

**Executive Committee
DRAFT Meeting Minutes
Thursday, January 21, 2010**

Present: Erv Brinker (Summit Pointe), Alexis Kaczynski (North Country), Irene Kazieczko (MDCH), Judy Webb (MDCH), Lisa Lepine (ARC), Phil Royster (Recovery Council), Joanne Sheldon (Lifeways), Mike Head (MDCH), Laura Vredeveld (TSG),

Approval of Agenda - approved as written

Public Comment – No public comment today

Review and Approval of Minutes

– November 19, 2009 – approved as written

Current Budget/ Actual Financial Update – No formal report to review today. Laura is waiting on MACMHB to provide updated detailed financials. There has been some turnover at MACMHB and they are now in the process of contracting with an outside accounting firm. Laura reports that spending has been consistent with previous months.

Brief Project Updates: Laura presented the written monthly project report and provided updates on the following projects:

-Waiting List Guideline – The TSG Board approved and formally transmitted the Waiting List guideline to MDCH in October 2009 for expedited review and comment, with the goal of issuing a technical advisory during January 2010. Mike Head indicates MDCH has completed its internal review and will be issuing this as a draft technical advisory/guidance for 30 day review.

-Needs Assessment Workgroup – This workgroup (chair – Dave Schneider) has met three times and is in the process of completing a detailed work plan and reviewing various requirements. Dave will provide an update to the full board at the March 2010 meeting.

-Active Engagement - Laura is facilitating a subgroup of the DD Practice Improvement Team in developing system expectations for active, meaningful engagement in the community for adults with developmental disabilities. This group is charged with developing draft policy/technical assistance language re: expectations and best practices for the DD system in supporting people in "Getting a Life". Members of the group will be presenting at the February MACMHB conference.

-Enhanced Data Submission- The workgroup has developed draft guidelines for submitting client-specific, timely data to DCH related to critical incidents. The document, approved by the TSG Board for submission to MDCH, includes types of incidents, definitions, reportable populations, and timelines for potential reporting. A technical workgroup has developed file submission formats, technical schemas, data parameters and definitions. A subgroup of CIO members (Bay Arenac, CEI, West. Mich, and Venture) are doing co-development work on the data warehouse. Decisions about ongoing support and where the

warehouse will be housed are still to be determined.

-CM/SC Core Competencies - MDCH staff Nora Barkey and TSG Director Laura Vredevelde are jointly leading this project using an advisory group for ongoing feedback. The TSG Executive Committee has approved a project plan to identify core competencies (skills, abilities, knowledge) required for individuals in the role of casemanagers/supports coordinator, independent facilitator, or support broker to effectively support individuals in the community

TSG Survey Results – Laura reviewed the results of the survey which was conducted of PIHP & CMHSP Directors, workgroup members, and other stakeholders. 56 total responses. Results indicate the majority of people responding believe that TSG has brought value to the public mental health system and appreciate the collaborative nature of the work we are doing. In terms of specific projects, many of them are still too early in the project cycle to see real results in the field in terms of consistency and uniformity. Level of satisfaction with the TSG process is quite high. Mixed results on priorities for future projects. 79.2 % of respondents indicate unconditionally that TSG should continue beyond 2010. An additional 17% indicated a conditional response, with comments related to cost/benefit, clarifying roles and relationships, and clarifying work to be completed. Executive Committee members find the results overall to be very favorable. Some discussion related to the importance of keeping all stakeholders informed about TSG efforts and ensuring communication with CMHSP Directors in addition to PIHP Directors.

Planning/Considerations for February 5, 2010 Full Board meeting

Discussion related to planning for Full Board meeting next month where we will discuss future of TSG and what projects we will prioritize. Reviewed the MDCH priority list that was put together last November as well as the priority list from the recent survey. Some of these projects are being handled elsewhere and some are not quite ready for any TSG action. Also reviewed the Jeff Patton memo regarding Direct Support Staff wages and competencies. There is strong support from Executive Committee for this project. After additional discussion, Exec Committee recommends that Laura put together a work plan which includes the following:

- List of current projects and expected outcomes for FY2010 with time frames for what can be accomplished with current funding.
- Priorities for project focus beyond 2010 to include: direct support staff wage & competencies, casemanagement (DRA) & delinking from residential services, guidance for purchasing and monitoring residential services and supporting independent living arrangements, Uniform assessments, and administrative efficiencies
- Estimated cost and budget to be \$10,000 per year per PIHP for 2 years.

Executive Committee agrees to review and comment on draft work plan via email prior to Full Board meeting in February.

Executive Committee Membership

We are expecting some turnover on TSG Executive Committee over the next month. Waiting on formal resignation from two members – one PIHP rep and one consumer/advocate rep. Discussion related to MOU requirements for nominating and approving Exec Committee members. Once the formal resignation is provided, we will be looking for nominations and approval at next Full Board meeting. Laura will follow up with Shareen Mc Bride regarding her status on Exec Committee and a recommendation from her and/or MDCH staff for an alternate children's advocate.

Adjourn

