

**Community Mental Health Affiliation
of Mid-Michigan**

PROCEDURE #: 1.2	Page 1 of 2	SUBJECT: CMHAMM Steering Committee and Workgroup Meeting Structure
Related Policy(ies) #: 1.0		SUBJECT: PIHP Administration
Issuing Director: Director of Affiliation Operations		Original Effective Date: 12/05/07

REVISED DATE

02/06/09

Review Date(s)

11/19/08					

I. PURPOSE:

To ensure that CMHAMM workgroups, whose primary function is to improve upon, monitor, and report on, those activities delegated by the PIHP, operate in a fashion that promotes clear leadership, communication, efficiency, and productivity. Additionally, as a secondary function, CMHAMM workgroups charged with performing voluntary collaborative activities, as agreed to and authorized by CMHAMM CEOs, will be subject to the same standards and procedures.

II. STANDARDS:

- A. All Affiliate representatives will only participate in activities that address workgroup charges that are issued by the PIHP (through the direction of the Director of Affiliation Operations) or are agreed upon collaborative efforts (tasks) of Affiliates (through the direction of the Director of Affiliation Operations).
- B. Affiliate representatives may participate in Steering Committee Meetings and/or Affiliation Workgroups via videoconferencing, with the understanding that those that elect to do so may not receive all of the material distributed to members that participated in-person.
- C. Affiliate representatives may participate in Steering Committee Meetings and/or Affiliation Workgroups via teleconferencing with the approval of the committee or workgroup Chair and the understanding that those permitted to do so may not receive all of the materials distributed to members that participated in-person.
- D. Any Affiliate CMHSP that hosts an Affiliation Workgroup meeting must have videoconferencing capability and make this resource available to those Workgroup members choosing to participate in this fashion.
- E. Steering Committee meetings that are cancelled will not be rescheduled. Members will reconvene on the next regularly scheduled date at the next CMH in the scheduled location rotation.
- F. Whenever possible, Affiliation Workgroup Meetings that are cancelled will not be rescheduled. Members will reconvene on the next regularly scheduled meeting date.

III. PROCEDURES:

- A. CMHAMM Workgroup membership is appointed by their respective CEO's. Other staff from each CMHSP may attend workgroup meetings as the agendas dictate and a need is identified to have other staff present to offer guidance and information. In the case where more than one staff from a CMHSP attends a workgroup meeting, then that CMHSP will only have one member express that CMHSP's standpoint in matters of decision making and recommendations.
- B. The Director of Affiliation Operations and/or the Affiliation Compliance Administrator may attend the CMHAMM workgroup meetings on a regular basis to act as consultant/liaison to the groups and assist in matters when consensus cannot be reached by the members. In cases where consensus is not reached by the workgroup, then the DAO will make the decision and/or recommend that the matter be taken to the Affiliation Steering Committee for a decision.
- C. Minutes are required for each CMHAMM Workgroup meeting. The minutes will be taken on the standardized "CMHAMM Workgroup Minutes Form." The minutes will reflect progress made on assigned charges, will provide details on the decisions and recommendations made and will be turned in to the Affiliation Secretary for posting on the Affiliation Website within 4 business days from the date of the workgroup meeting. If a workgroup does not complete the minutes as indicated or does not turn in the minutes within established timeframes, then the Affiliation Secretary will begin to attend those workgroup meetings to be the official minute taker.
- D. Steering Committee or Workgroup members that choose to participate in meetings via videoconferencing or teleconferencing will notify the host agency at least 7 days prior to the scheduled meeting date.
- E. Requests for agenda items to be added for Steering Committee Meeting and any accompanying handouts must be received by the Affiliation Secretary 7 calendar days prior to the scheduled meeting date.
 - 1. Requests for urgent items to be added to the Steering Committee Meeting agenda must be received and approved by the Director of Affiliation Operations no later than 24 hours prior to the scheduled meeting date. The Affiliation Secretary will distribute the necessary materials to members.
 - 2. Requests that are made for non-urgent items to be added to the Steering Committee Meeting agenda within 7 calendar days of the scheduled meeting date can only be added during the Agenda Review portion of the scheduled meeting. Presenters are responsible for distributing any necessary handouts to Steering Committee Members if they request an agenda item within 7 calendar days of the scheduled meeting date.
- F. The Affiliation Secretary will distribute the Steering Committee Meeting packet no later than the Friday before the scheduled meeting date.
- G. The Affiliation Secretary will distribute a checklist of options for Meeting Agenda and Meeting Minutes distribution. Each Steering Committee Member will be responsible for indicating their preference for the mode of delivery of these items. If no response is received by the Affiliation Secretary, these documents will be distributed by hardcopy.
- H. Affiliate Workgroups must submit their reports to the Director of Affiliation Operations for review and approval prior to their presentation to CMHAMM or PIHP committees. This requirement will apply to both charges (issued by the PIHP) and tasks (agreed upon collaborative efforts amongst Affiliates). Reports must be received (for review and approval)

by the Director of Affiliation Operations at least 5 days prior to the proposed date of presentation to CMHAMM or PIHP committees.

IV. APPLICATION:

All representatives of the PIHP and CMHAMM CMHSPs.

V. MONITOR AND REVIEW:

The Director of Affiliation Operations will monitor the activities of Steering Committee and CMHAMM Workgroups to ensure adherence to these standards and procedures. The Director of Affiliation Operations will review this procedure annually.

VI. RELATED POLICIES AND PROCEDURES:

CMHAMM Policy # 1.0 PIHP Administration