

Executive Committee:  
Dwight Washington, Chair  
Maxine Thome, Vice Chair  
Joe Brehler, Secretary  
Ryan Sebolt



**EXECUTIVE COMMITTEE  
“HYBRID” MEETING  
Wednesday, March 13<sup>th</sup>, 2024  
4:30 – 5:30 pm  
812 E. Jolly Rd, Atrium  
Lansing, MI 48910**

**Join Zoom Meeting**  
<https://zoom.us/j/96922166745>

**AGENDA**

1. **CALL TO ORDER**
2. **APPROVAL OF MEETING MINUTES – October 16, 2023**
3. **ADOPTION OF AGENDA**
4. **PUBLIC COMMENT**

**BUSINESS ITEMS:**

- \*5. **SLATE OF OFFICERS EFFECTIVE 4/1/2024 – 3/30/2025**
6. **BYLAW REVIEW AND CAC RECOMMENDATIONS**
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
9. **PUBLIC COMMENT**
10. **ADJOURNMENT**

**\*Business Item for Action**

Executive Committee:

Dwight Washington, Chair

Maxine Thome, Vice Chair

Joe Brehler, Secretary

Ryan Sebolt

**Please contact Aleshia Echols (517)346-8238. If however, you are deaf/hard of hearing or deaf/blind, please call Michigan Relay Center, TTY/Voice 844-578-6563 and ask them to forward your message to the above number. These requests must be made no later than 48 hours prior to the meeting.**



**Community**  
MENTAL HEALTH  
CLINTON • EATON • INGHAM

**EXECUTIVE COMMITTEE**

**“HYBRID” MEETING**

**Monday, October 16, 2023**

**8:00 am**

**Crowne Plaza Lansing West, Bordeaux, Peninsula Room**

**925 S. Creyts Road**

**Lansing, MI 48917**

**Call to Order:**

The meeting was called to order by Dwight Washington, Board Chair at 8:25 am

**Committee Members Present:**

Dwight Washington, Maxine Thome, Joe Brehler arrived at 8:43 am

**Excused**

Ryan Sebolt

**Other Board Members Present:**

Dale Copedge, arrived at 8:40 am

Kay Randolph-Back (arrive via Zoom @ 8:41am) from her residence, Charlotte, MI.

Al Platt

Raul Gonzales

**Staff Present:**

Aleshia Echols, Sara Lurie

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Executive Committee Meeting  
October 16, 2023

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

**Public Present:**

None.

**Approval of Meeting Minutes**

**ACTION:**

**MOVED by Maxine Thome and SUPPORTED by Al Platt to approve the CMHA-CEI Special Executive Committee Meeting Minutes of May 31, 2023 as presented.**

**MOTION CARRIED unanimously.**

**Adoption of Meeting Agenda**

**ACTION:**

**MOVED by Joe Maxine Thome and SUPPORTED by Al Platt to approve the Meeting Agenda as presented.**

**MOTION CARRIED unanimously.**

**2023 CEO Performance Evaluation**

**Board Chair, Dwight Washington announced that CEO, Sara Lurie received an exceptional performance evaluation for 2023 and was pleased to announce that board compliance was 100% this year, receiving 11 out of 11 evaluations, which was a first since Ms. Lurie has been on board as the CEO! Mr. Washington advised that there were a few items that were less than stellar, which in his opinion will be easy to address and advised that those items will be the area of focus, which CEO Sara Lurie appreciated as this will provide her with guidance on the areas of improvement.**

**Below please find the comments shared with CEO, Sara Lurie by those present at that time:**

**Board Member, Al Platt commented that it is a pleasure to work with Ms. Lurie and shared that even with all of the chaos, CEO, Sara Lurie has managed to take on the Crisis Stabilization project, which is a huge and very important project and shared that he is really encouraged and impressed with her overall performance and congratulated Ms. Lurie.**

**Executive Committee and Board Member, Maxine Thome commented that she was on the board and involved in the hiring process for the CEO position, and feels like they interview panel chose the right person for this job! Additionally, Board**

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Executive Committee Meeting  
October 16, 2023

MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

Member Thome commented that Ms. Lurie understand the need for diversity and inclusion and is passionate about it as well as shared that Board Reports are short and concise, and appreciates that Ms. Lurie brings in staff to support her based on the program area.

