



PROGRAM DEVELOPMENT COMMITTEE MEETING

August 17, 2009 – 6:00 pm
Michigan High School Athletic Association
1661 Ramblewood Drive
East Lansing, Michigan

MINUTES

MEMBERS PRESENT: Deb Smith, Chair; Lisa McCafferty (Ionia alternate); Dale Barr; Dale Copedge; Cliff Herl; Shirley Carter; Pam DeVaney-Bozinoff; Jean Golden

MEMBER ABSENT: Jan Bunting; Jim VanDoren; Lynn Mason

STAFF: Mary Kronquist, Treatment Manager; Jeanne Diver, CCC/Quality Assurance Manager; Melissa Williford, Administrative Assistant.

GUESTS: None

CALL TO ORDER

Ms. Smith called the meeting to order at 6:05 p.m.

APPROVAL OF THE MINUTES OF JUNE 15, 2009

Mr. Herl moved approval of the minutes of June 15, 2009 as presented. Mr. Barr supported the motion. The motion carried.

ADDITIONS TO THE AGENDA

There were no additions offered.

PUBLIC COMMENT

There was no public comment offered.

NEW BUSINESS

A. Policies

- **Customer Service:** Suggested that the 24 hour number be added to the policy as it had been on the previous policy.

Ms. Golden moved to recommend to the Commission approval of the Customer Service policy as revised. Mr. Copedge supported the motion. The motion carried.

- **Welcoming:** No changes to this policy. This is something that contractually we are required to have.

Ms. Golden moved to recommend to the Commission approval of the Welcoming Policy as revised. Mr. Herl supported the motion. The motion carried.

- **Advance Directive:** Minimal changes; a couple changes to verbiage, change client back to individual as was in previous version. Make some formatting changes, bold sentence indicating that this is voluntary.

Ms. Golden moved to recommend to the Commission approval of the Advance Directive policy as revised. Mr. Herl supported the motion. The motion carried.

- **Grievance:** Made it clearer that this is a client grievance policy by adding client to the title.

Ms. Golden moved to recommend to the Commission approval of the Grievance policy as revised. Ms. DeVaney-Bozinoff supported the motion. The motion carried.

B. Annual Plan Submission to ODCP

Plan has been modified and has sent from 30 some pages to 18 with the majority relating to prevention activities. There were questions regarding the formatting of the prevention grids and the information they contained. Ms. Kronquist stated she would get clarification from Joel Hoepfner, Prevention Coordinator. (Ms. Kronquist reports that the area in the grid which has no information is to be empty as the information requested in reported elsewhere. The Prevention staff at ODCP did not require it to be filled out again.) There were several data forms needed to be completed by Treatment. Ms. Kronquist discussed the data requested on the forms. Ms. Golden suggested that we do more of an outreach besides only posting the action plan on our website. It was suggested that maybe verbiage be added that we do extensive outreach currently.

Moved to approve with correction. Motion carried. All approved.

OLD BUSINESS

A. Update/handout from CCC

Ms. Diver reported there is an average of 15 screenings done per month which indicated clients are contacting the providers as they should. Committee members were asked to note that a screen is not an assessment. Ms. Golden commented she would like to see more detailed data behind these statistics, for example who called, why they called and what were the results. Ms. Diver also stated some of the CCC staff has attended Dr. Mee-Lee's training to become trainers and will

be doing training sessions for our providers. The first one is to be held in September with others to follow in November and December.

B. Provider Updates

Ms. Kronquist reported that Victory has indeed obtained their DEA license and are up and running and things seem to be going smoothly. The last of the three gambling training sessions for this fiscal year has been completed. Staff is looking into having more in the next fiscal year but is unsure as of this time. The annual contractors meeting is coming up and all providers will meet to discuss contracts for the new year. A focus group has been scheduled for September 22nd and will be held in Clinton County. The target group will be current and past clients. We will be sending out invitations and passing out flyers at AA/NA meetings and such. The maximum attendance is being held to 12 individuals. Peer recovery is being discussed under the Prevention SPF SIG planning process. Eaton County is developing a peer support process with Eaton Substance Abuse Program and Jackson County is working with the Home of New Vision to develop programming similar to what is being done in Washtenaw County.

PUBLIC COMMENT

There was no public comment offered

ADJOURNMENT

The meeting adjourned at 7:19 p.m.