

**Executive Committee
Meeting Minutes
Friday, August 21, 2009**

Present: Mike Head (MDCH), Alexis Kaczynski (North Country), Joanne Sheldon (TSG Board Chair, Lifeways), Phil Royster (Recovery Council), Norm DeLisle (MDRC), Jane Terwilliger (Monroe CMHA), Laura Vredeveld (TSG staff)

Approval of Agenda

-approved as written

Public Comment

-There was no public comment at today's meeting. Clarified that we do have language in TSG policy related to public comment as follows:

Any person desiring to speak on a matter to the Executive Committee, or Governing Board may do so under the Public Comment agenda items near the beginning of the meeting. The Executive Committee/Governing Board allocates a maximum of five minutes per individual for this purpose. Any unanswered questions directed to the Executive Committee/Governing Board will be noted, and the Director will contact the person in a reasonable time period with a response.

Review and Approval of Minutes

- April 2009 Exec Committee
- June 2009 Governing Board meeting

Approved as written

Budget/ Financial Update

Laura reviewed the financials through July 2009 which shows average monthly spending of \$10,500 and a remaining balance of approximately \$162,000. No questions or comments.

TSG Director Contract Renewal

Laura indicated Mike Vizena will be taking the TSG contract to MACMHB Executive Committee for one year renewal. No changes made to the contract and no additional financing required to continue the current arrangement.

Update on 2009 Work Plan

Laura provided an update on the 2009 work plan and progress being made in all areas.

-Access Standards – work of the workgroup complete. Letters of appreciation to workgroup members have been sent out. MDCH is still making final tweaks to the site review protocols and process for reviewing compliance on these standards. This will include chart reviews, policy and procedure review, consumer interviews, and possibly mystery shoppers.

-Waiting List Workgroup – Chaired by Dennis Grimski. Making good progress on developing draft standards for establishing and maintaining waiting lists, clarifying the “may” vs “shall” populations, and sorting through due process implications. Continued questions around how to treat individuals on spend-down. Mike Head asked Laura to schedule briefing with him and other MDCH staff to provide additional detail on the direction of this workgroup. Workgroup members are also scheduled to present at the Fall MACMHB conference. Draft Documents will be available for review in Fall 2009.

Enhanced Data Submission- Chaired by Chuck Dougherty. Making good progress on developing a new method and protocols for submitting client-specific, timely data to DCH related to critical incidents. The workgroup has reached consensus on the types of incidents, definitions, reportable populations, and timelines for potential reporting. A technical workgroup is developing file formats, technical schemas and fine-tuning data parameters and definitions. A briefing is scheduled with MDCH staff to provide more detail and to seek direction on steps toward development.

Active Engagement – Laura is facilitating discussions with a group of DD advocates, PIHP reps, and MDCH leadership related to expectations for active, meaningful engagement in the community for all persons served, with an initial emphasis on the vulnerable adult DD population.

Development of Survey related to TSG process, structure, focus, outcomes

Discussion re: timing and content of survey to evaluate TSG process, structure, outcomes. Consensus is that we will conduct a survey later in the fall re: outcomes and focus of TSG but not open up the question of structure and process, given the time-limited nature of remaining funds and the desire to move forward on projects.

Process for developing 2010 work plan and priorities

Agreed that we will focus on this at our next meeting. MDCH will spend some time internally coming up with a list of potential projects or focus areas and we will also solicit input from TSG Board members re: areas of priority for TSG for FY 2010.

Adjourn