

Community Mental Health Affiliation of Mid-Michigan
Consumer and Stakeholder Advisory Council

Meeting Minutes of September 2, 2010

Community Mental Health Authority of Clinton-Eaton-Ingham Counties
812 E. Jolly Rd., Conference Rooms G-11 A & B
Lansing, Michigan

Present: Committee Members: Julie Barron, CSR (CEI); Heather Bell, CSR (Gratiot); Deborah Krieger (Manistee-Benzie); Charlotte Lamb (Gratiot); Nick Lawson (Gratiot); Michael Mackin (Manistee-Benzie); Lavonda Smith (Newaygo); Bea Stevens, CSR (Newaygo); Pixie Stevens (Newaygo); Lori Swan (CEI); Rebecca West, CSR (CEI)

Other: Jenny Bauer (CEI); Toby Bayless (Affiliation); Kim Zimmerman (Affiliation); Stefanie Zin (CEI)

Call to Order: Nick Lawson, Chairperson, called the meeting to order at 11:10 AM, followed by introductions.

Agenda Review: Kim Zimmerman noted there has been no response from the Department of Community Health regarding the site review findings, to date. When a response is received, Kim will put it on the Advisory Council meeting agenda.

Approval of Minutes: Charlotte Lamb read aloud the minutes of the August 5 meeting. It was MOVED by Nick, and SUPPORTED by Julie Barron to approve the minutes as submitted. The motion was APPROVED.

Presentation: Stefanie Zin, CEI's Access and Utilization Management Supervisor and Compliance Officer, provided training on Privacy and Security, and answered questions.

Consumer Bulletin: Kim initiated discussion regarding submission of type of articles, and length, for the Consumer Bulletin. It was decided Becki West will collect the article submissions by the end of

October for review during the November Advisory Council meeting. It was noted a release of information will be needed if an article contains personal information before it can be reviewed by the Council. Articles will be submitted as follows: Julie Barron – Customer Service Representative article; Charlotte Lamb – Peer Support Specialist article; Toby Bayless – Administrative Efficiencies (which will be a standing statement in the bulletin). After Council review, a draft of the bulletin will be reviewed by the Quality Improvement work group for approval. Upon final approval the bulletin will be distributed and posted on the Affiliation web site. Julie was requested to send the Affiliation Advisory Council brochures to each affiliate.

Council By-Laws: Toby explained the concern recently that most Advisory Council members are Customer Service Representatives and Peer Support Specialists, who are paid staff. Additionally, there is not a good representation of the spectrum of consumers served – mentally impaired, developmentally disabled, children, and substance use. Kim distributed copies of the current By-Laws and procedure 1.8, Affiliation Consumer Advisory Council. Discussion ensued. Kim stated the Chairperson and Vice-Chairperson should be required to attend meetings in person, and not be from the same affiliate agency. Nick proposed the Chairperson and Vice-Chairperson positions be held by unpaid consumers. With the exception of Julie, those present approved Nick's proposal. Kim will bring a draft of revisions to the By-Laws and procedure to the October meeting for further discussion.

Adjournment: The meeting adjourned at 2:05 PM. The next meeting of the Affiliation Consumer and Stakeholder Advisory Council will be Thursday, October 7, 11:00 AM to 2:00 PM at 812 E. Jolly Rd., Lansing, Michigan.

CMHAMM Consumer &
Stakeholder Advisory Council
Meeting Minutes
September 2, 2010

Page 3 of 3

Respectfully submitted,

Debra Heinze
Affiliation Secretary

PURPOSE STATEMENT

- To assure that consumers shape the policies & practices of the Affiliation of Mid-Michigan & the State
- To determine the needs of consumers & to communicate those needs to appropriate parties. To improve the work of the Affiliation, so that it meets the needs of consumers, families, & other stakeholders
- To review & to make recommendations about the Affiliation's programs
- To make suggestions to the Director of Affiliation Operations
- To be advocates of system-wide change for consumers' rights & consumers' welfare
- To work as a team in a safe, friendly & respectful environment