Board Member, Raul Gonzales thanked Ms. Lurie for all that she does!  
CEO, Sara Lurie commented that last year, over all, there were a lot of unexpected things that required the community to rally which required her attention.

Board Chair, Dwight Washington lead a facilitated discussion commenting that constructive criticism is welcomed and appreciated as it will assist with improving process, reiterating that CEO, Sara Lurie received “Acceptable” rating in all of the following topic areas:

- Agency Mission/Goals
- Board Communication
- Board Reports

Discussion ensued based on the following request: An approach to test with the board might be oral presentation of – and, when useful, board discussion of – the written report. This might enhance the value of the written reports, which are very good.

**ACTION:** No consensus to change current process. Guidance provided by Executive Committee members to focus on the doing the work rather than preparing an account of projects currently being worked on. The sentiment was that this would interfere with work and cause more administrative burden.

- Budget  
Discussion ensued based on the following request: It would be informative to have more breakout of data related to budget development by categories, such as (i.e. demography, geography, race, ethnicity, penetration rate, age, sources of health care coverage, co-morbidity, source of income, and the Mental Health Code’s illness groups.

**ACTION:** A request was made to consider increasing funds available to youth for services to help mitigate.

Board Member, Joe Brehler commented that this is more of a program issue rather than a budget issue and suggested incorporating a review of the structure, success

and impact of the program; rather than focusing primarily on the financial aspect of reviewing and approving contracts, taking into consideration total population served, characteristics of various groups in terms of budgeting funds and dedicating to certain groups as this could be really constructive for certain categories.

**ACTION:** Address at the program level during Program and Planning Committee meetings.

CEO, Sara Lurie advised that the current year information unfortunately would not be available to present. However, previous year information could be presented which would highlight areas of need for specific at risk groups and communities; which would highlight disparities.

- **Financial Reporting**

Discussion ensued regarding a comment provided that performance is usually good but an important lapse occurred. A point of clarification was requested. It was noted that this response was actually more related to the lapse a couple of years ago and related to staff shortages and the absence of a Chief Financial Officer, lacking that expertise, which resulted to a surprise at the end of the year with the loss of funding related to CCBHC, and the fact that the State keeps changing and both the State and the Federal Government are not timely. However, it was pointed out that this year will be substantially less of a lapse.

CEO, Sara Lurie commented that it was definitely a combination of both!

**ACTION:** Board Member, Joe Brehler reiterated that there were not any projections provided to the board, this year, and a Continuation, and an Amendment will be required.

- **Staffing**

Discussion ensued. CEO, Sara Lurie commented that thankfully, there are not any Director level openings right now however recruitment and retention across the agency will be ongoing.

**ACTION:** HR Hiring Fair scheduled for Thursday, October 29.

- **Delegation of Responsibilities**

Discussion ensued, members were referred to the self-evaluation completed by CEO, Sara Lurie acknowledging her direct report staff. Board Chair

commented that all comments were exceptional. Board Member, Joe Brehler commented that in relationship to the board, he appreciates the fact that Directors Group staff are empowered when reporting their area of expertise to the CMHA-CEI Board of Directors.

- Supervision

No discussion as Ms. Lurie received a perfect score in this area.

- Community Relations

Discussion ensued. Board Member, Raul Gonzales commented that whenever he is in the community he hears positive comments regarding CEO, Sara Lurie, and thanked her for the professionalism and compassion she brings to work every day!

- Intergovernmental Relations

No discussion as Ms. Lurie received a perfect score in this area.

- Leadership

No discussion as Ms. Lurie received a perfect score in this area.

