

**Kentucky Mental Health Planning & Advisory Council
Membership Committee**
January 28, 2010 10:00 am – 3:00 pm
KDBHDID, 100 Fair Oaks Lane, 4th Floor, Large Conference A & B
Frankfort, Kentucky

Members Present: Mary Sue Klusman, Steve Liles, Mary Singleton, Rebecca Garrett, Sunni Staton, Robert Hicks, Steven Lyons, Betty Jo Moss, Ron Ashton, Tanya Young, John Basham (via teleconference), Anna Winchell (via teleconference), Jim Reed,

Staff Present: Michele Blevins, Christie Penn, Melissa Runyon

Topic	Discussion	Next Steps
Call to Order	Chair, Mary Singleton, called the meeting to order at 10:05 a.m. She asked members to take a moment of silence for the victims of Haiti.	
Approval of July and August Meeting Summaries	Members reviewed the July and August meeting summaries. Robert Hicks made a motion to approve the summaries as written. Ron Ashton seconded and the motion carried.	Staff will post the summaries on the KMHPAC website.
Review of KMHPAC Brochure Draft	<p>Steve Liles & Mary Sue Klusman gave an overview of the KMHPAC brochure drafts they have created. Members reviewed the drafts and made recommendations. Members decided that the brochure should be printed in black and white to save money.</p> <p>Members expressed their gratitude for the hard work that Steve and Mary Sue put into the brochure. Ron Ashton made a motion to recommend the brochure with changes to the Council on February 18th. Jim Reed seconded and the motion carried.</p>	Steve will make the recommended revisions to the brochure and then submit it to staff so that it can be scanned electronically and distributed to members.
Discussion of November Term Expiration and Consideration of Staggered Terms	<p>Due to limited funds and staff time, staff asked the Committee to consider the following ideas:</p> <ul style="list-style-type: none"> • Convening one Membership Committee meeting per year; • Staggering consumer, family member and parent terms so that only half of members' terms expire per year. • Coinciding officer terms with membership terms. <p>Members discussed the benefits of each issue as well as logistics of making it happen. In particular, members decided the following:</p> <ul style="list-style-type: none"> • When a member resigns mid-term, the individual who fills that vacancy shall serve out the resigned member's term, not a new two year term. • Some members' terms will need to be adjusted to create the staggered terms. • Members whose terms will need to be adjusted will be given an increase in service time, not a decrease, upon their approval. 	

	<p>Betty Jo Moss made a motion to recommend staggered terms for members, to immediately make the one-time adjustments that would be necessary to accomplish the staggered terms, and to consult with the one consumer member, two parent members and one young adult member to determine if they agree with the changes to their current terms. Ron Ashton seconded and the motion carried.</p>	<p>This recommendation will be presented to the Council on Feb. 18th.</p>
<p>Review of Commitment of Participation</p>	<p>Members reviewed a Commitment of Participation document that was created to help members understand their role on the Council. Jim Reed made a motion to recommend the document as written to the Council. Ron Ashton seconded and the motion carried.</p>	<p>This recommendation will be presented to the Council on Feb. 18th.</p>
<p>Review of Bylaws re: Membership</p>	<p>Staff presented a copy of the Bylaws with revisions recommended by this Committee and by staff. Members reviewed the new language and made recommendations.</p> <p>Ron Ashton made a motion to recommend the revisions, including the recommendations made at the meeting, to the Bylaws Committee at the Council meeting on February 18th. Jim Reed seconded and the motion carried.</p>	<p>Staff will make the recommended revisions to the Bylaws.</p> <p>The Chair will recommend the Committee's revisions to the Bylaws Committee at the Council meeting on February 18th.</p>
<p>Discussion about Member Orientation on May 19th</p>	<p>Member Orientation is planned for Wednesday, May 19 from 12-4 p.m. Members asked that the following topics be covered in the Orientation:</p> <ul style="list-style-type: none"> • Expectations and Roles • Creating a Unified Council • Diversity • Feeling Comfortable Participating in Meetings • Committee Involvement • Information on Technology • Mentoring Program <p>The following members volunteered to assist in planning and leading the Orientation:</p> <ul style="list-style-type: none"> • Steve Lyons • Rebecca Garrett • Jim Reed • Mary Sue Klusman • Mary Singleton • Steve Liles • Ron Ashton <p>A member expressed that she would like for the Orientation to be in topical segments.</p>	<p>Since the meeting, a member has asked that we also include an explanation of the Block Grant as well as a list and explanation of commonly used acronyms.</p> <p>Staff and Volunteers will begin planning the itinerary and substance of the Member Orientation via email.</p>

		So noted.
Review of Membership Application	<p>The Chair asked members to consider the following as they reviewed the applications: dedication, commitment to all families, lack of personal agendas, and ability to see the big picture/state perspective.</p> <p>Members held a discussion of whether to consider late applications. At this time the Committee will review late applications, but the issue will be reconsidered in the future.</p> <p>Members recommended that the application state more clearly that late applications will not be considered. Staff volunteered to widely communicate the deadline in future years.</p>	So noted by staff.
Review of Applications from Adult Consumers and Ballot Vote	<p>The Membership Committee received applications from 13 individuals who would like to serve as a representative of adult consumers of mental health services:</p> <p>Two applicants were ineligible due to full-time state employment.</p> <p>The Parent representative category received 3 applications for 4 vacancies; members agreed to move one applicant to the Parent category as she also indicated interest in serving in that capacity.</p> <p>Members decided against using a weighted voting process. Ballots were cast; the Committee will recommend the following individuals serve as representatives of adult consumers:</p> <ul style="list-style-type: none"> • Gayla Hayes • Steven Lyons • Betty Jo Moss • Carmilla Ratliff • Jason Turner 	

<p>Review of Applications from Family Members and Ballot Vote</p>	<p>The Committee received applications from 8 individuals who would like to serve as a representative of Family Members of an Adult with SMI:</p> <p>Ballots were cast: the Committee will recommend the following individuals serve as representatives of adult consumers:</p> <ul style="list-style-type: none"> • John Flickinger • Rebecca Garrett • Lynn Haney • Robert Hicks • Mary Sue Klusman • Matthew Smith 	
<p>Review of Applications from Parents/Guardians/Foster Parents and Ballot Vote</p>	<p>The Committee received applications from 4 individuals who would like to serve as a representative of Parents/Guardians/Foster Parents of a Child with SED:</p> <p>Ballots were cast; the Committee will recommend the following individuals to serve as representatives of Parents/Guardians/Foster Parents of a Child with SED:</p> <ul style="list-style-type: none"> • Steve Liles • Jim Reed • Balinda Hudson • Yolonda Clay 	
<p>Other Items from the Committee</p>	<p>Members discussed the option of members verbally nominating themselves instead of filling out the forms. It was decided that the written applications are necessary for new members who are not familiar with current members.</p> <p>Staff noted that the online membership application document can be saved electronically, which makes it easy for current members to reapply for another term. Members stated that the online application was not working well. A member recommended the free software at CutePDF.com to complete and save PDF documents.</p> <p>One member stated that the Council needs to consider term limits. Another member agreed and stated that the Council may soon want to seek younger voices.</p>	<p>Staff will confer with the webmaster regarding the online application.</p> <p>The Chair made note of the concern and will consider this issue at a future meeting.</p>
<p>Adjournment</p>	<p>Jim Reed made a motion to adjourn the meeting at 2:30 p.m. Steve Liles seconded and the motion carried.</p>	