



**Mission:** To promote hope, recovery, resilience, and advance health equity in Washtenaw County by providing, high quality, integrated behavioral health services to adults and youth with intellectual/developmental disabilities, mental health and/or substance use needs.

**WASHTENAW COUNTY COMMUNITY MENTAL HEALTH (WCCMH)  
EXECUTIVE COMMITTEE MEETING  
AGENDA**

**In-person: Learning Resource Center-Michigan Room  
4135 Washtenaw Ave, Ann Arbor**

**OR**

**Virtual: <https://zoom.us/j/95134091095>**

**November 25, 2022  
9:30 – 10:30 AM**

- I. Roll Call (5 minutes)
- II. Introductions (5 minutes)
- III. Audience Participation (see guidelines below) (5 minutes)
- IV. Executive Committee Minutes (5 minutes) **ACTION**
  - Executive Committee Minutes and Actions-5/9/22 (Attachment #1)
  - Executive Committee Minutes and Actions-9/23/22 (Attachment #2)
- V. Executive Director Report **T. Cortes** (15 minutes)
- VI. Old Business (20 minutes)
  - Strategic Plan Reporting Discussion **T. Cortes/M. Harding**
- VII. New Business
  - WCCMH 2022 Annual Board Calendar (Attachment #3)
  - WCCMH Board Member terms expiring on March 31, 2023
    1. S. Antonow
    2. B. Higman
    3. D. Jackson
    4. R. Jefferson
    5. R. Rion
    6. D. Strong
  - WCCMH Executive Director Evaluation Discussion
- VIII. Items for Future Discussion (5 minutes)
- IX. Adjournment of Public Meeting

**Audience Participation Guidelines:**

- Three (3) minutes are allowed per speaker
- Speakers are asked to bring a copy of their concerns/comments in writing
- Resolutions on issues will be brought to the appropriate committee as necessary



**Mission:** To promote hope, recovery, resilience, and advance health equity in Washtenaw County by providing, high quality, integrated behavioral health services to adults and youth with intellectual/developmental disabilities, mental health and/or substance use needs.

**VIRTUAL MEETING LINK:**

**Join from a PC, Mac, iPad, iPhone or Android device:**  
**Please click this URL to join. <https://zoom.us/j/95134091095>**

**Or One tap mobile:**  
**+13126266799, 95134091095# US (Chicago)**  
**+16465189805, 95134091095# US (New York)**

**Or join by phone:**  
**Dial(for higher quality, dial a number based on your current location):**  
**US: +1 312 626 6799 or +1 646 518 9805 or +1 929 205 6099 or +1 267 831 0333**  
**Webinar ID: 951 3409 1095**  
**International numbers available: <https://zoom.us/j/95134091095>**

**Audience Participation Guidelines:**

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- Speakers are asked to bring a copy of their concerns/comments in writing
- Resolutions on issues will be brought to the appropriate committee as necessary

**WASHTENAW COUNTY COMMUNITY MENTAL HEALTH AGENCY (WCCMH)  
WCCMH EXECUTIVE COMMITTEE MEETING MINUTES DRAFT**

***In person: Learning Resource Center-Michigan Room***

***4135 Washtenaw Ave, Ann Arbor***

***OR Virtually at <https://zoom.us/j/98104157570>***

**May 9, 2022**

**4:00 pm**

K. Walker called the meeting to order at 4:03 pm.

ROLL CALL:                   A. Dusbiber attending in person  
                                  N. Graebner-Sundling attending in person  
                                  B. King attending in person  
                                  K. Walker attending in person  
                                  A. LaBarre attending remotely

MEMBERS ABSENT:         S. Antonow

STAFF PRESENT:           T. Cortes, R. Dornbos, R. Avedisian, M. Harding, N. Phelps, K. Diebboll,  
                                  H. Linky, M. Taylor, S. Ray

OTHERS PRESENT:         L. Lutomski, D. Leahy, K. Homan, T. Gavalier

I. Introductions

- K. Walker introduced R. Avedisian to the committee who will be taking over R. Dornbos' WCCMH Board duties after her retirement in June.

