



# AuSable Valley Community Mental Health Services

1199 W. Harris Avenue  
P.O. Box 310  
TAWAS CITY, MICHIGAN 48764  
(989) 362-8636  
FAX (989) 362-7800

William Williams, D.O., Chairperson  
Floyd R. Smith, Ph.D., Director

## *AUSABLE VALLEY COMMUNITY MENTAL HEALTH SERVICES BOARD*

*March 23, 2009*

### *MINUTES*

#### *I. CONVENE*

*The regularly scheduled meeting of the AuSable Valley Community Mental Health Board was held on Monday, March 23, 2009 at the Board's West Branch Office. Meeting was called to order by Chairman Dr. Williams at 6:00 p.m.*

*A. ROLL CALL. Board members present: Patti Casey, Bernadine Clark, Scott Colclasure, Robert Cudney, Kay Hammond Robert Huddy, Michael Welsch, Clyde Soucie, Joe Stone, Rose Walsh and Dr. Williams.*

*Board members absent: None.*

*Staff present: Floyd Smith, Glenn Gray, Lois Gartland, and Dave Beck,*

*Guests: Dave Schneider, Trina Edwards and Terry Yule.*

#### *B. APPROVAL OF FEBRUARY MINUTES.*

*Moved by Mr. Welsch, seconded by Mr. Stone to approve the Minutes of the February Board Meeting as printed. Ms. Gartland reported a correction that needs to be made that includes date of termination for Sylvia Sanderson to be December 4 rather than November 4, 2008. This change is to be made in both the Personnel Committee Meeting Minutes as well as the February Board Minutes. Motion carried.*

#### *C. APPROVAL OF AGENDA.*

*Moved by Mr. Soucie seconded by Ms. Walsh to approve the Agenda as presented. Motion carried.*



Services for emotionally disturbed, developmentally disabled and chemically dependent individuals provided through state and local cooperation.  
Serving Iosco, Ogemaw and Oscoda Counties.

## II. PRESENTATION OF ANNUAL FISCAL AUDIT

Trina Edwards from Dennis, Gartland & Niergarth and Terry Yule from Straley, Isley and Lamp were present for the meeting to present the Annual Fiscal Audit to the Board.

Ms. Edwards explained that Dennis, Gartland & Niergarth performed the Board's audit but that the field work was done by Mr. Yule who would present the Board's Report this evening.

Mr. Yule reviewed the Financial Statements and Report of Independent Certified Public Accountants. Mr. Yule reported no deficiencies were identified in internal control over financial reporting. He also reviewed the Management's Discussion and Analysis and shared this is a credit to staff, management and Board as to maintenance of accurate and complete accounting information. Several questions were raised by members of the Board including credit risk and depository accounts which were reviewed by Mr. Yule.

The document Audit Related Communications was briefly reviewed. Mr. Yule noted no significant difficulties in dealing with management in performing and completing our audit which he indicated was a great compliment. There were several small matters that were raised for the Board's consideration including Review and Approval of Journal Entries; Review and Approval of Timesheets; and Approval for Routine Invoices.

Mr. Yule also reviewed the CMH Compliance Examination which was performed. This compliance audit has previously been completed by the State of Michigan but is now performed as part of CMH Board's independent fiscal audit. Mr. Yule was happy to report no findings or questions with such review.

Dr. Williams encouraged members to review the Audit Report further and if there were any questions to contact Mr. Yule or Ms. Edwards.

Dr. Smith indicated that several of the recommendations will be forwarded to Executive & Finance Committee for further consideration. He shared his pleasure with having people who came in and did what they had to do, and who provided an excellent set of responses and recommendations. Dr. Smith also offered comment regarding the Compliance Examination and why this process is so much more onerous. Dr. Smith expressed his appreciation for the work that the Audit Staff did and the quality of the report. On behalf of the Board, Mr. Stone expressed appreciation to our Accounting Staff for the quality and accuracy of our records.

Moved by Mr. Welsch, seconded by Mr. Stone to receive the Audit Report as presented. Roll call vote taken; all ayes. Motion carried.

III. **PLANNING SESSION: Relationship to the Affiliation**

Dave Schneider, Director, Northern Affiliation provided a presentation of *The Northern Affiliation: Its History, Its Purpose, Its Structure.*

Mr. Schneider reviewed why the Northern Affiliation was created, its purpose, the current structure, including a description of services, reference to requirements as well as staff who occupy administrative positions at the Northern Affiliation. Mr. Schneider explained delegated functions to the CMH Boards including service authorization, provider network management, customer services and grievance and appeal. Costs for operating the Affiliation were reviewed. Mr. Schneider reviewed several of the Northern Affiliation successes, some of the challenges they face and well as reviewed the changing demands they face.

There were questions from the Board regarding what the Northern Affiliation does as far as Evidence Based Practices and how the Northern Affiliation's administrative costs compare to other affiliations as well as discussions of reduction of CMH/PIHP's which were discussed by Mr. Schneider.

Dr. Smith offered several comments regarding the kinds of requirements that have increased substantially over the years. Dr. Smith noted that Mr. Schneider has become an expert on requirements like the Balanced Budget Act and other federal and state requirements and that he has appreciated Mr. Schneider's work to keep us doing the things we needed to do but not going overboard. Dr. Smith shared his sense that for the Affiliation as a whole, he has seen increasing positive comments from our staff over the years and shared several specific examples.

Dr. Williams shared his sense that the Affiliation has helped this Board mature and keep up with the responsibilities, with the Standards and the development of best practices. Dr. Williams shared his appreciation for our participation, sharing experiences together and thus offering a better quality of service.

IV.

