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**MILWAUKEE COUNTY MENTAL HEALTH BOARD
GOVERNANCE COMMITTEE**

Wednesday, May 10, 2023 – 1:30 P.M.
Microsoft Teams Meeting

MINUTES

PRESENT: Ken Ginlack, Rachel Forman, Thomas Lutzow, and Maria Perez
EXCUSED: Mary Neubauer

SCHEDULED ITEMS:

1. Welcome.

Chairman Ginlack welcomed everyone to the May 10, 2023, Mental Health Board Governance Committee's remote/virtual meeting.

2. New Committee Member Acknowledgement.

Chairman Ginlack formally welcomed Board Member Rachel Forman to the Committee.

3. Governance Committee Scope of Work and Priority Areas.

In December 2022, the Mental Health Board (MHB) voted to change the Governance Committee from ad hoc to a standing committee of the Board. The bylaws have since been updated and states the Committee is to meet six times per year. The bylaws reflect the functions of this committee, which include evaluating fulfillment of legal and ethical issues, board member recruitment, new member orientation, and self-development activities.

A memo was created to establish formal goals to further the work of the Governance Committee. Chairman Ginlack thoroughly reviewed each goal. One goal specifically discussed was the process by which public hearing items are reviewed after sessions. After every public hearing, comments provided are discussed at the following Board meeting and addressed accordingly. It's being proposed to have this Committee act as a second tier to hear issues brought forth. Exploring this would solely be to examine what is being presented by the public. In instances where issues with the quality of services are being reported, an update should be included in the Administrator's report presented to the Board.

It's important for Board Members to know their roles and how to differentiate when speaking on behalf of the Board or when speaking on behalf of themselves and/or the agencies they represent. This will be another area of focus.

Last year, the Board approved a policy regarding external board appointments to establish a formal process to identify MHB representation on the Granite Hills and the Mental Health

SCHEDULED ITEMS (CONTINUED):

	<p>Emergency Center boards. Contracts are being reviewed to specify what liabilities the entities hold. Consistent reports to the Board were recommended, but it must be confirmed if it's an obligation or a request.</p> <p>The Quality Committee made a recommendation for a Third-Party Audit Readiness Program to the Board that was approved during the most recent meeting. The goal of this program is to proactively identify any quality or compliance issues to always ensure Centers for Medicare and Medicaid Services (CMS) audit readiness. Consideration of how to best support these efforts in connection with an External Quality Review Organization will be vetted.</p> <p>Questions and comments ensued.</p> <p>This item was informational.</p>
4.	<p>Lobbying and Advocacy Procedures.</p> <p>This item directly relates to some of the functions mentioned in item 3. There have been several new groups reaching out to the Board to either address concerns or explore possible collaborations. It was reiterated how important it is to know one's role while providing advocacy.</p> <p>This item was informational.</p>
5.	<p>Strategic Planning Retreat Next Steps.</p> <p>There have been conversations surrounding the structure of the Board retreat. Before moving forward, the Board must clearly identify its role in Behavioral Health Services' future state with the workforce challenges currently being experienced. It was suggested to review a previous study document composed by the Human Services Reporting System, which gives an overview of mental health reform. A date for the retreat has not yet been solidified.</p> <p>Questions and comments ensued.</p> <p>This item was informational.</p>
6.	<p>New Board Member Orientation Plan.</p> <p>A plan was drafted for new board member orientation, which states post-appointment, new Board Members will receive thirty-minute orientation sessions to support their effectiveness as leaders. Sessions will be scheduled on an individual member basis to allow adequate time for questions. The series will be a total of four hours of training time. The plan details eight areas of training. Five of those areas are to be completed within thirty days of appointment, and three are to be completed within sixty.</p> <p>There was a concern surrounding Board Members not fully understanding some of the required expectations. Board Members are required to attend meetings regularly and serve on a</p>

SCHEDULED ITEMS (CONTINUED):

	<p>committee. Although this is a voluntary Board, all members are to be held accountable for the expectations and trainings. Research related to how training sessions could be implemented online as an alternative to avoid conflicting schedules was requested.</p> <p>Questions and comments ensued.</p> <p>This item was informational.</p>
7.	<p>Board Meeting Agenda Setting Process.</p> <p>Questions were posed as to how agendas are created for the Board and its committee meetings. Chairwoman Perez stated there are several meetings held between herself and the administrative teams at Behavioral Health Services and the Department of Human and Health Services before finalizing agendas. Items are determined in multiple ways. Requests for agenda items can be emailed to Chairwoman Perez and/or the Board's Liaison at least a month in advance. This process was relayed early towards the inception of the Board. As of recently, this has also been documented in the new board member expectations policy. The Board's Liaison will send out a deadline submission calendar to all Board Members, which clearly states agenda-setting dates.</p> <p>Questions and comments ensued.</p> <p>This item was informational.</p>
8.	<p>Committee Meeting Minutes Approval.</p> <p>Historically amongst other board entities, meeting minutes are reviewed and approved by each committee. This has not been the procedure for the Mental Health Board. It was, however, suggested. Reviewing the meeting minutes will legitimize several components of the committees. A quorum will not be required to recommend approval.</p> <p>A recommendation was made to move this item forward to the full Board for approval.</p> <p>The Governance Committee unanimously agreed to recommend approval of the Board Member Expectations Policy to the full Board.</p>
9.	<p>Request for Analysis and Research Policy and Form.</p> <p>A policy has been established as a mechanism for Board Members to request research and analysis. The policy states members may submit information, research, and analysis requests to the Board's Chairperson via email, as well as verbally during public hearings, committee, and Board meetings for follow-up. In turn, the research analyst will conduct independent research and report findings directly to the Chairperson. The policy discloses a full description of these procedures. Requests are not only limited to the research analyst, Behavioral Health Services' staff can also be resourceful as well.</p>

SCHEDULED ITEMS (CONTINUED):

	The Governance Committee unanimously agreed to recommend approval of the Request for Analysis and Research Policy to the full Board.
10.	<p>Mental Health Board Budget Amendment Policy.</p> <p>The Budget Amendment Policy has been updated to specify how amendments are to be submitted. Amendments must be submitted to the Board's research analyst. No other changes were made to the policy.</p> <p>The Governance Committee unanimously agreed to recommend approval of the Mental Health Board Budget Amendment Policy to the full Board.</p>
11.	<p>Adjournment.</p> <p>Chairman Ginlack ordered the meeting adjourned.</p>
<p>This meeting was recorded. The official copy of these minutes and subject reports, along with the audio recording of this meeting, is available on the Milwaukee County Legislative Information Center.</p> <p>Length of meeting: 1:34 p.m. to 3:18 p.m.</p> <p>Adjourned,</p> <p><i>Dairionne Washington</i></p> <p>Dairionne Washington Committee Coordinator Milwaukee County Mental Health Board</p>	
<p>The next meeting of the Milwaukee County Mental Health Board Governance Committee will be on July 12, 2023</p> <p>To View All Associated Meeting Materials, Visit the Milwaukee County Legislative Information Center at: Milwaukee County - Calendar (legistar.com)</p> <p>Visit the Milwaukee County Mental Health Board Web Page at: https://county.milwaukee.gov/EN/DHHS/About/Governance</p>	