- Knowledge of Operations

No discussion as Ms. Lurie received a perfect score in this area.

- Consensus Building

No discussion as Ms. Lurie received a perfect score in this area.

- Diversity, Equity and Inclusion

Discussion ensued. Board Member, Dale Copedge thanked Ms. Lurie extending an invitation to President, Harold Pope, Dr. LeKeeya Tucker and First Vice President, Dr. Versey Williams requesting the assignment of a representative to be assign to the CMHA-CEI Behavioral Health Council Meeting, which was accepted. Board Member, Dale Copedge was pleased to report that the invitation was accepted and commented that he looks forward to her participation on the Council and is hopeful that one day consider applying to become a CMHA-CEI Board member.

CEO, Sara Lurie thanked the board for their effectiveness as well as their support and wisdom, and dedication that each member brings. Additionally, Ms. Lurie commented that she is grateful for the strength that the County Commissions bring and the supportive relations.

**New Business**

None.

**Unfinished Business**

None.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 9:36 a.m.

Minutes submitted by:

Aleshia Echols, Executive Administrative Assistant





**SLATE OF OFFICER APPOINTMENTS**

**EFFECTIVE**

**APRIL 1, 2023 - MARCH 31, 2024**

**(Revised February 1, 2024)**

**EXECUTIVE COMMITTEE**

**Dwight Washington, Chair  
Clinton County Commissioner**

**Maxine Thome, Vice Chair  
Ingham County Appointee**

**Joe Brehler, Secretary  
Eaton County Commissioner**

**Ryan Sebolt  
Ingham County Commissioner**

**As of 3/9/22 Executive Committee Meeting, effective 4/1/22**



**BYLAWS**  
**Community Mental Health Authority**  
**of Clinton- Eaton-Ingham Counties**  
**(revised and approved on May 20, 2021)**

**PREAMBLE**

The Community Mental Health Authority of Clinton-Eaton-Ingham Counties is a collaboration among three Michigan counties, Clinton, Eaton, and Ingham. The Authority aims to deliver mental health, intellectual and developmental disability, and substance use disorder services to the residents of the counties. A Board of Directors governs this authority.

The Authority and its Board, as they plan for and deliver services, aim to respect the needs and desires of the three counties. They also aim to operate consistently with good public policy and stewardship of public resources.

These bylaws govern the structure and operation of the Board so that the Authority properly fulfills its duties and responsibilities required by Michigan law and as expressed in the Board's mission statement and strategic plan.

**ARTICLE I**

**Name of the Authority; Terms and Abbreviations**

SECTION A: The name of this Authority shall be the Community Mental Health Authority of Clinton-Eaton-Ingham Counties.

SECTION B: Authority – The Community Mental Health Authority of Clinton-Eaton-Ingham Counties

Board – The Board of Directors of the Authority

CEO – The Chief Executive Officer, defined as the “executive director” by the Code

CMHA-CEI – The Community Mental Health Authority of Clinton-Eaton-Ingham Counties

Code – The Michigan Mental Health Code, 1974 PA 258; MCL 330.1100 et seq.; MSA 14.800 (100) et seq.

Medical condition – An illness, injury, disability or other health-related condition

Open Meetings Act – The Michigan Open Meetings Act, 1976 PA 267; MCL 15.261 et seq.; MSA 4.1800 (11) et seq.

## **ARTICLE II**

### Powers and Duties of the Board

- SECTION A: The Board derives its authority from and is created pursuant to the Code and shall fulfill the responsibilities and duties therein required.
- SECTION B: The Board shall appoint and employ a chief executive officer in accordance with the Code. The CEO serves at the pleasure of the Board in accordance with a formal employment agreement based on professional qualifications and ability to perform according to approved job specifications.

