

To: Executive Steering Committee
From: Consolidation Board Orientation & Communications Task Group
Judith Richardson, Chairperson
Mary Warr, Chairperson
Re: Task Group Report
Date: September 22, 2008

Purpose:

To collect information and exchange ideas regarding orientation sessions, a name, and internal and external communications for the new Consolidated Board (working title)

Other Members:

Patrick Carney Charlotte Still Noble
Benjamin Gohlstin, Sr. Angela Williams
Janet Hnanicek

Executive Advisor:	Facilitator:	Invited Guest:
Russell Kaye, Ph.D.	Elsie Day, Esq.	Charles Brown

Meeting Date(s):

September 17, 2008

Discussion at Meeting(s):

Members discussed the activities agreed on at the last meeting and the information gathered. The current approach for orientation and information gathering under consideration for the Consolidated Board with provisional decision-making authority is as follows:

1. Conduct a retreat for the Consolidated Board one month (most likely November 2008) after its establishment. The retreat would focus on relationship building and essential information to proceed with decision-making associated with consolidation.
2. Organize information gathering session(s) (most likely January 2009) with representatives from consolidated boards in other counties in Ohio and/or Michigan.
3. Organize information gathering session(s) (date to be determined) with stakeholders such as consumers, professional/trade associations, service providers, and advocacy groups.

4. Conduct a training session, including a new Board Manual, with the Consolidated Board just prior to establishment of the new Board on July 1, 2009 covering a range of topics including parliamentary procedure, committee and board responsibilities, fiscal issues, etc.
5. Encourage cross attendance at full board and committee meetings of the existing boards by sending meeting notices and making phone calls to personally invite individuals to attend.
6. Report on consolidation activities at every full Board meeting of both organizations.

Information gathered related to these topics included three examples of board handbooks, a listing of organizations to include in an information gathering session, contact information and committee assignments of the existing Boards and possible counties to include in the session on existing consolidated boards.

Next Steps:

A full discussion on the naming of the new Board and messaging is scheduled to occur at the next meeting of the Orientation and Communications Task Group on October 15, 2008 from 4:00-5:30 at the Mental Health Board. Scott Osiecki, Julie Fogel, and Wendy Schweiger (of Edward Howard) are being invited to attend. In addition, further planning for the retreat for the Consolidated Board will occur at the next meeting.