



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/98883580189>

March 15, 2021

2:00-3:00PM

- 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-1/11/21 (Attachment #1A) **ACTION**
 - Executive Committee Meeting Minutes and Actions- CLOSED SESSION-1/11/21 (Attachment #1B)** **ACTION**
- V. Discussion Items (10 minutes) **T. Cortes**
 - COVID Response
- VI. Old Business (10 minutes)
 - CCBHC Update
 - WCCMH Board Annual Evaluation (Attachment #2)
- VII. New Business (15 minutes)
 - WCCMH Annual Board Calendar (Attachment #3) **ACTION**
 - WCCMH Board Officers and WCCMH Board Committee Structure for the term of April 1, 2021 through March 31, 2022 (Attachment #4) **ACTION**
 - WCCMH Millage Advisory Committee Members terms expiring on March 31, 2021 (Attachment #5) **ACTION**
 - o Anna Dusbiber
 - o Nancy Graebner
 - o Holly Heaviland
 - o Kari Walker
 - Combine Budget-Finance and Program-Quality Committee meetings discussion
- VIII. Items for Future Discussions (5 minutes)
 - Bylaw Changes
- IX. Adjournment of Public Meeting

**** Attachment #1B will be distributed to WCCMH Executive Committee members only**

The link to attend this meeting remotely is <https://zoom.us/j/98883580189>

Or iPhone one-tap:

**+19292056099, +198883580189# US (New York)
+12678310333, +198883580189# US (Philadelphia)**

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



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Or join by phone:

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

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

Webinar ID: 988 8358 0189

International numbers available: <https://zoom.us/j/aNJWKgr0S>

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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/97614451838>

January 11, 2021

1:00pm

J. Martin called the meeting to order at 1:03 pm.

ROLL CALL:

N. Graebner attending remotely from Chelsea, Washtenaw County, MI
 J. Martin attending remotely from Scio Township, Washtenaw County, MI
 K. Scott attending remotely from Pittsfield Township, Washtenaw County, MI
 K. Walker attending remotely from Pittsfield Township, Washtenaw County, MI

MEMBERS ABSENT: B. King

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

OTHERS PRESENT: R. Jefferson, K. Belknap, L. Lutomski

I. Introductions

- None

II. Audience Participation

- None

III. Executive Committee Minutes and Actions

- Executive Committee Minutes and Actions from 12/14/20 were reviewed.

MOTION BY K. WALKER, SUPPORTED BY K. SCOTT TO APPROVE THE MINUTES AND ACTIONS OF THE DECEMBER 14, 2020 WCCMH EXECUTIVE COMMITTEE MEETING.

ROLL CALL VOTE:

GRAEBNER	Y	KING	N/A
MARTIN	Y	SCOTT	Y
WALKER	Y		

MOTION CARRIED

IV. Discussion Items

- COVID Response
 - o T. Cortes updated the committee regarding the latest COVID response.
 - o COVID vaccines have been offered to the WCCMH staff with some staff already receiving them.
 - o There is a little bit of concern from Washtenaw County Public Health due to the number of residents in the 1B group that have been announced by the State to receive the vaccine compared to vaccines available.
 - o Adult Foster Care staff and consumers are receiving vaccines in Washtenaw County now.

V. Old Business

- CCBHC Update
 - o T. Cortes updated the committee on the latest update from CCBHC.
 - o There are not any updates from the State regarding demonstration sites at this time.
 - o M. Harding stated that they have successfully transferred CCBHC1 clients over to CCBHC2. By next month all should be using all CCBHC2.

VI. New Business

- WCCMH Board Annual Evaluation
 - o The WCCMH Board Annual Evaluation draft document from last year was discussed.
 - o The evaluation tool was originally presented to the committee in March however due to the onset of COVID this was put to the side.
 - o Suggestion to add something on the evaluation tool to include virtual meetings and to continue with virtual meetings for future meetings as an option.
 - o This evaluation tool will be updated with the suggestions and will be emailed to the committee.
 - o This will be brought forward on the agenda for April.
- WCCMH Board's Role Regarding Response to Public Comment Discussion
 - o J. Martin and T. Cortes provided an update on the Board's response to public comment.
 - o J. Martin, T. Cortes, S. Ray and S. Amos O'Neal met with Corporate Counsel regarding a process.
 - o Staff would respond in writing cc'ing the WCCMH Board Chair with the response to the public comments that are submitted in writing. The Board Chair would then announce at the next meeting that the comments were responded to so that this can be reflected in the minutes.
 - o Committee members stated that it is very helpful to have public comments submitted in writing.

Move to Closed Session to discuss WCCMH Executive Director evaluation

MOTION BY K. WALKER SUPPORTED BY K. SCOTT TO MOVE THE WCCMH EXECUTIVE COMMITTEE INTO CLOSED SESSION TO DISCUSS THE WCCMH EXECUTIVE DIRECTOR EVALUATION.

The WCCMH Executive Committee meeting moved to closed session at 1:25PM.

The WCCMH Executive Committee Public meeting resumed at 1:48pm

VII. Items for Future Discussions

- Bylaw Changes which includes the wording around employee status for board status and approval for bylaw document that has not been approved by the BOC.

VIII. Adjournment of Meeting

MOTION BY K. WALKER, SUPPORTED BY K. SCOTT TO ADJOURN THE WCCMH EXECUTIVE COMMITTEE MEETING AT 1:49 PM.

MOTION CARRIED

The WCCMH Executive Committee Public Meeting was adjourned at 1:49 pm.

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.

Mark only one oval.

☐ Option 1

27.

Mark only one oval.

☐ Option 1

28. Comments

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

Mark only one oval.