## **ARTICLE III**

### Board Membership

- SECTION A: Except as otherwise required by the Code, the membership of the Board shall consist of twelve members. Members shall represent service providers, consumers, professionals, and the general public having knowledge of behavioral health services. The Board shall include at least two consumers, one who shall reside in Ingham County and one who shall reside in either Clinton or Eaton County.
- SECTION B: Appointment to the Board shall be by majority vote of the Board of Commissioners of the county making the appointment.
- SECTION C: Membership of the Board for each of the counties shall be divided among the counties in proportion to each county's population, except that each county shall be entitled to at least one member.
- SECTION D: Not more than four members of the Board may be county commissioners. Not more than one county commissioner may serve from Clinton County nor more than one from Eaton County. Not more than two county commissioners may serve from Ingham County.
- SECTION E: A Board member shall be a resident of the county they represent.
- SECTION F: No employee of the Michigan Department of Health and Human Services (or its successor department) or a county program nor an employee or representative of an entity having a contractual relationship with the Authority may be appointed to or continue serving on the Board unless specifically authorized by law.
- SECTION G: The term of office shall be three years from April 1st of the year of appointment, except that, of the members first appointed, four shall be appointed for a term of one year, four for a period of two years, and four for three years. Vacancies shall be filled for unexpired terms in the same manner as original appointments.
- SECTION H: Members may be removed from office by the appointing authority for either neglect of official duty or misconduct in office after being given a written statement of reasons and an opportunity to be heard.
- SECTION I: Members shall

be paid an established per diem for meetings attended. Members shall not receive more than one per diem per day. Members shall receive mileage reimbursement at a rate not in excess of the rate determined by the State Officers Compensation Commission. Members may also receive reimbursements for conferences, seminars or other related Board activities.

Non-Board members who are appointed to participate as members of a Board committee shall be paid an established per diem for meetings attended and shall receive mileage reimbursement. Non-Board appointed members shall not receive more than one per diem per day.

#### **ARTICLE IV** Officers

- SECTION A: The officers of this Board shall be Chairperson, Vice-Chairperson, and Secretary.
- SECTION B: The officers shall be elected for terms of one year that begins on April 1 and ends either the following March 31 or until such time as their successors are duly elected. The Chairperson is limited to one consecutive term as Chairperson not including the completion of the unexpired term of a predecessor.
- SECTION C: The officers shall be elected by a majority vote of the total members of the Board at an organizational meeting that shall take place at the regular March business meeting. The officers shall take office on April 1st of that year.
- SECTION D: The Chairperson shall preside at all meetings of the Board. They shall perform such other necessary and reasonable responsibilities as pertain to the office of Chairperson. They are an ex-officio member of all committees. If a Board representative to another organization position becomes vacant, the Chairperson may make an interim appointment, which shall be in effect until the Executive Committee next meets. The Chairperson may make interim committee appointments pursuant to Article VI, Section H of these Bylaws. The Chairperson may establish ad hoc committees pursuant to Article VI, Section J of these Bylaws.
- SECTION E: The Vice-Chairperson shall assume the responsibilities and duties of the Chairperson in their absence. If the Chairperson is incapable of performing the functions of office, the Vice-Chairperson shall succeed to the office of Chairperson. The office of Vice-Chairperson, whenever and however vacated, shall be filled at the next regular meeting of the Board in the same manner as originally filled.
- SECTION F: The Secretary shall attend all meetings of the Board and shall ensure that accurate and complete minutes of all proceedings are preserved in books. They will assume the responsibilities and duties of the Chairperson in the absence of the Chairperson and the Vice-Chairperson. If the office of secretary becomes vacant, it shall be filled at the next regular meeting of the Board in the same manner as originally filled.
- SECTION G: Resolutions or other documents approved and authorized by the Board without

specification of the executing officer may be executed by any officer of the Board or by the CEO in the name, and on behalf of, the Board.

SECTION H: Officers of the Board may be removed for neglect of duty or misconduct in office. Removal shall require a vote of two thirds of members appointed and serving.

## **ARTICLE V** Meetings

SECTION A: The Board shall meet monthly on a schedule set at the October, November or December meeting for the following calendar year. The Board may modify the adopted schedule so long as the Board approves the new meeting date at a prior Board meeting.

