

**To:** Executive Steering Committee  
**From:** Consolidation Board Transition Task Group  
J. Robert Fowler, Ph.D., Chairperson  
Cynthia Miller, Chairperson  
**Re:** Task Group Report  
**Date:** September 22, 2008

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**Purpose:**

To identify all Board responsibilities related to consolidation and exchange ideas regarding a process and structure to fulfill these responsibilities

**Other Members:**

Reginald Blue, Ph.D.                      Charlotte Still Noble  
L. Douglas Lenkoski, M.D.              Carl Rak, Ph.D.

**Executive Advisor:**

William Denihan

**Facilitator:**

Elsie Day

**Meeting Date(s):**

September 16, 2008

**Discussion at Meeting(s):**

Members discussed the following draft list of responsibilities for the Consolidated Board with provisional decision-making authority:

The following list identifies activities that the Consolidated Board will need to accomplish to support an efficient and fully functioning Board on July 1, 2009. This list would help frame a structured work plan for the Consolidated Board. Decisions would be made on a provisional basis in most situations and then ratified on July 1, 2009.

1. Adopt by-laws
2. Select officers
3. Establish Ad Hoc Committees supporting consolidation including purpose and membership
4. Assign members to standing committees of new Board
5. Identify role for current Board members that will not be on new Board
6. Identify areas requiring participation and approval by current Boards
7. Select CEO/Executive Director
8. Approve contracts for administrative office space
9. Approve selected policies and procedures related to operations

10. Select a name for the new Board
11. Approve budget
12. Orient/prepare Board members for new responsibilities
13. Obtain information/input from stakeholders and experts
14. Communicate to community on consolidation
15. Advocate on various issues related to consolidation

**Next Steps:**

The facilitator will revise the list of activities based on the discussion, providing more detail and clarification on all items. This revision will be circulated to task group members for feedback on content and ideas on priorities. Transition Task Group meetings have been scheduled for October 7 & 21, 2008 from 4-5:30 p.m. at the Mental Health Board.