



Kalamazoo Wraps
Integrative Action Team Subcommittee Meeting Report

Subcommittee: **PAG** Date: **April 21, 2009**

First Name Last Initial	Affiliation
Andy A	Chair/Parent
Gisela R	Parent/ASK/CoPD
Jackie M	Parent
Sandra W	Grand Parent
Rechell	Parent
Melissa S	Parent
Vickie	Parent
Michelle S	Parent

First Name Last Initial	Affiliation
Paula S	Parent
Michelle S	Parent
Tammie W	Parent
Verlisa H	Parent
Doris P	Parent
Pat W	KCMHSAS

If additional input was sought outside the meeting, please describe:

Topics Discussed:

1. Introductions/icebreaker
2. Review and approve minutes
3. Old business
 - a. Review tasks & updates from members or liaison
 - b. Other business
4. New business
 - a. Volunteers for May 8, 2009
 - b. T-shirt colors
 - c. Letter to the editor
 - d. April 7 feedback
 - e. What are our next steps?
 - f. Bi-laws
 - g. 2nd level training by Michelle Corey
 - h. Review new tasks
 - i. Other business
 - i. Anaheim CA or Portland OR approve applications
5. Next meeting May 5, 2009
6. Adjourn

Conclusions Reached:

1. PAG members introduced themselves and shared a fond memory from previous winter
2. Meeting reports reviewed and approved
3. Minutes Old business
 - a. Review tasks & updates from members or liaison
 - i. All tasks from 03-17-09 and 02-17-09 completed
 - b. Other business
4. New business
 - a. Volunteers are needed for the May 8, 2009 *Mental Health Awareness Day Carnival:*



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- i. PAG members will place an asterisk next to their names for more information on volunteering
 - b. T-shirt colors: PAG would like to purchase Black t-shirts, with a large PAG logo on the back and *Parent Advisory Group* on the upper front left hand side (sizes:
 - c. Letter to the editor:
 - i. PAG will provide a letter to the editor acknowledging and thanking policy members who attend the April 7, 2009 training on *Becoming a Voice for your Cause*
 - ii. Vickie will revise the sample letter submitted by Rebecca Clore and submit to Andy
 - iii. Andy will submit revisions to Rebecca
 - d. April 7 feedback: table until next meeting
 - e. What are our next steps?
 - i. Send a personal invitation to Kathy Flack, Jeff Patten and DHS/DCH (Sherry Thomas-cloud Kathryne O'Grady) to attend PAG meeting in order to have dialogue regarding the system of care for children's mental health
 - ii. Before the invitation identify discussion topics, questions, concerns, goals etc...
 - f. Bi-laws:
 - i. PAG discussed drafting bylaws
 - ii. PAG provided input on the contents of the bylaws relating to *officers, responsibilities, elections, term limitations and other items that would appear in standard bylaws*
 - g. 2nd level training by Michelle Corey:
 - i. PAG would like to receive more in depth training from Michelle Corey, Michigan's Children, relating to systems advocacy
 - ii. PAG would the training to include a summary of the training held on April 7, 2009
 - h. Review new tasks
 - i. Other business
 - i. Approve parent and youth applications for Anaheim CA or Portland OR
 1. PAG felt uncomfortable making this decision in the presence of the applicants. PAG recommended that PI/PD make the decision
 2. PAG would like IAT and PI/PD to review the conference application procedure and modify the portion where PAG reviews the applications and makes recommendations to PI/PD
 - ii. Booth display: PAG would like three laminated poster boards for the booth display for occasions when PAG is at an event without CAY or FSAC
 - iii. Plexi-glass box
 1. PAG would like the logo on two sides
 2. They are okay with using a sticker on the box
 - iv. 5 PAG members signed up for DCH audit parent panel on April 24, 2009 at KCMHSAS on Kalamazoo Avenue
5. Next meeting May 5, 2009
6. Adjourn



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Recommendation(s) to Management Team and Person(s) responsible:

Who	Task	By What Date
Gisela	T-shirts for Carnival	Completed
Gisela	Volunteers for Carnival to Rebecca	Completed
Gisela	Sample draft bi-laws	June 2009
Vickie H	Revise letter to editor and return to Andy	Complete
Andy A	Submit revised letter to Rebecca Clore	Complete

Submitted by: Gisela R. Lawson

Date: April 21, 2009

Upon completion, forward this report to the Lead Evaluator and Technical Assistance Coordinator of the grant.