



Mission: To promote hope, recovery, resilience, and advance health equity in Washtenaw County by providing, high quality, integrated behavioral health services to adults and youth with intellectual/developmental disabilities, mental health and/or substance use needs.

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

**In-person: Learning Resource Center-Michigan Room
4135 Washtenaw Ave, Ann Arbor**

OR

<https://zoom.us/j/94517835846>

September 27, 2024

9:30 – 10:30 AM

- I. Roll Call (1 minutes)
- II. Introductions (1 minutes)
- III. Audience Participation (see guidelines below) (5 minutes)
- IV. Executive Committee Minutes (5 minutes) **ACTION**
 - Executive Committee Minutes and Actions-3/22/24 (Attachment #1)
- V. Executive Director Report **T. Cortes** (3 minutes)
- VI. New Business (10 minutes)
 - WCCMH 2025 Annual Board/Committee Meeting Schedule (Attachment #2)
 - Executive Director Evaluation Process Discussion **T. Cortes/K. Walker** (Attachment #3)
- VII. Old Business (5 minutes)
 - None
- VIII. Items for Future Discussion (5 minutes)
 - None
- IX. Adjourn to Closed Session to provide legal update **ACTION** (25 minutes)
- X. Resume public meeting
- XI. Adjournment of Public Meeting (Next Executive Committee Meeting: November 22, 2024)

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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VIRTUAL MEETING LINK:

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. <https://zoom.us/j/94517835846>

Or One tap mobile:
+16465189805, 94517835846# US (New York)
+19292056099, 94517835846# US (New York)

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: 945 1783 5846

International numbers available: <https://zoom.us/j/94517835846>

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**WASHTENAW COUNTY COMMUNITY MENTAL HEALTH AGENCY (WCCMH)
WCCMH EXECUTIVE COMMITTEE MEETING MINUTES DRAFT**

In person: Learning Resource Center-Michigan Room

4135 Washtenaw Ave, Ann Arbor

OR Virtually at <https://zoom.us/j/99048271512>

March 22, 2024

9:30 am

K. Walker called the meeting to order at 9:38 am.

ROLL CALL: S. Antonow attending virtually
A. Dusbiber attending virtually
N. Graebner-Sundling attending in person
B. King attending in person
A. LaBarre attending virtually
K. Walker attending in person

MEMBERS ABSENT: None

STAFF PRESENT: T. Cortes, R. Avedisian, N. Phelps, S. Ray, L. Higle, M. Harding, K. Snay,
E. Montgomery, K. Hoener, M. Tasker

OTHERS PRESENT: K. Columbus, L. Lutomski, M. Creekmore, N. Heine, R. Dornbos, T.
Gavalier

I. Introductions

- None

II. Audience Participation

- None

III. Executive Committee Minutes and Actions

- Executive Committee Minutes and Actions from 11/17/23 were reviewed (Attachment #1).

**MOTION BY B. KING, SUPPORTED BY N. GRAEBNER-SUNDLING TO APPROVE THE MINUTES
AND ACTIONS OF THE NOVEMBER 17, 2023, WCCMH EXECUTIVE COMMITTEE MEETINGS.**

ROLL CALL VOTE:

ANTONOW	Y	DUSBIBER	Y
GRAEBNER-SUNDLING	Y	KING	Y
LABARRE	N/A (virtual)	WALKER	Y

MOTION CARRIED

IV. Executive Director Report

- T. Cortes presented the Executive Director Report to the committee
 - K. Walker presented N. Graebner-Sundling a certificate of appreciation and thanked her for her years of service with CMH Boards and Committees.
 - S. Petty of 5 Healthy Towns was approved by the BOC as a new WCCMH Board Member.
 - A. Dusbiber, M. Udow-Phillips, and K. Walker were all re-appointed as WCCMH Board members for another term.

V. Old Business

- November 17, 2023, Closed Session Minutes
 - The November 17, 2023, Closed Session minutes were reviewed by WCCMH Executive Committee Board members.

MOTION BY N. GRAEBNER-SUNDLING, SUPPORTED BY B. KING TO APPROVE THE MINUTES AND ACTIONS OF THE NOVEMBER 17, 2023, WCCMH EXECUTIVE COMMITTEE CLOSED SESSION MEETINGS.

