



**Addictions and Mental Health Planning and Advisory Council (AMHPAC)
Executive Committee Meeting Minutes
May 23, 2016
DRAFT UNTIL APPROVED**

Members Present: Debby Jones, Matt Holland, Tim Murphy, Jan Stewart, and Wes Wood

Members Not Present: Rod Cook, Nina Danielsen

AMH Staff Present: Berhanu Anteneh, GERALYN BRENNAN, [Jackie Fabrick](#) and [Michelle Meuwissen](#)

Guests: Bruce Emery (TA), George Banks and Rhonda Thissen (Virginia DBHDS, Office of Mental Health Services)

Topic	Name	Discussion	Action
Welcome & Introductions	Wes Wood	Wes brought the meeting to order. Members, OHA staff, and out-of-state TA guests introduced themselves. Members and Staff welcomed guests as go-to-meeting was initiated.	
Welcome and Overview	Jackie Fabrick	Jackie provided an overview of the ongoing work being done with Bruce Emery and Health Analytics staff to develop a dashboard for AMHPAC based on selected measures. Jackie welcomed and introduced GERALYN BRENNAN and Berhanu Anteneh. Members discussed what integration means to them, in terms of prevention and public health. Members identified concerns, (difficulty	

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		finding prevention staff and separation from MH promotion), and benefits, (better and stronger access, collaboration with partners, including ACES, focusing on stigma reduction and taking a holistic approach to prevention).	
Sample Dashboard Review	Geralyn Brennen, Berhanu Anteneh	<p>Jackie reviewed purpose to determine a tool to provide better review aspects (reviewing measures and indicators to monitor the BG and assess allocation of services). The samples being provided are various types of models could adopt to help effectively monitor the BG. Geralyn reviewed and described various models for a sample dashboard.</p> <p>Sample #1:Initiation and Engagement of Alcohol or Other Drug Treatment</p> <ul style="list-style-type: none"> • Recorded for the CCOs to include detailed information about each measure. • Some measure have two parts (example has initiation and engagement) • This type describes an ‘engagement phase’ – (and gives a description of what that means) • This model explains the purpose and provides background of what the quality improvements are for that CCO perspective <p>Reviewed data through various diagrams and charts as example of what can be done on a measure-by-measure basis.</p> <ul style="list-style-type: none"> • Group discussed as putting each of the measures into a dashboard would have less detail than the first example – so might opt for the ‘dots’ type of visual chart to best describe the information. • Geralyn described how a ‘dot’ type model would also display: 	

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		<ul style="list-style-type: none"> ○ A benchmark line (as the state’s target/goal). Then each time new data is added, could associate with a new colored dot that shows where at in respect to a particular benchmark. ○ The grey circles are the baseline data. ○ Medium blue results for one mid-year and dark blue are results for another mid-year. ○ When the measure goes backwards also gets an arrow to show if it went the opposite way desired (some you want to increase or decrease over time) <p>The group brainstormed a ‘dot’ type model to depict a measure.</p> <ul style="list-style-type: none"> ● Could set-up that has each of the BG measures on a diagram. <ul style="list-style-type: none"> ○ It would describe for each measure what the benchmark was, what the first year was, and then what the next six months, and the following next six months, etc. are and creating that visual ‘bubble’ type chart. <p>Sample # 2: An internal dashboard being used by the Actuarial unit.</p> <ul style="list-style-type: none"> ● This type lists types of services, looking at utilization and costs over time/months. ‘Slicers’ can be used to fine-tune towards particular results. Darker and lighter columns showing differences in utilization and associated costs. This type helps picture ‘high points’. ● Can choose a particular time-frame (choose a particular quarter, or could choose four quarters to review) and can roll off the results for several years (so in this example it has two full years plus the current year). ● Could set up to have each of the measures down the side, and be a more ‘matrix like’ grouping of charts, and that is showing a calendar 	

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		<p>year 2015, mid-year-2015, year 2016 (and could color code to indicate if meeting goals).</p> <ul style="list-style-type: none"> ○ This would be more of a data-table type. ● Jackie clarified that we have a total of 29 measures in BG, and we have been working to select 10 measures to review in the dashboard. <ul style="list-style-type: none"> ○ Geralyn asked members for direction and what tool(s) to use. ○ Group discussed that it depends if we are just looking for the state’s results. For some BG measures may want to break out in a different ways. Many may be statewide measures to break out geographically, etc. The group review one example of a statewide measure re: Rural County that would fit the model well. ● Group discussed how not every measure is quantifiable in the same way. Also some measures may be better displayed/understood in one format than another. To use both samples, as combined tool is ideal. <ul style="list-style-type: none"> ○ The metrics aren’t simple, they’re mathematical and complex. Members asked to see the 10 measures in displayed into both formats. ○ Members suggested that staff to use and build on both these examples – to display the information – and make it as least complex, while ensuring still staying ‘true’ to the measure. ○ Jackie and Geralyn will review the 10 measures, and determine details required or ways to breakout each measure, that will ensure easily understood upon member review. ○ The group discussed outcomes and determined need to have a dashboard that is at the state level, and then can also have dashboard to go to for the CCO’s, to compare side-by-side as suggested by Berhanu. 	

