

**PIHP Behavior Treatment Committee**

Meeting Minutes

January 21, 2010

Community Mental Health Authority of

Clinton-Eaton-Ingham Counties

812 E. Jolly Rd.

Lansing, Michigan

Facilitator: Kim Zimmerman

- ATTENDANCE:** Toby Bayless (Affiliation); Mary Clissold (CEI); Kathy Crosby (Gratiot via telephone); Julie Dowling (Ionia); Liz Holcomb (CEI); Cheryl Kobernik (Manistee-Benzie); Kari Korson (Manistee-Benzie); Amy Kurtii (Newaygo via videoconference); Marion Moccio (CEI); Cheryl Parker (Newaygo via videoconference); Sue Poindexter (Gratiot via telephone); Kim Zimmerman (Affiliation)
- CALL TO ORDER:** The meeting was called to order at 3:15 PM by the facilitator, Kim Zimmerman.
- PROCEDURE 2.7:** Kim stated a citation by HSAG led to a plan of correction, which has modified Procedure 2.7 Behavior Treatment Plan Review Committees. Discussion ensued regarding the process of data review. It was agreed to review data quarterly. The QI Plan will be revised accordingly.
- GENTLE TEACHING:** Mary Clissold provided a handout and led discussion on Gentle Teaching. She reported CEI staff attending training on an on-going basis. Manistee-Benzie staff will receive training in April, and Ionia is planning to host training.
- PHYSICAL MANAGEMENT:** Cheryl Parker announced Newaygo was cited by CARF on physical management techniques. She requested input on emergency physical interventions policy and procedures to resolve the citation problem. Discussion ensued.

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**DATA TRACKING:** Kim led discussion regarding data submission format and process. Discussion ensued. Mary volunteered to draft a data collection form. It was determined electronic submissions will be to Katy Hammack by the Friday preceding the meeting. Katy will send the submitted data to committee members prior to the meeting date. The next meeting is scheduled on February 18, with submissions to Katy by February 12.

**NEXT MEETING:** Mary volunteered to chair the PIHP Behavior Treatment Committee, and develop the agenda and meeting schedule. Agenda requests are to be sent to Mary. As this is a sub-committee of the IPLT, the minutes will be posted on the Affiliation web site. The next meeting is February 18, 3:00 PM to 5:00 PM at CMHA-CEI in Conference Room G11-C.

**ADJOURNMENT:** The meeting adjourned at 4:35 PM.

Respectfully submitted,

Debra Heinze  
Affiliation Secretary