SECTION B: Members of the Board shall receive an agenda at a prior date and time that is effective for conducting business.

SECTION C: The Chairperson may call a special meeting of the Board, at their discretion or upon the written request of four members of the Board. Notice of a special meeting may be made in person, by phone or by mail and shall state the time, place, and purpose of the meeting. It shall be received by or delivered to each Board member not less than eighteen hours in advance. The business done at the special meeting shall have been described in the meeting notice; no other business may occur.

SECTION D: A quorum shall consist of a majority of the members appointed and serving. The Chairperson may participate in discussion and shall vote on all issues. A majority of the Board members appointed and serving is required to approve any of the following items:

1. an amendment to these Bylaws (see Article VII);
2. the hiring and dismissal of a CEO;
3. the sale or purchase of real estate; or
4. the approval of the annual budget and/or plan.

SECTION E: Items on the approved agenda, with the exception of items listed in section D above, require a majority vote of a quorum of the Board in order to be passed.

SECTION F: Board members must be present to vote at Board and/or committee meetings, except as provided in section G below. No Board member shall have a proxy vote.

SECTION G: Starting April 1, 2021, or other date set by public authority and continuing through December 31, 2021, the Board shall conduct all committee and full-board meetings in person unless the governor or a local official, governing body or chief administrative officer has issued a declaration of an emergency or disaster that would risk personal health and safety for persons attending a meeting. A Board member may attend an in-person meeting electronically, by telephonic or video conferencing, and vote at the meeting in any of the following three circumstances: (1) the Board member is on military duty, (2) the Board member has a medical condition, and (3) the Board member is located in an area covered

by such a declaration.

SECTION H: No Board members may abstain from voting at Board and/or committee meetings, except in the case of conflicts of interest referenced in Board Policy 1.1.1, Paragraphs F, G, and H.

SECTION I: The Chairperson shall conduct the meeting in accordance with the Open Meetings Act. All meetings of the Board and meetings of the committees and subcommittees shall operate under Robert's Rules of Order Revised, except that committee procedures in these Bylaws shall take precedence over Robert's Rules of Order Revised where conflicts occur.

The CEO, or their designee, shall advertise and post the time and place of all meetings in conformance with the Open Meetings Act.

SECTION J: The order of business shall be as follows:

1. Call to Order - when required by law, the provisions of section K below shall be followed
2. Previous Minutes - Approval
3. Approval of Agenda
4. Public Comment on Agenda Items - time limit shall be three minutes per person in accordance with section L below
5. CEO's Report
6. Committee Reports
7. Unfinished Business
8. New Business
9. Public Comment - time limit shall be three minutes per person in accordance with section L below

SECTION K: A member attending a meeting remotely for a reason the Open Meetings Act allows shall announce publicly at the outset of the meeting that they are attending remotely and, whenever the allowable reason is not military duty, identify the city, village or township, the county, and the state in which they are physically located while attending the meeting.

SECTION L: A member of the public may comment upon recognition by the Chairperson. The time limit shall be three minutes per person per topic, or as indicated by the Chairperson.

## **ARTICLE VI** Committees

SECTION A:

1. The standing committees of the Board shall be (1) Human Resources, (2) Finance, (3) Program and Planning, (4) Community Access, (5) Recipient Rights Advisory, (6) Recipient Rights Appeals, and (7) Executive.

The number of persons on these committees shall not be fewer than five

per committee, with the exception of the Recipient Rights Advisory Committee.

The Recipient Rights Advisory Committee shall comprise not fewer than six nor more than eight persons, at least one half of whom shall be Board members and at least one third of whom shall be primary consumers or family members, with at least one half of that third comprising primary consumers.

