

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

Meeting Minutes of November 5, 2009

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); Rebecca Gardner (CEI); Deborah Krieger (Manistee-Benzie via videoconference); Charlotte Lamb (Gratiot); Nick Lawson (Gratiot); Michael Mackin (Manistee-Benzie via videoconference); Kim McKenzie, CSR (Manistee-Benzie); Paul Palmer (CEI); 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); Fran Mackay (Newaygo CMH)

Call to Order: Nick Lawson, chairperson, called the meeting to order at 11:10 AM.

Agenda Review: Toby Bayless requested the addition of "ARR Update".

Approval of

Minutes: Julie Barron read aloud the minutes of the September 3 meeting. Paul Palmer noted he had been in attendance at this meeting. It was MOVED by Nick, and SUPPORTED by Kim McKenzie, to approve the minutes with the noted addition. The motion was APPROVED.

ARR Review: Kim McKenzie read the ARR (Application for Renewal and Recommitment) Section 11, and Toby reviewed the content with the group. He indicated the Electronic Medical Record standardization Affiliation-wide is progressing. Additionally, State required training is now shared between Affiliates via videoconference, versus hiring separate trainers at each site, which is more cost effective. Discussion ensued in response to a question regarding staff acceptance of the implementation of new ideas to promote efficiency.

ARR Update: Toby gave an update on the October 30 teleconference meeting with Department of Community Health (DCH) staff. The ARR Sections 4 and 7 were reviewed. A DCH request was made for data driven goals. Toby is working to incorporate this request with stakeholder feedback, which is considered to be the focus for him. As the review process continues, Toby will report progress to the Council.

Consumer Update

Bulletin: Julie distributed a draft of the Consumer Update bulletin, requesting input from the Council. Discussion ensued regarding frequency of publication, distribution, and collection of information to be published. Julie will take these questions to the Quality Improvement work group for suggestions, and report back. The Council agreed by consensus to establish an e-mail address, "advisorycouncil@cmhamm.org", to collect feedback from stakeholders.

Affiliation Policy/

Procedure Review: Kim Zimmerman reviewed Affiliation Procedure 2.9 Self Determination/Person Centered Planning with the Council.

DCH Plan of

Correction: Kim Zimmerman distributed the corrective action plan submitted to DCH. The plan has been approved by DCH, and is ready to be implemented.

2010 Recognition

Dinner: Kim McKenzie announced May 13 and 20 are available to schedule the annual recognition dinner. The Council agreed, by consensus, to hold the event on May 20, 2010. Nick offered to provide Kim with contact information he and Heather Bell have used for the dinner planning.

December Meeting: Nick led discussion regarding holiday celebration during the December Advisory Council meeting. It was agreed pizza would be ordered for lunch, and desserts and snacks will be provided by Council members. A gift exchange will be voluntary, with the price around the five dollar

range. Council members who usually join the meeting via videoconference are encouraged to attend in person, if possible.

Local Updates: Julie attended a “Money Smart” training, and will be making presentations at CEI.

Deb Krieger announced the PATH and DBSA trainings are going on at Manistee-Benzie.

Charlotte Lamb stated Gratiot is working on finances for the drop-in center.

Adjournment: The meeting adjourned at 2 PM. The next scheduled meeting of the Affiliation Consumer and Stakeholder Advisory Council will be Thursday, December 3, 2009, 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