



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**

<https://zoom.us/j/93379257865>

December 13, 2021

2:30-3:30PM

- 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-6/14/21 (Attachment #1) **ACTION**
- V. Discussion Items
 - None
- VI. Old Business (10 minutes)
 - CCBHC Update
- VII. New Business (25 minutes)
 - WCCMH 2022 Annual Board/Committee meeting schedule discussion (Attachment #2)
 - WCCMH 2022 Annual Board Calendar (Attachment #3)
 - WCCMH Board Member terms expiring on March 31, 2022
 1. B. King
 2. A. LaBarre
 3. A. Rooks
 4. K. Scott
 - WCCMH Executive Director Evaluation Discussion
 - Bylaw changes (Attachment #4) **ACTION**
 - Strategic Planning Process Discussion
- VIII. Items for Future Discussions (5 minutes)
- IX. Adjournment of Public Meeting

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. <https://zoom.us/j/93379257865>

Or One tap mobile:
+19292056099, 93379257865# US (New York)
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Webinar ID: 933 7925 7865

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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International numbers available: <https://zoom.us/j/a7VRnPtDu>

Effective March 17, 2021 the Washtenaw County Board of Commissioners has approved the continuation of all public meetings to be held virtually until December 31, 2021, per resolution #21-050.

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- 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**

<https://zoom.us/j/98805738833>

June 14, 2021

2:30 pm

K. Walker called the meeting to order at 2:39 pm.

ROLL CALL: S. Antonow attending remotely from Ann Arbor, Washtenaw County, MI
A. Dusbiber attending remotely from Ann Arbor, Washtenaw County, MI
N. Graebner attending remotely from Chelsea, Washtenaw County, MI
B. King attending remotely from Ann Arbor, Washtenaw County, MI
A. LaBarre attending remotely from City of Ann Arbor, Washtenaw County, MI
K. Walker attending remotely from Pittsfield Township, Washtenaw County, MI

MEMBERS ABSENT: None

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

OTHERS PRESENT: J. Martin, K. Belknap, L. Lutomski, M. Creekmore

I. Introductions

- None

II. Audience Participation

- None

III. Executive Committee Minutes and Actions

- Executive Committee Minutes and Actions from 3/15/21 were reviewed (Attachment #1).

MOTION BY A. DUSBIBER, SUPPORTED BY B. KING TO APPROVE THE MINUTES AND ACTIONS OF THE MARCH 15, 2021 WCCMH EXECUTIVE COMMITTEE MEETING.

ROLL CALL VOTE:

ANTONOW	NOT PRESENT AT TIME OF VOTE	DUSBIBER	Y
GRAEBNER	Y	KING	Y
LABARRE	NOT PRESENT AT TIME OF VOTE	WALKER	Y

MOTION CARRIED

IV. Discussion Items

- None

V. Old Business

- CCBHC Update
 - N. Harding presented the CCBHC Update to the committee.

S. Antonow joined the meeting at 2:45 pm.

- WCCMH Board Annual Evaluation (Attachment #2)

- K. Walker discussed the WCCMH Board Annual Evaluation document that was included in the meeting materials.
- Suggestion to add visits to some of the core residential providers on the board orientation.
- Continue the virtual meeting format when in-person meetings begin

A. LaBarre joined the meeting at 3:03 pm.

VI. New Business

- Strategic Planning Process Discussion (Attachment #3)
 - K. Walker and T. Cortes discussed the Strategic Planning Process document with the committee.
 - Suggestion to use Executive Committee as the steering committee to do the mission statement and other revisions that need to be done.

VII. Items for Future Discussions

- Bylaw Changes
- Mental health code review-look at resource from board association-follow up with Bob Sheehan-Trish-look into board works training that covers this.

VIII. Adjournment of Meeting

MOTION BY A. DUSBIBER, SUPPORTED BY A. LABARRE TO ADJOURN THE WCCMH EXECUTIVE COMMITTEE MEETING.

MOTION CARRIED

The WCCMH Executive Committee Meeting was adjourned at 3:13 pm.

