**Newaygo County Mental Health**

**Minutes of the Regular Meeting**

April 10, 2018

10:05 a.m.

**Call to Order/Welcome/Prayer**

The regular monthly meeting of the Board of Directors of Newaygo County Mental Health was called to order by Vice-chair Kellerman at 10:05 a.m. on Tuesday, April 10, 2018 in the Board Conference Room.

Member Kellerman opened the meeting with prayer.

**Roll Call**

Members Present: Ralph Bell, Sarah Boluyt, Kathy Broome, Michael Hamm, Adele Hansen, Steve Johnson, Catherine Kellerman, Bryan Kolk, Todd Koopmans, Albert Steil (arrived 10:10 a.m.) and Susan Twing

Members Excused: Helen Taube

Others Present: Director Geoghan, Carol Mills, Chief Operating Officer, Shannon Woodside, recording secretary and (2) members of the public.

**Communications from the Public**

No communication from the public.

**Approval of Agenda**

**Motion** by Member Kolk, supported by Member Broome, to approve the agenda as presented.

Motion carried unanimously.

**Approval of Minutes**

**Motion** by Member Hansen, supported by Member Kolk, to amend the minutes of the Regular Board meeting of March 13, 2018, to correct the name of Stacy Heath to Stefanie Heath under Recipient Rights. Motion carried unanimously.

**Presentation**

Andrea Fletcher, Quality Improvement/Corporate Compliance Coordinator, presented on our Quality Improvement Plan 2018-2019 and Annual Customer Satisfaction Survey’s. Questions were addressed.

**Motion** by Member Steil, supported by Member Kolk, to approve the Quality Improvement Plan 2018-2019 as presented. Motion carried unanimously.

Brian Russ, Director of Community Support Services gave an Access update. A handout was given to review and questions were addressed.

**Director’s Update**

Director Geoghan reviewed his written report presented in 8.0. Discussion took place.

**Executive Committee**

Reviewed Minutes of March 28, 2018.

*Nominations for Election of 2018-2019 Officers* were turned in.

*2018-2019 Committee Request Forms* were turned in.

*CMHAM Voting Delegates*

**Motion** by Member Steil, supported by Member Kolk, to appoint Member Kellerman

and Member Steil as voting delegates at the Member Assembly Meeting at the Community

Mental Health Association of Michigan Spring Conference. Discussion took place. Motion

carried unanimously.

**Finance**

Check Register and Cash Statement were reviewed with the following inquiries addressed by Carol Mills, Chief Operating Officer.

*Check Register*

No questions.

*Cash Statement*

No questions.

*Financial Statement*

Reviewed January 2018 financials presented in 9.2.3. Discussion took place.

**Policy Committee**

Reviewed Minutes of March 29, 2018.

Member Hamm reported on the meeting of March 29, 2018, where the following policies, procedures and forms were reviewed and discussed.

