



Mission: To promote hope, recovery, resilience, quality of life and wellness in Washtenaw County by providing high quality, integrated services to eligible individuals.

**WASHTENAW COUNTY COMMUNITY MENTAL HEALTH (WCCMH)
EXECUTIVE COMMITTEE MEETING
AGENDA**

This meeting will be held by video conference due to the recent State of Michigan legislature allowing public boards and commissions to meet virtually.

<https://zoom.us/j/97614451838>

January 11, 2021

1:00-2:00PM

- I. Roll Call (5 minutes)
- II. Introductions (5 minutes)
- III. Audience Participation (see guidelines below) (5 minutes)
- IV. Executive Committee Minutes (5 minutes)
 - Executive Committee Minutes and Actions-12/14/20 (Attachment #1) **ACTION**
- V. Discussion Items (5 minutes) **T. Cortes**
 - COVID Response
- VI. Old Business (5 minutes)
 - CCBHC Update
- VII. New Business (10 minutes)
 - WCCMH Board Annual Evaluation (Attachment #2)
 - WCCMH Board's Role Regarding Response to Public Comment Discussion
- VIII. Move to Closed Session to discuss WCCMH Executive Director evaluation (15 minutes)
- IX. Resume WCCMH Executive Committee Public Meeting
- X. Items for Future Discussions (5 minutes)
 - Bylaw Changes
- XI. Adjournment of Public Meeting

The link to attend this meeting remotely is

<https://zoom.us/j/97614451838>

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 518 9805 or +1 929 205 6099 or +1 267 831 0333 or +1 312 626 6799

Webinar ID: 976 1445 1838

International numbers available: <https://zoom.us/j/97614451838>

Audience Participation Guidelines:

- Three (3) minutes are allowed per speaker
- Speakers are asked to bring a copy of their concerns/comments in writing
- Resolutions on issues will be brought to the appropriate committee as necessary

WASHTENAW COUNTY COMMUNITY MENTAL HEALTH AGENCY (WCCMH)

WCCMH EXECUTIVE COMMITTEE MEETING MINUTES DRAFT

Due to the recent State of Michigan legislature allowing public board and commissions to meet virtually this meeting was held remotely.

<https://zoom.us/j/97252720820>

December 14, 2020

2:30pm

J. Martin called the meeting to order at 2:32pm.

ROLL CALL: F. Brabec attending remotely from Pittsfield Township, Washtenaw County, MI (joined meeting at 2:38pm)
N. Graebner attending remotely from Chelsea, Washtenaw County, MI
B. King attending remotely from Ann Arbor, Washtenaw County, MI
J. Martin attending remotely from Scio Township, Washtenaw County, MI
K. Walker attending remotely from Pittsfield Township, Washtenaw County, MI

MEMBERS ABSENT: K. Scott

STAFF PRESENT: T. Cortes, M. Harding, R. Dornbos, S. Lefferts, L. Gentz, N. Phelps, M. Taylor, H. Linky, K. Diebboll, L. Hagle, S. Amos O'Neal, S. Ray

OTHERS PRESENT: L. Lutomski, G. Nelson, R. Jefferson, K. Belknap, K. Homan, M. Creekmore, B. Higman

- I. Introductions
 - None
- II. Audience Participation
 - None
- III. Executive Committee Minutes and Actions
 - Executive Committee Minutes and Actions from 11/20/20 were reviewed.

MOTION BY N. GRAEBNER, SUPPORTED BY K. WALKER TO APPROVE THE MINUTES AND ACTIONS OF THE NOVEMBER 20, 2020 WCCMH EXECUTIVE COMMITTEE MEETING.

ROLL CALL VOTE:

BRABEC	Not present at time of this vote	GRAEBNER	Y
KING	Y	MARTIN	Y
SCOTT	N/A	WALKER	Y

MOTION CARRIED

- Executive Committee Closed Session Minutes and Actions from 11/20/20 were reviewed.

