

Minutes for Mental Health Planning Council

April 8, 2009

Location: Region 10 CSB, Charlottesville, VA

Next Proposed Meeting Date: *June 10, 2009, Charlottesville, VA*

Attendees: Becky Sterling (President), James Johnson (Secretary), Michael Pendrak (Membership), Vicki Hardy-Murrell (Children's Services), Brian Parrish (Budget), Mary Kay Johnston (DRS) Bonnie Neighbour, Donna Sue Harmon, Betty Etzel, MaryAnn (New Member voted in 4/8), Lisa Goodwin (New Member voted in 4/8)

DMHRSAS Staff: Jo-Amrah McElroy, Katherine Hunter

Guests: Sarah Eisenman (NAMI), John Otenasack (REACH/VOCAL), Lynne Mohn (MHPC Mtg. Minutes/Admin.)

[Meeting was called to order at approximately 10:05 am]

Welcome: *_Becky Sterling, MHPC President*

Public Comments: *_None today.*

December 2009 Meeting Minutes

James Johnson (Becky Sterling for James, who joined meeting later), asked members to look over Dec. minutes in preparation for approval/vote today. Updates suggested: Name spelling (Ann Barhus, p.2),

MOTION - Dec. Minutes Acceptance: PASSED

March 2009 Meeting Minutes

Changes suggested: 1) Name corrections (Vicki, not Vicky;_MaryAnn Beall (not Belk); official website/email copy is complete, with all information; however, extra printed copies are missing information on page 2. (First draft – Lynne Mohn; Final -DMHRSAS). 2) Page 3, Meeting Frequency – Our next regular meeting date should say “ will be April 8” (not consensus, as in draft)

MOTION/VOTE March Minutes Acceptance with Amendments: PASSED

Membership Report

Michael Pendrak, Membership Committee Chair gave an update and reviewed constituency makeup: Gained two members and lost two members since last meeting. Two new individual applicants are present here today for membership consideration:

Applicant #1 - MaryAnn Beall, former member of MHPC and many groups in the state (e.g., VOCAL, Falls Church CSB, NAMI Nat'l Board, Nat'l Policy Chair, SAMSA research and trauma-informed care groups, Ethics Committees for two hospitals, other groups with her husband as well), first participant on political board as “out consumer, etc.). Michael stated his belief that Mary is a strong, long-time advocate with strong credentials, that the group would be fortunate to have her. **Mary Ann** gave a brief biography of her related experience and commitment to consumer involvement as key, especially during these tough budget times, to help hold onto services important to us, as well as any stimulus financial support that may be available.

MOTION/VOTE - Acceptance, MaryAnn Beall's Membership: PASSED

Applicant #2 - Lisa Goodwin joined the meeting and was introduced, indicating that she applied for MHPC membership as part of a lifetime goal is to help involve more peers in the system at all levels to help consumers and families gets the best care possible, are actively involved in their treatment, with doctors, case managers, social workers, discharge plan, making smooth transitions and self-directed, educated decisions. She has been successful with helping others and enhancing collaboration between groups and employment commission revisions underway with "peers helping peers" movement.

MOTION/VOTE - Acceptance, Lisa Goodwin's Membership: PASSED

Michael Pendrak indicated that a third application was submitted by a provider, **Gateway Homes, Chesterfield County, VA** (Daniel Hurr, Exec. Director), a group that comes well recommended by VOPA, DMHRSAS. Live in homes, recovery, only nonprofit in Virginia to offer comprehensive residential treatment, return to work/independent living assistance. Group agreed that clarification was needed to determine which individuals from the group are actually applying for participating, and category.

MHPC discussed looking at current process of voting on new members (e.g., vote timing, present in meeting or not, etc.). Suggestion was made for Membership Chair to bring background on new applicants to a meeting, for voting at a later time either prior to next meeting or during next meeting.

MOTION/VOTE - Review Membership Voting Process in Near Future: PASSED

Roster – Current Membership

Jo-Amrah McElroy, Planner, DMHMRSAS, reminded group that she sent the roster electronically (and via handout today). She indicated that today's newly approved members will be added along with other needed updates and sent to the group within the next couple weeks. Council members are asked to carefully review information and respond if changes are needed (with exception of document format, controlled by a tech. group-managed special database application; changes requested).

Meeting Processes/Parliamentary Motions/Roberts Rules of Order

Becky Sterling, President, handed out research materials related to effective meeting procedures/processes and for group review. *Goal:* Looking toward the possibility of customizing Council meeting processes in the future to meet the group's needs, follow open government rules (Alison Hymes' contribution). It was noted that MaryAnn Beall is a certified parliamentarian and has a 1-page reference sheet she could share for group consideration as well from the League of Women Voters, as well as about FOIA (Freedom of Information Act) mini-workshops to be set up for the group.

MHPC Grant Updates

Jo-Amrah McElroy, Planner, DMHMRSAS, gave an update on block grant applications. They are being

worked on today as preparation for review, signing/certification by Secretary Tavener. Thus far, executive summaries of component pieces have been drafted and out for input/update/corrections. Jo-Amrah clarified that regular meetings are held on a monthly basis there at DMHMRSAS, and that things are moving ahead well, with progress being made with streamlining the process. Conference date would be June 16 – Mental Health Block Grant Conference for guidelines will be discussed. Jo-Amrah is hopeful that they will receive the guidance BEFORE the writing process must be done (last year, the input arrived the week before the write-up was due, which allowed little time).

