

COMMUNITY MENTAL HEALTH SERVICES OF MUSKEGON COUNTY

**Full Board Meeting
March 28, 2008
8 a.m. – John Halmond Center**

CALL TO ORDER

The regular meeting of the Full Board was called to order by Chair Thomas at 8:03 a.m.

ROLL CALL

Members Present: Chuck Buzzell, Ralph Christiansen, Duane Gaultney, Bill Gill, Josephine House, Cheryl Natte, John Snider, Janet Thomas

Members Excused: William Darcy, Ollie Dunbar, Dr. Remington Sprague

Others Present: John North, Tom Best, Glenn Eaton, Bruce Dach, Dave Parnin

Guests: Tony Moulatsiotis, County Treasurer; Ken Mahoney, County Commissioner; Kristin Saper, Stephen Blann, and Mark Demarest, Rehmann Robson Certified Public Accountants; Margaret O'Toole, Arc/Muskegon Executive Director; William Slocum

MINUTES

It was moved by Mr. Christiansen, seconded by Ms. House, to approve the minutes of the February 27, 2008 meeting as written. MOTION CARRIED.

COMMITTEE REPORTS

Program Committee via Chuck Buzzell

CMHB-08-039 – It was moved by Mr. Buzzell, seconded by Mr. Snider, to endorse Community Mental Health partnership with the Muskegon Public School District, Muskegon City Police Department, the Department of Human Services (DHS), and Muskegon Juvenile Justice in the pursuit of a Federal grant entitled "Safe Schools/Healthy Students." MOTION CARRIED.

Personnel/Recipient Rights Committee via Duane Gaultney

CMHB-08-040 – It was moved by Mr. Gaultney, seconded by Ms. House, to approve the Recipient Rights Report for the month of February 2008. MOTION CARRIED.

CMHB-08-041 – It was moved by Mr. Gaultney, seconded by Ms. Natte, to recommend to County Board the reclassification of BPN X17401 from Clinical Services Manager to Clinical Services Supervisor II, effective April 8, 2008. MOTION CARRIED.

Finance Committee via I. John Snider

CMHB-08-042 – It was moved by Mr. Snider, seconded by Mr. Gaultney, to approve expenditures for the month ending February 29, 2008, in the amount of \$6,111,194.82. MOTION CARRIED.

CMHB-08-043 - It was moved by Mr. Snider, seconded by Mr. Christiansen, to amend the Mental

Health FY2008 budget proposed to the County of Muskegon from \$72,928,806 up to \$73,287,336 for revenues and from \$73,454,005 up to \$73,637,088 for expenditures, to approve CMH personnel position changes listed on the CMH Budget Amendment, and approve use of Adult Benefit Waiver Fund balance and/or the Internal Service Fund to cover any revenue shortfalls. MOTION CARRIED.

CMHB-08-044 - It was moved by Mr. Snider, seconded by Mr. Gill, to approve the Mental Health FY2009 budget proposed to the County of Muskegon in the amount of \$73,981,460 for revenues and \$75,236,867 for expenditures, to approve CMH personnel position changes listed on the attached CMH Budget Amendment, and approve use of Adult Benefit Waiver Fund balance and/or the Internal Service Fund to cover any revenue shortfalls. MOTION CARRIED.

CMHB-08-045 - It was moved by Mr. Snider, seconded by Mr. Gaultney, to authorize the Community Mental Health Director to sign a contract with NAPPI International, effective March 18, 2008 through September 30, 2009 in the amount of \$13,600.00 for the purchase of two hundred (200) participant manuals and the re-certification training of trainers in June 2008 and June 2009. MOTION CARRIED.

CMHB-08-046 - It was moved by Mr. Snider, seconded by Ms. House, to authorize Community Mental Health Services (CMHS) of Muskegon County to accept funding from the Department of Housing and Urban Development for rental assistance and administrative costs in the amount of \$99,112 through the 2007 HUD SuperNofa, Continuum of Care Program for permanent supportive housing with CMHS of Muskegon County providing \$91,000 in supports as the in-kind match. MOTION CARRIED.