II. Audience Participation

- None

III. Executive Committee Minutes and Actions

- Executive Committee Minutes and Actions from 12/13/21 were reviewed (Attachment #1A).
- Executive Committee Minutes and Actions from 3/14/22 were reviewed (Attachment #1B).

**MOTION BY B. KING, SUPPORTED BY N. GRAEBNER-SUNDLING TO APPROVE THE MINUTES AND ACTIONS OF THE DECEMBER 31, 2021 AND MARCH 14, 2022 WCCMH EXECUTIVE COMMITTEE MEETINGS.**

**ROLL CALL VOTE:**

<b>ANTONOW</b>	<b>N/A</b>	<b>DUSBIBER</b>	<b>Y</b>
<b>GRAEBNER-SUNDLING</b>	<b>Y</b>	<b>KING</b>	<b>Y</b>
<b>LABARRE</b>	<b>N/A REMOTE</b>	<b>WALKER</b>	<b>Y</b>

**MOTION CARRIED**

IV. Executive Director Report

- T. Cortes presented the Executive Director Report to the committee.
- The House passed its version of the budget.

- There is little movement on the Shirkey bills. A. LaBarre, F. Brabec and T. Cortes had some main articles in the Ann Arbor Observer for the month of April.
- State level:
  - The primary focus is the continuing workforce issues. The workgroup at the state level has submitted recommendations on how the administrative burden is increasing and how to look at documentation and what is really needed.
  - Direct care worker wages look positive, and discussions are ongoing to increase amount again.
- Local:
  - Continuing initiatives with workforce. Arrow strategies is very helpful, and staff are able to go into talent acquisition and draw people that have worked in other areas

V. Old Business

- Strategic Plan Update
  - T. Cortes and M. Harding presented an update on the Strategic Plan.
  - Staff are still working on the first round of feedback. This should be ready to be presented at the next WCCMH Board meeting.

VI. New Business

- WCCMH Financial Status Report (Attachment #2)
  - N. Phelps presented the Financial Status Report for the period ending February 28, 2022.

**MOTION BY N. GRAEBNER-SUNDLING SUPPORTED BY B. KING TO APPROVE THE FINANCIAL STATUS REPORT ENDING FEBRUARY 28, 2022 AS PRESENTED.**

**ROLL CALL VOTE:**

<b>ANTONOW</b>	<b>N/A</b>	<b>DUSBIBER</b>	<b>Y</b>
<b>GRAEBNER-SUNDLING</b>	<b>Y</b>	<b>KING</b>	<b>Y</b>
<b>LABARRE</b>	<b>N/A REMOTE</b>	<b>WALKER</b>	<b>Y</b>

**MOTION CARRIED**

- WCCMH Millage and CCBHC Financial Status Report (Attachment #3)
  - N. Phelps presented the WCCMH Millage and CCBHC Financial Status Report for the period ending February 28, 2022.
- Contracts and Leases (Attachment #4)
  - M. Taylor presented the Contracts and Leases to the committee.

**MOTION BY A. DUSBIBER SUPPORTED BY N. GRAEBNER-SUNDLING TO APPROVE THE CONTRACTS AND LEASES AS PRESENTED.**

**ROLL CALL VOTE:**

<b>ANTONOW</b>	<b>N/A</b>	<b>DUSBIBER</b>	<b>Y</b>
<b>GRAEBNER-SUNDLING</b>	<b>Y</b>	<b>KING</b>	<b>Y</b>
<b>LABARRE</b>	<b>N/A REMOTE</b>	<b>WALKER</b>	<b>Y</b>

**MOTION CARRIED**

- Executive Director Authorizations (Attachment #5)
  - M. Taylor presented the Executive Director Authorizations to the committee.

