

MINUTES OF THE MEETING
of the
ALLEGAN COUNTY COMMUNITY MENTAL HEALTH SERVICES BOARD
Tuesday, January 18, 2011

CALL TO ORDER

Mr. Campbell called the meeting to order at 6:37 p.m. Those in attendance were:

BOARD MEMBERS: Robin Melvin, Juanita Gonzales, Fritz Spreitzer, Heidi Wolf, Richard Wiley, Jon Campbell, Cleon Duryea, Tom Belco, Terry Burns

ABSENT: Patricia Pera, Sara Busfield, James Kaczanowski

STAFF: Marianne Huff, Jerilyn Roebing, Peggy St. John, Patrick Thebert-Wright, Deb Trout, Nanette Lawrence, Liz Oppewal, Tim Smith, Myrna Simon

VISITORS: Dale Cook

PROVISION FOR PUBLIC COMMENT: ~ None.

APPROVAL OF THE MINUTES

The December minutes were reviewed and approved.

MR. BURNS MADE A MOTION TO APPROVE THE DECEMBER MINUTES.
SUPPORTED BY MR. DURYEA. MOTION PASSED.

APPROVAL OF THE AGENDA ~ No changes.

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director's Report was mailed. Ms. Huff reported that she has asked Management to encourage staff to attend SMA Administrative Governance Council meetings. The May meeting will be hosted in Allegan. The next meeting is this Thursday.

Ms. Huff asked the Board to be thinking about health care reform and how we can get ready for it. Would it be helpful to have a retreat? Information sessions before/after board meetings?

Ms. Huff reminded the Board that next Tuesday at 1:00, we are holding our Strategic Planning meeting with Peter Dam. There are five board members and nine staff attending. This Thursday is the ACC Community meeting from 4:00 to 6:00. There are 51 people registered. Ms. Huff thanked staff and Dale Cook for their help in making this happen.

SUPPORTED EMPLOYMENT/ACC REPORT:

Ms. Barsy's report was mailed.

DEPUTY DIRECTOR'S REPORT:

Ms. Roebing's report was mailed. She reported that there were four individuals at KPH; two were discharged this week thanks to Darryl and Karen, and one new admission.

INFORMATION SERVICES DIRECTOR'S REPORT:

Mr. Thebert-Wright mailed the fourth Quarter Performance Indicator Report with the Board packets and noted that this is the second quarter in a row with outstanding compliance.

Mr. Thebert-Wright reported that a vendor was selected for the printer project, Applied Imaging, from Kalamazoo. Their bid was \$39,300 per annum. In checking their references, he met with IT and finance staff. We will begin transitioning in February.

Mr. Thebert-Wright reported that Streamline was chosen for electronic medical records software. It allows for flexibility. They are located in Portage. It has to be implemented over the next three years.

COMPLIANCE DIRECTOR'S REPORT:

Ms. Trout's report was mailed. Ms. Trout reported we do not yet know when CARF is coming.

QUALITY IMPROVEMENT'S REPORT:

Mr. Smith's report was mailed. Mr. Smith gave an update on an individual that moved to Van Buren County.

FINANCE COMMITTEE'S REPORT:

Mr. Burns reviewed the Finance Committee's report.

MS. WOLF MOVED TO APPROVE THE FOLLOWING VOUCHERS:**Vouchers:**

#00491 Vendor & Serv.	\$631,062.13	#P1366 Payroll	\$192,041.40
#00492 Vendor & Serv.	\$117,097.06	#P1367 Payroll	\$194,675.10
#00493 Vendor & Serv.	\$216,450.73		

SUPPORTED BY MR. BELCO MOTION CARRIED BY ROLL CALL.

MR. WILEY MOVED TO APPROVE THE FOLLOWING CONTRACTS:

2009-188C	2011-058A	2011-178	2011-181	2011-183	2011-190
2009-266A	2011-118	2011-179	2011-181A	2011-183A	2011-192
2011-022A	2011-133	2011-180	2011-182	2011-187	
2011-057A	2011-177	2011-180A	2011-183	2011-188	

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

There were no write-offs. There was not a collections report at this time.

