

Minutes  
**Newaygo County Mental Health  
Board of Directors**

**February 10, 2009**

The regular monthly meeting, held at Newaygo County Mental Health, 1049 Newell, White Cloud, Michigan, was opened with prayer at 10:10 a.m. by Adele Hansen in the Board Conference Room.

**Roll Call**

**Members present:**

Mary Anderson	Ann Brewster	Gerard Deschaine
Mike Hamm	Adele Hansen	Cathy Kellerman
Todd Koopmans	Al Steil	Helen Taube
Josephine Toliver	JoAnn VandenBerg	

**Member excused:** Stan Nieboer

**Staff members present:**

Greg Snyder, Executive Director	Carol Mills, Director of Operations
Cindy Ingersoll, Director of Admin Services	Jean Shutts, Executive Assistant, Recorder

**Public present:** Ann Deschaine, Lynn VanSligtenhorst

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

**Motion by Steil, second by Deschaine, to approve the minutes of January 8, 2009, as presented. Ayes, all; Nieboer absent. Motion carried.**

**Finance Committee – Mike Hamm**

Ms. Ingersoll presented information on a document imaging system. The main software – FileBound- has been researched and recommended by the affiliation to facilitate a common electronic medical record. She noted that the purchase price is lower than expected as this would be a group purchase. Also needed would be a scanning station, a high-volume scanner, and fees for installation and implementation. Not included is an estimated \$1,000 for travel, lodging, and food expense for the trainer.

**Motion by Anderson, second by Steil, to authorize the executive director to approve purchase of FileBound Document Management Solutions and other equipment as needed for electronic medical records, not to exceed \$20,000. Ayes, all; Nieboer absent. Motion carried.**

Ms. Mills introduced Bill Hirschman and Derek Miller, auditors from Roslund, Prestage and Company. He reviewed the FY07 audit and management letter. He noted that the audit was completed with favorable results. We have a very good fund balance; however, eventually DCH will consider that to lower future funding.

**Motion by Koopmans, second by VandenBerg, to accept the audit report as written. Ayes, all; Nieboer absent. Motion carried.**

The check register and cash schedule were reviewed and questions were addressed by Ms. Mills.

**Personnel Committee – Adele Hansen**

No report.

**Policy Committee – Albert Steil**

No report.

**Motion by Toliver, second by VandenBerg, that Ms. Hansen and Mr. Steil remain as voting delegates for the Michigan Association of Community Mental Health member assembly. Ayes, all; Nieboer absent. Motion carried.**

**Consumer Advisory Committee – Josephine Toliver**

Mrs. Toliver reported on the meeting of January 27. The next meeting is scheduled for Thursday, February 26.

**Recipient Rights Committee – Gerard Deschaine**

The next meeting is scheduled for Thursday, February 12, 2009, at 10:00 a.m.

**Promotion & Education Committee – JoAnn VandenBerg**

Ms. VandenBerg reviewed the minutes of January 22. A draft of the 08 annual report was presented. **Motion by Hamm, second by Taube, to approve the 08 annual report as presented. Ayes, all; Nieboer absent. Motion carried.**

Information on expanding advertising in the AT&T phone book was presented. The current listing in the White Pages would be expanded and emphasized with bold lines. The Yellow Pages ad would be slightly larger than twice the size of our current ad and would be in full color. The new listing would also include an Internet ad with a direct link to our web site. **Motion by Toliver, second by Koopmans, to approve the expanded and enhanced AT&T phone book ads at a cost of \$99.00 per month. Ayes, all; Nieboer absent. Motion carried.**

The Promotion and Education Committee will meet on March 27, 10:00 a.m.

**Director's report – Greg Snyder**

Greg reviewed his written report of February 3, highlighting some of the activities and information of the last month.

Mr. Snyder also discussed an article regarding NACBHDD included in the newsletter from MACMHB *Connections*, which he wrote and submitted to Clint Galloway.

He also reported on the continuing quest for GF funding equity across the state of Michigan, including the efforts of the affiliation and MACMHB, and there appears to be some confusion about CMH's role in the DHS lawsuit. DHS is claiming that foster care children needing services more than they can provide are the responsibility of CMH.

Ms. Kellerman was excused at 11:25 a.m.

The Standards Group, established by MACMHB with members from PIHPs and DCH, met recently and will be setting new goals.

Ms. Hansen announced that due to the legislative breakfast at the upcoming winter conference, our local legislative meeting will be postponed.

Mr. Hamm was excused at 11:55 a.m.

Ms. Hansen recessed the meeting for lunch from 11:55 a.m. to 12:45 p.m.

### **MACMHB/National Council update**

Ms. Anderson stated that the MACMHB Personnel Committee will meet to set priorities and goals for the new executive director, Mike Vizena. He will begin on February 16. The next meeting will be held February 20 at 11:00 a.m. with another scheduled for March 20 at 10:00 a.m. National Council activities included judging of awards, and the Nominating Committee is preparing for spring elections. In the area of membership, three at-large seats have been created as a result of determining need in some areas. Those with interest and experience in those areas will be recruited.

### **Public comment**

None.

### **Board member remarks**

Ms. Hansen received general comments from board members.

### **Adjournment**

Ms. Hansen adjourned the meeting at 1:20 p.m.

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Adele Hansen, Chairperson

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JoAnn VandenBerg, Secretary