mailed. Mr. Smith reported he has prepared a plan for the QI team, which Management will be reviewing.

FINANCE REPORT:**MR. BELCO MOVED TO APPROVE THE FOLLOWING VOUCHERS:**

#00486 Vendor & Serv.	\$493,263.57	#00489 Vendor & Serv.	484,911.32	#P1365 Payroll	201,727.41
#00487 Vendor & Serv.	62,727.00	#00490 V & S Medicare	16,702.75		
#00488 Vendor & Serv.	103,153.13	#P1364 Payroll	224,897.43		

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

MR. WILEY MOVED TO APPROVE THE FOLLOWING CONTRACTS:

2010-371	2011-167	2011-150	2011-128	2011-106	2011-080	2011-048
2010-350A	2011-166	2011-149	2011-127	2011-104	2011-079	2011-047
2009-187B	2011-165	2011-148	2011-126	2011-101	2011-078	2011-046
2009-186B	2011-164	2011-147	2011-125	2011-100	2011-074	2011-045
2011-186	2011-163	2011-146	2011-124	2011-099	2011-073A	2011-044
2011-185	2011-162	2011-145	2011-123	2011-098	2011-071	2011-043
2011-184	2011-162A	2011-143	2011-121	2011-096	2011-070	2011-042
2009-180B	2011-161	2011-142	2011-120	2011-093	2011-069	2011-041
2009-179B	2011-160	2011-140	2011-119	2011-092	2011-067	2011-040
2011-176	2011-159	2011-139	2011-116	2011-091	2011-066	2011-039
2011-175	2011-158	2011-138	2011-115	2011-090	2011-058	2011-026
2011-174	2011-157	2011-137	2011-113	2011-089	2011-057	2011-024
2011-173	2011-156	2011-136	2011-111	2011-088	2011-056	2011-023
2011-172	2011-155	2011-135	2011-111A	2011-087	2011-055	2011-022
2011-171	2011-154	2011-134	2011-110	2011-086	2011-054	2011-019
2011-170	2011-153	2011-132	2011-110A	2011-085	2011-053	2011-012
2011-169	2011-152	2011-130	2011-108	2011-084	2011-052	2011-001
2011-168	2011-151	2011-129	2011-107	2011-081	2011-050	20111627

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

One write-off @ \$133.20. Average of \$133.20.

For the month of November, a total of \$140.00 was collected. Money Recovery received was \$48.33 and Allegan CMH received \$91.67. Four accounts were paid on, none in full.

The self-insurance fund is at \$21,505 at the end of November.

The unofficial cash balance at the end of November is \$2,698,620.
(Average monthly operating cash needed \$1,578,320)

Budget Summary Reports through September no change – still preliminary.

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

Ms. St. John gave an overview of the compensation package. Discussion followed.

MR. WILEY MOVED TO ACCEPT THE COMPENSATION PACKAGE. MS. BUSFIELD SUPPORTED. MOTION CARRIED BY ROLL CALL.

RECIPIENTS RIGHTS ADVISORY COMMITTEE:

The Recipients Rights report was mailed. Ms. Andrus gave an overview of the budget. She reported that there would be new members submitting applications to the board for approval to join the RRAC in January.

PERSONNEL COMMITTEE:

Mr. Duryea reported the Personnel Committee held a closed session.

PROGRAM COMMITTEE:

Mr. Belco reported that the Program Committee approved the new by-laws and submitted them to the Board for approval. Discussion followed. Ms. Huff reported there would be a town hall meeting at ACC to gather input from consumers and their families regarding ACC programming. In the spring, more town hall meetings will be held around the county. There is a Strategic Planning meeting in January to be facilitated by Peter Dams.

MR. SPREITZER MADE A MOTION TO APPROVE THE BY-LAWS. SUPPORTED BY MR. BELCO. MOTION PASSED.

LEGAL COMMITTEE: ~ No report.

AFFILIATION REPORT:

Ms. Huff reported that she would email their minutes to staff and board members. Discussion followed regarding Allegan County being in the middle of multiple collaborative models.

OTHER ISSUES: ~ None.

PUBLIC COMMENT:

Mr. Cook remarked he feels enriched from attending the last two Board meetings. He encouraged CMH to hold town hall meetings as was done years ago.

MR. SPREITZER MOVED TO GO INTO CLOSED SESSION REGARDING A PERSONNEL MATTER AND WRITTEN COMMUNICATION FROM LEGAL COUNSEL AT 8:23 P.M... SUPPORTED BY MR. BELCO. MOTION CARRIED.

MR. SPREITZER MOVED TO RETURN TO OPEN SESSION AT 9:03 P.M. SUPPORTED BY MS. BUSFIELD. MOTION CARRIED.

MOTION BY MR. SPREITZER TO APPROVE THE SETTLEMENT PERAMETERS REGARDING SETTLEMENT OF A SPECIFICED PERSONNEL MATTER. SUPPORTED BY MR. BELCO. MOTION CARRIED.

MR. DURYEA MOVED TO ADJOURN THE MEETING AT 9:05 P.M. SUPPORTED BY MR. BELCO. MOTION CARRIED.

Respectfully submitted,

Myrna Simon
Executive Assistant

Jon Campbell
Board Chairman