

**ADASBCC & CCCMHB CONSOLIDATION**

**ORIENTATION & COMMUNICATIONS TASK GROUP**

**Final Report to the Executive Steering Committee**

**October 27, 2008**

**Purpose of Task Group:**

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

**Members:**

**CCCMHBCC**

Mary Warr, Co-Chairperson

Patrick Carney

Benjamin Gohlstin, Sr.

Janet Hnanicek

**ADASBCC**

Charlotte Still Noble, Co-Chairperson

Charles Brown

Judith Richardson

Anngela Williams

\*Mary McElrath & Robert Carson were the original Co-Chairpersons of this task group. Judith Richardson also served as a Co-Chairperson of this task group, until Charlotte Still Noble agreed to serve as Co-Chairperson.

**Executive Advisor**

Russell Kaye, Ph.D.

**Facilitator**

Elsie Day, Esq.

**Guests**

Julie Fogel, Scott Osiecki, Wendy Schweiger, Alison White

**Meeting Dates:**

An organizational meeting of the Co-Chairpersons and facilitator was held on August 6, 2008. The full task group met on August 20, 2008, September 17, 2008, and October 15, 2008.

**Objectives:**

1. To ensure members of the Consolidated Board are informed and knowledgeable about CCCMHB and ADASBCC and prepared to operate as a cohesive body beginning on July 1, 2009.

2. To ensure stakeholders have an opportunity to express their views to members of the Consolidated Board with provisional decision-making authority during the process of consolidation.
3. To ensure communications are clear, consistent, and reflective of the essential truths associated with consolidation.
4. To ensure the name of the organization conveys the services supported by the new Board and opportunities to inform stakeholders are incorporated around the naming of the new Board.

### **Information Gathering & Discussion:**

The following information was gathered to support the discussions and activities of this task group:

1. The reporting form from the June 28, 2008 retreat of the CCCMHB & ADASBCC on Board Orientation.
2. Names of long-established and newly formed consolidated Boards in Ohio and Michigan that would be useful to contact.
3. Ohio Association of County Behavioral Health Authorities' manual for Boards and the existing board manuals of the CCCMHB & ADASBCC.
4. A power point presentation by Suzanne Dulaney on Board Structure, Rights, Roles, and Responsibilities.
5. Contact information and committee assignments for all existing Board members, meeting schedules for both Boards, and membership of this task group.
6. A list of professional/trade associations associated with mental health and/or alcohol and drug addiction.
7. The anticipated activities associated with consolidation of the External Affairs/Public Information staff team
8. The purpose and requirements associated with key messaging.

### **Decision Issues for the Consolidated Board with Provisional Decision-making Authority:**

1. Conduct a retreat for the Consolidated Board on November 22, 2008 from 8:30 a.m.- Noon. The retreat would focus on relationship building and consolidation key messaging. Locations to be considered are Trinity Cathedral or Hilton Garden Inn.

2. Organize information gathering session(s) (date to be determined) 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. Develop a new Board Manual and conduct a training session 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.
7. Determine the process for naming the new Board and adopt the name of the new Board.

**Next Steps:**

1. Consolidated Board with provisional decision-making authority establishes the Orientation & Communications Task Group, its membership, and purpose at their meeting of October 27, 2008.
2. Consolidated Board with provisional decision making-authority determines at its meeting on October 27, 2008 which decision issues identified by the task group should be pursued.
3. If established, Orientation & Communications Task Group holds its first public meeting on November 12, 2008 from 4:00-5:30 p.m. at the CCCMHB.