

CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD

PLANNING, PROGRAM & OVERSIGHT COMMITTEE

May 11, 2005

The first meeting of the Planning, Program & Oversight Committee was called to order at 10:00 a.m. by First Chair, Mieke K. Smith, Ph.D. Dr. Smith welcomed all Board members in attendance. Upon Dr. Smith's suggestion, Board members introduced themselves to audience members and indicated their interest in the committee. Dr. Smith noted that an evaluation of this newly-formed committee will be conducted after six months. As First Chair, she expressed her hope that the new committee configuration proves to be positive.

Present: Robert Carson, Joan Leeb, L. D. Lenkoski, Barbara Saltzman, Daniel Schweid, Bill Sheehan, Mieke Smith, Ericka Thoms, Mary Warr

Board Staff Present: William M. Denihan, C.E.O.; Valeria Harper-Bledsoe, Chief Operating Officer; Kathryn Burns, M.D., Chief Clinical Officer; Cassandra Richardson, Chief Financial Officer; Rose Fini, Director of Risk Management; Terry Lester, Adult Project Administrator; Karen Frena, Provider Relations Specialist; Michael Doud, Residential Project Administrator; Beth Dague, Project Tapestry Director

1. APPROVAL OF MINUTES: Mr. Sheehan moved for approval of the minutes from February 9, 2005. Seconded by Rev. Gohlstein, the minutes were approved as written. Follow-Up: Research letters were written and forwarded to institutions.

2. FOCUS/MISSION OF PLANNING, PROGRAM & OVERSIGHT COMMITTEE

Committee members reviewed a preliminary committee mission statement draft which attempted to address the new committee's function. Feedback/input received was noted by the Chair and recorder. Based upon the discussion and input received, the revised draft mission statement is shown below:

"The Planning, Program & Oversight Committee in cooperation with all partners advocates for and monitors programs and policies consistent with the Board's mission, based on current research information on effective programs and practices which are continually improved to meet the needs of consumers and their families."

3. SYSTEM DATA SURVEY FINAL REPORT

Ms. Bledsoe distributed copies of the Table of Contents page to be included with the Final Report and introduced Ms. Terry Lester, Adult Project Administrator, who highlighted report sections and addressed questions of Board members. Ms. Lester noted that information from agencies proved to be very helpful in preparing the Annual Mutual Systems Performance Agreement (MSPA) a requirement of the Ohio Department of Mental Health.

Board of Governor Feedback:

- Dr. Smith noted that she is willing and able to share SAMHSA Grant Final Report on "nurturing families" that she worked on.
- Suggest determining what the impact/cost is for agencies with regard to staff turnover.
- Report should include recommendations
- CAD Director suggested developing a bi-monthly or quarterly Human Resource meeting to assist in addressing issues such as staff retention, minority recruitment, turnover, networking, etc.
- Issues identified through report – psychiatric time shortages & the increasing number of medically indigent patients.

ACTION: Dr. Smith proposed developing a small workgroup to thoroughly discuss the System Data Information Data, look at challenges presented and come up with recommendations for system improvement.

Board members and others who volunteered to participate on the Adhoc Workgroup were: Dr. L. Douglas Lenkoski, Dr. Daniel Schweid, Ericka Thoms, and CAD Director, John Nosek. Board staff will check with the Adult Consumer Advisory Counsel for consumer representation.

4. ADULT GUARDIANSHIP SERVICES MENTAL HEALTH STAFF POSITION

Dr. Burns introduced Linda Proffitt, Program Director of the Adult Guardian Services, and Beth Reed, Manager of Client Services. Dr. Burns noted that the Adult Guardianship Services (AGS), a program with Lutheran Metropolitan Ministry, is faced with no longer being able to serve as guardian of persons with serious mental illness due to the increasing number of consumers needing this service and maximization of alternative funding sources.

Consequently, Board staff recommend approval of \$50,000 grant funding for an additional mental health staff guardian staff position for 6/1/05 through 3/31/06 and for \$60,000 grant funding to maintain the position annually thereafter. The agency currently serves 400 clients; 100 clients are served by volunteers and other 300 clients are served by paid staff. The goal is not to have a greater caseload than 35 clients at a time. An acuity system has been developed based on a point level of service need. Each person is seen at least one time per month.

Motion to recommend approval of the Mental Health Guardian Staff Position to Lutheran Metropolitan Ministry to the Operations & Finance Committee.

MOTION: E. Thoms SECOND: B. Sheehan AYES: R. Carson, J. Leeb, L. D. Lenkoski, B. Saltzman, D. Schweid, B. Sheehan, M. Smith, E. Thoms, M. Warr NAYS: None / **Motion passed.**

5. POLICY REVIEW

◇ CULTURALLY COMPETENT SERVICE DELIVERY

Purpose: To promote the development of a culturally competent public mental health system in Cuyahoga County.

Ms. Fini elaborated on the process undertaken to refine the proposed policy. A subcommittee of Board Staff, Board of Governors, and agency providers worked on the policy draft presented. The policy reflects that measurable indicators shall be reflected in all aspects of the Board's oversight responsibility for delivery of quality services. An extensive reference section appears on page 2 of the policy statement.

Based upon committee input, it was suggested that the final clause of the last sentence on page 1 reflect a more positive focus. The phrase agreed upon was "and will include values and treatment practices that are consistent with those of cultures and ethnic groups among the population served."

Motion to recommend approval of the Culturally Competent Service Delivery Policy with the revision proposed for its first reading by the full Board.

MOTION: R. Carson SECOND: E. Thoms AYES: R. Carson, L. D. Lenkoski, B. Saltzman, M. Smith, E. Thoms, M. Warr NAYS: J. Leeb ABSTAIN: B. Sheehan / **Motion passed.**

◇ RESEARCH POLICY

Purpose: To define the Cuyahoga County Community Mental Health Board's (CCCMHB) responsibility to promote, sponsor, collaborate and endorse research activities to improve the quality of services provided in the mental health system and promote healthy communities."

A few grammatical revisions/additions were proposed for the purpose statement: collaborate "with" . . . and "to" promote healthy communities. Under item #3, correct the spelling – "entirety".

Motion to recommend approval of the Research Policy as corrected for its first reading by the full Board.

MOTION: M. Warr SECOND: J. Leeb AYES: R. Carson, J. Leeb, L. D. Lenkoski, B. Saltzman, B. Sheehan, M. Smith, E. Thoms, M. Warr NAYS: None ABSTAIN: None **Motion passed.**

Dr. Smith suggested holding the follow-up research issues for the June PPO Meeting under Old Business.

6. EXECUTIVE SUMMARY: GRANT FOR ELDERLY POPULATION – (For Information Only)

7. OLD/NEW BUSINESS

8. PROPOSED FUTURE AGENDA ITEMS

- Δ Committee Mission Statement
- Δ Coordinated Residential Referral Pilot – Final Report
- Δ Old Business:
 - Research Subcommittee
 - Board Member Research Workgroup

There being no further business, the meeting adjourned at 11:55 a.m.

Submitted by: Carol Krajewski, Executive Specialist to the Board of Governors

Approved by: Mieke K. Smith, Ph.D., First Chair of Planning, Program & Oversight Committee