

Newaygo County Mental Health

**Board of Directors - Minutes**

**September 8, 2015**

The regular monthly meeting, held at Newaygo County Mental Health, 1049 Newell, White Cloud, Michigan, was called to order at 10:00 a.m. by Helen Taube, Chair, and she opened the meeting with prayer.

**Roll Call**

**Board members present:**

Mary Anderson	Ralph Bell	Kathy Broome
Gerard Deschaine		Adele Hansen
Steve Johnson	Catherine Kellerman	Todd Koopmans
Marilyn Snell	Albert Steil	Helen Taube

**Excused:** Michael Hamm

**Quorum established.**

**Staff members present:**

Michael Geoghan, Executive Director	Carol Mills, Chief Operations Officer
Jean Shutts, Executive Admin Assistant	

**Public comment** - none

**Review/approve agenda**

**Motion by Anderson, second by Steil, to approve the agenda as presented. Ayes, all; Hamm absent. Motion carried.**

**Approve minutes**

**Motion by Deschaine, second by Steil, to approve the minutes of August 11, 2015, as presented. Ayes, all; Hamm absent. Motion carried.**

**Presentation**

The 2016 cultural competence plan was presented and reviewed by Andrea Sturr, QI/Corporate Compliance Coordinator, and Brian Russ, Community Support Services Director.

**Motion by Kellerman, second by Hansen, to approve the 2015 cultural competence plan as presented. Ayes, all; Hamm, absent. Motion carried.**

Brian Russ presented and reviewed the quarterly community support services report which included inpatient and crisis residential days, intakes numbers, assessment show rates, and an update on integrated behavioral healthcare efforts with Spectrum Health.

2014 customer satisfaction survey results were reviewed by Andrea Sturr, which included the following areas:

- Closed cases
- Residential
  - ✓ residents
  - ✓ case managers
  - ✓ family/guardian
- Contractors
- Referral sources

The 2015 corporate compliance plan, as approved by Mid State Health Network was presented for review and approval by Ms. Sturr.

**Motion by Deschaine, second by Hansen, to approve the 2015 Corporate Compliance Plan as presented. Ayes, all; Hamm absent. Motion carried.**

Ms. Sturr also presented the 2015 accessibility plan for review and approval.

**Motion by Koopmans, second by Steil, to approve the 2015 Accessibility Plan as presented. Ayes, all; Hamm, absent. Motion carried.**

Ms. Sturr also provided an update on the upcoming CARF accreditation survey which is scheduled for October 7-9, 2015. Programs to be surveyed include:

- Case management/service coordination – adults, children, adolescents
- Crisis intervention – mental health – adults, children, and adolescents
- Outpatient treatment – adults, children, and adolescents
- Board governance

### **Director's Report**

Mr. Geoghan reviewed his written report and addressed questions from the board. He also noted that it has been recommended that the strategic plan approved earlier this year be amended to include trauma-informed care.

**Motion by Koopmans, second by Kellerman, to approve the 2015-18 Strategic Plan, as amended. Ayes, all; Hamm, absent. Motion carried.**

**Motion by Steil, second by Anderson to authorize the executive director to sign the MDCH/CMHSP Managed Mental Health Supports and Services contract for FY 2016. Ayes, all; Hamm absent. Motion carried.**

**Motion by Koopmans, second by Steil, that in accordance with Public Act 152 of 2011 section 8, the Newaygo County Mental Health Board, as a public employer defined in section 2(f) of the Act, exempt itself from the requirements of PA 152 of 2011 for the fiscal year 2016. Ayes, all; Hamm absent. Motion carried.**

### **MSHN update**

Ms. Anderson reported on the meeting of September 1. The board voted to select one final candidate for the position of director of MSHN, but the vote was tied. New criteria will be developed and interviews conducted next month. Ed Woods, from LifeWays, was elected chair of the board. October 6 is the date of the next meeting.

### **Executive Committee**

Ms. Taube announced that the next meeting will take place on October 6.

### **Finance Committee**

Ms. Hansen reported on the meeting of August 24.

**Motion by Hansen, second by Koopmans, to approve the FY 14-15 amended budget as presented. Ayes, all; Hamm, absent. Motion carried.**

**Motion by Hansen, second by Kellerman, to approve the FY 15-16 initial budget as presented. Ayes, all; Hamm, absent. Motion carried.**

**Motion by Hansen, second by Kellerman, to approve the FY 14-15 contract list as presented. Ayes, all; Hamm, absent. Motion carried.**

The check register report and cash statement were reviewed. Questions were addressed by Ms. Mills.

### **Policy Committee**

Ms. Anderson reported on the meeting of August 28.