MOTION BY B. KING, SUPPORTED BY K. WALKER TO APPROVE THE MINUTES AND ACTIONS OF THE NOVEMBER 20, 2020 WCCMH EXECUTIVE COMMITTEE CLOSED SESSION MEETING.

ROLL CALL VOTE:

BRABEC	Not present at time of this vote	GRAEBNER	Y
KING	Y	MARTIN	Y
SCOTT	N/A	WALKER	Y

MOTION CARRIED

IV. Discussion Items

- COVID Response

- o T. Cortes updated the committee regarding the latest COVID response.
- o We are seeing a significant and steady increase in positive tests in both internal WCCMH staff and provider staff and consumers.
- o It seems that there isn't the same level of acuity in this round of COVID but still seeing increased numbers. To date there has been 1 death of a consumer but we are seeing a much larger number of outbreaks than last Spring.
- o We are still scheduled to bring back 10 of our skills trainers to be used with particular consumers but the programming will be a lot different. Bringing 2 consumers back to Rawsonville clothes closet that are in the same home and 2 staff. Also looking at other places to bring additional staff back on a temporary and limited basis to help support the clinical teams.
- o We learned for the majority of the skills trainers that haven't worked since March their unemployment benefits will expire at the end of December.
- o There is a lack of clarity on where our staff are on the priority list for the vaccine. Staff are working with Public Health to give them the CMH information around our workforce and direct care workers.
- o Genoa, our onsite pharmacy, typically handles the flu vaccine for CMH and since they are a full pharmacy. CMH staff is also working with them regarding a COVID vaccine distribution.
- o Weekly meetings are occurring around the homeless population and we are hoping they get prioritized for the vaccine. CMH clients typically pass on in their 50's so the priority of the 65+ age group doesn't help.

F. Brabec joined the meeting at this time.

V. Old Business

- CCBHC Update

- o T. Cortes updated the committee on the latest update from CCBHC.
- o There have not been any updates at this time due to COVID response.
- o Not anticipating anything until the new legislature starts in 2021.
- o M. Harding stated that we are coming up on CCBHC-1 closeout. Applied for a no-cost extension and this has been approved.
- o Beginning of February should close out expansion 1.

VI. New Business

- Strategic Plan

- o M. Harding presented the Strategic Plan to the committee.
- o This process was developed in 2016 and a lot of things have changed since then. Suggestion to have the board re-look at this document and possibly sunset this document and look at a new Strategic Planning process due to some overlaps in processes.

- o Highlighted staff are ones that are no longer with CMH as the project lead and these topics are being addressed with the limited number of staff currently.
- o 750 Towner is open at a limited capacity due to COVID.
- o Partnership with the Sheriff's Office is stronger than in previous years. There is a great relationship between the two departments.
- o M. Harding thanked the board for their support for the Strategic Plan and their dedication to continue to request reviews periodically.
- o Substance Use Disorder lead staff is not with us any longer. Due to COVID the groups were not able to function until recently with the implementation of Telehealth.
- o The Youth Center has expanded their mental health services and increased staffing by adding a mental health professional on staff. There is a proposal for a Youth Assessment Center in Washtenaw County to mirror the 750 Assessment Center.
- o WCCMH applied for and was granted the CCBHC grant 2. H. Linky was instrumental in the application process.
- o Black Lives Matter Taskforce was implemented.
- o CMH Equity Training was implemented.
- o Communication was enhanced by developing an annual communication plan
- o J. Martin stated that document is a good tool to look back on the achievements. He appreciated the focus on this document and hard work of the staff.
- o K. Walker stressed that with the reduction of administrative staffing staff are still able to stay on plan and if Washtenaw County participates in the state demonstration to possibly take advantage of the new plan moving forward.

MOTION BY B. KING, SUPPORTED BY N. GRAEBNER TO ACCEPT THE STRATEGIC PLAN AS PRESENTED.