2022 WCCMH BOARD AND BOARD COMMITTEE MEETING SCHEDULE

ATTACHMENT #2

DECEMBER 2021

WCCMH Board	Executive Committee	Millage Advisory Committee	Program-Finance Committee
NO MEETING SCHEDULED FOR JANUARY 2022	January 10, 2022 Learning Resource Center-Michigan Room 4:00-5:00pm	NO MEETING SCHEDULED FOR JANUARY 2022	NO MEETING SCHEDULED FOR JANUARY 2022
February 18, 2022 Learning Resource Center-Michigan Room 9:30-11:30am	NO MEETING SCHEDULED FOR FEBRUARY 2022	February 14, 2022 Learning Resource Center-Michigan Room 3:30-5:00pm	February 14, 2022 Learning Resource Center-Michigan Room 2:00-3:30pm
NO MEETING SCHEDULED FOR MARCH 2022	March 14, 2022 Learning Resource Center-Michigan Room 4:00-5:00pm	NO MEETING SCHEDULED FOR MARCH 2022	NO MEETING SCHEDULED FOR MARCH 2022
April 15, 2022 Learning Resource Center-Michigan Room 9:30-11:30am	NO MEETING SCHEDULED FOR APRIL 2022	April 11, 2022 Learning Resource Center-Michigan Room 3:30-5:00pm	April 11, 2022 Learning Resource Center-Michigan Room 2:00-3:30pm
NO MEETING SCHEDULED FOR MAY 2022	May 9, 2022 Learning Resource Center-Michigan Room 4:00-5:00pm	NO MEETING SCHEDULED FOR MAY 2022	NO MEETING SCHEDULED FOR MAY 2022
June 17, 2022 Learning Resource Center-Michigan Room 9:30-11:30am	NO MEETING SCHEDULED FOR JUNE 2022	June 13, 2022 Learning Resource Center-Michigan Room 3:30-5:00pm	June 13, 2022 Learning Resource Center-Michigan Room 2:00-3:30pm
NO MEETING SCHEDULED FOR JULY 2022	July 11, 2022 Learning Resource Center-Michigan Room 4:00-5:00pm	NO MEETING SCHEDULED FOR JULY 2022	NO MEETING SCHEDULED FOR JULY 2022
August 19, 2022 Learning Resource Center-Michigan Room 9:30-11:30am	NO MEETING SCHEDULED FOR AUGUST 2022	August 8, 2022 Learning Resource Center-Michigan Room 3:30-5:00pm	August 8, 2022 Learning Resource Center-Michigan Room 2:00-3:30pm
NO MEETING SCHEDULED FOR SEPTEMBER 2022	September 12, 2022 Learning Resource Center-Michigan Room 4:00-5:00pm	NO MEETING SCHEDULED FOR SEPTEMBER 2022	NO MEETING SCHEDULED FOR SEPTEMBER 2022
October 21, 2022 Learning Resource Center-Michigan Room 9:30-11:30am	NO MEETING SCHEDULED FOR OCTOBER 2022	October 10, 2022 TBD COUNTY HOLIDAY	October 10, 2022 TBD COUNTY HOLIDAY
NO MEETING SCHEDULED FOR NOVEMBER 2022	November 14, 2022 Learning Resource Center-Michigan Room 4:00-5:00pm	NO MEETING SCHEDULED FOR NOVEMBER 2022	NO MEETING SCHEDULED FOR NOVEMBER 2022
December 16, 2022 Learning Resource Center-Michigan Room 9:30-11:30am	NO MEETING SCHEDULED FOR DECEMBER 2022	December 12, 2022 Learning Resource Center-Michigan Room 3:30-5:00pm	December 12, 2022 Learning Resource Center-Michigan Room 2:00-3:30pm



