

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

Meeting Minutes of October 5, 2006

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); Jean Cowdrey (Gratiot); Marvin Embry (CEI); Judith Kindel (CEI); Todd Koopmans (Newaygo); Nick Lawson (Gratiot); Jana Perez, CSR (Gratiot); Christine Riddlebaugh (Gratiot); Bea Stevens, CSR (Newaygo); Margaret Stooksberry (Manistee-Benzie); Kimber Thompson (CEI); Rebecca West, CSR (Ionia)

Other: Sally Culey (Ionia); Kim Zimmerman (Affiliation)

Call to Order: President Nick Lawson called the meeting to order at 11:05 AM.

Introductions: Becky West was introduced as the new Customer Service Representative from Ionia.

Agenda Review: Nick announced "Policy/Procedure Review" and "Affiliation Retreat Tasks" would be tabled to the November meeting, and Michael Brashear's "Improving Practices Leadership Team" presentation is cancelled.

Review & Approval

Of Minutes: The minutes of the September 7, 2006 meeting were read aloud by Julie Barron. It was MOVED by Bill Grandell and SUPPORTED by Jean Cowdrey to approve the minutes as submitted. MOTION PASSED unanimously.

Past Chairpersons

Awards: Nick acknowledged the value to the Advisory Council of the chairperson role. In appreciation, he presented pins and certificates to past chairpersons Todd Koopmans and Christine Riddlebaugh. Nick also honored Mishelle Parish and Franklin Scott, who are no longer serving on the Council, as past chairpersons.

Vice Chairperson

Election: Judith Kindel and Kimber Thompson, nominees for the Vice Chairperson position, gave statements. It was noted Christine Riddlebaugh and Amy Clark withdrew their nominations. Voting followed the statements. Judith was elected as Vice Chairperson.

Communication

Process: Kim Zimmerman distributed the draft of "Communication Guidelines". The document was read aloud and discussed. It was MOVED by Todd and SUPPORTED by Jana Perez to approve the Communication Guidelines as drafted. MOTION PASSED unanimously.

By Laws: The vote that was tabled from the September meeting on approval of the revisions to the By-Laws was discussed. It was MOVED by Todd and SUPPORTED by Margaret Stooksberry to approve the revised By-Laws. MOTION PASSED unanimously. It was requested Kim Zimmerman bring final copies of the By-Laws to the November meeting for distribution.

Mystery Shopper Report:

Jana distributed a handout regarding the Mystery Shopper Level I data. She explained the Customer Service Representatives call the affiliate counties and rate customer service on a series of questions with scoring. She noted that Level II will be on-site visits.

Grant Work:

Jana presented a handout that each agency can use to submit three ideas to work on. Kim Zimmerman reviewed the parameters of the grant, distributed a draft job description for the Anti-Stigma Coordinator, and a work plan for the first quarter. Kim will have the CEI Human Resources department review the job description as soon as possible, and will plan to have the posting out by October 13. The application deadline was set as October 25 at 5:00 PM. A group consisting of Nick, Julie, Kimber and Kim was formed to screen applications on October 26. Interviews will be held during the November 2 meeting. Kim suggested one hour be devoted to interviews, and an additional hour will be used to develop work groups from with the Council, and assign tasks/duties to the work groups.

Open Forum: [Internet List Serve Site](#)

Jana stated she is unable to get on the Internet list serve site. Kimber explained each affiliate's IS department needs to give

permission to access this group. There should be no problem from home computers. Kimber will contact the CEI IS department regarding using a laptop during the November meeting to sign all members into the Internet site.

Kimber brought a web site, freecycle.com, to the attention of the Council members.

Partners In Excellence Award

Christine has received the Partners In Excellence award, which will be presented to her during the Michigan Association of Community Mental Health Boards October conference in Traverse City.

Letter to the Governor

Judith read a letter written to Governor Granholm regarding medical providers not accepting Medicaid, which makes accessing services very difficult.

Person Centered Planning Conference

Jean reported on a Person Centered Planning conference held in Kalamazoo that she had attended, and commented she had danced with her walker. Julie noted a consumer recipient rights group is being formed for advocacy.

CD

Nick has cut a CD, and is working on a second one.

Final Thoughts: Todd thanked the Council for the past chairperson award.

Adjournment: The meeting adjourned at 2:05 PM. The next scheduled meeting of the Affiliation Consumer and Stakeholder Advisory Council will be Thursday, November 2, 11:00 AM to 2:00 PM at 812 E. Jolly Rd., Lansing, Michigan in Conference Rooms G-11 A & B.

Respectfully submitted,

Debra Heinze
Affiliation Secretary

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| <p>NOTE: The Secretary will send one copy of the minutes and agenda to each CMH for distribution</p> |
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