

Minutes
**Newaygo County Mental Health
Board of Directors**

December 8, 2011

The regular monthly meeting, held at Newaygo County Mental Health, 1049 Newell, White Cloud, Michigan, was called to order by Vice-Chair Mary Anderson at 11:00 a.m. in the Board conference room. Ms. Toliver opened the meeting with prayer.

Roll Call

Members present:

Mary Anderson	Ralph Bell	Sarah Boluyt
Gerard Deschaine	Adele Hansen	Cathy Kellerman
Todd Koopmans	Albert Steil	Helen Taube
Josephine Toliver		

Members excused: Mike Hamm and Stan Nieboer

Staff members present:

Greg Snyder, Chief Executive Officer	Carol Mills, Director of Operations.
Mike Geoghan, Director of Clinical Services	Cindy Ingersoll, Director of Admin Services
Jean Shutts, Executive Admin Assistant	

Guests: Ann Deschaine

Review and approve agenda

11-009

Motion by Toliver, second by Koopmans, to approve the agenda with the addition of discussion on employee holiday time, at the request of Mary Anderson. Ayes, all; Hamm and Nieboer absent. Motion carried.

Approval of minutes

11-010

Motion by Hansen, second by Koopmans, to approve the minutes of November 10, 2011, as presented. Ayes, all; Hamm and Nieboer absent. Motion carried.

Director's report – Greg Snyder

Mr. Snyder reviewed his written report of events and activities for the previous month. Topics included dual eligibles, upcoming meetings with DCH personnel, physical health integration, and consolidation discussions.

11-011

Motion by Kellerman, second by Toliver, to approve two additional ½ days off for staff in conjunction with Christmas and New Year's holidays, the afternoons of December 23 and 30. Ayes, all; Hamm and Nieboer absent. Motion carried.

Executive/Personnel Committee – Mike Hamm

In the absence of Mr. Hamm, Ms. Anderson reported on the meeting of November 23.

11-012

Motion by Taube, second by Boluyt, to add three objectives to the executive director’s evaluation tool for 2012 as follows:

- a. **CEO will ensure that our physical health care clinic is operational**
- b. **CEO will assist board and agency with CARF accreditation**
- c. **CEO will align Newaygo CMH with regional physical and behavioral health care providers to prepare for the Affordable Care Act.**

Ayes, all; Hamm and Nieboer absent. Motion carried.

11-013

Motion by Taube, second by Boluyt, that the ratings on the evaluation tool be changed to “excellent, satisfactory, needs improvement, unacceptable.” Ayes, all; Hamm and Nieboer absent. Motion carried.

Board members were asked to review this document for further recommendations, if needed. It was also noted that any item rated “needs improvement” or “unacceptable” **requires** an explanation.

Appreciation was expressed for Mr. Hamm’s review and revision of this evaluation document. There was also discussion on the one-time compensation incentive for the director, based on the outcome of his evaluation and the formula suggested for determining that incentive amount.

Finance Committee – Adele Hansen

Ms. Mills addressed questions from the board relative to the check register report and cash statement. She indicated that the auditors were currently on site.

Policy Committee – Cathy Kellerman

Ms. Kellerman reported on the meeting of November 22, 2011.

11-014

Motion by Kellerman, second by Taube, to approve changes to 3.HR.213 – Employee Benefit – Retirement Plan. Ayes, all; Hamm and Nieboer absent. Motion carried.

11-015

Motion by Kellerman, second by Hansen, to approve review of and no change to the following policies and procedures:

- **1.BOD.120 – Travel Reimbursement – Board Member Conference/Training**
- **3.HR.106 – Employee’s Personnel Policies and At-Will Employment**
- **3.HR.203 – Education Reimbursement**
- **3.HR.204 – Employee Benefit – Family and Medical Leave Act of 1993**
- **3.HR.204A – Employee Benefit – Family & Medical Leave Act of 1993**

Ayes, all; Hamm and Nieboer absent. Motion carried.

The next meeting is scheduled for January 11, 2012, at 2 p.m.

Recipient Rights Committee – Gerard Deschaine

The next quarterly meeting is scheduled for February 13, 2012, at 10 a.m.

Consumer Advisory Committee – Todd Koopmans

The next meeting will be held on December 15, 2011.

Promotion & Education Committee – Helen Taube

No report.

MACMHB update – Mary Anderson

Ms. Anderson reported that the association is in good financial standing at time. A board member orientation process is being developed and will allow for local CMH information as well.

Public comment

None

Board member remarks

Ms. Anderson received general comments from board members.

Motion by Bell, second by Boluyt, to adjourn the meeting at 11:55 a.m. Ayes, all; Hamm and Nieboer absent. Motion carried.

Mike Hamm, Chairperson

Albert Steil, Secretary