Washtenaw County Community Mental Health (WCCMH) Board 2022 Annual Calendar

<u>January</u> BOC review CMH Board applications	<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-Finance Committee (Quarters 3 and 4) - Annual Recipient Rights Reports due to Program-Finance Committee - Consumer Advisory Council quarterly update to WCCMH Board - WCCMH Board will identify Millage Advisory Committee members with terms expiring - Annual WCCMH Board meeting (election of officers and assign committee membership) terms effective April 1st
<u>March</u> - Swear in new/re-appointed WCCMH Board member (terms effective April 1st) - Swear in new/re-appointed Millage Advisory Committee members (terms effective April 1st) - Executive Committee begin working on WCCMH Board Evaluation process	<u>April</u> - Annual Conflict of Interest and Ethics statement from Board members due - 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-Finance Committee then to Full Board on the Consent Agenda
<u>May</u>	<u>June</u> - Board Development (training/education) - Annual Finance Audit Report due to WCCMH Board - Draft budget to WCCMH Board - Consumer Advisory Council quarterly update to WCCMH Board - Program Committee Dashboard due to Program-Finance Committee (Quarter 1)
<u>July</u>	<u>August</u> - Final Budget Approval due to WCCMH Board - Program Committee Dashboard due to Program-Finance Committee (Quarter 2) - Semi-Annual Recipient Rights Reports due to Program-Finance Committee
<u>September</u> - Executive Committee begin working on WCCMH Executive Director Evaluation - Budget Review to Washtenaw County BOC - End of fiscal year - Executive Committee review Annual Board calendar	<u>October</u> - WCCMH Board review next year's meeting schedule - Begin new fiscal year - Consumer Advisory Council quarterly update to WCCMH Board - WCCMH will identify expiring Board member terms - Annual Board Calendar to WCCMH Board
<u>November</u> - 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. - Executive Committee finalize WCCMH Executive Director evaluation (moved from	<u>December</u> BOC will post for expiring WCCMH Board terms expiring on March 31st.

Washtenaw County Community Mental Health Bylaws

ARTICLE I NAME

Washtenaw County Community Mental Health (WCCMH) is a single-county community mental health agency, established under Section 210 of Public Act 258 of 1974.

The name of the Board is the “Washtenaw County Community Mental Health Board,” herein referred to as the “Board.”

ARTICLE II PURPOSE

The purpose of the Board shall be to implement the provisions of Public Act 258 of 1974, which establishes a range of mental health services for persons in Washtenaw County.

ARTICLE III APPOINTMENT AND MEMBERSHIP PROVISIONS

Section III.1 The Washtenaw County Board of Commissioners (BOC) shall appoint the members of the Board for three year terms, effective in April of each year. The Board shall consist of twelve (12) members.

Section III.2 Vacancies shall be filled for an unexpired term in the same manner as original appointments.

Section III.3 The initial appointment of the twelve (12) Board members shall be for staggered terms with four (4) members appointed for one (1) year terms, four (4) members appointed for two (2) year terms and four (4) members appointed for three (3) year terms. All subsequent appointments shall be for three (3) year terms commencing on April 1 of each year.

Section III.4 The composition of the Board shall be adults who are representative of providers of mental health services, recipients or primary consumers of mental health services, agencies and occupations having a working involvement with mental health services, and the general public. At least one-third (1/3) of the membership shall be primary consumers or family members, and of that one third (1/3), at least two (2) board members shall be primary consumers.

Section III.5 Board members shall be paid a per diem no larger than the highest per diem for members of other County advisory boards set by the Board of Commissioners. A Board member shall not receive more than one per diem per day regardless of the number of meetings scheduled for the Board for that day. ~~Participation in subcommittees is not eligible for a per diem per Board of Commissioners Rules and Regulations. Further, Board members must become employees of the County for IRS purposes so that employment taxes may be withdrawn from amounts paid. To receive payment, Board members must also complete withholding allowance certificates (such as a W-4) as a condition.~~

Section III.6 A Board member may be removed from the Board by the BOC for neglect of official duty or misconduct in office after being given a written statement of reasons and an opportunity to be heard on the removal. Replacement for a removed Board member will be made in accordance

Washtenaw County Community Mental Health Bylaws

with Section III.2 above.

ARTICLE IV OFFICERS

Section IV.1 The Officers of the Board shall be a Chair, a Vice-Chair, a Secretary and a Treasurer. The Officers shall be elected by a majority vote of the total members of the Board at the first meeting of the Board. Subsequent election of Officers shall occur on an annual basis. Nominations for such positions shall be received from the floor and the election shall thereafter be held. The Officers shall take office upon election.

Section IV.2 A Board member must have served not less than one (1) year on the Board before being eligible for election as Chair. The Officers elected under these provisions may be reelected for consecutive terms.

