



State of Wisconsin

**Wisconsin Council on Mental Health**

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**Meeting of the Wisconsin Council on Mental Health (WCMH) Executive Committee**

**May 2, 2016**

**2:00 p.m. to 3:30 p.m.**

**1 West Wilson Street, Conference Room 850B, Madison, Wisconsin**

**Members of the Committee in Attendance:** Kathleen Enders

**Members of the Committee in Attendance via Conference Call:** Shel Gross, Bonnie MacRitchie, Julie-Anne Braun, Matt Strittmater

**Department of Health Services Staff in Attendance:** Ryan Stachoviak

**Minutes**

**Item 1: Call to Order**

*Review and Approval of Minutes of February 29, 2016*

**S. Gross moved to approve the minutes of February 29, 2016.**

**B. MacRitchie seconded the motion.**

**Motion carried, minutes approved.**

*Review and Approval of Minutes of April 22, 2016*

**J. Braun moved to approve the minutes of April 22, 2016.**

**S. Gross seconded the motion.**

**Motion carried, minutes approved.**

*Public Comment*

No public comment was made.

**Item 2: Executive Committee Business**

*Committee Role and Scope*

M. Strittmater stated that committee roles and scopes have not been found in records or addressed in many years. As such it is important for the Council to create charters for each committee and place them into official Council record. Recently, the Adult Quality Committee (AQC) requested assistance with defining the committees scope and role. This has provided an opportunity for the Council to begin the process of developing charters for

the committees, with the AQC being a good place to start. M Strittmater has identified some resources from other Councils across the country and has begun working with the SAMHSA Technical Advisor on identifying more resources for creating guiding principles for the committees.

Members of the Executive Committee discussed the format of the draft Adult Quality Committee charter which was developed by M. Strittmater. J. Braun suggested that the purpose be “to ensure the highest quality of life for adults in Wisconsin living with mental health challenges.” K. Enders agreed that the purpose ought to be a broader statement, whereas the role be more of a statement regarding what each committee does.

The mandate section of the charter was included to list the general task which each committee is to conduct. S. Gross suggested that a mandate be made which would apply to all the committees. Members of the committee suggested that there be one packet which includes all the charters, with attached supporting materials such as the mandate document.

J. Braun suggested that each committee have their own guiding principles. There may be some overlap, but each committee will likely be unique. S. Gross suggested that each committee develop the guiding principles utilizing a consistent format.

M. Strittmater discussed the objectives area of the document. S. Gross suggested the objectives section be called scope serving as the guiding boundaries over which each committee has authority. Elements of the WCMH strategic plan could be included under the scope where appropriate. M. Strittmater noted that there are some councils that have a devoted block grant committee.

K. Enders noted that there has been a lot of work done by the AQC, however little feedback or recommendations have been provided back to the Council. Having a scope that the Committee can focus on would help the Committee make recommendations. Members of the Executive Committee recommended that the AQC should look at the strategic plan of the Council to determine what areas which fall under the scope of the AQC. It is important to differentiate scopes from the other committees. Members of the Executive Committee suggested that services which are listed in the block grant or the Council’s strategic plan be in the scope of the AQC.

### *Roles and responsibilities*

S. Gross suggested that roles and responsibilities be included in the general broad document which guides the committees. In most cases committees don’t have independent authority. Committee members expressed that committees should be required to have authority be derived through the Council. This ensures that the Council speaks with one voice. This document could include language in the authority section to establish the exact authority of the committees in relation to the WCMH. K. Enders suggested that it would be helpful to have something in writing that indicates that technical assistance can be provided by the WCMH and Executive Committee for the committees if need be. Regarding new committee membership B. MacRitchie suggested that bringing new members on should be a thoughtful process. S. Gross suggested that committees seek to mirror the composition of the Council. M. Strittmater suggested that the draft charter document be provide to AQC for evaluation and edits and then be brought back to the Executive Committee.

### *SAMHSA Behavioral Health IQ*

Members of the Council discussed the document and provided suggested edits to the document.

### **Item 3: Committee Updates and Action Items for WCMH Meeting on May 18, 2016**

#### *Criminal Justice Committee (CJC)*

No CJC update was made.

#### *Legislative and Policy Committee (LPC)*

S. Gross noted that the LPC has been working on budget priorities. The Committee hopes to have something to bring forward at the May meeting. M. Bachhuber met with B. MacRitchie and Joanne Juhnke to discuss and plan for the upcoming combined LPC and Children and Youth Committee (CYC) meeting. W. Parke-Sutherland has agreed to be co-chair of the LPC. M. Strittmater stated that based on feedback from the Governor's Office S. Gross can stay in his position as Council member and Chair of the LPC until replaced. The LPC has also been discussing tasks that the Committee conducts regularly in order to divide up some of the responsibilities which are required to ensure the functioning of the LPC.

#### *Adult Quality Committee*

No additional AQC update was provided.

#### *Children and Youth Committee*

B. MacRitchie stated that the CYC has continued discussion regarding budget and policy priorities. The Committee also continues to work on school mental health. The CYC is looking to address funding for consultation costs in schools, which could be included in the CYC's budget and policy priorities.

#### *Nominating Committee*

M. Strittmater stated that there is a new Director of Gubernatorial Appointments. J. Braun will conduct an interview with a recent WCMH applicant in the coming weeks.

### **Item 4: Proposed Agenda for May 18, 2016**

Members of the Committee suggested edits and modifications to the WCMH agenda.

### **Item 5: Adjourn**

Meeting adjourned at 3:25pm.