

# Behavioral Health Planning Council

Executive Committee Meeting

**April 4, 2024**

**1:00-2:00 PM CT**

Virtual Meeting

## MEETING MINUTES

**Welcome/Call to Order:** Vice Chair Matthew McCleary called the meeting to order at 1:04 PM.

**Roll Call** of Executive Committee Members via Electronic Sign-in was called by the meeting facilitator, Janell Regimbal. A quorum was established.

**Executive Committee Members in Attendance:**

Matthew McCleary, Carlotta McCleary, and Andrea Hochhalter

**Executive Committee Members Absent:** Lorraine Davis and Carl Young

**Others in Attendance:** Tami Conrad, DHHS Behavioral Health and Janell Regimbal, facilitator.

**Agenda Approval:** ANDREA HOCHHALTER MADE AND CARLOTTA MCCLEARY SECONDED A MOTION TO APPROVE THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

**Meeting Minutes approved** – ANDREA HOCHHALTER MADE AND CARLOTTA MCCLEARY SECONDED A MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 20, 2024, EXECUTIVE COMMITTEE MEETING.

### **Review of DRAFTED BHPC Policy and Procedures for Feedback**

Janell Regimbal, BHPC Facilitator provided an overview of the need to transition from bylaws governing our council to policies and procedures. Upon a review of the best practices SAMHSA document related to councils, our current bylaws and looking at what other governor appointed groups in ND utilize she prepared a template to use as well as drafted 21 policies with accompanying procedures for review. Feedback was noted and will be utilized for the next reiteration of the documents. Based on feedback she will add two additional policy/procedures: Strategic Plan AIMS Liaisons Role and Function and BHPC Facilitator Role and Function. Executive Committee members concurred with the approach presented of doing a high-level overview of the process and documents at the April meeting followed by sending the documents out to the members for a 30-day period to review and offer suggestions back to the facilitator. The Executive Committee will then consider feedback offered for additional revisions to be taken to the July meeting for a final review and action. Questions raised included how we successfully transition procedurally? Do we sunset the bylaws officially by motion and then approve the policies and procedures? Janell will research and report back. And will SAMHSA be okay with this? Tami agreed to consult the project manager about this.

**Adjournment** Having completed all agenda items and hearing no further Vice Chairperson McCleary adjourned the meeting at 2:20 PM.

Respectfully submitted by:

Janell Regimbal, Facilitator/Insight to Solutions