

**CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD
PROGRAM PLANNING & POLICY COMMITTEE
November 10, 2004**

The Program Planning & Policy Committee meeting was called to order at 1:30 p.m. by Chairperson, Mieko K. Smith, Ph.D.

Committee Members Present: John Bazyk, Bonita Caplan, Ben Gohlstin, L. Douglas Lenkoski, Bill Sheehan, Mieko Smith, Mary Warr / **Absent:** None

Board Staff: William Denihan, Chief Executive Officer, Kathryn Burns, M.D., Chief Clinical Officer; Cassandra Richardson, Chief Financial Officer; Rose Fini, Director of Risk Management; Mark Jones, Director of Finance; Terri Oldham, Children's Project Administrator; Kathleen LoPresti, Q. I. Specialist, Jeff Johnsen, Research/Program Administrator; Karen Frena, Provider Relations Specialist

1. APPROVAL OF MINUTES: Mr. Sheehan moved for approval of the minutes from September 8, 2004 and October 13, 2004. The motion was seconded by Mr. Bazyk. One correction was noted for the 9/9/04 minutes on page 1; the phrase now reads, "work is still needed to reduce the stigma of mental illness." The 9/8/04 minutes were approved as amended; the 10/13/04 minutes were approved as written.

2. POLICY REVIEW - "RECRUITMENT OF BOARD MEMBERS"

Purpose: To help enlist qualified and committed individuals who are demographically representative of the population of Cuyahoga County (including culture and race) to serve on the Cuyahoga County Community Mental Health Board (CCCMHB).

Ms. Fini elaborated on the changes proposed for the Board's existing policy. Significant changes or edits proposed are: (1) Board Chair to "direct a member of the CCCMHB Executive Committee" or appoint an ad hoc Recruitment Committee will be authorized to make recommendations to fill vacancies and (2) this policy shall be utilized "whenever a vacancy occurs" (3) recommendations should be forwarded to the "Executive Committee" for its consideration. Discussion followed on responsibilities designated under the responsibility of the Board Chair.

Governors' Input:

- Consider designating a Governor other than an Executive Committee member to recruit potential Board members.
- Re-consider forwarding recommendations to the full Board rather than the Executive Committee.

Committee members agreed to recommend that the Recruitment of Board Members policy go before the full Board for first reading and suggested that questions for the Board Chair should be raised at that time.

Motion to recommend approval of the Policy Statement: "Recruitment of Board Members" for its first reading before the full Board. MOTION: B. Sheehan SECOND: L. D. Lenkoski
AYES: J. Bazyk, B. Caplan, B. Gohlstin, L. D. Lenkoski, B. Sheehan, M. Smith, M. Warr
NAYS: None / Motion passed.

3. TAPESTRY REPORT

Dr. Mario Tonti, Project Director, fielded questions regarding the written Tapestry Report for October and November 2004. Efforts are on-going with respect to finalizing the contract with the Collaboratives. Dr. Tonti assured Governors that a written End-of-the-Year Tapestry Report will include not only accomplishments but difficulties encountered to assist in passing the baton to the succeeding Tapestry Project Director.

Governor Feedback:

- Rev. Gohlstin addressed the lack of inclusion of faith-based community partners in Tapestry planning.

ACTION: PP&P Chair, Dr. Smith, encouraged Dr. Tonti to contact the Rev. Rodney Maiden, Executive Director of United Pastors in Mission, about presenting the Tapestry concept to this faith-based coalition.

4. MENTAL HEALTH AND ADULT PROTECTIVE SERVICES GRANT

Ms. Lester noted that a proposal was submitted to the Cleveland Foundation for the development of a plan for collaboration with the Mental Health and Adult Protective System. The project goal is to improve collaboration among community members for the purpose of promoting the recovery and resilience of mental health consumers and supporting family members and caregivers. It was noted that the Cleveland Foundation awarded \$16,000 of the initial \$22,000 grant request.

Governor Feedback:

- Committee members suggested that the Roundtable discussion should include mental health consumer/s and family member/s participation.
- Board Chair suggested sending a letter to the Mt. Sinai Foundation and/or other foundations to address the balance of funds needed for this project.

Motion to recommend acceptance of grant from the Cleveland Foundation for development of a plan for collaboration with the Mental Health and Adult Protection System to the Operations and Finance Committee. MOTION: L. D. Lenkoski SECOND: B. Sheehan AYES: J. Bazyk, B. Caplan, B. Gohlstin, L. D. Lenkoski, B. Sheehan, M. Smith, M. Warr NAYS: None / Motion passed.

9. OLD/NEW BUSINESS

Upon the arrival of Ms. Caplan, Dr. Smith suggested revisiting several issues regarding the Recruitment of Board Members Policy.

The two issues, addressed previously, were revisited and committee members agreed upon the following language:

- (1) Board Chair's responsibility: Board Chair to "direct a Governor" or appoint an ad hoc committee. . ."
- (2) Responsibility of the full Board of Governors: "As a personnel matter, the Board or ad hoc Recruitment Committee may deliberate in executive session over the recommendation of applicants to protect the privacy of the applicants."

10. PROPOSED FUTURE AGENDA ITEMS – Committee Chair, Dr. Smith, stated that she would confer with staff regarding future agenda items.

At 2:25 p.m., Dr. Smith noted that committee members would be joined by members of the Quality Improvement Committee for the purpose of the Quarterly Strategic Plan Review.

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

Approved by: Mieke K. Smith, Ph.D., Program Planning & Policy Committee Chair