As a summary wrap-up, Jo-Amrah indicated that when we go to peer review and been “grilled,” we are often asked: Do we truly do what you say we do, given the lowest allotments of money in Virginia (per implementation report)? We say yes! We do, in spite of budget constraints.

[BREAK: 10 min. - Resumed at 11:35 am]

Fiscal Agent Report

Vicki Hardy-Murrell (for Paula Price, MHAV - fiscal agent) handed out sheet of actual budget as of April 1, indicating that questions should be saved for later since this is not her purview/role. Group discussion ensued about carry-over cash, cash-on-hand, carryover risk and timeframe, and the importance of developing a step-by-step process for members to apply for conference attendance financial support.

Result: Becky Sterling indicated that these issues need to be researched and discussed further with and by the MHPC Budget Committee to clarify specifics moving forward. Budget Committee may review and bring back guidelines/recommendations.

Old Business

Becky Sterling requested input on March meeting’s handouts:

Meeting Format: Altering timeframe from 10 am–3 pm to 11 am–4 pm?

Public Comment Form: Use, modify or lose?

Membership Information Statement: Use, modify or lose?

Subcommittee Meetings: Frequency, time, reports, etc.

Council President suggesting having subcommittee discussion and meetings this afternoon after lunch to move today’s meeting forward. Other suggestions for future included two-tier subcommittee meeting structure, and assessing/determining during Fall Strategic Planning Retreat.

[LUNCH: 12:15 pm - Resumed at 1:00 pm]

<p>* Alison Hymes, immediate past Mental Health Planning Council President, was presented with a</p>

Strategic Planning Retreat (Voluntary Participation)

Lynne Mohn provided a brief update on decisions that must be received from Council ASAP to enable moving forward with Retreat planning, per COUNCIL group suggestions and preferences: 1) Dates – at least 2 firm suggested dates; 2) Facility Preferences; 3) Decision on Deadline for Participation Commitment (since participation is voluntary, firm numbers are absolutely necessary for negotiating for facilities, facilitators, accommodations, refreshments within MHPC-desired retreat budget).

***Note:** Additional Council decisions on specifics follow at end of notes, **Retreat Discussion** heading.

Membership Comment Period –Topics Raised

1) *Application approval process for conference.;*

2) *Available conference budget moving forward* considering March clarification from Mr. Martinez, DMHMRSAS, that there is no longer any budget money for administrative support (e.g., meeting minutes, meeting organization/food setup and preparation of handouts/materials); therefore, we need to be mindful that this will impact conference and other budget money available.

3) *Current Conference Support Request:* Ann Burkham advised that she has an imminent conference request for 29 on aging, facilitating disputes, and other valuable topics. \$50 registration fee needed only, for consideration by group.

MOTION/VOTE – Approval of Ann Burkham’s April 29 Conference Request: PASSED.

4) *Open Government presentation to group possible for consideration?*

5) *Possibility of Teleconference meetings for subcommittee work such as with Budget Committee, raised by Brian Parrish* (e.g., using FreeConferenceCall.com, publishing publicly per Open Gov’t rules).

6) *Retreat Date Availability Based on Previous Schedule Constraints Needed from Council ASAP to enable retreat planning to begin.*

***Note:** Becky will send email to members about retreat interest, deadline for firm confirmation of participation, facilitator ideas, and other suggestions for consideration in planning. Lisa Goodwin has experience planning facilitation weekends, so she will assist effort (Lynne Mohn for MHPC).

Sub-Committee Meetings (Breakout Session 2pm-2:30pm)

Adult Services: Melissa Harless | **Children’s Services:** Vicky Hardy-Murrell | **Budget Committee:** Brian Parrish

Committee Report Backs – 2:45 pm

MHPC Budget Committee, Brian Parrish, Budget Committee Chair, offered group proposed “can spend up to” Retreat and other budget suggestions based upon current MHPC funds. He stated that he has developed a budget through June 30th. *Conference Request/Approval Process Through June 30, 2009:* Per Budget Committee, we have \$4817.00, minus Ann’s \$50 April conference approved by the group today. MaryAnn Beall requested forms clearly stating this.

Conference Process Recommendation suggested by group until end of June: Becky Sterling, Council President, will be assisted by Jo-Amrah McElroy to review/approve any additional incoming conference/seminar requests. Group wishes to look at developing a specific form that clearly states expectations of training attendees upon return (e.g., present to the group, share materials and how information could be used to meet group goals). In addition, the possibility of training requests/apps coming into the Membership Committee, then submitted on to Jo-Amrah and Becky.

MOTION/VOTE – Conference Process and Budget Through June: PASSED

***NOTE:** Group agreed that if Council President wishes to be considered for conference funding the decision would be made by Jo-Amrah McElroy and/or others.

Retreat Discussion, Post-Meeting – 3 pm – 3:45 pm (Voluntary Participation)

Regarding Retreat schedule choices, Sept. 11th-12 is group’s preference; however, give planner option of Sept. 25-26 if needed based upon facility/other constraints, to be held at Charlottesville Hilton per Betty Etzel’s research (it is available can accommodate us for Friday evening through Saturday, whereas Roslyn Center cannot at this time).

MOTION/VOTE – Sept. 11-12 or Sept. 25-36 Retreat Date: PASSED

MOTION/VOTE – Charlottesville Hilton for MHPC Retreat: PASSED

[Adjournment of Meeting at 3:03 pm]