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		<ul style="list-style-type: none"> • AMHPAC Executive members agreed that the bubble/dot diagram might be the simplest to visually understand, and that both samples will be made. • Jackie listed off the 10 BG measures selected for the dashboard. <ul style="list-style-type: none"> ○ The group discussed the results and any trends in shared top ten's among the groups. Discussed what the benchmarks will be. ○ Geralyn suggested that a color-coded visual display will likely be the best (as comparing to a target/baseline) model. Jackie will forward the listed 10 measures to Michelle and Geralyn. <p>Determined next steps: Staff will compile the draft dashboard(s) for review and members would like to re-group with Geralyn after the June 27th meeting.</p> <ul style="list-style-type: none"> • Executive Committee asked to review a sample dashboard draft as in the development as soon as possible. • Staff will try to send samples that includes the ten measures to members by June 17th in order for Exec to review in both formats at their June meeting, prior to July 14th Full Council meeting. • Michelle will send Geralyn the link to the AMHPAC website. 	
Old Business		<p>Members reviewed minutes and decided to remove attendance for Nina, and for all Executive members moving forward.</p> <ul style="list-style-type: none"> • Debby Jones moved to approve the April 25, 2016 meeting minutes without any further use of Executive Committee attendance tracking spreadsheets, and Wes Wood seconded the motion. <p>Michelle reviewed and the group discussed attendance issues and letters being issued soon by staff.</p>	

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		<ul style="list-style-type: none"> • Most members are in good communication regarding their conflicts/reasons for struggles with attendance. Tim exercised use of proxy in May. • Group discussed attendance for Housing Subcommittee. Kenney LaPoint being invited to exec by Jackie/Rick. Andrew has recently left BHPP and Cody Elder is communicating to become more involved with BHPP. 	
Subcommittee Reports		<p>Housing/ Olmstead Subcommittee:</p> <ul style="list-style-type: none"> • Will have a special meeting today for CMHHFAC review needed <p>Treatment Subcommittee:</p> <ul style="list-style-type: none"> • Group consensus to taking on work with EASA • Discussed planning Grants certified community health clinics • Member attendance, quorum issues, managing passions within the group <p>RSS Subcommittee:</p> <ul style="list-style-type: none"> • Youth MOVE presentation by Martin R. and Vanessa F. that suggested to provide to the Full Council for a future presentation. Members agreed to invite them to present at the Full Council in the fall (possibly September). Michelle will work on that invite. <p>BHPP Subcommittee:</p> <ul style="list-style-type: none"> • Ann Kirkwood becoming more involved with the group for additional HSD staff representation, Luci Longoria is the liaison. • Will work on updating the BHPP definitions document and the group's suggests for the first page of operating procedures following up from the work done in January. 	

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Membership and recent vacancies	Wes Wood, All	<ul style="list-style-type: none"> • Wes discussed the larger general attendance issues, retain great members and ensuring members are all outreaching enough for any given vacant seats. • Members asked for staff to also ensure as screening for eligibility that we are also cross referencing from and networking with previously submitted applications that are applicable. • Michelle listed the three current vacancies: Military Member Representative, Young Adult in Transition who is receiving (or has) behavioral health services, Rural Substance Use Disorder Treatment Services Provider. • The group discussed current process and how to improve outreach components and to insert into the Recruitment Policy and Procedure for structured roles for all to follow regarding outreach. <ul style="list-style-type: none"> ○ Discussed various newsletters, etc. the current listserve going to, and specific outreach for specific seats as well. ○ Also stressed the importance for applicants to be able to access and navigate to be able to apply. State representative seats needs to be filled, and are not reflecting well that they are the close agencies to the former AMH. ○ The group discussed re-configuring the whole scoring process and tool. Determined the current tool for scoring applications is not conducive to pull out the information needed from the applications, and to be sure to accommodate alternatives other ways/ modes (and to ensure ADA compliance) to help assess and score applications, and option for interview, etc. • Executive members decided to charge the Nomination Committee to conduct applicant follow-up/ cross-reference (along with when terms 	

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		are ending) to outreach pieces would be good task/charge for the Nomination Committee. Interested for that committee to not just be a part of - but really to completely see through - from beginning to end of the recruitment processes. Task to line-up an applicant with whatever would next be a good fit – perhaps next for a certain subcommittee, or/and to help network - for when a future term is falling off – for which they would be a good fit).	
Agenda For Next Meeting		<p>Members discussed Lynne’s May 12th presentation. Ron wished had discussed early intervention ages 0-5, emailed Lynne about it.</p> <p>Next Agenda:</p> <ul style="list-style-type: none"> • Follow-up to the group/review dashboard progress. • Members will be checking in on edits to recruitment policy, scoring tools, and have a follow-up discussion next month) • Standing topic for: minutes, attendance updates, news, presentation invites, other opportunities, etc. 	
Public Comment & Wrap-Up		Meeting adjourned.	
Next Meeting		<p>June 27, 2016 9:00 – 10:30 am Location: 500 Summer Street NE, Salem, OR Conference Room</p>	

Minutes, agendas, and resources will also be posted to the AMHPAC website at:
<http://www.oregon.gov/oha/bhp/amhpac/Pages/executive.aspx>

For questions or further information please email [Jackie Fabrick](mailto:Jackie.Fabrick@oha.gov), the OHA Staff Liaison for the Executive Committee.