

**Meeting Minutes**  
**Ottawa County Human Services Coordinating Council**  
**March 28, 2007**  
**9:30 a.m.**  
**Juvenile Detention Services Conference Room**

Attending: Andrea Mulder, OCHSCC Administrative Coordinator  
Pat VerDuin, Family Court  
Ann Tabor, Grand Haven Area Community Foundation  
Janet DeYoung, Community Foundation of Holland/Zeeland Area  
Gerry Cyranowski, Community Mental Health  
Loren Snippe, Department of Human Services (DHS)  
Patrick Moran, Greater Holland United Way & Volunteer Center  
Bill Robb, MSU Extension Services  
Michael VandenBerg, Good Samaritan Center  
Ron Frantz, Prosecuting Attorney  
Steve Eckert, Lakeshore Nonprofit Alliance  
Gail Ringelberg, North Ottawa County Council on Aging

Absent: Joel Dye, City of Holland; Ron Frantz, County Prosecutor; Bud Ferguson, Ottawa Area Intermediate School District; Lisa Stefanovsky, Ottawa County Health Department; Bill Raymond, Community Action Agency/Michigan Works!

Andrea explained the new “at a glance” reference binders that will be available at the monthly meetings; Andrea will keep them current and bring them to and collect them after each meeting. They hold information such as bylaws, guidelines, organizational chart and membership matrix. Accepted as information.

- I. United Way Community Assessment – Patrick Moran (handout and PowerPoint presentation)
  - Overview of the vision for the upcoming (2008) community assessment – with emphasis on the community – a “photograph” of the community.
  - Review of the 2003 goals and overview of the 2008 goals.
  - CRI (Community Research Institute) at Johnson Center for Philanthropy will be doing the assessment.
  - Plan to establish a 10 -15 person steering committee with strong representation from the OCHSCC.
  - Many community studies have already taken place and the UW wishes to not duplicate creating these studies but to incorporate that data as part of the published document.
  - Is discussing pulling a focus group together to assess the data and the data sources.
  - Review of data collection through publication timeline.
  - This needs assessment will be used as a catalyst for action.
  - It appears that what was previously printed was based on perceptions or opinions, not necessarily all on data collected.

- A new funding cycle is being proposed: 3 year allocations instead of an annual allocation, this follows the national UW trend (where fund allocation determination is “impact based”).
- The United Way intends to keep the OCHSCC “in the loop” as it progresses through all facets of this community needs assessment.
- The United Way is looking for an endorsement from the OCHSCC to support the publishing of the community needs assessment.

**ACTION:** Janet DeYoung made a motion to endorse the study as a viable tool at Ottawa County Human Service Coordinating Council “Endorsement Level 3” (noting in particular that it was stated that OCHSCC representation is welcome on the steering committee.) Discussion ensued. Support for the motion adding that the Chair of the OCHSCC becomes a member of the United Way needs assessment steering committee by Bill Robb. The entire motion was seconded by Ann Tabor; passed by unanimous ye a vote. (Motion: In recognition that it will serve as a viable information tool, the Ottawa County Human Services Coordinating Council endorses at its Level 3 the Ottawa County United Way and Volunteer Center’s 2008 Community Needs Assessment study and subsequent publication, with the understanding that the Chairperson of the Ottawa County Human Services Coordinating Council or their designate is awarded membership on the United Way 2008 Needs Assessment Steering Committee.)

II. Strong Families Safe Children Grant Recipients

- A. Bethany Christian Services – Steve Eckert – TABLED

III. Strong Families/Safe Children --Loren Snippe.

- A. No new items to report.

IV. Business

- A. Membership: two vacancies on the commission may soon be filled:
- i. Business Sector: Chuck Michael, Shape Corporation, is interested/considering and will attend the OCHSCC April meeting.
  - ii. Consumer Sector: Shelly Rawlings has agreed to fill the consumer representative vacancy.  
Accepted as information.
- B. Coordinator Evaluation: The Executive Team recently conducted a one-year performance evaluation of Andrea in her role as Administrative Coordinator and she received an overall excellent rating.
- Review by Pat of the goals mutually set for the upcoming year for Andrea.
  - Andrea is now under contract with the OCHSCC through 2008.
- C. 2006 Annual Report: Andrea distributed and reviewed the OCHSCC (2006) Annual Report (first one ever!) This report will also be shared with the Health and Human Services Committee. In addition, Andrea distributed an

overview of the OCHSCC that is now published and will be distributed at the “Getting Connected” forums.

- D. Holland/Zeeland Community Foundation Project: Janet DeYoung reported:
- The date (June 7), facilitator and mailing list (about 100 people) have been determined for their community meeting.
  - At that meeting they will be soliciting strategies for 5 specific objectives that have been identified during their planning meetings.
  - It will definitely be more of a perception survey, not collecting the same data that the United Way Needs Assessment is seeking.
  - Pat represents the council on this initiative.  
Accepted as information.
- E. Workgroup Update
- i. Access to Health Services
    - a. Review by Pat. On behalf of the OCHSCC, Pat will prepare a written statement to be read at the April 18 Lakeshore Coordinating Council Public Hearing regarding substance abuse services. Unanimous support for Pat to write a statement on behalf of the Coordinating Council.
    - b. Grant Opportunities: Overview by Gerry Cyranowski of an upcoming block grant opportunity to provide identified unmet mental health services for youth, 0 -17 years old. Pat is working with Gerry to assess this opportunity. They will be meeting in mid-April and will report back to the Council.
      - ii. Great Start Collaborative- Andrea will report at future meetings.
      - iii. Cross Collaboration- tabled.

There was no further business.

Next meeting date: April 25, 2007 at the **Juvenile Services Building/Fillmore Administrative Complex**, 9:30 a.m.

Respectfully Submitted,  
Gail VanVels, Administrative Secretary