Section IV.3 Terms of Office – The Officers shall be elected to serve for one (1) year or until their successors are elected, whichever is later, and their term of office shall begin at the time of the election.

Section IV.4 The Board Chair shall preside over Board meetings and is authorized to sign documents.

Section IV.5 The Vice-Chair will carry out the duties of the Chair in the event the Chair is absent and/or unable to carry out his/her duties and responsibilities. The Vice-Chair will also perform such duties as may be designated by the Chair.

Section IV.6 In the absence of both the Chair and the Vice-Chair the Board meeting will be conducted by the Secretary; and in the absence of all three (3), the meeting shall be conducted by the Treasurer.

Section IV.7 The Secretary will ensure that minutes of the meetings are taken, maintained and distributed to all Board members. ~~The Secretary shall review the Board minutes each month and sign off on the minutes after they are approved by the Board.~~

Section IV.8 The Treasurer shall be responsible for the review of the finances of the Agency and the presentation of the monthly revenue and expenditure reports of the Agency. The Treasurer shall meet with the Finance Officer of the Agency to periodically review budget detail and finance policy and procedure. The Treasurer shall also participate in the Agency's annual audit.

ARTICLE V EXECUTIVE DIRECTOR

The Board shall appoint an Executive Director, in compliance with the Mental Health Code, to conduct the daily activities of WCCMH. The Executive Director shall function as the chief executive and administrative officer of the program and shall execute and administer the program in accordance with the approved annual plan and operating budget, the general policy guidelines established by the Board, the applicable governmental procedures and policies, and

Washtenaw County Community Mental Health Bylaws

the provisions of the Mental Health Code. The Executive Director has the authority and responsibility for supervising all employees. The Executive Director shall serve as an ex-officio member of the Board and its committees.

ARTICLE VI MEETINGS

Section VI.1 Meeting frequency will be established on an annual basis as set forth by the WCCMH Board. ~~The Board shall meet monthly.~~ The annual meeting for election of officers shall occur at the first full Board meeting ~~in prior to~~ April 1st ~~March~~ of each year, to be effective April 1st. The annual plan and budget shall occur by the end of ~~in~~ September. The Board may meet more frequently as needed. The Board shall establish a regular schedule and agenda for each meeting of the Board and for Board committees.

Section VI.2 Quorum - The Board shall not take action except at a properly convened meeting in compliance with the Open Meetings Act, at which a quorum is present. A quorum of the Board is defined as seven (7) members; a quorum of all Committees is defined as a majority of the appointed membership. Action is to be taken by the affirmative vote of the majority of the Board members appointed and serving, unless a 2/3 majority vote is required by statute. Each Board member shall have one vote and proxy voting is not permitted.

~~Section VI.3 Participation by Telephone/Web Conference—Board members who are unable to attend an in-person meeting may participate and vote by speakerphone placed at the location properly noticed for the meeting under the Open Meetings Act—telephone, web conference, or by any other means of technology whereby provided all Board members and members of the public in attendance can hear the member participating by speakerphone one another. Members participating by speakerphone as such shall count towards the meeting/committee quorum. Speakerphone participation in a public meeting should only be utilized in unusual circumstances which prevent the Board member from physically attending the meeting and should not be used as a matter of convenience for any Board member to not physically attend the regularly scheduled meetings.~~

Section VI.3 Remote participation shall be in compliance with the Open Meetings Act.

Section VI.4 Minutes - Minutes shall be maintained for all meetings of the Board. Such minutes shall include at least the following:

- a. The date of the meeting
- b. The names of the members who attended
- c. The topics discussed
- d. The decisions reached and actions taken
- e. The reports of the Executive Director and others.

ARTICLE VII COMMITTEES

Section VII.1 Executive Committee - The Board may use an Executive Committee consisting of the elected officers of the Board, the immediate past-Chair of the Board (as long as the individual remains a member of the Board), and at least two additional Board members designated by the

Washtenaw County Community Mental Health Bylaws

Chair and approved by the Board; and the Executive Director of the WCCMH as an ex-officio member without vote. The Chair of the Board shall preside over all Executive Committee meetings. The Executive Committee shall exercise such authority as may be allocated to it by the Board and shall have full authority to act on behalf of the Board on matters arising between meetings of the Board; provided that the Executive Committee may not amend the Bylaws of the Board ~~or elect members to the Board~~. Any action by the Executive Committee shall require the affirmative vote of a majority of all members of the Executive Committee appointed and serving and must be reported and/or approved by the Board at its meeting immediately following such action.

