

**WV Mental Health Planning Council**  
**Plan of Operations and**  
**Work Plan for Fiscal Year 2007**  
October 13, 2006

Dave Sanders went over some of the MHPC strengths from the SWOT analysis that was developed March 31, 2006.

Suggested changes/corrections to the "POO":

- In the past year we have only rescheduled one planning council meeting date.
- We need organizational chart for the MHPC.
- Each committee needs to have a minimum of 4 members. This needs to be consistent throughout the "POO".
- Each MHPC meeting will be held on the first Friday of each quarter
- Dave and Angela will be responsible for adding "unfinished business" to each meeting agenda.
- The Executive Committee should take the 'to do' list and have updates on their conference calls. The minutes that go out to members of the MHPC should include an update on the 'to do' list.
- Executive Committee minutes should only go out the MHPC members via email only, not posted on the website.
- Dave to assure that Paul removes appropriate minutes from the website (Exec. Comm).
- Quarterly, Angela will be responsible to update the membership list and make available at each meeting
- 421-5904 is Angela's new cell phone that members can now use for contacting her.
- Council membership uses the listserve entitled: [members@wvmhca.org](mailto:members@wvmhca.org)
- Dave to have Arlo print a hard copy of everyone who is included on the members listserve to determine who is not included and add those individuals to the listserve.

- Dave to consult with Paul re: financial report for MHPC. Does Paul want Angie to review the treasurer's report at each meeting?
- Dave to mail copies of MHPC brochure to each FRN, MSPCAN, and Advocacy organization for dissemination.
- Each committee to bring suggestions about what legislative priorities need to be for each constituency.
- Systems and Evaluation Committee shall help Ted develop fact sheet or position statements for legislative activities.
- The MHPC needs a mechanism to stay abreast of activities of Blue Ribbon Commission, Provider's Association, and others relative to legislative issues. There was suggestion of appointing a coordinator to fill this role.
- Jackie agreed to consult with Elliott at OBHS regarding any ideas regarding this coordinator position.
- Please remind all Council members that unless they are an officer of the MHPC they are to attend various meetings and listen to bring information back to the Council, that they do not represent the Council in that role.
- Orientation for new members. The Membership Committee will develop information, along with what Dave Sanders developed for the Behavioral Health Conference (PowerPoint presentation).

<b>ACTION</b>	<b>WHO IS RESPONSIBLE</b>	<b>TIMELINES</b>
Committees will meet monthly by conference call	Committee Chairs & Members	Monthly
Agenda items/tasks follow up	Executive Committee	Monthly
Develop policy to express suggestions, resolution and concerns of members	Dave Sanders	
Update to membership list	Angela Rogers	Quarterly
Executive Committee to meet in	Chair and Executive	By January 31, 2007

person with various Divisions and agency reps to educate them about importance of attendance at Council.	Committee	
Develop Protocol to utilize phone tree for those who don't wish to have notification via email	Executive Committee to submit to MHPC for approval.	November 3, 2006
Develop PR plan or campaign to increase visibility of MHPC	Executive Committee and Chair	
Develop plan for legislative advocacy including developing legislative priorities and presence at Legislative Sessions	Committee Chair and Members	
Investigate funding opportunities to secure a representative/coordinator to gather information, attend legislative activities, to interact with various divisions of DHHR and public relations.	Executive Committee and Chair	January 31, 2007
Develop calendar of events of meetings of various committees at DHHR and other organizations for MHPC participation	Executive Committee and Members will volunteer to participate in activities	November 3, 2006
Develop training toolkit and provide regularly scheduled orientation for new members of the MHPC (MHPC 101)	Membership Committee – Ongoing schedule for orientation to be no less than at MHPC Plus meetings	November 3, 2006 and ongoing
Set aside time on the MHPC agenda to for public comment (20 mins)	Dave Sanders and Angela Rogers	November 2, 2006
Send meeting notices to the Secretary of State's office in compliance with the Sunshine	Angela Rogers/Dave Sanders	Immediately