**MOTION BY B. KING SUPPORTED BY N. GRAEBNER-SUNDLING TO APPROVE THE EXECUTIVE DIRECTOR AUTHORIZATIONS AS PRESENTED.**

**ROLL CALL VOTE:**

<b>ANTONOW</b>	<b>N/A</b>	<b>DUSBIBER</b>	<b>Y</b>
<b>GRAEBNER-SUNDLING</b>	<b>Y</b>	<b>KING</b>	<b>Y</b>
<b>LABARRE</b>	<b>N/A REMOTE</b>	<b>WALKER</b>	<b>Y</b>

**MOTION CARRIED**

- Millage Advisory Committee Funding Requests Summary (Attachment #6)
  - NAMI (Attachment #6a)
    - Funding request in the amount of \$225,900.00 for continuation of NAMI's Peer Support Services for 1-year.
  - Public Health Anti-Stigma Campaign (Attachment #6b)
    - Funding request in the amount of \$340,000.00 for the continuation of the Public Health Anti-Stigma Campaign for an additional 2 years.
  - CHRT Communications Plan
    - Funding request in the amount of \$269,890.00 for the continuation of the CHRT Millage Communication Strategy for 1 year.

**MOTION BY B. KING SUPPORTED BY A. DUSBIBER TO APPROVE MILLAGE FUNDING REQUESTS AS PRESENTED**

**ROLL CALL VOTE:**

<b>ANTONOW</b>	<b>N/A</b>	<b>DUSBIBER</b>	<b>Y</b>
<b>GRAEBNER-SUNDLING</b>	<b>Y</b>	<b>KING</b>	<b>Y</b>
<b>LABARRE</b>	<b>N/A REMOTE</b>	<b>WALKER</b>	<b>Y</b>

**MOTION CARRIED**

- WCCMH Board Officers and Committee assignments for 4/1/22-3/31/23 (Attachment #7)
  - K. Walker reviewed the Board Officers and Committee assignments with the committee.
  - Consensus was reached that the committees will meet virtually, with the exception of the Executive Committee that will meet in person when actions must be taken, and the WCCMH Board will be required to meet in person to count towards a quorum.
  - Officers:
    - Chair-K. Walker
    - Vice Chair-S. Antonow
    - Treasurer-N. Graebner-Sundling
    - Secretary-A. Dusbiber
  - Executive Committee Members:
    - K. Walker-Chair
    - S. Antonow
    - A. Dusbiber
    - N. Graebner-Sundling
    - B. King
    - A. LaBarre

- Quality-Finance Committee
  - S. Antonow-Co-Chair
  - N. Graebner-Sundling-Co-Chair
  - A. Dusbiber
  - B. Higman
  - D. Strong
  - M. Udow-Phillips
  
- Millage Advisory Committee
  - N. Graebner-Sundling-Chair
  - A. Carlisle
  - H. Heaviland
  - B. Higman
  - D. Jackson (ex-officio)
  - R. Jefferson
  - J. Martin
  - R. Rion
  - A. Rooks
  - M. Udow-Phillips
  - G. Waddles, Jr.
  - K. Walker
  
- CMHPSM Regional Board
  - B. King
  - A. Rooks
  - K. Scott

**MOTION BY B. KING SUPPORTED BY N. GRAEBNER-SUNDLING TO APPROVE THE OFFICERS AND WCCMH BOARD COMMITTEES FOR THE TERM OF APRIL 1, 2022 THROUGH MARCH 31, 2023.**

**ROLL**

<b>ANTONOW</b>	<b>N/A</b>	<b>DUSBIBER</b>	<b>Y</b>
<b>GRAEBNER-SUNDLING</b>	<b>Y</b>	<b>KING</b>	<b>Y</b>
<b>LABARRE</b>	<b>N/A REMOTE</b>	<b>WALKER</b>	<b>Y</b>

