



Administrative Office, 105 Hall Street, Suite A, Traverse City, MI 49684

Board of Director's Meeting Minutes

April 15, 2010

6:30 PM

1. CALL TO ORDER:

Elmwood Township Hall, 10090 E. Lincoln Road, Traverse City, Michigan. Called to order at 6:34 p.m. by Jack Mahank.

Board Members Present: Dave Stephenson, Jack Mahank, Pat McLaughlin, Beth Friend, Melissa Fournier, Mary Lee Pakieser, Frank Tosiello, David Marshall, Helen Stimson, Don Halvorsen, Bill Ancel, Al Cambridge, Les Barnes, Nina Zamora and Jane Whitney.

Board Members Absent: Juanita Farr (advance notice).

Others Present: Greg Paffhouse, Chief Executive Officer; Deb Lavender, Executive Secretary; Bill Slavin, Chief Managed Care Officer; Mary Hubbard, Chief Operations Officer for Children and Families; Jon Bennett, Recipient Rights Officer; Terri Kelty, Chief Operations Officer for Grand Traverse/Leelanau Counties; Dave Branding, Director of Quality Improvement; Jane Swartout, Compliance Officer; Harold Meeuwes, Lead Maintenance Worker; Jason Vogler, Seneca Home; Carol Sluck, Woodland Home; Rosemary Pierson, Residential Services Supervisor; Shelly Davis, Pearl Street Home; Nancy Schornack, Jones Lake Home; and Bill Woodward, Residential Program Specialist.

The Pledge of Allegiance was spoken.

Dave Stephenson was appointed as timekeeper. Confirmation of a Quorum.

A letter of resignation from Nina Zamora was shared with the Board. Nina has been a dedicated Board member and who has capably represented the interest of consumers. Nina was presented with a Certificate of Appreciation and recognition gift for her contributions of service.

MOTION:	Accepted with regret Nina Zamora's resignation and to forward onto the Grand Traverse County Board of Commissioners.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Les Barnes
SECONDER:	Don Halvorsen

Board members were invited to attend a 50th Wedding Anniversary in honor of Bill and Kay Ancel. Details were provided.

2. APPROVAL OF AGENDA:

MOTION:	Approve the Agenda of April 15, 2010 as presented.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Pat McLaughlin
SECONDER:	David Marshall

3. CONFLICT OF INTEREST DECLARATION:

No Board members declared a conflict of interest for tonight's business.

4. CONSENT AGENDAS – MANAGEMENT AND BOARD:

A. Consideration of Management Consent Agenda.

MOTION:	Approve the Management Consent Agenda of April 15, 2010.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Les Barnes
SECONDER:	Don Halvorsen

B. Consideration of Board Consent Agenda. Item 6 CEO Report was removed.

MOTION:	Approve the Board Consent Agenda of April 15, 2010 Items 2-5.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Pat McLaughlin
SECONDER:	Melissa Fournier

An update was provided regarding the status of the Traverse City Building with the roof and attic issues.

MOTION:	Approved to Receive and File the Chief Executive Officer’s Report.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Halvorsen
SECONDER:	David Marshall

5. OWNERSHIP LINKAGE:

A. Citizen Comment –

A letter was received from Marlowe Franklin related to her concerns about what is being offered to individuals who previously received respite care and Family Friend Respite services. Greg shared his efforts to date with his meetings with parents. The group is advocating for the power of having a parent who can be a resource to other parents. Marlowe is asking that we add Medicaid funding in this area and contract with parents for peers. It is not a service that is currently provided in Grand Traverse/Leelanau County. Board members discussed whether it is a Board issue and whether further discussion was warranted. Will discuss during agenda planning.

B. Ownership Communication

None.

6. CONSIDERATION OF PIHP ITEMS:

A. MCAC 4/13/10 Meeting Report – Election of Officers occurred and Les Barnes was re-elected Chairperson and Hal Madden Vice-Chairperson. Received and filed the Risk Management Strategy Plan which has been submitted to the Department. Updates were received on budget concerns and the ABW Contract. The MCAC recommendation was to have Greg sign the contract recognizing that benefits and rates have not yet been established. The annual Demand and Capacity Report was received and filed. Four policies for the PIHP were recommended for approval (IV-A-04, IV-A-06, VII-A-04 and VII-A-07). Received the Chief Managed Care Officer’s Report and a report on federal healthcare. June 23 was identified as the date for the Northern Lakes CMH and West Michigan CMH annual affiliation meeting. The next MCAC meeting is scheduled for July 13. Greg reviewed the changes to the ABW Contract.

B. FY 10 Demand and Capacity Report

MOTION:	Approve the FY 10 Demand and Capacity Report.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Ancel
SECONDER:	Don Halvorsen

C. Policies IV-A-04, IV-A-06, VII-A-04 and VII-A-07

MOTION:	Approve the policies for the PIHP – IV-A-04 Clinical Practices; IV-A-06 Incident Reports; VII-A-04 Health and Safety; VII-A-07 Self-Determination.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Les Barnes
SECONDER:	Mary Lee Pakieser

D. Adult Benefit Waiver Contract

The Managed Care Advisory Committee discussed at length and strongly encouraged Greg to sign the contract.

MOTION:	Authorize the CEO to Sign the Adult Benefit Waiver Contract.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Les Barnes
SECONDER:	Mary Lee Pakieser

Board members discussed sending a letter to the Department identifying concern about the inability to act with due diligence relative to signing the Adult Benefit Waiver Contract. There has not been agreement about what would be the service and has not established the per member rate. The Northern Lakes Board does not meet until after the deadline for signing the contract.