2. Community member appointments to the Recipient Rights Advisory Committee shall be for one year beginning May 1st of the year of appointment and ending the following April 30. Such appointments are limited to six consecutive terms.
3. The Recipient Rights Advisory Committee shall strive to:
  - (A) Assure recipients are treated with dignity and respect;
  - (B) Protect the rights guaranteed under federal and state laws and rules;
  - (C) Review and recommend proposed recipient rights policies;
  - (D) Protect the Recipient Rights office from pressures that could interfere with the impartial, even-handed, and thorough performance of its functions;
  - (E) Perform other duties as set forth in the Code.
4. Members appointed to the Recipients Rights Advisory Committee shall complete recipient rights training as required under the Code before participating in appeals meetings heard by the recipient rights appeals committee. Such training shall be completed within six months of appointment to this committee.
5. Members of the Recipient Rights Advisory Committee who have completed the appeals training are designated as the Recipient Rights Appeals Committee. While the Recipient Rights Appeals Committee is meeting to hear an appeal, the Recipient Rights Advisory Committee will be referred to as the Recipient Rights Appeals Committee given that it is serving in an administrative rather than a governance capacity, and the provisions of the Open Meetings Act do not apply. For all other meetings of the Recipient Rights Advisory Committee, it acts as a committee within the Board's governance structure, and the provisions of the Open Meetings Act apply.

SECTION B: Non-Board and Board committee members may be removed from a committee of the Board for misconduct at committee meetings, failure to carry out committee duties or too many absences from committee meetings. Three consecutive absences or four absences within a one-year period from a committee's meetings may be grounds for removal from that committee.

SECTION C: The duties and responsibilities of the standing committees are as follows:

1. Program and Planning
  - (A) Assess community needs;
  - (B) Develop a strategic plan that addresses assessed needs, priority populations, service design, goals and activities, infrastructure, and evaluation;



- (C) Review and recommend new program proposals and related contracts.
- 2. Finance
  - (A) Assure sound financial management of the agency's resources;
  - (B) Review, recommend for approval, and monitor Authority budget(s) and rate schedules;
  - (C) Review, recommend for approval, and monitor Authority fiscal policies and procedures.
- 3. Human Resources
  - (A) Assure the Authority complies with laws and rules relating to employment;
  - (B) Review and recommend parameters for union and non-union salaries and benefits;
  - (C) Monitor Authority compliance with staff development goals and activities;
  - (D) Serve as part of the Authority's grievance process;
  - (E) Approve Authority-wide personnel policies.
- 4. Community Access
  - (A) Assure that the community's access to Authority and other community services is sustained and enhanced, maximizing access within the resources available;
  - (B) Evaluate access to services by monitoring the current means of the community's access and reviewing related activities and goals;
  - (C) Recommend policies and other opportunities that increase access points to and availability of services and resources throughout Clinton, Eaton, and Ingham Counties;
  - (D) Promote openness to Authority services by increasing awareness, understanding, and a comfortable familiarity with those services.
- 5. Recipient Rights Advisory
  - (A) Carry out the duties set forth in this Article, Section A, Subsection 3.
- 6. Recipient Rights Appeals

Complete training and provide a final level of administrative review of complainants' appeals in accordance with this Article, Section A, Subsections 4 and 5.
- 7. Executive Committee

Comprising one county commissioner from each county who is a member of the Board and the three Board officers, and serving a one-year term from April 1 of the year of election of officers until the following March 31, the committee shall

  - (A) Appoint the members and chairpersons of the other standing committees in April of each year subject to the following: if the Executive Committee fails to make any of these appointments by the end of the Board meeting held in the month after the Chairperson is elected, the Chairperson shall make those unfilled appointments.
  - (B) Appoint Board representatives to other organizations. Standing

appointments of Board representatives shall be the chairperson of the Program and Planning Committee as Board Liaison to the Consumer Advisory Council, expected to attend all Consumer Advisory Council meetings as an ex-officio, non-voting member, and the chairperson of the Human Resources Committee as Board Liaison to the Diversity Advisory Council, expected to attend any meeting when requested by the Diversity Advisory Council.