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| POLICY # | POLICY NAME | STATUS |
| 1.BOD.101 | POLICY MANUAL – POLICY | NO CHANGE |
| 1.BOD.102 | AGENCY PHILOSOPHY AND MISSION STATEMENT | NO CHANGE |
| 1.BOD.103 | DEFINITION AND DESCRIPTION OF SERVICE AREA | NO CHANGE |
| 1.BOD.104 | BYLAWS – Recommended Change: Pg. 2 – Section 8 – Vice Chairperson: 1st sentence is incomplete. Change sentence to read: “The vice-chairperson shall perform the duties of the chairperson **in the absence of the chairperson** or as notified by the executive director/designee. | REVISED |
| F1104.1 | BOARD MEMBER COMMITMENT TO SERVE – Recommended Change: Pg. 2 of form - #7 – change Michigan Association of Community Health Boards to Community Mental Health Association of Michigan. | REVISED |
| 1.BOD.105 | INVESTMENT – POLICY | NO CHANGE |
| 1.BOD.105A | INVESTMENT – PROCEDURE | NO CHANGE |
| F.1105.1 | ACKNOWLEDGEMENT & RECEIPT OF INVESTMENT POLICY AND AGREEMENT TO COMPLY | NO CHANGE |
| 1.BOD.106 | COMMITTEE STRUCTURE – POLICY | NO CHANGE |
| 1.BOD.106A | COMMITTEE STRUCTURE – PROCEDURE – Recommended Change: Pg. 4 – F – 2nd paragraph – Change first line to read as follows: “The purpose of the Committee will be to implement the agency’s mission. Examples:” | REVISED |
| 1.BOD.107 | TEMPORARY REPLACEMENT OF THE EXECUTIVE DIRECTOR – POLICY | NO CHANGE |
| 1.BOD.107A | TEMPORARY REPLACEMENT OF THE EXECUTIVE DIRECTOR – PROCEDURE | NO CHANGE |
| 1.BOD.108 | RECRUITMENT/REPLACEMENT OF THE EXECUTIVE DIRECTOR – POLICY | NO CHANGE |
| 1.BOD.108A | RECRUITMENT/REPLACEMENT OF THE EXECUTIVE DIRECTOR – PROCEDURE – Recommended Change: #3 – remove the following: “and two staff members from different departments.” | REVISED |
| 1.BOD.109 | EXECUTIVE DIRECTOR COMPENSATION – Recommended Change: #4 – E – correct typographical error: Prerequisites | REVISED |
| 1.BOD.114 | BOARD/EXECUTIVE DIRECTOR RELATIONSHIPS | NO CHANGE |
| 1.BOD.115 | ANNUAL EVALUATION OF THE EXECUTIVE DIRECTOR – POLICY | NO CHANGE |
| 1.BOD.115A | ANNUAL EVALUATION OF THE EXECUTIVE DIRECTOR – PROCEDURE | REVISED |
| 1.BOD.116 | ASSIGNMENT OF LIAISON WITH THE COUNTY BOARD OF COMMISSIONERS – POLICY | NO CHANGE |
| 1.BOD.116A | ASSIGNMENT OF LIAISON WITH THE COUNTY BOARD OF COMMISSIONERS – PROCEDURE | NO CHANGE |
| 1.BOD.117 | CURRENT BOARD MEMBERSHIP – Recommended Change: Update term expiration dates – Group 1. | REVISED |
| 1.BOD.117A | BOARD ORGANIZATIONAL CHART | NO CHANGE |
| 1.BOD.118 | COMMUNICATIONS | NO CHANGE |
| 1.BOD.119 | BOARD MEMBER ORIENTATION | REVISED |
| 1.BOD.120 | TRAVEL REIMBURSEMENT – BOARD MEMBER CONFERENCE/TRAINING | REVISED |
| F1120.1 | BOARD MEMBER EXPENSE VOUCHER | NO CHANGE |
| 1.BOD.121 | BOARD AGENDA | NO CHANGE |
| 1.BOD.122 | INSURANCE – LIABILITY | NO CHANGE |
| 1.BOD.123 | FIXED ASSETS AND INVENTORY CONTROL | NO CHANGE |
| 1.BOD.124 | CONFLICT OF INTEREST – POLICY | NO CHANGE |
| 1.BOD.124A | CONFLICT OF INTEREST – PROCEDURE | NO CHANGE |
| 1.BOD.125 | ACCREDITING AGENCIES – POLICY | NO CHANGE |
| 1.BOD.125A | ACCREDITING AGENCIES – PROCEDURE | NO CHANGE |
| 1.BOD.126 | CORPORATE COMPLIANCE PLAN | NO CHANGE |
| F1126.1 | COMPLIANCE PLAN EVALUATION TOOL | NO CHANGE |
| F1126.2 | COMPLIANCE PROGRAM ACKNOWLEDGEMENT | NO CHANGE |
| 1.BOD.127 | COMPLIANCE REPORTING, CONFIDENTIALITY, AND NON-RETALIATION – POLICY | NO CHANGE |
| F1127.1 | MSHN SUSPECTED COMPLIANCE VIOLATION OR MISCONDUCT REPORT FORM | NO CHANGE |
| F1127.2 | CONTACT INFORMATION FOR SUSPECTED COMPLIANCE VIOLATIONS | REVISED |