MOTION:	Authorize the CEO to Send a Letter to the Michigan Department of Community Health Expressing the Board’s concern about the Inability to act with Due Diligence Relative to Signing the Adult Benefit Waiver Contract.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Lee Pakieser
SECONDER:	Dave Stephenson

7. ASSURANCE OF ORGANIZATIONAL PERFORMANCE:

A. Receipt of CEO Monitoring Report

Policy 1-2-02 Treatment of Employed Workforce Members – Last month the Board reviewed the summary of the monitoring report and requested additional information regarding complaints and grievance.

MOTION:	Approve to Receive and File Policy 1-2-02 Treatment of Employed Workforce Members Monitoring Report.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Stephenson
SECONDER:	Pat McLaughlin

Policy 1-1-01 Consumer and Community Ends

MOTION:	Approve to Receive and File Policy 1-1-01 Consumer and Community Ends Monitoring Report.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Halvorsen
SECONDER:	Melissa Fournier

B. New Operational Worries

None.

C. April Monitoring Assignment

Monitoring Report 1-2-08 Communication & Support to the Board should be completed and turned in.

8. BOARD MEANS SELF-ASSESSMENT:

A. Receipt of Board Monitoring Report

Policy 1-3-03 Board Member Code of Conduct Policy and 1-3-06 Board Chair Functions

MOTION:	Receive and File the Monitoring Report 1-3-03 Board Member Code of Conduct Policy and 1-3-06 Board Chair Functions policy.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Les Barnes
SECONDER:	Don Halvorsen

B. April Monitoring Assignment

Monitoring Report 1-3-07 Governance Committees to be completed and turned in.

9. GOVERNANCE POLICIES DISCUSSION AND ASSESSMENT:

A. Ends

None.

B. Executive Limitations

Recipient Rights Complaint – A response was received from the Department of Community Health on Complaint # MDCH ORR # 1-4796141/NLCMH ORR # FY 2010-042 and was shared with the Board. The allegation was not substantiated.

MOTION:	The Board Approved the Chair Sending the Summary Report of Recipient Rights Complaint # MDCH ORR #: 1-4796141/NLCMH ORR # FY 2010-042 to the Complainant with a Request that the CEO take the Recommendations of the MDCH Office of Recipient Rights under Advisement.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Lee Pakieser
SECONDER:	Melissa Fournier

Recipient Rights Complaint – A complaint was received from the NLCMH Office of Recipient Rights # FY 2010-117 and contact was made with the Department of Community Health to advise the Board on how to proceed.

MOTION:	Approve the Chair to send Recipient Rights Complaint # FY 2010-117 to the Department of Community Health Office of Recipient Rights for review and consideration.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	David Marshall
SECONDER:	Melissa Fournier

C. Board/CEO Linkage

None.

D. Governance Process/Ownership Linkages

Board By-Laws

MOTION:	Approve the Recommended Changes to the Board By-Laws - Article 7, Section 2, Special Meetings strike the language "by a majority of the meetings of the Board" and add "if requested by a combination of one board member from each of the six counties". Article 7, Section 3, Meeting Attendance add language "In the event of an absence advance notification is requested" and strike language "unless excused by the Board due to circumstances beyond the control of that Board member". Article 7, Section 2A – Strike language "signed by the Chairperson or, in his or her absence, the Vice-Chairperson or a majority of the members of the Board".
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Beth Friend
SECONDER:	Les Barnes

Proposed By-Law changes for Article 8, Section 2 will be brought back next month for action.

Nominating Leadership Development Committee – Election of Officers will occur in May and anyone interested in running for an office should let committee members know of interest.

There will be nominations taken from the floor at the meeting. There are no term limits for officers.

One of the Recipient Rights Advisory Committee members term is expiring and the Nominating Leadership Development (NLD) Committee will need to meet to complete interviews. It was noted that the Recipient Rights Advisory Committee would like the individual to return. Applications have already been received and the NLD Committee will be holding interviews.

Spring Conference Attendance and Voting Delegates – Board members identified their interest in attending the Spring Conference held in Dearborn.

MOTION:	Approve Les Barnes and Don Halvorsen as the Voting Delegates for the Board Association Conference May 18 and 19, 2010.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Lee Pakieser
SECONDER:	Bill Ancel

Board Association Officers

MOTION:	Approve the following Nominees for 2010-11 Election of Officers for the Michigan Association of CMH Boards: President – Mary Anderson 1st Vice-President – Ed Woods 2nd Vice-President – Liz O’Dell Secretary – Steffan Taub
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Halvorsen
SECONDER:	Les Barnes

CMH PAC – Board members received information regarding making contributions to the CMH PAC for the 2010 Annual Campaign.

10. OWNERSHIP LINKAGE:

A. *Citizen Comment:* none.

11. ANNOUNCEMENTS/BOARD MEMBER REPORTS:

- Referenced articles in the local newspapers.

12. MEETING EVALUATION:

- #1- We spent our time on the most important governance topics: majority was satisfactory.
- #2- We encouraged diversity of viewpoints: majority was excellent.
- #3- Our decisions were made collectively: majority was excellent.
- #4- The Board used its time effectively: majority was satisfactory.
- #5- What is the most important thing the Board could do to improve our function as a Board? Not discussed.

13. NEXT MEETING AGENDA:

May 20 agenda items (Houghton Lake): Election of Officers; Agency Performance Evaluation; parent support group (COW).

14. ADJOURNMENT:

MOTION:	Adjourn the meeting.
RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Lee Pakieser
SECONDER:	Bill Ancel

The meeting adjourned at 8:02 p.m.

Respectfully Submitted,

Jack Mahank, Chairperson

Armandina Zamora, Board Secretary

Debra Lavender, Recording Secretary