☐ Yes

☐ No

30. Comments

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

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

33. 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

34. Comments

35. Because of COVID-19 we went to virtual board meetings during the 2020 Board year. I was able to make the virtual meeting format work for me? *

Mark only one oval.

☐ Yes

☐ No

36. Comments

37. If during 2021 we return in in-person meetings, I would like to maintain the virtual meeting opportunity. *

Mark only one oval.

☐ Yes

☐ No

38. Comments

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Washtenaw County Community Mental Health (WCCMH) Board 2021 Annual Calendar

DRAFT

<u>January</u> - Annual Recipient Rights Reports due to Program-Quality Committee - Consumer Advisory Council quarterly update to WCCMH Board - BOC review CMH Board applications (new entry) - WCCMH Board will identify which Millage Advisory Committee members have terms set to expire/renew	<u>February</u> - BOC will appoint new/re-appointed board members and notify WCCMH Executive Director or designee - Identify WCCMH Board Officers effective April 1st - Program Committee Dashboard due to Program-Quality Committee (Quarter 4)
<u>March</u> - WCCMH will swear in new/re-appointed WCCMH Board (terms effective April 1st) - Annual WCCMH Board meeting (election of Officers and assign committee membership) terms effective April 1st - WCCMH will swear in new/re-appointed Millage Advisory Committee members (terms effective April 1st) - Executive Committee begin working on WCCMH Board Evaluation process/form	<u>April</u> - Annual Conflict of Interest statement from Board members - Annual Recipient Rights Training for all board members - Annual WCCMH board evaluation - Consumer Advisory Council quarterly update to WCCMH Board - Annual Performance Improvement Year End Report due to Program Committee then to Full Board on the Consent Agenda
<u>May</u> - Annual Finance Audit Report due to WCCMH Board - Program Committee Dashboard due to Program – Quality Committee (Quarter 1)	<u>June</u> Board Development (training/education)
<u>July</u> - Draft Budget to WCCMH Board - Consumer Advisory Council quarterly update to WCCMH Board - Semi-Annual Recipient Rights Reports due to Program-Quality Committee	<u>August</u> - Final Budget Approval due to WCCMH Board - Program Committee Dashboard due to Program-Quality Committee (Quarter 2)
<u>September</u> - Begin working on WCCMH Executive Director Evaluation - Budget Review to Washtenaw County BOC - End of fiscal year - Executive Committee review Annual Board calendar then to Board on the consent agenda	<u>October</u> - WCCMH Board will review next year's meeting schedule - Begin new fiscal year - Finalize WCCMH Executive Director Evaluation - Consumer Advisory Council quarterly update to WCCMH Board - WCCMH will identify expiring board member terms (moved from November)
<u>November</u> - Program Committee Dashboard due to Program-Quality Committee (Quarter 3) - Staff schedule annual Board and Board Committee meetings on member's calendars. - WCCMH will Identify new/reappointed board members (terms expiring) and submit to BOC moved from December	<u>December</u> BOC will post for expiring WCCMH Board terms moved from January

BOC=Board of Commissioners

MDHHS=Michigan Department of Health and Human Services

CMHAM=Community Mental Health Association of Michigan

Revised 3/9/21 rld

2021 WCCMH Board and Board Committees (term of 4/1/21-3/31/22)-DRAFT

Baord member/ term expiring	Executive		Budget-Finance		Program-Quality		Regional		Millage Advisory (MAC)		Suggested Officers/ Committee Chairs
	Current	Suggested	Current	Suggested	Current	Suggested	Current	Suggested	Current	Suggested	
Suzie Antonow (3/31/2023)					X						
Anna Dusbiber (3/31/2024)			X		X				X		
Nancy Graebner (3/31/2024)	X		X		X				X		
Barb Higman (3/31/23)					X						
Ricky Jefferson (3/31/23)			X		X						
Bob King (3/31/22)	X		X				X		X		
Andy LaBarre (3/31/22)											
Caroline Richardson (3/31/22)							X				
Katie Scott (3/31/22)	X		X		X		X		X		
Doug Strong (3/31/23)			X								
Marianne Udow-Phillips (3/31/24)											
Kari Walker (3/31/24)	X				X				X		

total current assigned to Committees	6 (2 vacancies from Martin and Brabec)		6		7		3		7 (2 vacancies from Martin and Brabec)	
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# board members required for committee-per Bylaws	6 (4 officers, 2 additional board members and immediate past board chair (as long as the individual remains a member of the Board) (Executive Director is an ex-officio member)	4 (Treasurer and not less than 3 other Board members) 2/3 majority	4 (Vice Chair and not less than 3 other board members)2/3 majority	3 (per PIHP)	Can include non-board members. Majority of membership consists of members of the WCCMH Board.
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Quorum for committees **this will be updated once the committee membership has been determined	2/3 Majority of Commtee members	2/3 Majority of Commtee members	2/3 Majority of Commtee members	2/3 Majority of Commtee members
Quorum for Board is 7 out of 12				

2021 WCCMH Board and Board Committees (term of 4/1/21-3/31/22)-DRAFT

Non CMH Board members on Millage Advisory Committee	term expires
Amanda Carlisle	3/31/2022
Holly Heaviland	3/31/2024
Derrick Jackson	3/31/2023
Ray Rion	3/31/2023
George Waddles	3/31/2022



WCCMH Millage Advisory Committee Members Vacancies

Name	Term Expiration Date	MAC Committee Representation
Vacancy from Felicia Brabec	3/31/22	CMH Board Representative
Anna Dusbiber	3/31/21	CMH Board Representative
Nancy Graebner	3/31/21	CMH Board Representative
Holly Heaviland	3/31/21	Community Representative
Vacancy from John Martin	3/31/21	CMH Board Representative
Kari Walker	3/31/21	CMH Board Representative