| 1.BOD.127A | COMPLIANCE REPORTING, CONFIDENTIALITY, AND NON-RETALIATION – PROCEDURE | NO CHANGE |
| 1.BOD.128 | COMPLIANCE INVESTIGATION, RESOLUTION, AND DOCUMENTATION – POLICY | NO CHANGE |
| 1.BOD.128A | COMPLIANCE INVESTIGATION, RESOLUTION, AND DOCUMENTATION – PROCEDURE | NO CHANGE |
| F1128.1 | COMPLIANCE INVESTIGATION REPORT FORM | NO CHANGE |
| 1.BOD.129 | OPEN MEETINGS | NO CHANGE |
| 1.BOD.130 | INTERNAL CONTROLS | NO CHANGE |
| 1.BOD.131 | ETHICAL BEHAVIOR – POLICY | NO CHANGE |
| 1.BOD.131A | ETHICAL BEHAVIOR – PROCEDURE | NO CHANGE |
| 1.BOD.132 | ANNUAL REPORT/INFORMATION – POLICY | NO CHANGE |
| 1.BOD.132A | ANNUAL REPORT/INFORMATION – PROCEDURE | NO CHANGE |
| 1.BOD.133 | STATEMENTS TO THE PRESS & ELECTRONIC MEDIA – POLICY | NO CHANGE |
| 1.BOD.133A | STATEMENTS TO THE PRESS & ELECTRONIC MEDIA – PROCEDURE | NO CHANGE |
| 1.BOD.135 | BUILDING FACILITIES USAGE – OUTSIDE GROUPS – POLICY | NO CHANGE |
| 1.BOD.135A | BUILDING FACILITIES USAGE – OUTSIDE GROUPS – PROCEDURE | NO CHANGE |
| F1135.1 | FACILTY USE PERMIT APPLICATION FORM | NO CHANGE |
| 1.BOD.136 | BEHAVIORAL HEALTH PROMOTION – COMMUNITY EDUCATION & INVOLVEMENT – POLICY | NO CHANGE |
| 1.BOD.136A | BEHAVIORAL HEALTH PROMOTION – COMMUNITY EDUCATION & INVOLVEMENT – PROCEDURE | NO CHANGE |
| 1.BOD.137 | BOARD OF DIRECTORS DEVELOPMENT | NO CHANGE |
| F1137.1 | INDIVIDUAL BOARD MEMBER SELF-ASSESSMENT | NO CHANGE |
| F1137.2 | ASSESSMENT OF FULL BOARD FUNCTIONING | NO CHANGE |
| F1137.3 | INDIVIDUAL BOARD MEMBER SELF-ASSESSMENT | NO CHANGE |
| 1.BOD.138 | CONFLICT OF INTEREST – PERTAINING TO MID-STATE HEALTH NETWORK – POLICY | NO CHANGE |
| 1.BOD.138A | CONFLICT OF INTEREST – PERTAINING TO MID-STATE HEALTH NETWORK – PROCEDURE – Recommended Change: Pg. 4 - #4 – B: Correct typographical error: from disclose “and” actual; to disclose “an” actual. . . . . . | NO CHANGE |
| 1.BOD.139 | SELECTION OF MEMBERS OF THE MSHN BOARD OF DIRECTORS AND CONSUMER ADVISORY COUNCIL | NO CHANGE |
| 1.BOD.140 | RECRUITMENT OF NEW BOARD MEMBERS – POLICY | REVISED |
| 1.BOD.140A | RECRUITMENT OF NEW BOARD MEMBERS – PROCEDURE | REVISED |
| 4.FIN.111 | FEE FOR SERVICE – PROCEDURE | REVISED |
| F4111.1 | NCMH ASSIGNMENT OF BENEFITS | REVISED |
| F4111.2 | NCMH MEDICARE BENEFICIARIES | NEW |
| 9.RR.101A | CONFIDENTIALITY/DISCLOSURE – PROCEDURE – Recommended Change: Pg. 2 - #7-A – Correct typographical error: psychologist | REVISED |
| 9.RR.111A | RECIPIENT RIGHTS PROTECTION – PROCEDURE | REVISED |

**Motion** by Member Hamm, supported by Member Boluyt, to approve the above-listed policies, procedures, and forms as presented in 9.3.2. Discussion took place. Motion carried unanimously.

**Recipient Rights**

Next meeting is May 14, 2018 at 10:00 a.m.

**Promotion & Education Committee**

Reviewed one nomination for the 2018 Art Wunsch Advocacy Award.

**Motion** by Member Broome, supported by Kellerman to award 2018 Art Wunsch Advocacy

Award to Cheryl Parker.

Next meeting is April 27, 2018 at 10:00 a.m.

**Consumer Advisory Committee**

Member Broome shared that a state representative will speaking at Empowerment on Monday, April 16, 2018 at 11:00 a.m.

Next meeting is May 24, 2018 at 1:00 p.m.

**Mid-State Health Network**

Member Johnson gave a brief update.

**CMHAM**

Member Kellerman shared that Member Services is meeting in April and to consider donating to the PAC Campaign.

**Communications from the Public**

None.

**Adjournment**

**Motion** by Member Kellerman, supported by Member Kolk, to adjourn the meeting at 12:03 p.m.

Albert Steil, Chairperson Sarah Boluyt, Secretary