**Newaygo County Mental Health**

 **Minutes of the Regular Meeting**

February 14, 2017

10:00 a.m.

**Call to Order/Welcome/Prayer**

The regular monthly meeting of the Board of Directors of Newaygo County Mental Health was called to order by Madam Chairman Taube at 10:00 a.m. on Tuesday, February 14, 2017, in the Board Conference Room.

Member Hansen opened the meeting with prayer.

**Roll Call**

Members Present: Ralph Bell, Sarah Boluyt, Mike Hamm, Adele Hansen, Steve Johnson, Bryan Kolk, Todd Koopmans, Catherine Kellerman, Al Steil and Helen Taube

Members Excused: Kathy Broome and Marilyn Snell

Others Present: Michael Geoghan, Director, and Shannon Woodside, Recording Secretary, Carol Mills and Andrea Fletcher

**Communications from the Public**

No communications from the public.

**Approval of Agenda**

**Motion** by Member Steil, supported by Member Koopmans, to amend the agenda to include 8.2

Stan Nieboer’s resignation and 8.3 Marilyn Snell’s resignation. Motion carried

unanimously.

**Approval of Minutes**

**Motion** by Member Boluyt, supported by Member Johnson to approve the minutes of January 10,

2017, as presented in 6.0. Motion carried unanimously.

**Presentation**

Andrea Fletcher, Quality Improvement/Corporate Compliance Coordinator, presented on Quality Improvement Plan 2017-2018 and Annual Customer Satisfaction Survey. Review and discussion took place.

**Motion** by Member Boluyt, supported by Member Steil, to approve the Quality Improvement Plan 2017-2018 as presented in 7.1. A roll call vote took place.

Ayes: Bell, Boluyt, Hamm, Hansen, Johnson, Kellerman, Kolk, Koopmans, Steil, Taube

Nays: None

Motion carried, 10 – 0.

**Director’s Update**

Director Geoghan reviewed his written report presented in 8.0 and asked the Board of Director’s to approve Agency Goals 2017-2018, Michael Hamm’s reappointment to MSHN’s Board of Directors, resignations of Stan Nieboer and Marilyn Snell. The Newaygo County Board of Director’s have 3 open positions due to Marilyn Snell’s resignation. Review and discussion took place.

**Motion** by Member Kellerman, supported by Member Boluyt, to approve Newaygo County Mental Health Agency Goals 2017-2018 as presented. A roll call vote was taken.

Ayes: Bell, Boluyt, Hamm, Hansen, Johnson, Kellerman, Kolk, Koopmans, Steil, Taube

Nays: None

Motion carried, 10 – 0.

**Motion** by Member Koopmans, supported by Member Bell, to approve reappointing Michael Hamm to the Mid-State Health Network Board of Director’s. A roll call vote was taken.

Ayes: Bell, Boluyt, Hamm, Hansen, Johnson, Kellerman, Kolk, Koopmans, Steil, Taube

Nays: None

Motion carried, 10 – 0.

**Motion** by Member Steil, supported by Member Boluyt, to accept Marilyn Snell’s resignation from Newaygo County Board of Directors, effective immediately. A roll call vote was taken.

Ayes: Bell, Boluyt, Hamm, Hansen, Johnson, Kellerman, Kolk, Koopmans, Steil, Taube

Nays: None

Motion carried, 10 – 0.

**Motion** by Member Steil, supported by Member Hamm, to approve Stan Nieboer’s resignation from Newaygo County Board of Director’s effective December 31, 2014. A roll call vote was taken.

Ayes: Bell, Boluyt, Hamm, Hansen, Johnson, Kellerman, Kolk, Koopmans, Steil, Taube

Nays: None

Motion carried, 10 – 0.

**Executive Committee**

Minutes of February 1, 2017 were reviewed and discussed.

Motion by Member Koopmans, supported by Member Steil to accept the quarterly positive review of the annual goals of the Executive Director. A roll call vote was taken.

Ayes: Bell, Boluyt, Hamm, Hansen, Johnson, Kellerman, Kolk, Koopmans, Steil, Taube

Nays: None

Motion carried, 10 – 0.

**Finance Committee**

Check Register and Cash Statement were reviewed with the following inquiries addressed by Carol Mills.

*Check Register*

89268 No name $15,270.02; This amount is for multiple hospital

 stays.

89288 Stuart Wilson $5,980.00; This amount is for two months of fees for

 our fiscal intermediary.

89396 The Right Door $8,490.00; This amount is for our psychiatrist.

89397 Dr. Liu $6,799.80; This amount is for our child psychologist.

89407 Unemployment Insurance Agency $4,930.64; This amount is for reimbursing the state

 for actual cost.

*Cash Statement*

Compensated Absence CD – as of the last day of the fiscal year, staff vacation is added up and figure out what that value is and set it aside.

