

**Executive Committee
DRAFT Meeting Minutes
Friday, March 5, 2010**

Present: Erv Brinker (Summit Pointe); Irene Kazieczko (MDCH) – phone; ,Judy Webb (MDCH), Norm DeLisle (MDRC) – phone; Mike Head (MDCH) – phone , Paul Ippel (network180) – phone ; Laura Vredevelde (TSG),

Guest: James Gallant – Project Parenting Time

Approval of Agenda - approved as written.

Note: Due to lack of quorum at today's Executive Committee meeting, no formal action will be taken on any agenda items. Information is presented for discussion only.

Public Comment – Mr. James Gallant from Project Parenting Time passed out a handout related to Strategies for the Prevention of Suicidal Behavior and the Prevention of Child Maltreatment published by the CDC. Mr Gallant would like TSG and the CMHSP's to consider this and formally adopt these strategies. Mr. Gallant also requests that TSG focus on the rights of children to be included in their own families and to enforce these rights through the family-centered planning process. He referenced a SAMHSA grant process related to family-centered planning and would like TSG to be involved in this. In addition, Mr. Gallant requests that TSG reconsider its priorities, indicating his belief that the TSG board did not adequately consider Project Parenting Time's recommendations. Additionally he requests that the Executive Committee recommend to the Full TSG Board that we have an attorney formally review our compliance with the Open Meetings Act. Finally, he requests that a public comment period be provided at both the beginning and the end of the meeting.

Erv Brinker thanked Mr. Gallant for his comments.

Review and Approval of Minutes

– January 21 meeting minutes reviewed

Current Budget/ Actual Financial Update – No formal report to review today. Laura is waiting on MACMHB to provide updated detailed financials. MACMHB has contracted with an outside accounting firm that is reconciling expenditures. Laura reports that from her perspective, 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 has indicated that MDCH has completed its internal review and will be issuing this as a draft technical advisory/guidance to the field for 30 day review once a cover letter/transmittal has been written. No further update available today.

-Needs Assessment Workgroup – This workgroup (chair – Dave Schneider) will be providing an update on this workgroup’s progress at the full board meeting today.

-Active Engagement - Laura is facilitating a subgroup of the DD Practice Improvement Team in developing system expectations and definitions for active, meaningful engagement in the community for adults with developmental disabilities. Members of the subgroup presented at the February MACMHB conference. Overall the document was well-received. There is some concern in the field about how this document will be used by the department to push for closure of certain types of programs. Agreement that there is need in the field for the “business case” for smaller, non-segregated living arrangements.

-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 (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. This will be discussed at the Full Board meeting today with workgroup chair Chuck Dougherty (CEI) presenting the workgroup’s progress.

-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 group has identified 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 and is using the next 6-8 weeks to solicit feedback on the list of competencies.

Invoice to PIHP’s – draft invoice/cover letter was sent out to Exec Committee for review. Any comments/edits should be sent to Laura. This will go out to CMHSP’s next week.

Executive Committee Membership

Laura will be following up with MDCH and Children’s MH Assoc regarding the current opening for a children’s advocate on Exec Committee and Full Board.

Review of today’s Full Board Agenda – Agenda is OK as written.

Adjourn