

## GRATIOT COUNTY COMMUNITY MENTAL HEALTH SERVICES BOARD

Meeting of June 10, 2010 – 6:00 P.M.

**Present:** Irene O’Boyle, Chairperson; Joe Barden, Jan Bunting, Bill Dilts, Sheryle Dixon, Mark Egres, Pat Harris, Clark Hubbard, Cassie Thelen, Marilyn Whitford and Connie Wolven.

**Absent:**

**Staff:** Carolyn Hilley, Lynn Charping, Michael Hetzman, Elaine Reinke and Roberta Charney.

**Guests:** Michael Mitchell, Client Advisory Panel  
Lindsey Renfrew, Student

**Call to Order/Welcome/Introductions:** Chairperson, Irene O’Boyle called the meeting to order at 6:00 p.m. in first floor conference room in the Administrative Building.

**Board Resignation -** Del Hahn has resigned his position on the Board of Directors due to health reasons. Next month the Board meeting will be held at the Drop-In Center. We plan to honor Del at this meeting.

**Agenda:** Clark would like to add Membership Services Committee, Legislative Committee and Board Member information (assigned 7A & 7B). Bill Dilts moved to approve the Agenda as amended; second by Joe Barden; passed.

**Minutes:** Clark Hubbard moved to approve the minutes of May 13, 2010; second by Mark Egres; carried.

### **CEO's Report – Carolyn Hilley:**

- **DCH Audit** (day two) Gratiot received the highest score on the audit even though we are the only CMH in the Affiliation which is not accredited.
- **Accreditation through the CARF** organization will cost approximately \$8,000; 3 surveyors will be here two days in September. We have accepted an invitation to participate in a pilot program.
- **Governance** – policies, assessments and standards are being written in accordance with CARF requirements. Next month our By-laws will be updated in compliance with CARF standards; any changes will be included in next month’s Board packet and marked in red ink.
- **Warwick Building** – Carolyn received a letter from Mark Bush citing language in our former lease that is no longer applicable since we currently own the building. Mr. Bush is meeting with his Executive Committee regarding the purchase of this building. Carolyn suggested that the Hospital offer us \$490,000 (compromise from original offer of \$580,000 two years ago and recent building appraisal of \$400,000).  
We are checking with our auditors to see if the proceeds from the sale could be used on the repairs/renovations of our existing building. Carolyn also asked Bob Sheehan if we could use Affiliation dollars for this purpose.
- **Clark to the Rescue!** Carolyn presented Clark “Kent” Hubbard with an agency shirt for his *heroic guidance* in returning from the MACMHB Spring Conference. An overturned tanker caused 4 extra hours of driving time on back roads.

### **Deficit Reduction Act (DRA) Lynn Charping**

Board members were asked to read some information on DRA and sign a Compliance Attestation regarding fraud, abuse or waste of public funding in the agency. Return envelopes were provided for the Attestation.

**Board Chairperson's Report — Irene O'Boyle**

- **Executive Committee —**

- **Contracts** – Five Saginaw Bay contracts were approved. Per diems were raised due to increased insurance premiums and typing errors were corrected in two contracts.
- **Policies** –
  - Recipient rights policies** have been updated by Kathy Crosby for compliance with DCH/CARF standards. Updates included clarification of dignity, respect and humiliation. No board action necessary as policy statements were unchanged.
  - Board Assessment policy** – provides assessment tools for self-assessment for individual Board members and the Board as a whole. Bill Dilts moved to approve the Board Assessment policy; second by Clark Hubbard; motion carried.
  - Governance Standards policy** – addresses conflict of interest, code of ethics, confidentiality and how we adhere to our by-laws. Clark Hubbard moved to approve the Governance Standards policy; second by Pat Harris; passed.
- Irene distributed individual and group assessment tools to be completed by Board members which could be completed and turned in via a self-addressed stamped envelope. The results should give us a baseline of where we are at. We will repeat this process in 6 months to a year.
- **Compliance audit 5/3 to 5/21** – Heather will go over the results at our next meeting.
- **Strategic Planning Issues** – Carolyn and Irene reviewed at length. Three issues were the result:
  - 1) Long term stability, using resources wisely; financing building repairs; Affiliation involvement; sale of Warwick Bldg; impact of CARF accreditation.
  - 2) Advocacy – what is our role in the community and State; how do we provide training on advocacy.
  - 3) Leadership skills and HR resource management; attending State and local training; responding to crisis, looking at evidenced based practices and our connection with other agencies.

Bill reminded us that we need to celebrate our successes.
- **Boardwords** – After tonight Irene, and Bill will be close to being certified in Boardworks; Jan & Sheryle are now certified; Joe is committed to finishing. By August we should have 25% of our Board certified as required by CARF.
- **Board Association Advocacy Plan** – Carolyn is urging everyone to contact our legislators regarding advocating for equity either via phone or letter. Data was distributed to members and an e-mail went out to staff.

**Affiliation Steering Committee** – Next meeting is June 16<sup>th</sup> – site changed to CEI. There will be a national speaker on Healthcare reform (70 slots available for participation); hope to have some of our staff attend.

