

Minutes for Mental Health Planning Council  
September 9, 2009  
Location: 1604 Santa Rosa Road, Richmond VA 23229  
Richmond

**Attendees:** Becky Sterling, Pierre Ames, Ann Benner, Ann Cutshall, Betty Etzler, Lisa U. Goodwin, Catherine Hancock, Vicki Hardy-Murrell, Melissa C. Harless, James A. Johnson, ,Mary Kay Johnston, James M. Martinez, Kenneth Moore, Lisa Moore, Bonnie Neighbour, Brian Parrish, Michael Pendrak, Mira Signer, Donna Wenzel, Mary Ann Beall, Susan D. Williams, John Otenasek, Ann Burhans.

**Absentees:** Candace Benn, Jack Brandt, Michael J Carrasco, Donna Sue M. Harmon, Alison Hymes, Paige McCleary, Patricia Meyer, Steven F. Peed, Paula Price, Vernon Simmons, Joe Speidel, Carol F. Ulrich, Irene Walker-Bolton, Jack Wood

**DMHRSAS Staff:** Jo-Amrah McElroy(Mental Health Planner), Katherine Hunter(Child & Family Services), George Banks(DMHMRSAS), Michael Shank, Kathleen Sadler

**Guests:** Deborah Mazzerella, Denise Konrad, Chris Owens, Pat Palmer (MHAV minutes)

(Meeting was called to order at 10:02)

**Welcome:** Becky Sterling, MHPC President

**Public Comments:** Denise Konrad the facilitator for the MHPC Retreat introduced herself to the group.

**June 10, 2009 Meeting Minutes**

James Johnson, secretary of the council presented the minutes for review, 1<sup>st</sup> page legislation needs correction, correct spelling of Alison Hymes needed, Minutes amended.

**Motion/Vote:** Ann Cutshall moved to accept, seconded, no discussion. All approved.

**Membership Report:**

Michael Pendrak advised that there were 35 members on the council and there were a number of empty slots: 5 consumers, 2 advocate members, 6 family members of children, 6 providers, also need a consumer under the age of 25, State representatives. Membership applications can be downloaded, fill out and return, as well as a pdf file (which needs approval by membership) Jo-Amrah will give application to webmaster to put on website. Process for recruiting discussed. Nominations and referrals accepted. The definitions of the various types of membership are listed on the website. Questions regarding members personal contact information on the website. There had been abuse of personal information in the past. Contact Jo-Amrah at (804)786-2316 and she will forward message to council member for response.

New membership application John Otenasek as a consumer position. Vote 14 in favor, 2 apposed 1 abstention.

Discussion regarding voting process. Concern over the heavy involvement by Vocal Representatives and concern regarding potential conflict of interest. Jo-Amrah reported recent memo from CHMS conflict of interest. A vendor could lose funding if not following guidelines. Concerns of geographical locations of where consumers were located, Mary Ann suggested to have a document created to serve this purpose.

**Fiscal Agent Report**

Vicki Hardy-Murrell gave report for Paula Price

All council expressed that Paula and her family is in everyone's thoughts at this time.

Financial report was handed out, concern expressed about need to have a 12 month budget instead of the overlap into new fiscal year. Amount of remaining \$4074.94 will need to be used or will be lost. Conference line of budget pertains to Scholarship. Confusion re \$25,000 Block Grant amount needs to be spent by 6.31.10. will not be able to carry over. Brian Parrish thanked Paula for her work.

#### **MHPC Grant Update**

Jo-Amrah thanked George and Catherine for work on Block Grant. This has been in progress for over a year. When applications were submitted the Federal side was not ready to accept. The application is undergoing transformation. There will be a peer review in Charleston. Jo-Amrah thanked everyone for their support.

#### **Adult Services**

Melissa Harless was not present at this time. She arrived later and presented a letter advising the Council of her need to resign as head of the Adult Services Committee.

#### **Children's Services**

Vicky Hardy-Murrell no meeting held since last meeting.

(10:55 -11:10Break)

#### **State Budget Cut impact on Block Grant Funding**

Becky introduced Jim Martinez to discuss preliminary information on Budget Reduction Plan for 2010. Overall the Governor's action reduced the budget by \$1.3 Billion with the elimination of 929 positions in state government, 593 of which will be layoffs of actual state employees.

*To see more, go to the following:* <http://dpb.virginia.gov/forms/20090908-1/Reductions2010.PDF>

There will be communication to all CSB/BHAs from DBHDS regarding the budget reductions.

Lunch 12:00-12:49)

#### **FOIA Guidelines VA Freedom of Information Advisory Council**

Maria Everett, Executive Director, Freedom of IA Council

The MHPC is not a traditional group, because using public funds, public has a right to know about us, access to records, watch government perform in public, open government-open access to information. Meetings are how a body comes to consensus. "Two by two "can do anything, it is just when three or more are gathered to discuss business, this defines"Meeting"and minutes are required to be taken. This protects members of the bodies of the group. State laws state that gathering of staff (defined as: people you contract with) is not considered subject to FOIA. Emails cannot replace meetings, no preplanning by email; subcommittees are subject to the same "laws" as the main committee. When using email NEVER use reply all, this is seen as "discussion", avoid real time communication. You can email staff and have them moderate and relay messages. A posted notice to the public three or more working days ahead is required when three or more are gathered together. When in doubt give notice. The website is a place to post notification and also a physical public place, being posted on the door. It is important to train people to look in these places for information. For FOIA questions contact [foiacouncil@leg.state.va.us](mailto:foiacouncil@leg.state.va.us)

Nominating committee will meet at 5:00 at the Retreat Friday 9/11/09

Meeting adjourned at 2:50 with motion and second, unanimous.

Respectfully submitted

Patricia H. Palmer

9/14/09