

**ADASBCC & CCCMHB CONSOLIDATION**

**TRANSITION TASK GROUP**

**Final Report to the Executive Steering Committee**

**October 27, 2008**

**Purpose of Task Group:**

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

**Members:**

**CCCMHBCC**

Bob Fowler, Ph.D., Co-Chairperson

Reginald Blue, Ph.D.

L. Douglas Lenkoski, M.D.

**Executive Advisor**

William Denihan

**ADASBCC**

Cynthia Miller, Co-Chairperson

Charlotte Still Noble

Carl Rak, Ph.D.

**Facilitator**

Elsie Day

**Meeting Dates:**

The task group met on September 16, 2008, October 7, 2008, and October 21, 2008.

**Objectives:**

1. To provide guidance to the Consolidated Board with provisional decision-making authority on its initial organizational activities/decisions.
2. To identify a comprehensive list of activities/decisions and associated timing for the Consolidated Board with provisional decision-making authority to prepare for establishment of the new Board on July 1, 2009.

**Information & Discussion:**

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

1. A list of activities/decisions to be made by the Consolidated Board.
2. A priority listing of activities/decisions to be made by the Consolidated Board.

Committee members thoroughly discussed all possible activities/decisions of the Consolidated Board and came to a consensus. It is recognized that deadlines may not always be achieved and additional tasks will be identified throughout the operation of the Consolidated Board requiring the work plan (attached) to be updated. Decisions will be made on a provisional basis in most situations and then ratified on July 1, 2009. Some of the decisions/activities have already been accomplished and some will apply only to the period of time prior to July 1, 2009.

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

- A. Organizing the Consolidated Board with provisional decision-making authority
  - 1. Present the resolutions to the BOCC to establish the Consolidated Board and to recommend the members for appointment from the current Boards and present documentation establishing the Consolidated Board and resolutions recommending the members for appointment from the current Boards to the Ohio Departments of Mental Health and Alcohol and Drug Addiction Services.
  - 2. Convene the first meeting of the Consolidated Board addressing the following items, or as many items as possible. Items not decided on will be addressed at subsequent meetings.
    - a) Approve facilitation of the Consolidated Board by interim co-chairpersons until Officers are elected
    - b) Approve Consolidated Board operating guidelines, until By-laws are approved (i.e. use of Robert's Rules of Order)
    - c) Approve method for selecting Officers, until By-laws are approved
    - d) Approve method for recommending new members to the Consolidated Board if vacancies exist
    - e) Receive and discuss reports from consolidation committees and task groups
    - f) Establish ad hoc committees supporting consolidation including purpose, membership, reporting responsibilities, and length of operation
    - g) Establish meeting schedule of Consolidated Board
    - h) Discuss Consolidated Board members' responsibilities/expectations related to existing Boards
- B. Preparing for establishment of the new Board on July 1, 2009

1. At times, there is a preferred order to pursuing or accomplishing responsibilities due to the length of time needed to complete tasks or the necessity of accomplishing selected tasks before pursuing other tasks. The recommended order of fulfilling responsibilities is as follows:
  - a) Select a name for the new Board, or if a longer time is required, select an interim name to be used in the by-laws
  - b) Adopt comprehensive By-laws that address structure and operations of the Consolidated Board with provisional decision-making authority and the new Board beginning on July 1, 2009
  - c) Elect officers
  - d) Assign members to standing committees of new Board, identify roles for current Board members that will not be on new Board (i.e. determining whether there will be an advisory committee or non-Board members on committees)
  - e) Select CEO/Executive Director
  - f) Identify areas requiring participation and approval by current Boards
  - g) Approve budgets beginning July 1, 2009 (consider administrative and providers budgets)
  - h) Approve policies and selected procedures related to operations
  - i) Approve contracts for administrative office space and other necessary contracts
  - j) Prepare materials for BOCC to dissolve the CCCMHB and ADASBCC and present to the BOCC
  - k) Develop agenda and associated documents for first meeting of new Board on July 1, 2009 based on provisional decision-making from the Consolidated Board that requires formal ratification
2. There are certain responsibilities that occur multiple times, spread throughout the period prior to July 1, 2009.
  - a) Orient/prepare Board members for new responsibilities including cross education related to mental health and alcohol and drug addiction, attendance at retreats
  - b) Obtain information/input from stakeholders and experts such as consumers/clients, providers, trade associations, governmental agencies, the general public
  - c) Communicate to stakeholders on consolidation and the operations of the new Board

- d) Advocate on various issues related to consolidation, including County and State budget allocations, modification in State policies designed to support uniformity and consistency in operations when the new Board begins operations

C. Conducting the first meeting of the new Board on July 1, 2009

1. Conduct public event for launch of new board.
2. Ratify all decisions made by the Consolidated Board with provisional decision-making authority required for on-going operations of the new Board.

**Next Steps:**

The Transition Task Group has completed its assignment and should cease to exist.

1. The Consolidated Board with provisional decision-making authority accepts the report and work plan submitted by the Transition Task Group on October 27, 2008 and continues to implement the activities/decisions identified.
2. The Consolidated Board reviews the status of the work plan at all meetings of the Consolidated Board.
3. New activities/responsibilities are added and the work plan is updated as needed.