**MACMHB Committees - Clark Hubbard**

- **Membership Services Committee** – There will be a gubernatorial candidate forum at the MACCMHB Fall conference.
- **Legislative Committee** – Upcoming meeting will cover HB 5175 & 5483-5489 (Juvenile competency to stand trial for the commission of a crime is determined amendments.)
- Clark received a board member self-eval information to share from Ottawa County

**Public Comments on Non-Agenda Items –**

- **Leadership Gratiot 2010/2011** – Again Bill Dilts reminded everyone of this program - there is still time to sign up.

- **Michael Mitchell**, Client Advisory Committee member, stated that he would be willing to speak to any Veteran's group about his mental health experience. He is thankful for the psycho-social group he attends.

#### **Client Advisory Panel/Consumer Groups**

- **Everyone Together** – Sheryle Dixon – now meeting monthly in the park and will meet at Winding Brook in the fall. Presently looking for a speaker on “guardianship and the law”.
- **Client Advisory Panel** - Connie Wolven – Tammy was voted in as the new Chairperson; three consumers requested to attend the upcoming consumer conference; are participating in the Fair for Youth Kiddies Day; next CA meeting is a potluck.
- **Affiliation Annual Recognition Dinner** – A panel of Customer Service Reps spoke about the purpose of the panel; Dr. Michael Brashears spoke about how mental health has impacted his life and career. Gratiot did a wonderful job of facilitation. A tribute was done in honor of Christine Riddlebaugh.

#### **CFO's Report – Lynn for Heather**

- **Second Quarter Financial Report – Attachment A** – Revenue surpasses expenditures by \$25,748 however this report does not include many renovation costs, the summer camp program, and the employees recently hired. Joe Barden moved to approve the Second Quarter Financial Report; second by Jan Bunting; motion passed.
- **New Cars** – We are looking at purchasing new/used cars owed by the Enterprise Car Rental Co. Many of our vehicles are aging with high mileage.

#### **Clinical Director's Report – Mike Hetzman**

- **Summer Camp for SED Children** has started. Justin Charping (previously worked for this program for several years) has been hired as the Camp Coordinator and is doing a wonderful job.
- **Peer Support Specialists hired:** Charlotte Lamb and Casy Clark.
- **Grant** - Gratiot has been awarded a two-year grant of \$65,000 per year for people who are not eligible for Medicaid being served under General Funds. We will be hiring a ½ time therapist to do individual therapy, and ½ time Peer Supports Person. May get space in the Wilcox Non Profit Building to do individual and group therapy.
- **County-wide Suicide Prevention Committee** is up and running. We are collaborating with Central Michigan CMH. The CMCMH supervisor, Jenny Bakos and Mike met with the Gratiot/Isabella superintendents on June 2<sup>nd</sup> and are gearing up for presentations in the fall to all county schools.
- **Drop-In Center** renovations are complete. They held their Open House – Mark and wife attended. Drop-In has its own Board, by-laws, and guidelines. Our board members may be asked to mentor some of their new members.

#### **Director of Administrative Services – Lynn Charping**

- **Annual DCH Review** went very well. Lynn does not have the final report but circulated some graphs and minutes used in the Exit Conference.
- **Satisfaction Survey** results will be at the next Board Meeting.

#### **Human Resources - Elaine**

- Governor Granholm declared August 12<sup>th</sup> as **HR Day**.
- **Valic Retirement Plan Revision** – Heather is requesting that we amend our Employee Valic Retirement Plan to include a hardship clause to allow employees to access their retirement account if they are deemed by Valic to have a valid hardship such as: foreclosure, eviction,

excessive medical costs, etc. This option would include the two Social Security opt out funds (employer contribution and employee contribution), but not the retirement contribution requiring vesting. Bill Dilts moved to approve the revision of Employee Valic Retirement Plan (employer contribution and employee contribution opt-out) to include financial hardship; second by Marilyn Whitford; motion passed.

- **BC/BS Contract Amendment** – Management is requesting that the full time employee status be changed from 30 to 32 hours. Bill Dilts moved to change the full time employee status to 32 hours per week as of July 1, 2010 thereby amending our BC/BS contract; motion seconded by Clark Hubbard; passed.
- **Employee Wellness Program – A Survey** went out to all staff via e-mail. There will be a **Learnable Lunch** regarding BC/BS product discounts, wellness advice, etc. on 6/17/10.
- **New employees** – two employees through Experience Works (1 for clerical and 1 for the GREAT Center);
- **Employee Appreciation Picnic** – tomorrow at Wright Avenue Park pavilion from 11 to 1 – everyone is invited.

**Finance Committee – Joe Barden**

- The Committee met prior to this meeting and approved \$425,574.75 in Accounts Payable.

**Recipient Rights Committee** – meeting next Wednesday; also will be hearing an appeal on corrective action taken by the provider.

**Adjournment** at 7:30 p.m.

**Boardworks Module shown: Management: Legal**

Attended by: Joe, Bill, Mark, Irene, Cassie, Marilyn, Connie and Carolyn.

Respectfully submitted,

Roberta Charney, Executive Secretary