

Community Mental Health Affiliation of Mid-Michigan  
**PIHP Behavior Treatment Committee**  
Meeting Minutes  
November 18, 2010

Community Mental Health Authority of  
Clinton-Eaton-Ingham Counties  
812 E. Jolly Rd.  
Lansing, Michigan

Facilitator: Kim Zimmerman

- ATTENDANCE:** Mary Clissold (CEI); Julie Dowling (Ionia); Cheryl Kobernik (Manistee-Benzie); Kari Korson (Manistee-Benzie); Amy Kurtti (Newaygo); Jan Morningstar (Ionia); Cheryl Parker (Newaygo); Marian Wagner-Moccio (CEI); Kim Zimmerman (Affiliation)
- ABSENT:** Toby Bayless (Affiliation); Michelle Bradley (Ionia); Kathy Perkins (Gratiot); Sue Poindexter (Gratiot)
- CALL TO ORDER:** The meeting was called to order at 3:15 PM by Kim Zimmerman, facilitator.
- APPROVAL OF MINUTES:** The minutes of the September 16, 2010 meeting were approved as submitted.
- AGENDA REVIEW:** No agenda revisions.
- CMHAMM DATA TRACKING:** Kim has only received Gratiot and Newaygo data to date. She reviewed the form's format and explained the revisions she will be making. She would like a definition for #6 and #7 for consistency in data collection. Discussion ensued. Mary will send the defining information to Kim; Kim will forward this information to each affiliate. Upon receipt of the missing data, Kim will compile the July-August-September data and send it out via e-mail for review prior to the next meeting.
- REVIEW OF CMHSP COMMITTEE FORMS:** Review and comparison of each CMHSP form was done to try to move toward consistency. Kim requested Newaygo send their tracking form for review. Kari was asked to forward the Manistee-Benzie feedback form to Judy Webb at DCH for her opinion. Behavior Management Committee review standardization was

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discussed. After reviewing CEI's Social Teaching Plan format, Kim requested a copy of the actual Behavior Management Committee minutes that record the plan/monitoring. Kim will ask Gratiot to review their forms at the next meeting. Kim noted the Electronic Medical Record will need standardized forms, so a move should be in that direction. Mary and Marian will return to CEI with Newaygo's "Positive Behavior Support Plan" to compare with the Social Teaching Plan for a proposed format. All affiliates will take these to their respective Behavior Management Committees.

**NEXT MEETING:** The next meeting is January 20, 2011, 3:00 PM at CMHA-CEI. Plan and data collection sheet standardization will be discussed.

Respectfully submitted,

Debra Heinze  
Affiliation Secretary