

**Executive Committee  
Meeting Minutes  
Thursday, November 19, 2009  
10:30a.m. - Noon  
MACMHB**

**Present:** Alexis Kaczynski (North Country), Norm DeLisle (MDRC), Irene Kazieczko (MDCH), Phil Royster (Recovery Council), Joanne Sheldon (Lifeways), Mike Head (MDCH), Laura Vredevelde (TSG), Guest: Norma Barkey (MDCH)

**Approval of Agenda** – approved as written

**Public Comment** – there was no public comment at this meeting.

**Review and Approval of Minutes**

- August 21, 2009 – approve as written
- Note: No TSG Exec Committee Meetings were held in September or October 2009

**Current Budget/ Actual Financial Update** – Laura reviewed the current monthly expenditures through October 2009. Slight increase in expenses due to conference travel and meeting expenses.

**Brief Project Updates:**

Laura provided a brief update on current projects and status of work products:

- Waiting List Guideline** - formally approved and submitted to MDCH in October. Currently undergoing internal MDCH review and edit. The plan is for MDCH to release this document as a technical advisory in January 2010. Phil Royster voiced concerns that we make sure the guidelines include process for consumers to seek help if their situation gets worse while they are on the waiting list. Phil also voiced concerns that we not passively accept the budget situation but that we continue to actively advocate for additional funding.
- Needs Assessment Workgroup** – Dave Schneider is chairing this workgroup. Doris Gellert, Kendra Binkley and Mark Kielhorn attend from MDCH. One meeting held thus far.
- Active Engagement “Getting A life”** – Laura is leading this subgroup of DD PIT which is working on a document which provides objective measures and operational definitions of the DD PIT’s vision statement for individuals with developmental disabilities having a meaningful life in the community.
- Enhanced Data Submission** – the CIO Forum workgroup has developed guidelines for PIHP’s to submit client-specific, timely data to MDCH related to critical incidents. A technical workgroup has developed file submission formats, technical schemas, data parameters, etc. The CIO Forum is working with MDCH to investigate options for developing, housing and managing a data warehouse to support this effort.

**Casemanagement/Supports Coordination Project Document**

Laura Vredevelde and Nora Barkey (MDCH) presented a project document outlining the scope and charge for the casemanagement/supports coordination core competencies project. This project team (led by Nora and

Laura) will clarify the core elements, roles, and functions of CM/SC; identify the specific competencies required of individuals performing those roles, and develop a technical guidance that outlines desired consumer outcomes, core competencies (knowledge, skills, training), and standards for training in an effort to bring consistency in this area.

Mike Head expressed disappointment that the document was too focused on an agency model of service delivery and asked that the document's scope be revised to reflect an emphasis on self-determination and independent supports coordination. The competencies need to be "model-neutral" and be flexible enough to support a new way of delivering these supports that is not dependent on an agency model.

Norm DeLisle expressed his interest in participating as a member of the advisory group to this project, which is currently being formed.

#### **Planning for December meeting with PIHP Directors**

Executive Committee members spent time discussing the upcoming meeting with PIHP Directors on Dec. 16<sup>th</sup>. Agreed that we would present some brief information related to accomplishments of TSG since its inception, present initial survey results if those are available, an endorsement from MDCH, and be prepared to provide projected financials.

Survey will be going out in the next couple of days to all TSG Board members and alternates, CMHSP Directors, workgroup members and other stakeholders. Survey asks for input on benefits of TSG thus far, priorities for future projects, and poll of support for continuing TSG beyond this fiscal year.

Laura presented a draft annual budget of \$138,800 per year based on current actual and historical expenses. This would demonstrate a PIHP contribution of less than \$8,000 per year if all 18 PIHPs contributed.

Executive Committee members indicate support for asking members for an additional two year commitment for TSG. Anything less than that would likely not allow adequate time for completion of additional projects. No formal decision would be made at the PIHP Directors meeting, but we may choose to take a straw poll to gauge support for continuing, with a formal vote to occur at the next TSG Full Board meeting.

#### **Executive Committee Membership & Meeting Times for 2010 –**

Laura asked for feedback on availability for Exec Committee meetings in 2010. She will send out a proposed schedule based on this feedback. Executive Committee members were asked to speak to Joanne if they desire to rotate off of Exec Committee. We would then need to vote in new members during the next Full Board meeting. Joanne will be following up with members who have had difficulty fitting these meetings into their schedules and determine if they want to remain on Exec Committee. All members present today indicated their desire to continue to serve in this capacity.

#### **TSG Director Evaluation /Feedback**

TSG Director evaluation/feedback form was included in the Exec Committee packet. Joanne asked all Executive Committee members to please take a few minutes to provide feedback on Laura's performance over the past year. Joanne will compile the results and will share the feedback with Laura.

#### **Adjourn**