

Department of Mental Health
TRANSMITTAL LETTER

SUBJECT MHA Leadership Committees		
POLICY NUMBER DMH Policy 610.1	DATE MAY 20 2008	TL# 102

Purpose. To delineate and set forth the purpose and functions of the Mental Health Authority (MHA) executive leadership committee (Executive Committee) and to provide information on MHA standing and ad hoc committees.

Applicability. This policy is applicable within the Department of Mental Health (DMH).

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate MHA offices.

Implementation Plans. A plan of action to implement or adhere to this policy must be developed by designated responsible staff. If materials and/or training are required to implement this policy, these requirements must be part of the action plan. Specific staff should be designated to carry out the implementation and program managers are responsible for following through to ensure compliance. Action plans and completion dates should be sent to the appropriate authority. *Implementation of all DMH policies shall begin as soon as possible. Full implementation of this policy shall be completed within sixty (60) days after the date of this policy.*

Policy Dissemination and Filing Instructions. Managers/supervisors of DMH must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must ensure that this policy is filed in the DMH Policy and Procedures Manual.

ACTION

REMOVE AND DESTROY


None

INSERT

DMH Policy 610.1



Stephen T. Baron
Director, DMH

GOVERNMENT OF THE DISTRICT OF COLUMBIA  DEPARTMENT OF MENTAL HEALTH	Policy No. 610.1	Date MAY 20 2008	Page 1
	Supersedes None		
Subject: MHA Leadership Committees			

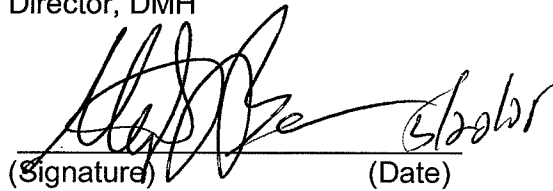
1. **Purpose.** To delineate and set forth the purpose and functions of the Mental Health Authority (MHA) executive leadership committee (Executive Committee) and to provide information on MHA standing and ad hoc committees.
2. **Applicability.** This policy is applicable within the Department of Mental Health (DMH).
3. **Authority.** Department of Mental Health Establishment Amendment Act of 2001.
4. **General Information.** DMH shall provide guidance and direction through its leadership committees on various significant mental health system and administrative issues, and through the Executive Committee provide the opportunity for broad participation in the decision-making process.
5. **Executive Committee.** The Executive Committee is the Department's principal leadership committee and functions as an advisory board for the Director on significant Departmental issues. The Executive Committee shall review a broad range of issues. As requested by the Director, the Executive Committee shall make recommendations on issues that cover clinical, administrative, organizational, policy, and performance and quality improvement issues. The Executive Committee shall function in accordance with a charter established by the Director.
 - 5a. **Membership:** DMH Director, Chief of Staff, Chief of Administrative Operations, DMH General Counsel, DMH Chief Clinical Officer, Public Information Officer, Director of Office of Consumer and Family Affairs, Agency Fiscal Officer, Director of the Division of Human Resources, MHA Deputy Directors, and Chief Executive Officers for Saint Elizabeths Hospital and D.C. Community Services Agency. Additional members may be appointed at the discretion of the DMH Director. Others attend the Executive Committee by invitation, but are not members.
 - 5b. **Meeting Frequency:** Weekly.
6. **MHA Official Standing and Ad Hoc Committees.**
 - 6a. In addition to the Executive Committee, the DMH Director may establish MHA official standing committees and/or ad hoc committees as the need dictates.
 - 6b. Each official standing committee shall function in accordance with a charter established by the committee chair (see Exhibit 1 for sample charter format). Charters will be optional for ad hoc committees and/or work groups.

6c. MHA standing committee meetings will be conducted in an organized manner and documented with clear, concise minutes.

6d. When necessary, the committee chairman shall bring major issues to the immediate attention of the DMH Director.

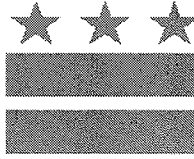
Approved By:

Stephen T. Baron
Director, DMH


(Signature) (Date)

MAY 20 2008

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH**



SAMPLE

CHARTER FOR _____ COMMITTEE

(insert committee name)

Note: language highlighted in yellow throughout this document is provided as a Sample Only.

Name of this Committee.

Background Information/Context to the Formation of this Committee.

(also include date committee was formed, if known).

The Mission (Purpose) of this Committee.

This Committee's Core Functions.

- 1.
- 2.
- 3.

Committee Membership.

Who are the core members?

See attached list of members.

What criteria govern ongoing and additional membership?

If a core member position turns over or becomes vacant, the appropriate sponsoring authority will replace the member in a timely manner.

Meeting Frequency.

Decision-Making Method.

How will this group make decisions?

By consensus.

If the decision-making method is consensus or consensus decision making delegated with constraints, what is the fallback decision-making method in the absence of a consensus agreement?

Resolution by the Director.

**The Remainder of this Sample is Optional,
and is more pertinent to ad hoc committees.**

The Vision if This Committee's Mission is Accomplished.

Stakeholders. (language highlighted in yellow is provided as a sample only)

1. *Mental health consumers and families*
2. *District agencies -- MPD, EMS, DOH/APRA, DHS/APS, CFSA, DYRS, DCPS*
3. *Community hospitals and emergency rooms*
4. *Community-based providers*
5. *Superior Court*

For each key stakeholder/stakeholder group, what is the 'win' from the work of this committee?

- *Timely and quality services for consumers and families*
- *Improved efficiencies for District agencies*

Macro Work Process Plan.

What are the major phases of the work to be accomplished?

1. *Kickoff Meeting -- Review where we are*
2. *Meeting 2 -- Review other system models*
3. *Meeting 3 -- Discuss and agree upon range of desired services*
4. *Meeting 4 -- Discuss and agree upon structure of providers*
5. *Meeting 5 -- Discuss and agree upon funding options*
6. *Meeting 6 -- Identify structural barriers to implementing desired system changes (legislative, regulatory, policy, etc.)*
7. *Meeting 7 -- Finalize draft report*

When will this committee's work begin? *(Provide date, time and location)*

When will the work of this committee be completed?

Desired Outcomes Expected From This Committee.

When will each desired outcome be accomplished?

Sponsoring Authority For This Committee.

What person, persons, or body is commissioning this committee?

To whom is this committee accountable for its results?

Scope of and Constraints To This Committee's Authority.

What is the scope of this committee's authority?

Applicable DC Statutes, Rules and Regulations

What decisions are within the purview of this committee?