CMHB-08-047 - It was moved by Mr. Snider, seconded by Ms. Natte, to authorize Community Mental Health Services (CMHS) of Muskegon County to accept funding from the Department of Housing and Urban Development for rental assistance and administrative costs in the amount of \$15,989 through the 2007 HUD SuperNofa, Continuum of Care Program for permanent supportive housing with CMHS of Muskegon County providing \$14,370 in supports as the in-kind match. MOTION CARRIED.

CMHB-08-048 - It was moved by Mr. Snider, seconded by Mr. Gaultney, to authorize the Community Mental Health (CMH) Director to sign the Memorandum of Understanding with Pioneer Resources for the provision of supportive services to people who would live at Pioneer's proposed housing development for people receiving CMH or West Michigan Therapy services. MOTION CARRIED.

CMHB-08-049 - It was moved by Mr. Snider, seconded by Mr. Gill, to authorize the Community Mental Health Director to amend our contract with Disability Connection, Inc., to include the provision of Supported Employment Long Term Follow-Up services at a rate of \$9.25 per 15 minute unit, effective February 1, 2008 with an increase in their annual cap not to exceed \$500.00. MOTION CARRIED.

CMHB-08-050 - It was moved by Mr. Snider, seconded by Mr. Gill, to authorize the Community Mental Health (CMH) Services of Muskegon County Executive Director to sign a contract with Hackley Health Ventures, Inc., for the dispensing and management of medications for the uninsured and the provision of two Clozaril/Clozapine clinics for individuals receiving services from the CMH Brinks residence, Assertive Community Treatment (ACT) program, and individuals

receiving CMH Clinic services. This contract shall be effective from April 1, 2008 through September 30, 2009 with a value of up to \$90,000.00. MOTION CARRIED.

CMHB-08-051 - It was moved by Mr. Snider, seconded by Mr. Christiansen, to authorize the Community Mental Health Director to apply for PATH (Projects for Assistance in Transition from Homelessness) grant funds through the McKinney Homeless Assistance Act to provide services to persons with mental illness as well as individuals with co-occurring substance use disorders, who are homeless or at risk of homelessness. MOTION CARRIED.

ITEMS FOR CONSIDERATION

Presentation: MDCH Compliance Audit

Stephen Blann, Certified Public Accountant with Rehmann Robson, reported on the recent financial audit conducted at CMH of Muskegon County. It is their opinion that our financial statements are materially correct. There is a single recommendation concerning accrual of Act 423 revenues, which is delayed by software implementation. CMH management is working on this issue, and the target date for completion is the end of this month. Overall, the audit was positive, and Rehmann Robson looks forward to working with us in the future.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Motion to Authorize RFP to Operate Northridge Home

CMHB-08-052 – It was moved by Mr. Gaultney, seconded by Ms. Natte, to authorize the Community Mental Health Director to release a Request for Proposal (RFP) to operate the Northridge AFC Home, effective October 1, 2008. MOTION CARRIED.

Motion to Reclassify Position

CMHB-08-053 – It was moved by Mr. Snider, seconded by Mr. Gaultney, to recommend to County Board of Commissioners the reclassification of CMH BPN# X53315 from Master Level Clinician to Clinical Services Supervisor II, effective April 14th 2008, resulting in a net savings of approximately \$13,641. MOTION CARRIED.

COMMUNICATION

The minutes from the LBHA Board of Directors meeting held March 7, 2008, were presented for Board member review, as well as the MACMHB FridayFacts of March 14 and 20, 2008.

DIRECTOR'S REPORT

A written report was provided to the Board of activity within the agency during the past month.

In addition, Mr. North reported the following:

- We are progressing with planning of the new Community Mental Health building. The basic proposal includes vacating the street between the lots, with the entrance to both buildings located in the new lobby. It has been proposed to locate ACT and Administration in the existing building, and services to clients will be in the new building.
- Efforts continue on the Mt. Pleasant proposal. The initial proposal is being revised, as DCH is requesting more of an individual approach.
- A retirement open house will be held this afternoon on South Campus for Glenn Eaton, Director of Programs and Services, who has been with Community Mental Health since 1973. Mr. Eaton thanked the Board for their support and encouragement over the years.

AUDIENCE PARTICIPATION

There was no audience participation.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 9:03 a.m.

Respectfully,

Josephine House
Board Secretary

/jvv