ROLL CALL VOTE:

ANTONOW	Y	DUSBIBER	Y
GRAEBNER-SUNDLING	Y	KING	Y
LABARRE	N/A (virtual)	WALKER	Y

MOTION CARRIED

- Strategic Plan Goals Discussion
 - T. Cortes/L. Higle discussed the strategic plan goals with the Committee. (Attachment #2)

MOTION BY N. GRAEBNER-SUNDLING, SUPPORTED BY B. KING TO RECOMMEND APPROVAL TO THE FULL BOARD THE CHANGES TO THE STRATEGIC PLAN GOALS AS PRESENTED.

ROLL CALL VOTE:

ANTONOW	Y	DUSBIBER	Y
GRAEBNER-SUNDLING	Y	KING	Y
LABARRE	N/A (virtual)	WALKER	Y

MOTION CARRIED

VI. New Business

- Board Governance Policy
 - M. Harding provided updates on the Board Governance Policy. (Attachment #3)

MOTION BY N. GRAEBNER-SUNDLING, SUPPORTED BY B. KING TO RECOMMEND APPROVAL OF CHANGED TO THE BOARD GOVERNANCE POLICY AS PRESENTED.

ROLL CALL VOTE:

ANTONOW	Y	DUSBIBER	Y
GRAEBNER-SUNDLING	Y	KING	Y
LABARRE	N/A (virtual)	WALKER	Y

MOTION CARRIED

- Contracts and Leases
 - N. Phelps presented the contracts and leases to the Committee. (Attachment #4)

MOTION BY B. KING, SUPPORTED BY S. ANTONOW TO RECOMMEND APPROVAL OF THE CONTRACTS AND LEASES AS PRESENTED.

ROLL CALL VOTE:

ANTONOW	Y	DUSBIBER	Y
GRAEBNER-SUNDLING	Y	KING	Y
LABARRE	N/A (virtual)	WALKER	Y

MOTION CARRIED

- WCCMH Millage Advisory Committee Members terms expiring on March 31, 2024 (Attachment #5)
 - K. Walker reviewed the Millage Advisory Committee assignments with the committee.
 - Consensus was reached that H. Heaviland, M. Udow-Phillips and K. Walker will be renewed for another term with the Millage Advisory Committee.

MOTION BY B. KING SUPPORTED BY N. GRAEBNER-SUNDLING TO APPROVE THE RENEWAL OF MEMBERS TO THE MILLAGE ADVISORY COMMITTEE FOR THE TERM OF APRIL 1, 2024, THROUGH MARCH 31, 2025.

ROLL CALL VOTE:

ANTONOW	Y	DUSBIBER	Y
GRAEBNER-SUNDLING	Y	KING	Y
LABARRE	N/A (virtual)	WALKER	Y

MOTION CARRIED

- WCCMH Quality-Finance Committee Members terms expiring on March 31, 2024 (Attachment #6) **ACTION**
 - K. Walker reviewed the Millage Advisory Committee assignments with the committee.

- Consensus was reached that A. Dusbiber and M. Udow-Phillips will be renewed for another term with the Quality-Finance Committee.

MOTION BY B. KING SUPPORTED BY N. GRAEBNER-SUNDLING TO APPROVE THE RENEWAL OF MEMBERS TO THE QUALITY-FINANCE COMMITTEE FOR THE TERM OF APRIL 1, 2024, THROUGH MARCH 31, 2025.

ROLL CALL VOTE:

ANTONOW	Y	DUSBIBER	Y
GRAEBNER-SUNDLING	Y	KING	Y
LABARRE	N/A (virtual)	WALKER	Y

MOTION CARRIED

- WCCMH Board Member terms expiring on March 31, 2024
 - K. Walker reviewed the Board member terms expiring on March 21, 2024, with the committee.
 - K. Walker, A. Dusbiber & M. Udow-Phillips were all re-appointed by the BOC for another term of April 1, 2024, through March 31, 2027.
 - S. Petty was appointed to the WCCMH for a first term of April 1, 2024, through March 31, 2027.

VII. Items for Future Discussions

- None

MOTION BY N. GRAEBNER-SUNDLING SUPPORTED BY B. KING TO ADJURN THE PUBLIC MEETING OF THE WCCMH EXECUTIVE COMMITTEE.

The WCCMH Executive Committee Meeting was adjourned at 10:15 am.

