

APPROVED

Transitional Planning Group  
Summary June 21, 2006

Introduction and attendance: Katharine, Melinda, Karen, Tim, Leticia and Jacqui as facilitator.

On telephone: Simonne, Kelly (part of the meeting)

Absent members: none.

Guest: Ron Welch

- I. Review, edits and approval of minutes of 6/15/06
- II. Review packets and homework to affirm approval of work to date (and to prepare to present to Ron Welch today)
  - A. The map and summary presented last week, with penciled changes, will be copied and presented today. Katharine will cause a final packet to be ready for the next meeting.
  - B. The draft “Statewide Consumer Council Planning” (presented by Simmone at a previous meeting). We made some changes to the language. Leticia took notes and will make changes to this document and circulate it as soon as possible. We recognize that this description will help us with directing our staff/consultant functions.
  - C. Draft budgets for consultant were reviewed. We agreed to propose a budget of \$21,328 for consultant fees for 8 months plus \$2,000 mileage and \$ 2,333 for administration costs. The full year numbers are: \$32,000 for salary, \$3,000 for mileage, and \$3,500 for administration fees.
- III. Presentation with Ron Welch, director of Adult Mental Health Services
  - A. Jacqui gave an oral presentation to Ron using the packet as a visual aid. The members of the group added to the presentation.
  - B. Ron gave a positive view of our work while acknowledging that he does not see his role as an approver of the work. He wants to be sure that we agree with one another with our work,
    1. He sees the synergy in the local outreach and notices the detail involved in making this happen. The round circles depicting community gatherings are like the “shopping mall” image: where all of us gather in community. If the time line slips it is important to be realistic about the enormity of the task. We do have the

money and the legislature behind us at this time. It is important to use this opportunity.

2. Funds: How much of the total fund of \$323,000 is for the Statewide Council System including the Local Councils? The Licensing Review process is not ready to begin yet. The Statewide Council System (SCS) will be developed first. So all these funds are available at this time.
3. Staffing concerns: We are ready to hire consulting staff. Our funds are available July 1<sup>st</sup>. Who can cause the hiring/contracting to occur? The DHHS can release a contract at any time at the direction of this group.
4. MAMHS is an appropriate outreach location for this group to attend as panel. A time line might be the fall. The group wants to participate in a consumer community feedback loop first.

IV. Hiring Staff/consultant steps: Mediation & Facilitation Resources can, if this group chooses, receive the interim (8 month) contract to hire and administer the Transitional planning Group consultant. This will need to be discussed again to assure that we have had the opportunity to talk, without our facilitator present, about this decision. (The facilitator briefly left the room to provide conversation) The group reported that they do not feel coercion about this idea.

Once the decision of who will hold this interim contract is made we need to decide a method for choosing the actual individual(s) to do the work.

V. Topics under construction:

We have many pieces of work identified but not completed. The following list is not complete but tracks some of the projects:

- a. Application and process for locals to become "legit" councils - membership diversity (first draft is in previous minutes) and area coverage (Tim has provided a first draft of geographic view of membership/consumer groups)
- b. Instructions for regional councils to elect representatives to the Statewide Council so that Local Councils are likely to be represented, diversity of experience is represented and a succession plan after the first term is understood
- c. Determine a method for leadership (like a voted steering committee) and support to regional councils after the conferences.
- d. Clarify permanent and temporary functions of the temporary regional councils.
- e. Conference development and outreach strategies ( We have reviewed a draft of this provided by Simonne)
- f. staff or consulting help and costs ( first discussion of this took place 6/21)
- g. conference budget (first pass on this was 6/21 provided by Leticia)

- h. statewide council system budget
- i. Resources and RFP design for temporary and permanent staffing/infrastructure
- k. Job/role description of members related to attendance, meeting norms, communication responsibilities, and accountability for work well done and not done.
- l. Interest survey for conference participants (Tim has provided a draft)
- m. Peer outreach listings – Tim will use feedback from this meeting to add statewide organizations to each regional list (Northern, Central, Southern)
- n. Participant interest survey for conference follow up - Tim needs our feedback for completion

VI.. Homework:

1. Katharine and Melinda will prepare the packets using Simonne's additional narrative for presentation to Dan Wathen on 7/5
2. Leticia took notes and will make changes to “Statewide Consumer Council Planning” and circulate it as soon as possible.
3. Simonne will continue to draft a version of mission/purpose and functions for each: Statewide Council, Temporary Regional Councils and Local Councils
4. Flyer for distribution at the recovery conference that explains the development of the Statewide Council System. This will encourage people to be ready to learn more and to attend conferences in the fall. This was assigned to Kelly at a previous meeting but she had to leave this meeting so cannot affirm that she can complete this in this timeframe. WHO CAN DO THIS?

VII. Dates for next meetings:

Wednesday July 5 - 9:00 - 12:00- Dan Wathen at 9:30

Wednesday July 12 -9:00 - 12:00

Thursday July 27 -12:30 - 3:30 - NOTE the time difference!

Wednesday August 16 – 9:00 – 12:00

VIII. Agenda for July 5

Presentation to Dan Wathen

Trust building among the group (at this meeting, Melinda and Tim are expected to be absent. We need to plan for this discussion.)

Membership of this planning group

Staff/consultant hiring process

Managing the work load and/or reimbursement of us/agencies as committee members on this group

Prioritize our work load, plan for possible full day retreat