**Policy Committee**

Member Hamm reported on the meeting of January 19, 2017, where the following policies, procedures and forms were reviewed and discussed. Member Hamm recommended to vote separately on policy 1.BOD.120. Travel Reimbursement – Board Member Conference/Training.

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| --- | --- | --- |
| 1BOD101 | POLICY MANUAL - POLICY | No change |
| 1BOD102 | AGENCY PHILOSOPHY AND MISSION STATEMENT | No change |
| 1BOD103 | DEFINITION AND DESCRIPTION OF SERVICE AREA | No change |
| 1BOD104 | BYLAWS | No change |
| F11104.1 | RESPONSIBILITIES OF A NEWAYGO COUNTY MENTAL HEALTH BOARD EMBER & COMMITMENT TO SERVE | No change |
| 1.BOD105 | INVESTMENT- POLICY | No change |
| 1.BOD105A | INVESTMENT- PROCEDURE  | **REVISED** |
| F1105.1 | ACKNOWLEDGEMENT & RECEIPT OF INVESTMENT POLICY AND AGREEMENT TO COMPLY | No change |
| 1.BOD106 | COMMITTEE STRUCTURE - POLICY | No change |
| 1.BOD107 | TEMPORARY REPLACEMENT OF THE EXECUTIVE DIRECTOR - POLICY | No change |
| 1.BOD107A | TEMPORARY REPLACEMENT OF THE EXECUTIVE DIRECTOR - PROCEDURE | No change |
| 1.BOD108 | RECRUITMENT/REPLACEMENT OF THE EXECUTIVE DIRECTOR - POLICY | No change |
| 1.BOD108A | RECRUITMENT/REPLACEMENT OF THE EXECUTIVE DIRECTOR - PROCEDURE | No change |
| 1.BOD109 | EXECUTIVE DIRECTOR COMPENSATION | No change |
| 1.BOD114 | BOARD/EXECUTIVE DIRECTOR RELATIONSHIPS | No change |
| 1.BOD115 | ANNUAL EVALUATION OF THE EXECUTIVE DIRECTOR - POLICY | No change |
| 1.BOD115A | ANNUAL EVALUATION OF THE EXECUTIVE DIRECTOR - PROCEDURE | No change |
| 1BOD116 | ASSISGNMENT OF LIAISON WITH THE COUNTY BOARD OF COMMISSIONERS - POLICY | No change |
| 1BOD116A | ASSIGNMENT OF LIAISON WITH THE COUNTY BOARD OF COMMISSIONERS - PROCEDURE | No change |
| 1BOD117 | CURRENT BOARD MEMBERSHIP  | **REVISED** |
| 1BOD117A | BOARD ORGANIZATIONAL CHART | No change |
| 1BOD118 | COMMUNICATIONS | No change |
| 1BOD119 | BOARD MEMBER ORIENTATION | No change |
| 1BOD120 | TRAVEL REIMBURSEMENT – BOARD MEMBER CONFERENCE/TRAINING  | **REVISED** |
| F1120.1 | BOARD MEMBER EXPENSE VOUCHER | No change |
| 1BOD121 | BOARD AGENDA | No change |
| 1BOD122 | INSURANCE - LIABILITY | No change |
| 1BOD123 | FIXED ASSETS AND INVENTORY CONTROL | No change |
| 1BOD124 | CONFLICT OF INTEREST - POLICY | No change |
| 1BOD124A | CONFLICT OF INTEREST - PROCEDURE | No change |
| 1BOD125 | ACCREDITING AGENCIES – POLICY | No change |
| 1BOD125A | ACCREDITING AGENCIES – PROCEDURE | No change |
| 1BOD126 | COMPLIANCE PLAN | No change |
| F1126.1 | COMPLIANCE PLAN EVALUATION TOOL | No change |
| F1126.2 | COMPLIANCE PROGRAM ACKNOWLEDGEMENT | No change |
| 1BOD127 | COMPLIANCE REPORTING, CONFIDENTIALITY, AND NON-RETALIATION - POLICY | No change |
| F1127.1 | REPORT OF SUSUPECTED VIOLATIONS AND MISCONDUCT | No change |
| F1127.2 | ACKNOWLEDGEMENT OF RECEIPT/REPORT OF SUSPECTED COMPLIANCE VIOLATION OR MISCONDUCT | No change |
| 1BOD127A | COMPLIANCE REPORTING, CONFIDENTIALITY, AND NON-RETALIATION - PROCEDURE | No change |
| 1BOD128 | COMPLIANCE INVESTIGATION, RESOLUTION, AND DOCUMENTATION PROCEDURE | No change |
| 1BOD129 | OPEN MEETINGS | No change |
| 1BOD130 | INTERNAL CONTROLS | No change |
| 1BOD131 | ETHICAL BEHAVIOR – POLICY | **REVISED** |
| 1BOD131A | ETHICAL BEHAVIOR – PROCEDURE | No change |
| 1BOD132 | ANNUAL REPORT/INFORMATION - POLICY | No change |
| 1BOD132A | ANNUAL REPORT/INFORMATION – PROCEDURE | No change |
| 1BOD133 | STATEMENTS TO THE PRESS & ELECTRONIC MEDIA – POLICY | No change |
| 1BOD133A | STATEMENTS TO THE PRESS & ELECTRONIC MEDIA - PROCEDURE | No change |
| 1BOD135 | BUILDING FACILITY USAGE – OUTSIDE GROUPS – POLICY | No change |
| 1BOD135A | BUILDING FACILITY USAGE – OUTSIDE GROUPS – PROCEDURE | No change |
| F1135.1 | FACILITY USE PERMIT APPLICATION | No change |
| 1BOD136 | BEHAVIORAL HEALTH PROMOTION – COMMUNITY EDUCATION & INVOLVEMENT – POLICY | No change |
| 1BOD136A | BEHAVIORIAL HEALTH PROMOTION – COMMUNITY EDUCATION & INVOLVEMENT – PROCEDURE | No change |
| 1BOD137 | BOARD DEVELOPMENT | No change |
| F1137.1 | BOARD SELF-ASSESSMENT | No change |
| F1137.2 | ASSESSMENT OF FULL BOARD FUNCTIONING | No change |
| F1137.3 | INDIVIDUAL BOARD MEMBER SELF-ASSESSMENT GOVERNANCE COMPETENCIES | No change |
| 1BOD138 | CONFLICT OF INTEREST – MID-STATE HEALTH NETWORK - POLICY | No change |
| 1BOD138A | CONFLICT OF INTEREST – MID-STATE HEALTH NETWORK –PROCEDURE | No change |
| 1BOD139 | SELECTION OF MEMBERS OF THE MSHN CONSUMER ADVISORY COUNCIL | **REVISED** |
| 1BOD140 | RECRUITMENT OF NEW BOARD MEMBERS – POLICY | No change |
| 1BOD140A | RECRUITMENT OF NEW BOARD MEMBERS - PROCEDURE | No change |

