

Minutes
Newaygo County Mental Health
Board of Directors

June 9, 2011

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

Roll Call

Members present:

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

Members excused: Stan Nieboer

Staff members present:

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

Guests: Ann Deschaine

Review and approve agenda

Motion by Koopmans, second by Toliver, to approve the agenda as presented. Ayes, all; Nieboer absent. Motion carried.

Approval of minutes

Motion by Anderson, second by Steil, to approve the minutes of May 12, 2011, with two corrections on page 3, 2nd and 3rd paragraphs. Ayes, all; Nieboer absent. Motion carried.

Committee appointments

Mr. Hamm presented a list of committee appointments. After review and revision, the following committee memberships were established:

<i>RR</i>	<i>Consumer Advisory</i>	<i>Promotion & Education</i>
Deschaine, chair	Deschaine	Anderson
All board members	Kellerman	Deschaine
Palmer	Koopmans, chair	Nieboer, vice-chair
VandenBerg, vice-chair	Hansen	Steil
Wunsch	Nieboer	Taube, chair
	Toliver, vice-chair	Toliver

<i>Finance</i>	<i>Personnel/Nominating</i>	<i>Policy</i>
Anderson, vice-chair	Anderson	Anderson
Hansen, chair	Hamm	Hansen
Kellerman	Hansen	Kellerman, chair
Koopmans	Steil	Koopmans
Steil		Nieboer
Taube		Steil, vice-chair
		Taube

Bell & Boluyt, as newly-appointed members of the board, will serve on all committees at their discretion.

Motion by Kellerman, second by Anderson, to approve the committee memberships as listed. Ayes, all; Nieboer absent. Motion carried.

Executive board meeting – Mike Hamm

Minutes of the June 8, 2011, Executive Board meeting were distributed and reviewed. A recipient rights appeal has been received and the Appeals Committee must be established to address this appeal in the near future. **Motion by Deschaine, second by Kellerman, to establish the Recipient Rights Appeals Committee as follows:**

Anderson	Deschaine	Hamm	Hansen
Kellerman	Steil	VandenBerg	

Ayes, all; Nieboer absent. Motion carried.

The Executive Committee will continue to meet on a monthly basis, just prior to each Board meeting to address issues of CARF accreditation, physical health integration, partnering with other entities, board development, and other current issues.

Finance Committee – ~~Mary-Anderson~~ Adele Hansen

The check register dated May 26, 2011, was reviewed and Ms. Mills addressed questions. The cash schedule dated April 30, 2011, was also reviewed. Ms. Mills also referred to the recent compliance audit report contained in the agenda and noted there were no significant findings. The budget is on track at 6 months, and a 236 transfer request has been submitted to DCH in the amount of \$95,000.

A joint Finance/Personnel Committees meeting was set for July 7, 1:30 p.m.

Policy Committee – Albert Steil

Mr. Steil reported on the meeting of May 31. The following policies and procedures were presented with recommendations for revision:

- 1.BOD.106 – Committee Structure
- 3.HR.408A – Employee Compensation – Longevity
- NEW – Board Development Policy
- NEW – Individual Board Member Self-Assessment
- NEW – Assessment of Full Board Functioning

The following policies and procedures were presented as part of the annual review, with no changes recommended:

- 1.BOD.127 Compliance Reporting, Confidentiality and Non-Retaliation
- 1.BOD.128 Compliance Investigation, Resolution, and Documentation Procedure
- 1.BOD.133 Statements to the Press & Electronic Media
- 1.BOD.135 Building Facility Usage – Outside Groups - Policy
- 1.BOD.135A Building Facility Usage – Outside Groups - Procedure
- 1.BOD.136 Behavioral Health Promotion – Community Education & Involvement
- 2.PNM.101 Provider Network Contract Administration
- 2.PNM.102 Contract Management Administration Procedure
- 2.PNM.103 Provider Network Management - Policy
- 2.PNM.103A Provider Network Management – Procedure

One final revision was made to the new board development policy. **Motion by Steil, second by Anderson, to approve these policies and procedures. Ayes, all; Nieboer absent. Motion carried.**

Personnel/Nominating Committee – Mike Hamm

No report

Recipient Rights Committee – Gerard Deschaine

The Recipient Rights Appeals Committee will meet on Monday, June 13, 2011, at 10:00 a.m. The next quarterly meeting of the Recipient Rights Committee will be held on August 8, 2011, 10:00 a.m.

Consumer Advisory Committee – Josephine Toliver

The next meeting is scheduled for June 23, 2011.

Promotion & Education Committee – Helen Taube

No report.

Mr. Hamm recessed the meeting for lunch from 11:55 a.m. – 12:30 p.m.

Access report – Cindy Ingersoll

Ms. Ingersoll reported that downward trending continues in hospitalizations. The GF is over budget and Medicaid is under budget.

Director's report – Greg Snyder

Mr. Snyder reviewed his written report of activities and news of the previous month, including news that the DCH budget has been approved. Medicaid increased 3% and the GF was cut, mostly in administration. Budget boilerplate language has been approved. There is talk of reassessing the process for dealing with dual eligibles (Medicaid/Medicare) by bidding out services, and the possibility of placing psychotropic meds on the “preferred drug list.” Changes in personnel at DCH are ongoing.

Mr. Snyder reviewed a list of topics to be discussed with administrative staff of Newwaygo and West Michigan CMHs on June 28. This meeting is designed to determine if the two agencies can share resources and create efficiencies.

Discussion ensued on the document prepared by Mike Vizena from Michigan Association of Community Mental Health Board, *Michigan's Public Mental Health System Consensus Statement*, dated May 25, 2011, which was included in the agenda packet. **Motion by Steil, second by Anderson, that the Board of Directors go on record in support of this letter which emphasizes the continued need and effectiveness of CMHSP services and supports in Michigan. Ayes, all; Nieboer absent. Motion carried.**

Mr. Snyder requested the board consider a medical leave of absence for Mike Geoghan, Director of Clinical Services. He will undergo surgery in a couple of weeks. **Motion by Taube, second by Deschaine, to approve a medical leave of absence for Mike Geoghan for a period of up to 12 weeks during which time the agency will continue to provide health insurance benefits as accorded to other staff. Ayes, all; Nieboer absent. Motion carried.**

MACMHB/National Council Update – Mary Anderson

The National Council for Community Behavioral Healthcare will be holding elections for members of the Board of Directors. Mary's position on that board will term out. She is advocating for the election of Joanne Sheldon, CEO from LifeWays CMH.

Public comment

None

Board member remarks

Mr. Hamm received general comments from board members. Reports from those attending the recent MACMHB spring conference will be deferred until the July Board meeting.

The annual meeting was set for August 11, 2011, 10:00 – 11:00 a.m.

Mr. Hamm adjourned the meeting at 1:40 p.m.

Mike Hamm, Chairperson

Albert Steil, Secretary

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