

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

November 13, 2008

The regular monthly meeting, held at Newaygo County Mental Health, 1049 Newell, White Cloud, Michigan, was opened with prayer by Cathy Kellerman in the Board Conference Room.

Roll Call

Members present:

Mary Anderson	Ann Brewster	Gerard Deschaine
Adele Hansen	Cathy Kellerman	Todd Koopmans
Albert Steil	Helen Taube	Josephine Toliver
JoAnn VandenBerg	Mike Hamm	

Members excused: Stan Nieboer

Staff members present:

Greg Snyder, Executive Director	Carol Mills, Director of Operations
Cindy Ingersoll, Director of Admin Services	Jean Shutts, Executive Assistant, Recorder

Guest present: Ann Deschaine

Motion by Toliver, second by Deschaine, to approve the minutes of October 9, 2008. Ayes, all; Nieboer absent. Motion carried.

Motion by Steil, second by Taube, to approve the agenda, adding discussion of a risk management strategy under Finance Committee report. Ayes, all; Nieboer absent. Motion carried.

Finance Committee – Mike Hamm

The cash schedule and check register were reviewed and questions were addressed by Ms. Mills.

Ms. Mills provided information on the write-off list which is uncollected fees based on ability to pay. **Motion by Deschaine, second by VandenBerg, to approve the write-off list as presented. Ayes, all; Nieboer absent. Motion carried.**

Motion by Hamm, second by Kellerman, to approve the resolution regarding construction, loan, and mortgage for the AFC home construction in White Cloud. Ayes, all; Nieboer absent. Motion carried.

Motion by Hamm, second by Taube, to approve Greg Snyder and Carol Mills on the signature card for the Chase credit card. Ayes, all; Nieboer absent. Motion carried

For information only, Mr. Snyder explained a risk management strategy to deal with the CDs coming due soon and future investment, one of which is over the FDIC insured limit. CDs at

several different banks is one option, however maintenance is very complicated. Community Shores is offering secured treasury bills which we will purchase. In six months, the process will be evaluated.

Personnel Committee – Adele Hansen

No report.

Policy Committee – Albert Steil

Motion by Koopmans, second by Kellerman, to approve changes to the following policies and procedures:

1. *1.BOD.117A – Board Organization Chart*
2. *1.BOD.119 – Board Member Orientation*
3. *1.BOD.120 – Travel Reimbursement*

Ayes, all; Nieboer absent. Motion carried.

The next meeting is scheduled for Tuesday, December 2, 10:00 a.m.

Consumer Advisory Committee – Josephine Toliver

Mrs. Toliver reported on the meeting of October 23, 2008. The next meeting is scheduled for Thursday, November 20, 2008, and will be preceded by a potluck.

Recipient Rights Committee – Gerard Deschaine

Mr. Deschaine reviewed the minutes of November 11. The next meeting is scheduled for February 10, 2009, at 10:00 a.m.

Promotion & Education Committee – JoAnn VandenBerg

November 19, 1:00 p.m. is the date for the next meeting to discuss the annual report for 2007-08.

Director's report – Greg Snyder

Mr. Snyder reviewed his written report of November 5.

Ms. Hansen recessed the meeting for lunch from noon until 12:53 p.m.

Ms. Ingersoll reviewed the revised 2008-2010 Information Systems and Technology Plan. Mission, vision, and principles have not changed. Some of the goals have been revised to keep up with currently technology and efficiencies. **Motion by Anderson, second by Kellerman, to approve the 2008-2010 Information Systems and Technology Plan as presented. Ayes, all; Nieboer absent. Motion carried.**

MACMHB/National Council update

Ms. Anderson reported she attended the National Council board meeting recently. She participated in Finance, Membership, Public Policy, and Audit committees. She also attended the Nominating and Executive Committees. The Council's new offices were toured. Membership has increased, and elections will be held in the spring.

Public comment – Ann Deschaine thanked the board for welcoming her to the various meetings of the Board that she attends.

Board member remarks

Ms. Hansen received general comments from board members, including reports from those who attended the MACMHB fall conference in October.

Adjournment

**Motion to adjourn by Deschaine, second by Taube, at 1:55 p.m. Ayes, all; Nieboer absent.
Motion carried.**

Adele Hansen, Chairperson

JoAnn VandenBerg, Secretary

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