

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

Meeting Minutes of January 3, 2008

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); Marvin Embry (CEI); Todd Koopmans (Newaygo – via videoconference); Nick Lawson (Gratiot); Kim McKenzie, CSR (Manistee-Benzie – via videoconference); Christine Riddlebaugh (Gratiot); Lavonda Smith (Newaygo – via videoconference); Bea Stevens, CSR (Newaygo – via videoconference); Pixie Stevens (Newaygo – via videoconference); Rebecca West, CSR (Ionia)

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

Call to Order: Christine Riddlebaugh, Vice-Chairperson, called the meeting to order at 11:10 AM.

Agenda Review: Toby Bayless requested the addition of “Procedure Review” to the agenda. It was MOVED by Kim McKenzie and SUPPORTED by Jean Cowdery to approve the revised agenda as requested. MOTION PASSED unanimously.

Review & approval

Of Minutes: The minutes of the December 7 meeting were read aloud by Nick Lawson. Bea Stevens noted the minutes stated the next meeting would be November 1, and requested a correction be made to reflect the next meeting being held January 3. It was MOVED by Julie Barron and SUPPORTED by Becki West to approve the minutes as corrected. MOTION PASSED unanimously.

**Strategic
Planning:**

Kim Zimmerman reviewed the By-Laws document with the group for discussion and revisions. It was MOVED by Nick and SUPPORTED by Julie, to amend the By-Laws to reflect that three absences by a member in a fiscal year will be cause for notification to the member’s local CMH. MOTION PASSED unanimously. It was MOVED by Julie, and SUPPORTED by Kim McKenzie, to allow guest attendance on a per meeting basis with advance notice of one month to the Affiliation Secretary, or a Council member, to be placed on the agenda for approval. MOTION PASSED

unanimously. It was MOVED by Nick, and SUPPORTED by Becki, to state that a member must be present to vote. MOTION PASSED unanimously. Kim Zimmerman will make the approved revisions to the By-Laws, and will distribute the final copy during the February meeting.

Procedure

Review:

Toby distributed copies of draft procedure #1.2, CMHAMM Steering Committee and Workgroup Meeting Structure. He reviewed the content and answered questions.

Standardized

Agenda:

Kim Zimmerman reviewed the Standardized Agenda Format. She explained each element of the form, and how it will be used each month to build the agenda for the next meeting. Discussion ensued. It was determined the February meeting agenda would include:

- Annual recognition dinner
- Quality Improvement work group report
- Local updates from Council members
- Policy/Procedure review

Julie will issue Jana Perez a letter of invitation to attend the February meeting for the purpose of sharing information with the group regarding the annual recognition dinner and the anti-stigma grant.

Adjournment:

Following final thoughts, the meeting adjourned at 1:55 PM. The next scheduled meeting of the Affiliation Consumer and Stakeholder Advisory Council will be Thursday, February 7, 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