

**MINUTES OF THE MEETING
of the
ALLEGAN COUNTY COMMUNITY MENTAL HEALTH SERVICES BOARD
Tuesday, April 19, 2011**

CALL TO ORDER

Mr. Campbell called the meeting to order at 6:40 p.m. and welcomed the new members. Introductions were made. Those in attendance were:

BOARD MEMBERS: Cleon Duryea, Terry Burns, Glen Brookhouse, Karen Kehrwecker, Juanita Gonzales, Jon Campbell, Mark Heather, Mark DeYoung Fritz Spreitzer, Robin Melvin, Tom Belco

ABSENT: Richard Wiley

Mr. Campbell reported that new officers would be selected tonight. Mr. Spreitzer nominated current officers to serve another year: Chairman-Mr. Campbell, Vice Chairman-Mr. Wiley, Treasurer-Mr. Burns, and Mr. Belco to replace Ms. Pera as Secretary. Mr. Campbell will contact new Board members individually regarding committee appointments.

MR. SPREITZER MADE A MOTION TO NOMINATE CURRENT OFFICERS TO SERVE ANOTHER YEAR AND FOR MR. BELCO TO REPLACE MS. PERA AS SECRETARY. SUPPORTED BY MS. MELVIN. MOTION PASSED.

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

VISITORS: Dale Cook

PROVISION FOR PUBLIC COMMENT: ~ No public comment.

APPROVAL OF THE MINUTES

The March minutes were reviewed and approved.

MR. BELCO MADE A MOTION TO APPROVE THE MARCH 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 highlighted items in her report. May 17 is the MACMHB Spring Conference at the Radisson, Kalamazoo. She and Mr. Belco are attending. ACCMHS is hosting the May 19 SMA Governance Council Meeting at the Karl Zimmerman Room, 10:00 to 12:00. All are invited to attend and meet Dennis Grimski. There is a CMH all-staff meeting on May 26, 2:00 to 4:30 at the KZ Room, and Mr. Grimski will be presenting to staff at 3:00.

Ms. Huff noted to the board that they have an April 19 memo in their packet with the proposed vision, mission, and values to be voted on at the May Board meeting. This was the result of many months of strategic planning by all staff and board. There will be an all day Board retreat scheduled in June.

SUPPORTED EMPLOYMENT/ACC REPORT:

Ms. Barsy's report was mailed.

DEPUTY DIRECTOR'S REPORT:

Ms. Roebing's report was mailed. Ms. Huff reported for Ms. Roebing that there is now an integrated primary health care work team. Ms. Beyer reported for Ms. Roebing that May is Children's Mental Health Awareness month and that there will be an open house at the CMH clinic on May 4. Flyers were included in board packets. All are invited. A proclamation was submitted to be added to the BOC agenda for April 24, 2011.

INFORMATION SERVICES DIRECTOR'S REPORT:

Mr. Thebert-Wright shared a report, "Behavioral Health Information System Request for Information". He reported that the IT Solution Workgroup will hold vendor presentations for the Behavioral Health Information System project on these dates: May 25, June 9, June 17, June 22, June 29, July 15. All selected staff must attend every presentation.

Mr. Thebert-Wright reported that the printer project is completed. The contract has been signed.

COMPLIANCE DIRECTOR'S REPORT:

Ms. Trout's report was mailed. She reported that DCH auditors were here April 6-8 and that CARF will be here May 23-25. The CARF survey will cost \$16,000 for a 3-year accreditation and is required for funding. They may ask to talk to board members.

QUALITY IMPROVEMENT'S REPORT:

Mr. Smith's report was mailed. He gave an overview of customer service, advocating/linking to other services, grievance & appeal complaints, QI, how and what gets reported,

FINANCE COMMITTEE'S REPORT:

Mr. Burns reviewed the Finance Committee's report.

MR. BELCO MOVED TO APPROVE THE FOLLOWING VOUCHERS.

Vouchers:

#00500 Medicare EFT	\$8,879.13	#00504 Medicare EFT	10,466.85
#00501 Vendor & Serv.	593,112.87	#P1372 Payroll	222,085.82
#00502 Workers Comp	881.67	#P1373 Payroll	218,028.80
#00503 Vendor & Serv.	424,266.79		

SUPPORTED BY MS. MELVIN. MOTION PASSED BY ROLL CALL.

Contracts for March were reviewed and approved.

MR. BELCO MOVED TO APPROVE THE FOLLOWING CONTRACTS:

Contracts:

2011-130A	2011-197	2011-216	2011-222	2011-226
2011-155B	2011-199	2011-218	2011-223	2011-228
2011-168A	2011-212	2011-219	2011-224	2011-229
2011-171A	2011-215	2011-221	2011-225	2011-230

SUPPORTED BY MS. MELVIN. MOTION PASSED BY ROLL CALL.

Ms. St. John reported that the Program Committee worked on the Board policies at their April 13 meeting, which lead to a suggestion that perhaps categories for contracts could be included with the finance agenda. She will develop one for next month for review.

Write-Offs

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

Collections

For the month of March, a total of \$1130.00 was collected. Money Recovery received \$376.66 and Allegan CMH received \$753.34. Four accounts were paid on, none in full.

Finance Report

1. The self-insurance fund is at \$33,676 at the end of March
2. The unofficial cash balance at the end of March is \$2,870,848
(Average monthly operating cash needed \$1,578,320)
3. FY10 Audit Report copies available
4. Ms. St. John gave an update on CSB (County Services Building) debt service.
5. Agreement with Compass, an EAP (Employee Assistance Program): Discussion regarding if services are needed, to contact chair and vice chair if costs exceed \$5,000, and to discuss in Management how to evaluate if it is working.

MR. BELCO MADE A MOTION APPROVE EAP BUDGET. MR. BURNS SUPPORTED.
MOTION PASSED BY ROLL CALL.

6. Budget changes. Revised budget \$19,815,940

MR. BURNS MOVED TO APPROVE BUDGET AMENDMENT. MR. HEATHER
SUPPORTED. 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 Ms. Andrus is leaving the agency as of April 29 and that ACCMHS will contract with Kalamazoo to continue rights protection coverage.

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. A draft was shared tonight.

LEGAL COMMITTEE'S REPORT: ~ No report.

AFFILIATION ISSUES:

Mr. Belco reported that there was a regional board meeting on April 1. Minutes from January and March for the Administrative Governance Council meetings were mailed in Board packets, along with the meeting schedule. 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 County Board could not meet regarding authority status.

Mr. Campbell reported that the Executive Director's one-year evaluation is due. He will mail it to board members with an SASE. He noted that it would be sent to the former board members.

Ms. Huff thanked all for their hard work and accomplishments during the last year.

PROVISION FOR PUBLIC COMMENT: no public comment.

MR. BELCO MOVED TO ADJOURN THE MEETING AT 9:00 P.M. SUPPORTED BY MS. MELVIN. MOTION CARRIED.

Respectfully submitted,

Myrna Simon
Executive Assistant

Jon Campbell
Board Chairman