- (C) Recommend a slate of officers at the start of the regular Board meeting in March for terms that begin on April 1 of that year.
- (D) Have the power to remove appointed members from Board committees pursuant to this Article, section B.
- (E) Be subject to the following requirements for determining the composition and operations of the committee:
  - (1) A member of the Executive Committee may be both a county commissioner and an officer, but shall have only one vote. If the Board of Directors is without representation of a county commissioner from a county, then Board appointees from such county may designate one of themselves to serve as a member of the Executive Committee.
  - (2) If the Board of Directors has two county commissioners from a county, then board appointees from such county may designate one of the two commissioners to serve as a member of the Executive Committee.
  - (3) Decisions of the Executive Committee require a majority vote of those serving on the committee. A committee member must be present at a committee meeting to vote, except as provided in Article V, Section G.
  - (4) The Executive Committee is empowered to perform only the duties stated in this Article.
  - (5) Executive Committee meetings are open to the public but may be closed in accordance with the provisions of the Open Meetings Act.

SECTION D: A quorum shall consist of a majority of the members of the committee.

SECTION E: The Chairperson of the Board, an ex-officio member, has all the privileges, including the right to vote, but none of the obligations of membership on committees. The Chairperson shall only be counted toward reaching a quorum when less than a quorum of regular committee members is present, so that business may be conducted.

SECTION F: A committee shall choose its own Vice-Chairperson and the vote shall be by a majority vote of the committee members. Any member may nominate any member, including themselves, for committee Vice-Chairperson. Nominations for Vice-Chairperson do not require a second.

SECTION G: Each committee shall approve the minutes of the previous meeting at the next meeting, or as soon thereafter as practicable.

SECTION H: If a standing committee position becomes vacant, the Chairperson may make an interim appointment to the committee, which shall be in effect until the Executive Committee next meets.

SECTION I: Each Board member shall serve on at least one standing committee.

SECTION J: The Board Chairperson may establish ad hoc committees as needed, which may include Board members, staff, and others.

**ARTICLE VII**  
Amendments

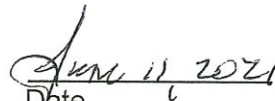
SECTION A: These Bylaws can be amended at any regular meeting of the Board by an affirmative vote of a majority of the Board members appointed and serving provided that any amendment be submitted in writing at the previous regular meeting, and due notice of consideration of such a proposed amendment be given to all Board members.

**ARTICLE VIII**  
Superior Powers

If an article, section or sentence of these Bylaws is in conflict with the Code, the Code shall supersede these Bylaws.

Amended and approved on May 20, 2021, by the Board of Directors of the Community Mental Health Authority of Clinton-Eaton-Ingham Counties.

  
\_\_\_\_\_  
Joseph Brehler, Board Chairperson

  
\_\_\_\_\_  
Date

## DRAFT Consumer Advisory Council Recommendations for Consideration by CMHA-CEI Board of Directors

Introduction and Summary: Kay Randolph-Back, CMHA-CEI Board Member submitted a proposal to bring together Board Members and Consumer Advisory Council Members to discuss and prepare recommendations to the CMHA-CEI Board of Directors for consideration on increasing opportunities for meaningful input by Consumer Advisory Council Membership in Board of Director's decision making. In response to the proposal, Board Chairperson Dwight Washington asked that these sessions be open to all CAC Members and Board Members. In order to make participation as accessible as possible for all CAC Members, they were convened as part of regularly scheduled CAC Meetings with all Board of Directors Members invited to join these meetings.

Guidance provided as part of revised federal Certified Community Behavioral Health Clinic Certification requirements going into effect in October, 2024 were reviewed and considered in the dialogues. The dialogue sessions were held during scheduled CAC Meetings during the months of August, September, and October 2023. The CCBHC Certification guidance can be found at the end of this document.

In November, the CAC Membership met to clarify the recommendations to be submitted to the CMHA-CEI Board of Directors as a result of the dialogues.

