
SENIOR LEADERSHIP TEAM

Date of Meeting: Tuesday, June 5, 2007

Minutes Prepared By: Kim Baker, Secretary, Human Services

1. Purpose of Meeting

- Group Discussion about leadership: What does leadership mean?
- What happens when leadership is bad?
- What is Leadership?
- Are you a leader?
- Quiz

2. Attendance at Meeting

<i>Name</i>	<i>Name</i>	<i>Name</i>
Hasmukh Amin - CYS	Sharon Greeley – MH-MR	Steve Warran – MHMR/D&A/HC
Dr. Judith Bassett – HSD	Susan Harvey - MHMR	Jane Whitsel – HSD
Wayne Bear – YDC	Beth Kehler - AAA	Kim Baker - HSD
Dianna Benkanin – AAA	Julie Kennedy - AAA	
Anne Christian – YDC	Pat Neiderer - CYS	
Patricia Colbey – CYS	Susan Noya - MHMR	
Raye DeShields – MHMR	Barre Shepp – VA	
Barbara Eubanks – CYS	Chuck Snyder - AAA	
Karen Euculano - MHMR	Lori Stephenson – MH-MR	
CarrieAnn Frolio – CYS	Liz Vaught - MHMR	
Bruce Funk - HSD	Michael Wagner – AAA	

3. Meeting Notes, Decisions, Issues

Welcome and Opening Statements – Dr. Bassett

- Julie Kennedy was introduced as the person to take the position of Director of Social Services after Pat Egger retired.
- Dianna Benkanin updated the renovation for everyone.
- Steve Warren stated that the County may rent about 200 parking spaces in the City lot between King and Princess Streets.
- Bruce Funk discussed the Needs Assessment and stated that there were three (3) consultants selected to participate in the process. One did not respond and the other 2 submitted proposals that will be reviewed this week. The surveys will start in July and run through the end of December. Key contacts will need to be contacted and if you currently use surveys please send them by email to Bruce.
- Dr. Bassett discussed the Dress Code Memo that she had handed out clarifying the termination and tightening up the policy. Business Casual will occur the first Friday of the month. The suggestion was made to make sure that the various Satellite offices know that they are included in this policy. The Satellites have affected their own policies to distinguish themselves from the downtown offices.
- Dr. Bassett discussed Incident Reporting. There will be new instant reporting for anything perceived as a Risk Exposure. These reports will need to go to Mike Flannelly and Keith Wentz. If these incidents are not reported in a timely manner the Insurance Carrier may not cover the costs of defending the risks. Risks are defined as incident reports (which include trips, falls, serious illness, death of consumers, and terminations. Human Services will develop its own policy since the County does not have a policy in place. Provider reporting needs to be considered as a part of the incident reporting done by human services.
- There was a discussion of Bruce Funk's email concerning NIMS.
- Everyone broke up into workgroups to answer the "What is a Good Leader" Discussion followed on the various answers that people had and their reasoning for the answers they had decided on.

Other Business

- Dr. Bassett asked for volunteers for July's meeting. Susan Harvey from MHMR and Dianna Benkanin from Aging agreed to conduct the meeting.

4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>

5. Next Meeting					
Target Date:	<u>Tuesday July 17, 2007</u>	Time :	<u>10:00 a.m.</u>	Location:	<u>AAA Conference Room</u>
Objectives:	<ul style="list-style-type: none">•••				