A **CORRESPONDENCE**

Letters from Iosco and Oscoda County Boards of Commissioners were received and distributed. Iosco County Commissioners have reappointed Robert Huddy and Mike Welsch for another Board term, and Joe Stone has been reappointed to the Board by the Oscoda County Board of

*Commissioners.*

*Mr. Welsch questioned an e-mail regarding increased Board Member Involvement with the Board Association. Patti Casey noted that she has offered to be a Coordinator of such involvement, which Dr. Williams has approved.*

*Newspaper article announcing the Iosco Commissioners are seeking applicants for the Mental Health Board seat which has recently been vacated by Jim Cates was also distributed. Board members asked that we provide recognition to Mr. Cates for his service.*

**B. ANNOUNCEMENTS**

*None.*

**C. PUBLIC COMMENTS**

*None.*

**D. CONSUMER COMMENTS**

*None.*

**V. REPORTS**

**A. Chairperson.**

*Dr. Williams appointed the following members to the Nominating Committee: Patti Casey, Kay Hammond, Bob Huddy, Rose Walsh and Clyde Soucie. The Nominating Committee will meet prior to the April 27<sup>th</sup> Board Meeting, in Tawas City, at 5:30 p.m.*

**B. Board Association.**

*Members who attended the recent Board Association Conference reported that there were a mix of good workshops as well as some that were not. Ms. Casey has copy of Mike Head's Key Issues Update for members who may be interested.*

*Question of Board Member conference limitations was raised.*

*Moved by Mr. Colclasure, seconded by Ms. Clark to leave Board Association Conference attendance up to individual board member's conscience.*

*There was discussion of importance of conferences, value and costs of such conferences as well as individuals who have been selected to be on State Committees.*

*Roll call vote taken: Casey – yes, Clark – yes, Colclasure – yes, Cudney – yes, Hammond – yes, Huddy – yes, Soucie – yes, Stone – no, Walsh – yes, Welsh – yes, Williams – yes. Motion carried.*

*Dr. Smith expressed his appreciation for Board members becoming involved at the State level, noting that his involvement has been reduced because of the local issues he is working on, and that this provides an opportunity for the Board to have its own voice.*

**C. Director**

*Dr. Smith's printed report of areas of interest to the Board was distributed and reviewed.*

**D. Committees**

**1. Personnel Committee met on March 5, 2009.**

*Committee report was presented by Mr. Cudney as Committee Chairperson.*

*Moved by Mr. Cudney, seconded by Mr. Welsh to approve the following as new Policy 2.3 of the Administrative Policy Manual as presented: The Board has a written policy and a comprehensive set of procedures which describes the manner in which a recommendation may be presented for the termination of employment of a staff person. Such procedures shall include reference to any investigations which have been done by the Board's Recipient Rights Office which are related to the recommendation.*

*Roll call vote taken; all ayes. Motion carried.*

**2. Executive & Finance Committee met on March 17, 2009.**

*Committee report was presented by Bernadine Clark as Committee Chairperson.*

*Dr. Smith reviewed the plans which the Executive & Finance Committee reviewed at its recent meeting as well as additional information which has developed since that time and which includes just prior to the meeting.*

*Moved by Ms. Clark, seconded by Ms. Casey to increase through September 30, 2009 the*

*employee contribution for Blue Cross by \$ 37 per month for family or 2-person coverage, and by \$ 24 per month for individual coverage; until September 30, 2009, to extend to six months the qualifying period for eligibility for Blue Cross coverage for any new employee to whom a qualifying position has not already been offered as of the time the Board's action and, also, if necessary to balance the Blue Cross budget for the year, to impose an additional 20% co-pay to staff costs for hospital and other Blue Shield services.*

*There were a number of questions raised including change in response from Blue Cross which were discussed. There was discussion of additional time to continue to research the best insurance plan for staff. Dr. Williams raised a number of questions regarding funding and our budget which Dr. Smith responded to.*

*Roll call vote taken; all ayes. Motion carried.*

*Moved by Ms. Clark, seconded by Ms. Hammond to receive the February Financial Statements and Expenditures as presented. Roll call vote taken; all ayes. Motion carried.*

#### **VI. OLD BUSINESS**

*None.*

#### **VII. NEW BUSINESS**

*Ms. Casey suggested possibility of our agency developing a web site. This matter was referred to Lois Gartland for additional research.*

*Dr. Smith announced that he received information earlier in the morning that we do have authority to place individual for whom we have been working on a local residential placement for some time.*

#### **VIII. COMMENTS**

##### **A. BOARD.**

*Rose Walsh shared several concerns that she received anonymously regarding several areas which were briefly discussed.*

##### **B. STAFF. None.**

C. **PUBLIC.** None.

**IX. MEETING DATES**

A. **BOARD.** Next regular meeting of the Board will be held on **Monday, April 27, 2009, at 6:00 p.m., at the Board's Tawas City Office.**

B. **COMMITTEES.**

1. **Personnel.** Monday, April 6, 5:00 p.m., Tawas Office.
2. **Program.** Thursday, March 26, 5:00 p.m., Tawas Office.
3. **Executive & Finance.** Tuesday, April 21, 5:00 p.m., West Branch Office.
4. **Recipient Rights Advisory.** Thursday, April 9, 5:00 p.m., Tawas Office.
5. **Nominating Committee** – Monday, April 27, 5:30 p.m., Tawas Office.

**VIII. ADJOURN**

Moved by Mr. Stone, seconded by Mr. Welsh that the meeting be adjourned. Motion carried.  
Meeting adjourned at 8:15 p.m.

Respectfully submitted,



Lois A. Gartland  
Recording Secretary

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