### Recommendations

1. Throughout the 3 months of dialogue, there was strong agreement on CAC in having a CAC member serve as a Representative/ Liaison to the Board of Directors to directly report out as an item on the Board of Directors monthly meeting. As a result, Consumer Advisory Council recommends the development of two roles under the CAC Bylaws:
  - CAC Representative/Liaison to Board of Directors Monthly Meeting
  - Alternate to the CAC Representative/Liaison

Selection of the roles would occur annually with the Alternate ascending to the CAC Representative/Liaison role and a new alternate selected.

Selection processes would be developed by CAC and incorporated into the CAC Bylaws. CAC Bylaws are reviewed and revised as needed annually.

CAC monthly agenda would be developed to incorporate time for membership to advise CAC Representative/Liaison and Alternate on what to share at the Board of Director's Meeting as part of the CAC Update.

2. In order to incorporate meaningful input from CAC to Board of Directors recommends the realignment of the Board of Directors Monthly Meeting Agenda to move the CAC Update agenda item to the beginning of the agenda similar to the MSHN Update and the CEO Update that occur in this portion of the agenda. This would allow for the following to happen:
  - General updates of CAC meetings and activities

- Opportunity to bring forth suggestions, recommendations or questions from CAC for future items to be referred to the proper Board Committee or staff for further investigation/discussion, and follow up by the Board of Directors.
3. The Consumer Advisory Council also recommends that the CAC Representative/Liaison and Alternate be allowed to attend virtually and will be paid the same stipend for attending either in-person or virtually while representing the CAC.
  4. The Consumer Advisory Council also recommends the continuance of the Board Liaison role linked to the P&P Committee and the opportunity to review the P&P Agenda, give input, and to suggest items to be added to the P&P Agenda.
  5. The CAC will continue to encourage all of their members and other consumers to attend Board Committee Meetings and Board of Directors meetings and to provide input via public comment at these meetings.

### **CCBHC Certification Updated Language**

6.b.1 CCBHC governance must be informed by representatives of the individuals being served by the CCBHC in terms of demographic factors such as geographic area, race, ethnicity, sex, gender identity, disability, age, sexual orientation, and in terms of health and behavioral health needs. The CCBHC will incorporate meaningful participation from individuals with lived experience of mental and/or substance use disorders and their families, including youth. This participation is designed to assure that the perspectives of people receiving services, families, and people with lived experience of mental health and substance use conditions are integrated in leadership and decision-making.

Meaningful participation means involving a substantial number of people with lived experience and family members of people receiving services or individuals with lived experience in developing initiatives; identifying community needs, goals, and objectives; providing input on service development and CQI processes; and budget development and fiscal decision making. CCBHCs reflect substantial participation by one of two options. **The CMHA-CEI CAC is reflective of Option 2:**

Option 1: At least fifty-one percent of the CCBHC governing board is comprised of individuals with lived experience of mental and/or substance use disorders and families.

Option 2: Other means are established to demonstrate meaningful participation in board governance involving people with lived experience (such as creating an advisory committee that reports to the board). The CCBHC provides staff support to the individuals involved in any alternate approach that are equivalent to the support given to the governing board.

Under option 2, individuals with lived experience of mental and/or substance use disorders and family members of people receiving services must have representation in governance that assures input into:

1. Identifying community needs and goals and objectives of the CCBHC
2. Service development, quality improvement, and the activities of the CCBHC
3. Fiscal and budgetary decisions
4. Governance (human resource planning, leadership recruitment and selection, etc.)

Under option 2, the governing board must establish protocols for incorporating input from individuals with lived experience and family members. Board meeting summaries are shared with those participating in the alternate arrangement and recommendations from the alternate arrangement shall be entered into the formal board record; a member or members of the arrangement established under option 2 must be invited to board meetings; and representatives of the alternate arrangement must have the opportunity to regularly address the board directly, share recommendations directly with the board, and have their comments and recommendations recorded in the board minutes.

The CCBHC shall provide staff support for posting an annual summary of the recommendations from the alternate arrangement under option 2 on the CCBHC website.