2025 WCCMH BOARD AND BOARD COMMITTEE MEETING SCHEDULE

***VIRTUAL MEETING LINKS WILL BE POSTED ON THE WEBSITES AND INCLUDED ON THE MEETING AGENDAS

WCCMH Board	Executive Committee	Millage Advisory Committee	Quality-Finance Committee
NO MEETING SCHEDULED FOR JANUARY 2024	January 24, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 9:30 - 10:30 am	NO MEETING SCHEDULED FOR JANUARY 2024	NO MEETING SCHEDULED FOR JANUARY 2024
February 21, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 9:30-11:30am	NO MEETING SCHEDULED FOR FEBRUARY 2024	February 10, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 3:30-5:00pm	February 10, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 2:00-3:30pm
NO MEETING SCHEDULED FOR MARCH 2024	March 28, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 9:30 - 10:30 am	NO MEETING SCHEDULED FOR MARCH 2024	NO MEETING SCHEDULED FOR MARCH 2024
April 25, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 9:30-11:30am	NO MEETING SCHEDULED FOR APRIL 2024	April 14, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 3:30-5:00pm	April 14, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 2:00-3:30pm
NO MEETING SCHEDULED FOR MAY 2024	May 23, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 9:30 - 10:30 am	NO MEETING SCHEDULED FOR MAY 2024	NO MEETING SCHEDULED FOR MAY 2024
June 27, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 9:30-11:30am	NO MEETING SCHEDULED FOR JUNE 2024	June 9, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 3:30-5:00pm	June 9, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 2:00-3:30pm
NO MEETING SCHEDULED FOR JULY 2024	July 25, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 9:30 - 10:30 am	NO MEETING SCHEDULED FOR JULY 2024	NO MEETING SCHEDULED FOR JULY 2024
August 22, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 9:30-11:30am	NO MEETING SCHEDULED FOR AUGUST 2024	August 11, 2025 Learning Resource Center-Michigan 4135 Washtenaw Ave, Ann Arbor, MI 3:30-5:00pm	August 11, 2025 Learning Resource Center-Michigan 4135 Washtenaw Ave, Ann Arbor, MI 2:00-3:30pm
NO MEETING SCHEDULED FOR SEPTEMBER 2024	September 26, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 9:30 - 10:30 am	NO MEETING SCHEDULED FOR SEPTEMBER 2024	NO MEETING SCHEDULED FOR SEPTEMBER 2024
October 24, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 9:30-11:30am	NO MEETING SCHEDULED FOR OCTOBER 2024	October 6, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 3:30-5:00pm	October 6, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 2:00-3:30pm
NO MEETING SCHEDULED FOR NOVEMBER 2024	November 21, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 9:30 - 10:30 am	NO MEETING SCHEDULED FOR NOVEMBER 2024	NO MEETING SCHEDULED FOR NOVEMBER 2024
December 19, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 9:30-11:30am	NO MEETING SCHEDULED FOR DECEMBER 2024	December 8, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 3:30-5:00pm	December 8, 2025 Learning Resource Center-Michigan & Huron 4135 Washtenaw Ave, Ann Arbor, MI 2:00-3:30pm

**WCCMH BOARD MEMBERS ARE REQUIRED TO ATTEND IN PERSON TO COUNT TOWARDS A QUORUM.
ALL OTHERS ARE ENCOURAGED TO ATTEND VIRTUALLY IN ORDER TO ASSIST IN ADHERING TO SOCIAL DISTANCING GUIDELINES.**

Executive Director Annual Evaluation Process

- Step 1:** Discuss process with WCCMH Executive Committee
- Step 2:** Provide update to Board on Strategic Plan
- Step 3:** Send survey out to Board members on Executive Director Evaluation that is based on the strategic plan
- Step 4:** Send survey out to Executive Leadership Team (Trish's direct reports)
- Step 5:** Compile results of survey
- Step 6:** Share results with Executive Committee
- Step 7:** Closed session of Executive Committee to evaluate Executive Director

Annual Evaluation Timeline

- September** – Executive Committee discussion about the process
- October** – Full board meeting presentation on Strategic Plan
- October** – Send surveys out to staff and full board
- October** – Compile survey results and send to Executive Leadership
- November** – Closed Session of Executive Committee to evaluate Executive Director