

BOARD CONSOLIDATION ORIENTATION & COMMUNICATIONS TASK GROUP

ACTIVITIES FOR CONSIDERATION

As Revised at August 20, 2008 Meeting

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).

1. Schedule & organize presentations/discussions for CCCMHB & ADASBCC members and staff with Washtenaw, Wayne, and selected Ohio Counties with combined MH/ADAS Boards
 - Purpose is to benefit from their knowledge & experience to strengthen the process leading up to consolidation and operations when consolidated.
 - Questions to be developed by Task Group to help guide the presentations/discussions.
 - Consider teleconference as opposed to in person presentation.
 - Starting as soon as possible.
2. Develop an exhaustive Board Manual and training session for the Consolidated Board covering such areas as parliamentary procedure, committee & board member responsibilities, legal protections of board members, fiscal issues, terms & acronyms, etc.
 - Purpose is to insure that board members' commitment is coupled with an informed, knowledgeable approach to fulfilling their duties.
 - To be held in June 2009.
3. Schedule & plan a retreat of Consolidated Board with provisional decision-making authority.
 - Purpose is to assist the members of the Consolidated Board in working together to fulfill their responsibilities associated with consolidation in an effective and efficient manner.
 - Timing to be determined.
4. Encourage cross attendance at the full board and committee meetings of the existing Boards.
 - Purpose is to increase knowledge of current Board operations and to become more familiar with the individuals on the respective Boards.
 - Notices to be sent to Board members of all scheduled meetings, coupled with telephone calls when possible.
 - Starting as soon as possible.
5. Develop and share information on the differences and similarities between the two Boards.
 - Purpose is to increase knowledge of current Board operations and identify strengths that should be maintained and weaknesses that can be addressed in consolidation.
 - Initial focus should be on the operations of the Board of Trustees & Board of Governors; expanding to how agencies are monitored/quality assurance, background on workforce, service delivery, best practices, history of service delivery, etc.
 - Incorporate staff work whenever appropriate to avoid duplication.
 - Short, one-page summaries on each area to be developed.
 - Starting as soon as possible.

6. Continue reporting to existing Boards on consolidation activities and progress.
 - Purpose to keep all informed and benefit from suggestions.
 - To be done at every full board meeting of the CCCMHB & ADASBCC, through the newsletter, at retreats, and in other situations as identified.
 - To be done whenever appropriate.
7. Schedule & plan sessions with consumers, professional/trade associations, and advocacy groups.
 - Purpose is to gather information that will enhance consolidation activities and the operation of the Consolidated Board, as well as engage these stakeholder groups in the consolidation process.
 - Case studies, trends, suggestions on consolidation, and background on the group are some areas to incorporate.
 - Starting time to be determined.
8. Propose a process for naming the new Board.
 - Purpose is to recommend a process for naming the new Board that appropriately engages the community in identifying a name that clearly communicates the role and services of the new Board.
 - Timing to be determined.
9. Develop messages to the community related to the consolidation of the CCCMHB & ADASBCC.
 - Purpose is to develop consistent, clear communications to community stakeholders on the process of consolidation and the operations of the new consolidated board.
 - Insure staff work is appropriately coordinated.
 - Timing to be determined.