

**COMMUNITY MENTAL HEALTH AUTHORITY
REGULAR BOARD MEETING**

April 28, 2009

4:30 p.m. (Central)

CMH Board Room ~ Wakefield MI

Board Members Present: Steve Thomas, George Beninghaus, Bob Lynn, Leroy Kangas, Diane Kossow, Colleen Kichak, Don Bennetts, Tom Yelich, David McRae, Val Swanberg, Carrie Braspenick, Ken Wegmeyer

Board Members Absent: None

Staff Present: Julie Hautala, Jennifer Ahonen, Rich Maher, Ginny Freeborn, Mike Rubatt, Missy Lane, Stephanie Orlich, Tom Ruppe

Public Attendance: None

Call to Order: Steve Thomas, Board Chairman, called the meeting to order at 4:30 p.m. with the Pledge of Allegiance.

Roll Call: Members were asked to sign the Roll Call Sheet.

Public Comment on Agenda Items: None

Chairman Thomas requested a moment of silence out of respect for John Lewinski, long time CMH Board member who recently passed away.

Minutes: The minutes of the 03/31/09 CMHA Regular Board Meeting (Agenda item A) were presented for review. It was:

- Moved by KANGAS~Supported by YELICH: To approve the minutes from the 03/31/09 CMHA Regular Board Meeting as presented. Motion carried.

The minutes of the 04/07/09 CMHA Organizational Meeting (Agenda item B) were presented for review. It was:

- Moved by BENINGHAUS~Supported by KOSSOW: To approve the minutes from the 04/07/09 CMHA Organizational Meeting as presented. Motion carried.

Standing Committee Reports:

The minutes of the CMHA Finance Committee Meeting of 03/31/09 (Agenda item C) were presented for review. It was:

- Moved by BENINGHAUS~Supported by YELICH: To approve the minutes from the 03/31/09 CMHA Finance Committee Meeting as presented. Motion carried.

Finance Committee Meeting of 04/28/09: The Finance Committee questioned and received clarification on the following claims:

- 1) Bessemer Auto (\$601.83): Two new tires/repairs/alignment (Ford 500) (\$505.43); new remote and two keys made for CEO vehicle
- 2) Broadway Automotive (\$836.89): Struts, front & rear sway bars, ball joint

- 3) City of Ironwood (\$300.74): Water bill for Midland Avenue Group Home
- 4) Koski's Collision (\$700): Bumper replaced
- 5) Lansing Community College (\$630): OBRA Conference fees (3 staff)
- 6) Marquette General Hospital (\$40,200): Inpatient bills from August 2008 – March 2009
- 7) Quality Collision Center (\$456.40): Repairs on the Sienna Van
- 8) Bessemer Auto (\$101.40): Lube/oil/filter/rotate tires; headlight replaced; door panel switches replaced
- 9) Cross Country Education (\$298): Conference fees (2 staff)

Following a complete review of the claims (Agenda items D & O) by the full CMHA Board, it was:

- Moved by BENINGHAUS~Supported by YELICH: To approve the payment of the payables of 04/29/09 as presented and as recommended by the CMHA Finance Committee. Motion carried.

The **CMHA Balance Sheet & Financial Report of March 2009** (Agenda item E) was presented to the full Board for review. Jennifer Ahonen provided a summary of this report. It was:

- Moved by KANGAS~Supported by KOSSOW: To approve the CMHA Balance Sheet & Financial Report of March 2009 as presented and as recommended by the CMHA Finance Committee. Motion carried.

Secretary/Treasurer's Report: Agenda item J (Correspondence from Rick Minkin, CEO, to Sue Pertile, Gogebic County Treasurer): Mr. Kangas questioned the working hours that were being requested to change for retirees. Ms. Hautala summarized the intent of the letter and noted that retirees and contract employees are not employees of the County. It was:

- Moved by KANGAS~Supported by YELICH: To receive and place on file informational Agenda items I, J, K, L, M, N as presented. Motion carried.

The **Bids for Serenity Center** (Agenda item F) were presented for review. Mike Rubatt noted that last December, bids were requested for a rental site for the purpose of housing a community-based Serenity Center. Three bids were received; however, it was decided that the Serenity Center was to be located in the CMH building on a 3-month trial basis. Daily attendance at the Center has been between 7 – 11 and is working very well. Bids were recently requested again; two bids were received. Mr. Rubatt and members of the Center toured both sites; members highly recommend the West Aurora Street site and Mr. Rubatt read a written statement provided by a member, supporting such. The owner would be responsible for snow removal from the sidewalks and parking lot and that he also agreed to a 1-year lease agreement rather than the previously noted 3-year agreement. The other site is not handicapped accessible and the parking area is not as large as the other site. Ms. Swanberg noted that she made it known to Mr. Rubatt that this site was available for rent and that it would be ideal for the Center. Ms. Swanberg also stated “nothing has to be done to it, we could move in tomorrow.” After further discussion, it was:

- φ Moved by SWANBERG~Supported by BENINGHAUS: To approve the 1-year lease bid from Mr. Jim Albert (rental site 133-135 West Aurora Street, Ironwood, MI) for \$1,500/month as presented and as recommended by CMHA staff and Serenity Center members. Motion carried.