Law send letter 60 days in advance		
Assure sustainability of MHPC	Executive Committee	Ongoing
Solicit Youth Representation on MHPC and disseminate interest indicators.	Membership Committee	Prior to November 3 <sup>rd</sup> meeting and ongoing
Chair of Council and Chair of Membership Committee need to meet to deal with issues such as interest indicators that have already been submitted as well as filling vacant seats on a regular basis. (see POO)	Dave Sanders/Paul Macom	Before November 3 <sup>rd</sup> meeting.
Membership list, including contact information, agency affiliation, and include any vacancies of Council.	Angela Rogers	As soon as possible
Pg 28 of POO needs to be changed so that number 4 &5 do not conflict	Dave Sanders	As soon as possible
On every agenda of each meeting there will be an agenda item for election of members to fill vacancies.	Dave Sanders/Angela Rogers	As soon as possible

Mental Health Planning Council  
October 14, 2006  
Weston WV

Meeting was called by Chair, Dave Sanders.

Present: Debbie Toler, Ted Johnson, Dave Sanders, Angie Ferrari, Pam Harper, Pam Akers, Teri Toothman, Bob McConnell, Melody Waybright, Dewey Berry, Janet Johnson, Nancy Schmitt, Dave Boothe, Sheila Hicks, Jessica Stewart and Angela Rogers. Leslie Summers joined the meeting later.

Dave solicited comments and suggestions on the work plan that was developed yesterday.

Teri Toothman made motion to approve the work plan as drafted on 10-13-06, seconded by Bob McConnell. Motion passed.

Each Committee needs to schedule dates for the following year for meetings, as well as draft a purpose for their respective committee.

Leslie Summers came in at 10:20, she represents Dave Magic today. She advised that there has been a meeting of the evidence based practice committee. Aspen grant group met (Suicide Prevention), there have been three applicants. Bob Musick will oversee the Director and other staff. WV Behavioral Health Commission met on Thursday this past week. It went well and they discussed their responsibilities and goals. MH Block Grant Reviews begin this week. Patty Kelly will be attending and Dave Sanders will represent the MHPC.

Dave Sanders will email out the call in number and dates for each committee's respective conference call schedule to all MHPC members.

Each Committee Chair presented information from their respective meetings today, including their purpose and responsibilities.

- Block Grant reviews will begin on January 8<sup>th</sup> – January 12<sup>th</sup> at the Ramada Inn in Morgantown.
- Block Grant reviews will begin on January 22<sup>nd</sup> – January 26<sup>th</sup> at the Holiday Inn Express in Charleston.
- The conference call for grantees and reviewers will be held on December 4<sup>th</sup>, time to be determined. Please utilize the call in number 1-866-316-1519, Access Code 50598501
- Training for Block Grant reviewers will be held on November 8<sup>th</sup> and 9<sup>th</sup> at Mineral Wells, Comfort Inn.
- Letters will be mailed out next week for those chosen to be reviewers and team leaders for the Block Grant reviews.

The MHPC Committees have chosen the following times/dates to meet monthly:

**Adult Committee:** 3<sup>rd</sup> Friday of each month at 10:00 am (with the exception of November and that meeting will be in conjunction with the next MHPC meeting in Morgantown. That meeting will be held on 11/2 in the evening preceding the MHPC)

**Children's Committee:** 3<sup>rd</sup> Wednesday of each month from 3:30 – 4:30 pm.

**Olmstead Committee:** 4<sup>th</sup> Monday of each month from 1:00 – 2:00 pm.

**Systems Monitoring and Evaluation Committee:** will meet in person and by email and notify membership of Council monthly.

**Membership Committee:** will notify Executive Committee by Nov. 3<sup>rd</sup> meeting regarding regular meeting schedule.

Teri Toothman made a Motion that the Systems Monitoring Committee draft a letter on behalf of the MHPC regarding the PCG draft report for approval and submission to DHHR. Seconded by Bob McConnell. Angie Ferrari abstained from voting. Motion carried.

Melody Waybright made a motion to adjourn. Dewey Berry seconded. Meeting adjourned.