**Motion** by Member Boluyt, supported by Member Kellerman, to approve the above-listed policies, procedures, and forms as presented, with the exception of 1.BOD.120 Travel Reimbursement – Board Member Conference/Training. A roll call vote was taken.

Ayes: Bell, Boluyt, Hamm, Hansen, Johnson, Kellerman, Kolk, Koopmans, Steil, Taube

Nays: None

Motion carried, 10 – 0.

**Motion** by Member Steil, supported by Member Kellerman to approve the policy 1.BOD.120 Travel Reimbursement – Board Member Conference/Training with the recommended changes, with the exception of tipping, keep tips at 20% as stated in policy, instead of the recommended change of 15%. A roll call vote was taken.

Ayes: Hamm, Hansen, Johnson, Kellerman, Steil, Taube

Nays: Bell, Boluyt, Kolk, Koopmans

Motion carried, 6 – 4.

**Recipient Rights Committee**

Member Koopmans reported on the meeting of February 13, 2017, where the following policies, procedures and forms were reviewed and discussed.



**Motion** by Member Kellerman, supported by Member Bell, to approve the above-listed policies, procedures, and forms as presented. A roll call vote was taken.

Ayes: Bell, Boluyt, Hamm, Hansen, Johnson, Kellerman, Kolk, Koopmans, Steil, Taube

Nays: None

Motion carried, 10 – 0.

The next Recipient Rights Committee meeting and training is May 8, 2017 at 10:00 a.m.

**Promotion & Education Committee**

The next Promotion & Education Committee meeting is February 22, 2017 at 2:00 p.m.

**Consumer Advisory Committee**

Member Kellerman reported on the meeting of January 26, 2017. Consumer Advisory Committee meeting is scheduled for January 26, 2017 at 1:00 p.m.

**Mid-State Health Network**

Member Hamm shared that the next meeting is March 7, 2017 at 5:00 p.m.

**MACMHB**

Highlights of the winter conference.

* COO Carol Mills presentation was fantastic.
* Grant from Health Endowment, Senior Reach program
* MI Child Health Insurance Program

**Other**

Member Bell shared that Empowerment Network has set the Annual Fishing schedule, fourth Tuesday of the month, 11:00 a.m. at Fremont Lake.

* May 23
* June 27
* July 25
* August 22 and picnic

**Communications from the Public**

There was no public comment.

**Adjournment**

**Motion** by Member Boluyt, supported by Member Steil, to adjourn the meeting at 12:06 p.m. Motion carried unanimously.

Helen Taube, Chairperson Catherine Kellerman, Secretary