

Affiliation Advisory Workgroup Meeting Minutes:
February 28, 2003
12:00pm to 2:00pm

Community Mental Health of Clinton-Ingham-Eaton Counties
812 E. Jolly Road, Conference Room G-14
Lansing, MI. 48910

Present at the meeting: Carolyn Hilley (GCCMH), Bob Clingenpeel (GCCMH), Julie Dowling (ICCMH), Lynne Cahalane (ICCMH), Mary Ellen Papes (NCMH), Ingemar Johansson (MBCMh), George Ott (MBCMh), Micheal Brashears (CEICMH), Connie Cory (CEICMH), Kim Zimmerman (CEICMH)

Absent: Marcy Bacheller (NCMH)

Introductions: The meeting began with a welcome and then introductions.

Purpose of the Meeting: Kim Zimmerman went over ground rules for the meeting and encouraged everyone to feel comfortable sharing their thoughts and opinions. The emphasis was made that this meeting needs to be a productive meeting with a defined purpose. This workgroup has to focus on outcomes and making improvements throughout the affiliation in regards to Self Determination, Person Centered Planning, and Consumerism. Kim went over the role of the Consumer Empowerment Specialist and the purpose of the workgroup. It was stressed that standardization would be considered whenever it would meet best practice, however it is not the intent to take away flexibility and autonomy from the affiliate agencies.

Charge Form: The group then looked at a draft copy of the “Charge to Workgroup” form. It was suggested that a joint policy be completed under the heading of Self Determination (SD), but would include Person Centered Planning (PCP) and Consumerism as well. It was also requested that since external facilitation is such a big part of PCP, that specific reference should be made to it as well in the policy. The following was agreed by the workgroup to be outcomes of this group:

- Standardization of affiliation SD policy
- Standardization of SD implementation guidelines and training guidelines for the affiliation
- Provide guidance and direction to the position of Consumer Empowerment Specialist
- Provide a consistent message to their affiliate agencies regarding the direction of SD/PCP within the affiliation.
- Ensure implementation of SD principles
- Standardization of forms where possible regarding PCP and SD throughout the affiliation...this will be a long term goal as standardization of guidelines and training should happen first

The workgroup also wanted to add a figure of no greater than \$1,000 of on-going expenditures per year to be added under the financial section of the charge form. Another topic of discussion was the name of the workgroup. It was suggested that the name should better reflect the purpose of the workgroup versus referring it to an advisory workgroup. It was decided that the members would think about this and we would talk about suggestions at the next meeting.

The workgroup also discussed the possibility of this workgroup replacing the need for each agency to have independent workgroups related to SD and PCP. It was stated that this would definitely be a possibility and would be discussed on an ongoing basis.

The issue of monitoring compliance was also discussed. There was question as to whether or not compliance monitoring was the responsibility of this workgroup. It was suggested that monitoring would be best left to the Affiliation QI workgroup and that this workgroup should not duplicate services or become the “policing” workgroup for the affiliation. There was some debate as to the necessity for the PCP indicators to be monitored by this workgroup to make sure that best practice is being followed and that each affiliate member is following through with outcomes that are being set for the affiliation. Kim will discuss the intent of her position with regards to monitoring compliance further with Ken Slater, Deputy Director, CEI, and this topic will be discussed further at the next meeting.

Tasks/Assignments: It was requested that all members of the workgroup contact Kim Zimmerman to notify her of the workgroups that currently exist within their organizations that relate to PCP/SD/Consumerism. Kim will be acting as a resource broker as part of her job responsibilities and therefore it was requested that each member of the workgroup keep her informed of what actions are being taken/developed within each agency so that she may be able to share information throughout the affiliation.

Kim will integrate the principles of PCP, External Facilitation, and Consumerism into the existing SD affiliation policy so that there is only one policy for Self Determination. Kim will also work on completing SD implementation guidelines and training guidelines and will present information at the next workgroup meeting. Kim will get clarification regarding monitoring compliance from Ken Slater. Kim will update “workgroup Charge Form” to reflect the changes made in today’s meeting.

Next Meeting: It was decided that we would meet one time per month initially and then look to meet quarterly when able to do so. The group would like to coordinate the meetings with the Core Group Meetings each month. The meeting date for the Core Group has not been set yet for April (tentative date of 04/02/03). When this date is determined, Kim will notify the workgroup of the next meeting date and time.