

MEETING MINUTES

Madison County Mental Health Board

Planning Committee Meeting

Meeting Place: Administration Building Suite 380

March 14, 2012 4:30 P.M.

Mental Health Office Phone: 296-4358

Those present: Charlotte Charbonnier, Kent Scheibel, Harold Johnson, Jennifer Roth

The committee meeting was called to order at 4:40 pm. Ms. Roth provided Mr. Scheibel with a binder containing pertinent committee and board materials including: meeting calendar, by-laws, the current One & Three Year Plan, the mental health act, the 708 act, committee assignments, etc. Members Charbonnier and Johnson received the Planning Committee materials at the Personnel, By-Laws and Policies Committee Meeting that had been held on March 7.

Ms. Roth kept notes of the discussion for presentation to the full Mental Health Board, as discussed below.

Committee members first reviewed the roles and responsibilities of the Planning Committee as outlined in the by-laws. It was noted at this meeting as it had in the prior committee meeting that the paragraph under the Planning Committee section (ARTICLE V – COMMITTEES, Section C) states that “The Planning Committee shall be composed of the Secretary as Chairperson, and two members appointed by the President of the Mental Health Board.” Currently board members are not “appointed” to committees; rather, members are rotated through offices and committees. This will be an item requiring revision should the board accept the recommendations of the Personnel, By-Laws & Policies Committee to nominate members versus the rotation method.

There was general discussion of committee responsibilities including oversight of the One & Three Year Plan, community education plans as well as addressing system-wide needs. In regards to the last responsibility which states, “Serve as liaison with agencies and services in the service areas not funded by the Board”, members discussed the different ways this responsibility is met’ including the speaking and working with the Rotary, Kiwanis, staff meetings at community networking functions, etc.

There was also a brief discussion in regards to a desire for more time for the reviewing of items by the board prior to their approval at board meetings, including the Annual Report, the One & Three Year Plan, as well as the monthly Informational Packets.

Members also discussed with the director the possible revision/updating of the board logo (puzzle piece) and letterhead in the near future in an inexpensive manner.

The meeting was adjourned at 6:25 with Ms. Roth directed to write minutes and send to members for their review.