

**MINUTES OF THE MEETING**  
**of the**  
**ALLEGAN COUNTY COMMUNITY MENTAL HEALTH SERVICES BOARD**  
**Tuesday, March 15, 2011**

**CALL TO ORDER**

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

**BOARD MEMBERS:** Patricia Pera, Robin Melvin, Richard Wiley, Jon Campbell, Tom Belco, Cleon Duryea, Terry Burns

**ABSENT:** Fritz Spreitzer, Juanita Gonzales, Heidi Wolf, Sara Busfield

**STAFF:** Marianne Huff, Peggy St. John, Patrick Thebert-Wright, Nanette Lawrence, Deb Trout, Jerilyn Roebling, Sally Beyer, Myrna Simon

**VISITORS:** Dale Cook, Mark Heather, William Cox

**PROVISION FOR PUBLIC COMMENT:**

Mark Heather was introduced and gave background information about himself.

**APPROVAL OF THE MINUTES**

The February minutes were reviewed and approved.

MR. WILEY MADE A MOTION TO APPROVE THE FEBRUARY MINUTES. SUPPORTED BY MR. BELCO. MOTION PASSED.

**APPROVAL OF THE AGENDA** ~ No changes.

**EXECUTIVE DIRECTOR'S REPORT:**

The Executive Director's Report was mailed. Ms. Huff noted that this is her one-year anniversary working at ACCMHS and thanked everyone for their support and assistance. She reminded members of the April 1 Regional Board Meeting in St. Joseph County and that ACCMHS is hosting the May 19 Governance Council Meeting at the Karl Zimmerman Room, 10:00 to 12:00. She gave an update about health care reform (emailed to staff and board members) and encouraged board members to attend the educational series featuring James Haveman at the Lansing Center on April 7. There will be nine ACCMHS staff attending.

**SUPPORTED EMPLOYMENT/ACC REPORT:**

Ms. Barsy's report was mailed.

**DEPUTY DIRECTOR'S REPORT:**

Ms. Roebling's report was mailed. She reported that there are three at KPH. Ms. Roebling shared the System of Care brochure and a flyer for the March 31 Community Meeting at the Allegan Township Hall.

**INFORMATION SERVICES DIRECTOR'S REPORT:**

Mr. Thebert-Wright reported he mailed and emailed two focus group reports. It shows the compilation of feedback from staff focus groups (representatives for the different functional areas of the CMHSPs and the Affiliation) and from the contract providers focus group. It will be used to write the Request for Information, which will go out to vendors before the end of the month. The proposed implementation is October.

Mr. Thebert-Wright reported that the contract with Applied Imaging is due to be signed on Friday. The printer/copier equipment then will be delivered, starting with CSB.

**COMPLIANCE DIRECTOR'S REPORT:**

Ms. Trout's report was mailed and noted that there is not yet a date for CARF. Ms. Trout distributed a Board Composition form required by MDCH. She requested it be completed and returned to her.

**QUALITY IMPROVEMENT'S REPORT:**

Mr. Smith's report was mailed.

**FINANCE COMMITTEE'S REPORT:**

Mr. Burns reviewed the Finance Committee's report.

Vendor and service vouchers for February were reviewed and signed.

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

#00496 Medicare EFT	\$56,641.27
#00497 Vendor & Serv.	750,455.70
#00498 Vendor & Serv.	62,727.00
#00499 Vendor & Serv.	377,269.61
#P1370 Payroll	239,952.04
#P1371 Payroll	217,583.51

**SUPPORTED BY MR. DURYEA. MOTION PASSED BY ROLL CALL.**

Contracts for February were reviewed and approved.

**MR. WILEY MOVED TO APPROVE THE FOLLOWING CONTRACTS:**

2011-061A	Pine Grove AFC
2011-083A	Neuropsychology, PC
2011-156A	Captain's AFC
2011-169A	Eva's AFC
2011-207	Dams & Associates, Inc.
2011-208	Beacon Specialized Services
2011-210	Agnus Dei AFC Home, Inc.
2011-211	Allegan Co. Sheriff's Office
2011-213	Harmony Enterprises
2011-214	Cheff Therapeutic Riding Center

**SUPPORTED BY MR. BELCO. MOTION PASSED BY ROLL CALL.**

**Write-Offs**

0 write-offs @ \$ 0.00. Average of \$ 0.00.

**Collections**

Collections report: for the month of February, a total of \$132.00 was collected. Money Recovery received \$44.00 and Allegan CMH received \$88.00. Four accounts were paid on, none in full.

**Finance Report**

The self-insurance fund is at \$29,507 at the end of February

The unofficial cash balance at the end of February is \$2,503,845 (Average monthly operating cash needed \$1,578,320)

Dams & Associates: Ms. St. John reported that the total cost of strategic planning by Mr. Peter Dams will be \$38,625 and requested approval from the Board.

**MR. DURYEA MOVED TO APPROVE DAMS & ASSOCIATE CONTRACT OF \$38,625.  
SUPPORTED BY MR. BELCO. MOTION PASSED BY ROLL CALL.**

**Budget Summary Reports** – see handout

**Balance Sheet** – see handout

**PERSONNEL COMMITTEE'S REPORT:**

Mr. Duryea reported the Personnel Committee did not meet.

**RECIPIENTS RIGHTS ADVISORY COMMITTEE'S REPORT:**

Ms. Huff reported that there were three candidates interviewed and Delora Andrus was unanimously chosen by the RRAC for the Office of Recipients Rights.

**PROGRAM COMMITTEE'S REPORT:**

Mr. Belco reported that the Program Committee is revising the Board Policies and will bring to the Board for approval when they have been completed.

**LEGAL COMMITTEE'S REPORT:** ~ No report.

**AFFILIATION ISSUES:**

Mr. Belco reported that there was not a February Affiliation meeting. Allegan County is hosting the Administrative Governance Council May 19 meeting at the Karl Zimmerman room from 10:00 to 12:00. All are invited.

**OTHER ISSUES:**

Mr. Campbell reported that the Executive Director's one-year evaluation is due and will be mailed to the Executive Committee with an SASE.

Mr. Campbell announced that there are four applicants applying for the vacant board seats. They are: Mark DeYoung, Mark Heather, Glen Brookhouse, Karen Kehrwecker. Mr. Campbell reported that new officers would be selected at the next board meeting.

Mr. Campbell noted that the four resigning members would be honored at a future meeting.

**PROVISION FOR PUBLIC COMMENT:**

Ms. Pera introduced William Cox.

MR. BELCO MOVED TO ADJOURN THE MEETING AT 7:50 P.M. SUPPORTED BY MR. DURYEA. MOTION CARRIED.

Respectfully submitted,

Myrna Simon  
Executive Assistant

Jon Campbell  
Board Chairman