**CALL VOTE:**

**MOTION CARRIED**

- VII. Items for Future Discussions
- None

VIII. Adjourn to closed session to discuss the WCCMH Executive Director Evaluation

**MOTION BY A. DUSBIBER SUPPORTED BY B. KING TO MOVE THE WCCMH EXECUTIVE COMMITTEE MEETING TO CLOSED SESSION TO DISCUSS THE WCCMH EXECUTIVE DIRECTOR EVALUATION.**

**MEETING MOVED TO CLOSED SESSION AT 4:19.**

**PUBLIC MEETING RESUMED AT 4:41**

**MOTION BY B. KING SUPPORTED BY N. GRAEBNER-SUNDLING TO ADJURN THE PUBLIC MEETING OF THE WCCMH EXECUTIVE COMMITTEE.**

The WCCMH Executive Committee Meeting was adjourned at 4:42 pm.

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**WASHTENAW COUNTY COMMUNITY MENTAL HEALTH AGENCY (WCCMH)  
WCCMH EXECUTIVE COMMITTEE MEETING MINUTES DRAFT**

***In person: Learning Resource Center-Michigan Room***

***4135 Washtenaw Ave, Ann Arbor***

***OR Virtually at <https://zoom.us/j/99734756284>***

**September 23, 2022**

**9:30 am**

K. Walker called the meeting to order at 9:36 am.

ROLL CALL:                   A. Dusbiber attending virtually  
                                  B. King attending in person  
                                  A. LaBarre attending in person  
                                  K. Walker attending in person

MEMBERS ABSENT:        S. Antonow, N, Graebner-Sundling

STAFF PRESENT:         R. Avedisian, M. Harding, T. Cortes, N. Phelps; H. Linky, B. Hagaman, M, Taylor, T. Gavalier

OTHERS PRESENT:        L. Lutomski, T. Gavalier

- I.    Introductions
  - None
- II.   Audience Participation
  - None
- III.  Executive Committee Minutes and Actions
  - Executive Committee Minutes and Actions from 5/9/22 were reviewed (Attachment #1).

**MOTION BY A. LABARRE, SUPPORTED BY B. KING TO APPROVE THE MINUTES AND ACTIONS OF THE MAY 9, 2022, WCCMH EXECUTIVE COMMITTEE MEETINGS.**

**ROLL CALL VOTE:**

<b>ANTONOW</b>	<b>N/A</b>	<b>DUSBIBER</b>	<b>Y</b>
<b>GRAEBNER-SUNDLING</b>	<b>N/A</b>	<b>KING</b>	<b>Y</b>
<b>LABARRE</b>	<b>Y</b>	<b>WALKER</b>	<b>Y</b>

**MOTION CARRIED**

- IV.   Executive Director Report
  - T. Cortes presented the Executive Director Report to the committee.
  - N. Marchand will be invited back to the next full board meeting to provide update – closed session.



- V. Old Business
  - Strategic Plan Update
    - T. Cortes and M. Harding presented an update on the Strategic Plan.
    - M. Harding requested Executive Committee input on front end for reporting purposes. K. Walker proposed Green/Yellow/Red versus a progress bar. A. LaBarre suggested no more than 10 measurables.
- VI. New Business
  - WCCMH 2023 Annual Board/Committee Meeting schedule was presented reflecting the change of meeting dates/days/time. (Attachment #2)
- VII. Items for Future Discussions
  - T. Cortes will continue to provide feedback on progress from public comments on I/DD population.

**MOTION BY B. KING SUPPORTED BY A. LABARRE TO ADJURN THE PUBLIC MEETING OF THE WCCMH EXECUTIVE COMMITTEE.**

The WCCMH Executive Committee Meeting was adjourned at 10:03 am.