Section VII.2 Budget/Quality/Finance Committee – The QualityBudget/Finance Committee shall be composed of the Treasurer, Vice Chair, and not less than three (3) other Board members. The Quality/Finance Committee shall be responsible for making recommendations to the Board concerning the directly or contractually operated services provided by WCCMH, as well as the quality of said services. The QualityBudget/Finance Committee shall be further responsible for making recommendations to the Board concerning the budget, financial reports, audits, indebtedness and other finance related matters for its consideration and action. ~~The budget, The budget needs assessment and annual plan, along with any request for County funds to support the mental health program must be approved by the County's Board of Commissioners. , provided, however, that the final approval of the budget, needs assessment and annual plan, along with any request for County funds to support the mental health program must be approved by the County's Board of Commissioners.~~ The Vice Chair or Treasurer shall serve as the chairperson of the QualityBudget/Finance Committee.

~~Section VII.3 Program/Quality Committee—The Program/Quality Committee shall be composed of the Vice Chair and not less than three (3) other Board members. The Program/Quality Committee shall be responsible for making recommendations to the Board concerning the directly or contractually operated services provided by the WCCMH as well as the quality of said services. The Vice Chair shall serve as the chairperson of the Program/Quality Committee.~~

Section VII.34 Standing and Special Committees - There shall be such other standing or special committees as authorized by resolution passed by a majority of the Board. Committees shall have such name or names as determined by resolution adopted by the Board. The chairperson of each committee must be a member of the Board, appointed by the Board at a properly convened meeting of the Board. Non-Board members may be appointed to serve on a committee (including Executive ~~and~~; QualityBudget/Finance, and Program/Quality Committees) so long as the majority membership of the committee consists of members of the Board. Non-Board members appointed to a committee shall be voting members of that committee, and must not be in violation of the conflict of interest prohibition of section 222 of the Mental Health Code. The powers conferred upon any committee shall be as determined by the Board.

ARTICLE VIII FISCAL MANAGEMENT

The budget year shall be October 1 through September 30.

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ARTICLE IX PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and/or any special rules of order the Board may adopt.

ARTICLE X CONFLICT OF INTEREST

An individual shall not be appointed to or serve on the Board if he or she is in violation of the conflict of interest prohibition of section 222 of the Mental Health Code. The Board shall assure, annually, that all members comply with the disclosure of potential conflicts of interest and appropriate procedures are followed in accordance with the Mental Health Code.

ARTICLE XI INDEMNIFICATION

All the privileges and immunities from liability and exemptions from laws, ordinances, and rules that are applicable to county community mental health agencies and their board members, officers, and administrators, and appointing authorities are retained by WCCMH and its board members, officers, agents, Director and employees.

To the extent authorized or permitted by law and the Washtenaw County Policy of Legal Representation and Indemnification for County Officers and Employees, ~~and these Bylaws,~~ ~~WCCMH~~ the County shall have the power, consistent with the above-stated County Policy, to provide legal representation and/or indemnify any person who was or is party to, or is threatened to be made a party to, any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that the person is or was a Director, officer or agent of WCCMH.

ARTICLE XII NONDISCRIMINATION

WCCMH complies with all applicable federal and state laws regarding equal opportunity, affirmative action and nondiscrimination in public service.

WCCMH is committed to equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, gender, sexual orientation, gender identity or expression, disability, religious or political beliefs, height, weight, economic or veteran status in hiring or promotion, election or appointment to office or directorship, equal use of facilities in places made available to the public, and provision of goods or services.

ARTICLE XIII AMENDMENT OF BYLAWS

Any part or all of these bylaws may be amended at any meeting of the Board, provided that notice of the meeting described the substance of the proposed amendment. Amendments to these bylaws shall be ~~effective only when~~ approved by an affirmative vote of at least nine (9) members of the Board and become effective when approved by the Washtenaw County Board of Commissioners.