

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

Meeting Minutes of April 5, 2007

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 Cowdery (Gratiot); William Crandell (CEI); Marvin Embry (CEI); Judith Kindel (CEI); Todd Koopmans (Newaygo); Nick Lawson (Gratiot); Kim McKenzie, CSR (via phone - Manistee-Benzie); Jana Perez, CSR (Gratiot); Christine Riddlebaugh (CEI); Lavonda Smith, CSR (Newaygo); Pixie Stevens, CSR (Newaygo); Rebecca West, CSR (Ionia)

Other: Toby Bayless (Affiliation); Kim Zimmerman (Affiliation)

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

Review & Approval

Of Minutes: The minutes of the March 8, 2007 meeting were read aloud by Julie Barron. It was MOVED by Kim McKenzie and SUPPORTED by Bill Crandell to approve the minutes as submitted. MOTION PASSED unanimously.

Grant Coordinator's

Report: Jana Perez announced presentations cannot be made to schools until September. She also stated an option of making a calendar if time does not permit completion of a book. Jana set up a display that she asked members to look at featuring coloring books, puppets, Childhood Depression Awareness ribbons, and plays published in a booklet addressing bullying. The camera and laptop were also available for everyone to see. Jana explained the classroom visits are planned in a series of three with each visit lasting 45 minutes. She presented three options for learning to present the puppet shows: (1) have Bill Kelly and trained presenters do the shows at the cost of \$40.00 per show plus travel expenses, (2) Bill Kelly can train Council members during weekday evenings at Gratiot CMH at no charge, or (3) self train. The group preferred option 2.

Kim Zimmerman announced she has reviewed the grant for progress, and discovered not all commitments are being met by the assigned people. She also noted the contract has not been signed yet due to a death in Heywood's family. Kim distributed a handout of tasks to be completed by the May 3 meeting, and reviewed it with the group. She emphasized the need to complete the tasks as soon as possible. Kim will contact the coordinator of the grant and request a six month extension to allow for presentations in the schools.

**Grant Committee
Reports:**

Quality Improvement

Julie reported the surveys are complete and waiting for titles. Richard Coelho has reviewed the surveys and they will be taken to the QI work group for approval.

Education & Training Materials

Julie reported she will meet with Judith Kindel and Kim McKenzie before the next meeting to combine all information gathered to date. The information will need to be approved by Toby and Kim before distribution.

Supply & Expenditure

No report.

Promotion, Marketing & Recruitment

A meeting with an external consultant, Vicky Johnson, is scheduled on May 19, 11:30 AM at Gratiot CMH.

Kim Zimmerman reminded the group that committee reports must be submitted in writing, and all purchases must have prior approval by Kim or Toby.

Open Forum:

Jana announced the appreciation dinner invitations have been made by Becki West, and will be distributed by the Customer Service Representatives. Nick is a reader for the program, and will present the Andy Carlson award. Voting was conducted for the recipient of the Andy Carlson award. Jana will tabulate the votes. Becki asked the group to let her know their ideas for the program. It was noted extra guests will be charged \$12.00.

Julie provided samples of the brochure, letter and consent form to be used with the grant project for review prior to approval.

Todd Koopmans announced he is now serving on the Newaygo CMH Board of Directors.

Adjournment: The meeting adjourned at 2:05 PM. The next scheduled meeting of the Affiliation Consumer and Stakeholder Advisory Council will be Thursday, May 3, 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