

**Crisis Committee Meeting**  
**ALAMANCE/CASWELL/ROCKINGHAM LOCAL MANAGEMENT ENTITY**

**March 13, 2008**

**LME Staff Present:** Alicia Graham, Helen Feroli, Suzanne Marens, Carmen Morrow and Dr. Cristina Mickiewicz

**Provider Staff Present:** Victor Armstrong, Advanced Health Resources, Debbie Duross, Psychotherapeutic Services and Sandy Thompson RN, Caring Family Network.

AGENDA ITEM	DISCUSSION/CONCLUSION	ACTION/NEXT STEPS	RESPONSIBLE PERSON	STATUS
<i>Item number and name</i>	<i>Detailed reflection of discussion and any conclusions from discussions. Include pertinent data wherever possible.</i>	<i>Any decisions, recommendations and/or steps the committee takes.</i>		<i>Open or Closed</i>
<b>Welcome &amp; Minute/By-Laws Review</b>	Ms. Graham asked all participants to review minutes for any changes. Minor change made: Victor Armstrong was not to attend the Crisis Committee list meeting.  By Laws were approved unanimously – no changes made. Effective March 13, 2008.	Minutes were approved.		Closed
<b>Crisis Committee List</b>	Meeting was held to discuss the Crisis Committee list of participants. The list was narrowed down to 17 members. Ms. Feroli reported on the selection process of members – county, stakeholder groups and providers. A new membership list was distributed to members.	Action: Committee narrowed list & invitations will be forwarded.	Crisis Committee	Open
<b>Full Crisis Committee Membership Meeting</b>	Ms. Graham discussed the following for Full Crisis Committee Meeting.  <u>The date:</u> April 16, 2008 from 11:30am – 1pm. The meeting is to be held in the boardroom on the 1 <sup>st</sup> floor at HSC.  <u>Invitation Letter</u> – Ms. Graham distributed draft copy of invitation letter. Suggestions were made to include on the draft letter. Committee members agreed invitation should be done in letter format.  <i>Action: Ms. Graham will make suggested changes to letter. Letter will be forwarded to members and/or representatives.</i>	Action: See highlighted items.		Open

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	<p><u>Member Packets</u> – The following items were discussed to include in member packets:</p> <ul style="list-style-type: none"> <li>❑ Crisis Plan</li> <li>❑ By Laws</li> <li>❑ Informational and Instruction Monograph-“A Community-Based Comprehensive Psychiatric Crisis Response Service” by the Technical Assistance Collaborative, (TAC)</li> </ul> <p>Action: Ms. Morrow will purchase binders for Committee Meeting.</p> <p>Agenda – The following agenda was discussed for meeting:</p> <ul style="list-style-type: none"> <li>❑ By Laws – Who will discuss? Purpose of Group &amp; Background.</li> <li>❑ Updates – Currently what we have for Crisis Services?</li> <li>❑ Crisis Forum – recap of crisis forum with Dr. Mickiewicz.</li> <li>❑ Action Plan – members can take information back to counties and may give “Crisis Homework”.</li> </ul>			
<b>Transportation Sub Committee Update</b>	<p>Transportation Sub Committee was developed last month and the following items were discussed:</p> <ul style="list-style-type: none"> <li>❑ Transportation vouchers with cab companies</li> <li>❑ Transportation Options for all three counties: options such as vendor drivers</li> </ul> <p>Action: Meeting to be held directly after this meeting.</p>	Action: Information will be shared with committee members.	Transportation Committee Members	Open
<b>Crisis Plan</b>	<p>Ms. Graham gave brief background of all the stages that occurred to develop the Crisis Plan. There were many obstacles and changes the LME had to endure before the final draft were completed. The LME Final Crisis Plan is Comprehensive Crisis Services and will be shared with Committee members.</p>			
<b>Current Crisis Updates</b>	<p>Ms. Graham and Ms. Marens gave the following current crisis updates:</p> <p><u>Hospital Data</u> – please see handouts regarding institution admission data responsible from the LME. There has been a significant drop in hospital bed days. July 2007 – 69 and January 2008 – 29. The drop is due to education and communication with stakeholders. Discussions continued about the trends throughout the other counties/LMEs. Suggestion was made to use as a project – take the LME with the lowest rate of bed days and see what they are doing to keep the numbers so low?</p> <p><u>TAC Training</u> – TAC Training will be held for Central Region (ACR, Centerpoint, Durham, Five County, Guilford, OPC, Sandhills and Wake) at</p>			

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	Wake County Commons Building on Wednesday, June 4 <sup>th</sup> . In preparation for trainings, the LME had to provide information. Ms. Graham will forward final responses to committee to view.			
<b>Other</b>	<p>Ms. Graham gave brief update on the Leadership Academy. The LME has chosen "Electronic Medical Records" as a project. The LME will send a team out to look at other LME's who are already using the tool – the first tour is Albemarle.</p> <p>Ms. Graham and Ms. Feroli will start the "LME Road Show" in Caswell this month.</p>			
<b>Next Meeting:</b>	<p><b>Wednesday, April 16<sup>th</sup> @ 10am – meet to go over agenda and prepare for the Full Crisis Committee Meeting.</b></p> <p><i>Crisis Committee Meeting to be held at 11:30 – 1pm in the Boardroom.</i></p>			

Respectfully Submitted By:

\_\_\_\_\_ Date \_\_\_\_\_  
Carmen Morrow