#### **Revised:**

3.HR.204	Employee Benefit – Family & Medical Leave Act
3.HR.204A	“ – procedure
3.HR.402	Hours of Work Benefit
3.HR.603A	Agency vehicle usage & employee driving record
3.HR.605A	Employment Practices
4.FIN.107	Audit Requirements
4.FIN.109	Fee for service/ability to pay – policy
4.FIN.111	Fee for service

#### **Delete:**

3.HR.404	Hours of work procedure
4.HR.114	Purchase of services from NCMH
4.FIN.114A	“ - procedure

**Motion by Anderson, second by Kellerman, to approve the above-listed policies and procedures with revisions and deletions as noted. Ayes, all; Hamm, absent. Motion carried.**

#### **Standard review – no changes recommended:**

3.HR.401	Hours of work benefit
3.HR.403A	“ – procedure
3.HR.408	Employee compensation – longevity
3.HR.603A	Vehicle usage & employee driving record

3.HR.604A	Employment practices – equal employment opportunity
3.HR.906A	Social security number privacy
4.FIN.103	Children’s Medicaid waiver
4.FIN.103	“ - procedure
4.FIN.104	Accounting system
4.FIN.105	Accounting – general fund
4.FIN.108	Accounting – cash management – donations
4.FIN.116	Purchasing – procurement of supplies & equipment
4.FIN.116A	“ – procedure
4.FIN.117	Fund balance
4.FIN.118	Homeless housing assistance
4.FIN.118A	“ - procedure

**Motion by Anderson, second by Steil, to approve the policies and procedures listed immediately above as presented with no changes. Ayes, all; Hamm, absent. Motion carried.**

<u>9.RR.101</u>	Confidentiality/Disclosure - Policy
<u>9.RR.101A</u>	Confidentiality/Disclosure - Procedures
<u>9.RR.102</u>	Confidentiality/Disclosure – Substance Abuse Se
<u>9.RR.102A</u>	Confidentiality/Disclosure – Substance Abuse Services - Procedure
<u>9.RR.103</u>	Informed Consent - Policy
<u>9.RR.103A</u>	Informed Consent - Procedure
<u>9.RR.104</u>	Recipient Rights Protection: Use of Restraints
<u>9.RR.105</u>	Recipient Rights Protection: Use of Seclusion
<u>9.RR.106</u>	Communication: Mail/Telephone/Visits - Policy
<u>9.RR.106A</u>	Communication: Mail/Telephone/Visits - Procedure
<u>9.RR.107</u>	Recipient Rights Protection: Personal Property - Policy
<u>9.RR.107A</u>	Recipient Rights Protection: Personal Property - Procedure
<u>9.RR.108</u>	Recipient Rights Protection: Personal Funds
<u>9.RR.108A</u>	Recipient Rights Protection: Personal Funds
<u>9.RR.109</u>	Recipient Rights Protection: Recipient Labor
<u>9.RR.110</u>	Recipient Rights - Specialized Community Residences
<u>9.RR.111</u>	Recipient Rights Protection - Policy
<u>9.RR.111A</u>	Recipient Rights Protection - Procedure
<u>9.RR.112</u>	Recipient Rights Policies & Procedures for Substance Abuse Program - Policy
<u>9.RR.112A</u>	Recipient Rights Policies & Procedures for Substance Abuse Program - Procedure
<u>9.RR.113</u>	"Fingerprinting/Photographs, Video/Audio Taping, Use of One-Way Glass" - Policy
<u>9.RR.113A</u>	"Fingerprinting/Photographs, Video/Audio Taping, Use of One-Way Glass" - Procedure
<u>9.RR.114</u>	Recipient Rights Protection: Sterilization, Abortion, Contraception - Policy
<u>9.RR.115</u>	Abuse/Neglect - Policy
<u>9.RR.115A</u>	Abuse/Neglect - Procedure
<u>9.RR.116</u>	Recipient Rights Protection - Duty to Warn - Policy
<u>9.RR.116A</u>	Recipient Rights Protection - Duty to Warn - Procedures
<u>9.RR.117</u>	Recipient Rights Protection - Services Suited to Condition - Policy
<u>9.RR.117A</u>	Recipient Rights Protection - Services Suited to Condition - Procedure

<u>9.RR.118</u>	Recipient Rights Protection: Freedom of Movement - Policy
<u>9.RR.118A</u>	Recipient Rights Protection: Freedom of Movement - Procedure
<u>9.RR.119</u>	Recipient Rights Protection: Change in Type of Treatment - Policy
<u>9.RR.119A</u>	Recipient Rights Protection: Change in Type of Treatment - Procedure
<u>9.RR.120</u>	Recipient's Right to Access Entertainment Material, Information, News - Policy
<u>9.RR.120A</u>	Recipient's Right to Access Entertainment Material, Information, News - Procedure
<u>9.RR.121</u>	Recipient Rights Protection - Dignity, Respect & Privacy - Policy
<u>9.RR.121A</u>	Recipient Rights Protection - Dignity, Respect & Privacy - Procedure

**Motion by Anderson, second by Hansen, to approve the above listed recipient rights policies and procedures with no changes as recommended by Cheryl Parker, Recipient Rights Officer. Ayes, all; Hamm absent. Motion carried.**

**Motion by Anderson, second by Koopmans, to approve changes to 3.HR.203 – Education Reimbursement, with regard to increase in employee tuition reimbursement. Ayes, all; Hamm absent. Motion carried.**

#### **Recipient Rights Committee**

The next meeting is scheduled for November 9, 10 a.m.

#### **Promotion and Education Committee**

Ms. Snell reported on the meeting of August 20. Items discussed have been put on hold until preparations for the upcoming CARF survey are completed.

#### **Consumer Advisory Committee**

Mr. Koopmans reported on the meeting of August 27, 2015. The next meeting is scheduled for October 22.

#### **MACMHB update**


No report


#### **Board member remarks**

Ms. Taube received general comments from the board.

#### **Public comment - None**

Motion by Steil, second by Koopmans, to adjourn the meeting at 12:11 p.m. Ayes all; Hamm absent. Motion carried.

  
Helen Taube, Chairperson

  
Catherine Kellerman, Secretary