ROLL CALL VOTE:

BRABEC	Not present at time of this vote due to technical difficulties	GRAEBNER	Y
KING	Y	MARTIN	Y
SCOTT	N/A	WALKER	Y

MOTION CARRIED

- Process for Executive Director Evaluation
 - o The committee discussed the process for the Executive Directors evaluation under closed session and the committee agreed to do a SWOT analysis instead of the previous evaluation tool.
 - o J. Martin stated that the SWOT analysis was recently sent to all WCCMH Board members, County Administration, WCCMH Leadership and the Executive Director.
 - o This evaluation tool should be returned to R. Dornbos by December 21st so that it can be reviewed, and goals identified. This will be discussed at a special WCCMH Executive Committee on January 11, 2021 at 1:00pm during closed session.
 - o R. Dornbos will send out a meeting notification for the January 11, 2021 meeting.
 - o B. King requested metrics from the last evaluation on turnover rates, why staff are leaving, attrition rate for last year and exit interviews and what areas are affected prior to the January 11th closed session meeting for review if possible.
 - o R. Dornbos will send out reminders to everyone that the Executive Director SWOT analysis be returned by 12/21/20.

VII. Items for Future Discussions

- Bylaw Changes
 - o J. Martin stated that some bylaw changes are specific to employee status of board members and a general bylaw change where board approved and not approved by BOC. This can be discussed at the next scheduled Executive Committee meeting.
- WCCMH Board Annual Evaluation-R. Dornbos will send out the previous years WCCMH Board evaluation tool to be discussed at the January Executive Committee meeting.

VIII. Adjournment of Meeting

MOTION BY K. WALKER, SUPPORTED BY B. KING TO ADJOURN THE WCCMH EXECUTIVE COMMITTEE MEETING AT 3:20PM.

MOTION CARRIED

WCCMH Executive Committee Public Meeting was adjourned at 3:20pm.

Washtenaw County Community Mental Health Board Evaluation 2020

* Required

1. Board member name: *

SECTION 1: WHOLE BOARD ASSESSMENT

2. All board members participate in an annual orientation which includes; board training, Code of Ethics, Conflict of Interest and Recipient Rights. *

Mark only one oval.

☐ Yes

☐ No

3. Comments

4. Board meetings are conducted in an efficient and effective manner *

Mark only one oval.

☐ Yes

☐ No

5. Comments

6. There are a wide variety of perspectives and representatives on the Board. *

Mark only one oval.☐ Yes☐ No

7. Comments

8. The Board discusses and understands the budget prior to approving it. *

Mark only one oval.☐ Yes☐ No

9. Comments

10. The monthly Board packet provides the Board members with the information they need in order to make informed decisions at the Board meeting. *

Mark only one oval.

☐ Yes

☐ No

11. Comments

12. The Board evaluates the CEO annually, provides a copy of the evaluation which includes performance recommendations. *

Mark only one oval.

☐ Yes

☐ No

13. Comments

14. The Board room is comfortable and an appropriate venue for the monthly Board meetings. *

Mark only one oval.

☐ Yes

☐ No

15. Comments

SECTION II: BOARD MEMBER SELF-ASSESSMENT

16. I understand the legal requirements and rules under which the Board operates *

Mark only one oval.

☐ Yes

☐ No

17. Comments

18. I agree with and understand the Agency's Mission Statement, Vision Statement and Values. *

Mark only one oval.☐ Yes☐ No

19. Comments

20. I attend a majority of the Board and Committee meetings. *

Mark only one oval.☐ Yes☐ No

21. Comments

22. I am prepared for the Board meeting by reviewing the information provided in the Board packet and Committee packet in advance. *

Mark only one oval.

☐ Yes

☐ No

23. Comments

24. I would be better prepared if the Agency could provide:

25. I have a good working relationship with other Board members. *

Mark only one oval.

☐ Yes

☐ No

26. Comments

27. I feel comfortable asking questions in a Board/Committee meeting. *

Mark only one oval.

☐ Yes

☐ No

28. Comments

29. I would like to see presentations at the Board meetings on the following topics to expand my understanding and knowledge of the Agency:

30. What information would you like included in the Director's Report that isn't there presently?

31. I know I can ask questions or for additional training on any board related subject when I feel I need it. *

Mark only one oval.

☐ Yes

☐ No

32. Comments

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