**Washtenaw County Community Mental Health (WCCMH) Board  
2023 Annual Calendar**

<p style="text-align: center;"><b><u>January</u></b></p> <ul style="list-style-type: none"> <li>▪ BOC review CMH Board applications</li> </ul>	<p style="text-align: center;"><b><u>February</u></b></p> <ul style="list-style-type: none"> <li>▪ BOC will appoint new/re-appointed board members and notify WCCMH Executive Director or designee</li> <li>▪ Identify WCCMH Board Officers effective April 1<sup>st</sup></li> <li>▪ Program Committee Dashboard due to Quality-Finance Committee (Quarters 3 and 4)</li> <li>▪ Annual Recipient Rights Reports due to Quality-Finance Committee</li> <li>▪ Consumer Advisory Council quarterly update to WCCMH Board</li> <li>▪ WCCMH Board will identify Millage Advisory Committee members with terms expiring</li> <li>▪ Annual WCCMH Board meeting (election of officers and assign committee membership) terms effective April 1<sup>st</sup></li> </ul>
<p style="text-align: center;"><b><u>March</u></b></p> <ul style="list-style-type: none"> <li>▪ Swear in new/re-appointed WCCMH Board member (terms effective April 1<sup>st</sup>)</li> <li>▪ Swear in new/re-appointed Millage Advisory Committee members (terms effective April 1<sup>st</sup>)</li> <li>▪ Executive Committee begin working on WCCMH Board Evaluation process</li> </ul>	<p style="text-align: center;"><b><u>April</u></b></p> <ul style="list-style-type: none"> <li>▪ Annual Conflict of Interest and Ethics statement from Board members due</li> <li>▪ Annual Recipient Rights Training for all board members</li> <li>▪ Annual WCCMH Board evaluation</li> <li>▪ Consumer Advisory Council quarterly update to WCCMH Board</li> <li>▪ Annual Performance Improvement Year End Report due to Quality-Finance Committee then to Full Board on the Consent Agenda</li> </ul>
<p style="text-align: center;"><b><u>May</u></b></p>	<p style="text-align: center;"><b><u>June</u></b></p> <ul style="list-style-type: none"> <li>▪ Board Development (training/education)</li> <li>▪ Annual Finance Audit Report due to WCCMH Board</li> <li>▪ Draft budget to WCCMH Board</li> <li>▪ Consumer Advisory Council quarterly update to WCCMH Board</li> <li>▪ Program Committee Dashboard due to Quality-Finance Committee (Quarter 1)</li> </ul>
<p style="text-align: center;"><b><u>July</u></b></p>	<p style="text-align: center;"><b><u>August</u></b></p> <ul style="list-style-type: none"> <li>▪ Final Budget Approval due to WCCMH Board</li> <li>▪ Program Committee Dashboard due to Quality-Finance Committee (Quarter 2)</li> <li>▪ Semi-Annual Recipient Rights Reports due to Quality-Finance Committee</li> </ul>
<p style="text-align: center;"><b><u>September</u></b></p> <ul style="list-style-type: none"> <li>▪ Executive Committee begin working on WCCMH Executive Director Evaluation</li> <li>▪ Budget Review to Washtenaw County BOC</li> <li>▪ End of fiscal year</li> <li>▪ Executive Committee review Annual Board calendar</li> </ul>	<p style="text-align: center;"><b><u>October</u></b></p> <ul style="list-style-type: none"> <li>▪ WCCMH Board review next year's meeting schedule</li> <li>▪ Begin new fiscal year</li> <li>▪ Consumer Advisory Council quarterly update to WCCMH Board</li> <li>▪ WCCMH will identify expiring Board member terms</li> <li>▪ Annual Board Calendar to WCCMH Board</li> </ul>
<p style="text-align: center;"><b><u>November</u></b></p> <ul style="list-style-type: none"> <li>▪ Staff schedule annual Board and Board Committee meetings on member's calendars.</li> <li>▪ WCCMH will Identify new/reappointed board members (terms expiring) and submit to BOC.</li> <li>▪ Executive Committee finalize WCCMH Executive Director evaluation</li> </ul>	<p style="text-align: center;"><b><u>December</u></b></p> <ul style="list-style-type: none"> <li>▪ BOC will post for expiring WCCMH Board terms expiring on March 31<sup>st</sup>.</li> </ul>