Washington State Department of Social & Health Services
Transforming lives

Children's Behavioral Health Executive Leadership Team Meeting Agenda

Date: March 22, 2016 Time: 8AM—9AM Location: HSB (OB-2), Executive Conference Room (4th floor)

Attendees: Carla Reyes (BHSIA), Lin Payton (HCA), Chris Imhoff (DBHR), Evelyn Perez (DDA) John Clayton (RA), Barb Putnam (CA)

Regrets: Rebecca Kelley (RA), Andi Smith (GOV), Jennifer Strus (CA), Rich Pannkuk (OFM), Michael Langer (DBHR), David Stillman (ESA), Tim Collins (OIP)

Staff: Greg Endler (DBHR), Paul A. Davis (DBHR), Kristen Royal (DBHR)

Agenda Item & Lead(s)	Discussion	Outcomes/Action	Action(s) to be taken by (whom)	By when
8 :00 – 8:05 **Welcome** (Carla Reyes)				
8:05 – 8:30 **Updates**	Discussed ELT memo on Cross Systems Initiative Team (CSIT) MOU Discussed ELT memo on Finance Plan	Send current Cross System Initiative Team Charter • Memorandum of understanding agency representatives needed. • Updated MOU due 6/30/2016. Send Charter and Work Plan for Cross System Finance Team.	▪ Contact: Paul Davis (360) 725-1632 davispa@dshs.wa.gov ▪ Putting process in place for CSIT members to review the MOU. Memo to describe the process of review and updates. Include previous MOU with updates/changes in Track Changes format. ▪ Contact: Paul Davis (360) 725-1632 davispa@dshs.wa.gov ▪ Putting process in place for Finance team members to review the Charter and Work Plan. Memo to describe the process of review and updates. Include previous Charter (if applicable) with updates/changes in Track Changes format.	ASAP ASAP
8:30 – 8:55 **Children's Behavioral Health Charter (Clarify)** ▪ Roles, Responsibilities, Commitments. ▪ How to build future meeting to be value added. ▪ How to incorporate youth and family perspective. (Executive Leadership Team)	Discussed CBH ELT Charter in relationship to updates. Discussed need for charter update. Identified needed changes for ELT Charter and point person.	Update the Executive Leadership Team Charter. • Look at and update membership. • Add a Goal Section. • Add key indicators that ELT will watch to determine that they are making movement in their Goals and Objectives.	▪ John Clayton (RA) offered the leadership of Rebecca Kelly to assist with the goals and update of the charter. ▪ Contact: Rebecca Kelly (360) 902-8285 Rebecca.Kelly@dshs.wa.gov	ASAP
8:55 – 9:00 **Wrap up / Next steps** (Carla Reyes)	Agenda items for next meeting: Goals discussion	New Process for ELT • Four weeks in advance of the upcoming ELT meeting, provide information (data, memo, report) of key *'areas of concerns or highlight'* to review and discuss with Chiefs, program managers, etc. as needed 1. What questions come up? 2. Any red flags?	▪ New CBH ELT Staffer, **Kristen Royal (360) 725-3810** royalkl@dshs.wa.gov will coordinate the new process and collection of information from system partners to send out to the ELT 30 days in advance for the next ELT agenda to be formed.	5/9/16

		3. What actions can be taken/what can be done in the next quarter? • Discuss questions, red flags at next meeting and make decisions or identify next steps as related to Goals and Objectives		
Next Meeting June 7, 2016 from 8am—9am— HSB (OB-2) 4th floor, Exec. Conference Room				