The self-insurance fund is at \$12,936.92 at the end of December. Ms. St. John reported this does not include four months of premiums.

The unofficial cash balance at the end of December is \$3,055,056. (Average monthly operating cash needed \$1,578,320.) Ms. St. John reported that this is 1/12 of the budget as it stands. Variables that will affect the balance include vacancies, attrition, and the compensation plan.

Budget Summary Reports through September (no change – still preliminary). The balance sheet has the year-end figures.

Audit engagement letter – FYI. Ms. St. John reported government auditing standards require that Rehmann Robson communicate with the Board of Directors. It was mailed with the Board packets.

IRS mileage rate .51 mile effective 1/1/11.

Financial policy/procedure updates. Ms. St. John reported that these policies are already in effect. She shared copies of the handwritten changes with the Finance Committee. Some of our policies have been replaced with PIHP policies. Other changes include incorporating affiliation policies, updating bank names, changing “county director” to “executive director”, adding direct deposit policy. Ms. St. John noted that if you want your travel vouchers to be direct deposited, call Gail.

**MS. WOLF MOVED IN FAVOR OF THE FINANCE POLICY AMENDMENTS.
SUPPORTED BY MR. BELCO. MOTION PASSED.**

Balance Sheet – see handout. Ms. St. John reported that \$997,475 Medicaid funds would be returned to Kalamazoo, two thirds of which is Medicaid that we did not expect to receive. She also noted that the general fund carry forward is at \$79,096, the first time in a very long time that we have had carry forward available.

PERSONNEL COMMITTEE’S REPORT:

Mr. Duryea reported the Personnel Committee met today.

RECIPIENTS RIGHTS ADVISORY COMMITTEE’S REPORT:

The Recipients Rights report was mailed. Mr. Campbell noted that the Board would hold Board Committee appointments in April. He reported that applications have been submitted to the board for approval to join the RRAC in January in time to receive training in February. The committee can be any size with a minimum of six. There are nine individuals interested: Mr. Spreitzer, Mr. Duryea, Mr. Kaczanowski, Ms. Pera, Abe Ferris, Andrew Belco, Adam Freeman, Erika Lobdell, Nikki McLaughlin. He noted that RRAC and Personnel Committee would now meet as two separate subcommittees. He asked Mr. Spreitzer to chair RRAC.

MR. BELCO MOVED TO APPROVE RRAC MEMBERSHIP AS FOLLOWS: FRITZ SPREITZER (CHAIRPERSON), CLEON DURYEY, JIM KACZANOWSKI, PATRICIA PERA, ABE FERRIS, ANDREW BELCO, ADAM FREEMAN, ERIKA LOBDELL, NIKKI MCLAUGHLIN. MR. WILEY SUPPORTED. MOTION PASSED.

PROGRAM COMMITTEE'S REPORT:

Mr. Belco reported that the Program Committee discussed its role. Consensus from its meeting was it would "review, revise, recommend" policies brought to them by staff. They also discussed how to standardize the process for changing policies, how to educate the board; make board aware of its liabilities/responsibility of serving.

Ms. Huff suggested holding a retreat in May to look at how health care reform is going to affect us and the program changes we will need to have in place. We will propose three dates in May for the Board to rank.

LEGAL COMMITTEE'S REPORT: ~ No report.

AFFILIATION ISSUES:

The November meeting minutes of the Southwest Michigan Affiliation Administrative Governance Council were mailed with Board packets. The December minutes were provided in the Board's notebooks.

OTHER ISSUES: ~ None.

PROVISION FOR PUBLIC COMMENT: ~ No comments.

MS. WOLF MOVED TO ADJOURN THE MEETING AT 7:48 P.M. SUPPORTED BY MR. SPREITZER. MOTION CARRIED.

Respectfully submitted,

Myrna Simon
Executive Assistant

Jon Campbell
Board Chairman