The **Bids for Network Hardware** (Agenda item G) were presented for review. Tom Ruppe discussed the need for the new hardware, noting that some of the current equipment is “old and

running out of support” and with moving to the new electronic medical record (ELMER), overnight replacements and additional benefits will be available. After discussion, it was:

- φ Moved by BENINGHAUS~Supported by KOSSOW: To approve the bid from World Data Products for \$8,505 as presented and as recommended by CMHA staff. Motion carried.

The Correspondence from Michigan Association of CMH Boards (Pilot PAC Campaign)

(Agenda item H) was discussed. Chairman Thomas summarized prior PAC efforts, noting there has been a decline in contributions. This correspondence recommends a contribution of \$20 per Board member with a 50% matching contribution (up to \$120) from the CMH Director. Mr. Beninghaus stated that he is not in favor of supporting the PAC. Chairman Thomas asked if there was anyone interested in supporting the PAC; all declined. It was:

- Moved by WEGMEYER~Supported by YELICH: To receive and place on file informational Agenda item H as presented. Motion carried.

The **Budget Amendment #1 FY 2008-2009** (Agenda item P) was presented for review. Julie Hautala stated that an amended budget is developed mid-year after reviewing the first several months of actual revenue and expenses and projecting the balance. Ms. Hautala reviewed the changes in the amendment in detail, noting an anticipated increase in *Total All Revenue* by 6.27% and an anticipated increase in *Total All Program Expenses* by 5.49%. Ms. Hautala indicated that the amendment does not include a COLA payment or any program or staff changes other than the Serenity Center funding being included for the remainder of the fiscal year. It was:

- φ Moved by KANGAS~Supported by KOSSOW: To approve the Budget Amendment #1 FY 2008-2009 as presented and as recommended by the CMHA Finance Committee. Motion carried.

Director’s Report (Julie Hautala):

- Per the Budget Amendment #1 just reviewed and approved, if the State implements an Executive Order for reductions, this agency will continue to be in a good financial position as monies have already been reserved for such, with this agency experiencing no reductions.
- An Avaya telephone representative was at the agency today installing updated hardware to the phone system. The agency should see an approximate \$500 savings per month.

Supervisor’s Report

Rich Maher

- Continue to work on the group home project with request for bids being in the paper later this week. The Licensing Consultant was at the agency today and reviewed the blue prints for the construction of a new home and also toured the existing home for sale in Wakefield. The Consultant confirmed the additional expenses for egress in the Wakefield home.

Julie Hautala

- No departmental updates.

Ginny Freeborn

- Thanked the Board for their support of the community-based site for the Serenity Center. Karen Andrus’ internship will be extended so she can assist with getting the Serenity Center up and running at the new community-based site.

- Tess Greenough's working hours has been increased and she is now the new Utilization Management Coordinator. The UM Committee has been meeting and working hard on a UM Plan; a solid UM program is in place.
- Tara Miller has taken over the Infant Mental Health program and has been assisting with the implementation of such. She is currently in Ann Arbor attending Infant Mental Health training. The 0-3 prevention is getting stronger with more emphasis on earlier intervention.

Jennifer Ahonen

- Introduced new employee Stephanie Orlich, Administrative Professional. Ms. Orlich provided a personal and work history background. Ms. Orlich stated that she is very excited to be at CMH as she has always wanted to work here. The Board welcomed Ms. Orlich to CMH.

Public Comment (5-minute limit): None

Other Business: Chairman Thomas discussed his recent participation with Ms. Hautala on the Administrative Efficiencies regional work group for the Application for Renewal and Recommitment. Chairman Thomas noted that, to better inform our Board members about regional efficiencies, this Board requested NorthCare to provide a monthly budget to us, to include a narrative explaining the savings, when NorthCare has a budget increase.

Adjournment: With no further business to come before the full CMHA Board, it was:

- Moved by BENINGHAUS~Supported by YELICH: To adjourn the 04/28/09 Regular Meeting of the CMHA Board. Motion carried.

Steve Thomas
Chairman

Bob Lynn
Secretary/Treasurer

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