

## 2023-2025 IMHPC STRATEGIC PLAN

<b>Organization</b>	<b>Date</b>
Iowa Mental Health Planning and Advisory Council	January 17, 2024
<b>Created By</b>	<b>Timeframe</b>
IMHPC Strategic Plan Steering Committee	September 2023 through March 2025

<b>Executive Summary</b>	<ul style="list-style-type: none"> <li>• Ensure name and membership are reflective of the change of focus from mental health to also include substance use disorders.</li> <li>• Provide a formalized orientation for new members to include mentorship opportunities.</li> <li>• Provide regular education on the duties and responsibilities of Council members and their specific roles, as well as regular review of the block grant plan, current and past recommendations, and current funding.</li> <li>• Ensure workgroups are needed and best serve the work and current focus of the Council.</li> <li>• Ensure that Council meetings are focused, concise, and make the best use of Council members’ time to ensure attendance, and retention.</li> <li>• Strengthen advocacy to possibly include education on advocacy efforts, creation of an advocacy workgroup, partnering with other advocacy groups, and/or creating documents to help with advocacy efforts.</li> </ul>
<b>Vision Statement</b>	<ul style="list-style-type: none"> <li>• All Iowans have access to comprehensive integrated health services and supports, hope for recovery, and resilience within the community of their choice.</li> </ul>
<b>Mission Statement</b>	<ul style="list-style-type: none"> <li>• To assess and promote the strengths of the Mental and Behavioral Health System while advising and advocating for system improvements to ensure high-quality and effective service alternatives are available for all Iowans.</li> <li>• Service Values: peer-supported, community-based, culturally competent, person-centered, family driven and evidence-based.</li> </ul>
<b>SWOT Analysis</b>	<ul style="list-style-type: none"> <li>• See attached SWOT Analysis – IMHPC 10.2.23 document.</li> </ul>
<b>Goal(s)</b>	<ul style="list-style-type: none"> <li>• To create a knowledgeable, committed, and interactive Council that understands its role with regards to its statutory duties and is focused on engaging in advocacy efforts related to both mental health and substance use disorders to ensure positive outcomes for all Iowans.</li> </ul>

**Action Plan Notes**

- Three focus workgroups will be formed at the November 15, 2023, meeting.
  - The Orientation Workgroup will create a formalized orientation that can be shared with the membership at the January 2024 meeting.
  - The Block Grant Education Workgroup will craft an educational presentation on the current block grant. This presentation will be broken up over three meetings throughout the year (Jan., May, Sept.) with the first presentation in January 2024.
  - The final workgroup will develop a list of recommended names for the new Planning Council. It will also look at the function and purpose of current committees and workgroups and provide a list of recommendations for changes (additions, deletions, etc.) as well as expectations/responsibilities of workgroups. This workgroup will report out these recommendations at the January 2024 meeting for discussion and approval.
- Discussion and vote on updated Vision and Mission Statements and Strategic Plan at January 2024 meeting.
- Vote on possible name and workgroup recommendations at January 2024 meeting (using polling option in Zoom.)
- Convene Policy & Bylaw Workgroup to make changes to reflect name, mission, vision, and workgroup decisions.
- Based on workgroup expectations/responsibilities put forward by the Name/Workgroup Focus Group – need to look at setting up regular committee/workgroup meetings. Decide meeting frequency of committee/workgroups and how they will provide necessary updates at each meeting. Workgroups should offer up recommendations regarding advocacy efforts related to their focus to the Council which will then be used by the Executive Committee to draft recommendations that can be shared with Iowa HHS, state agencies, lawmakers, and the greater community.
- Look at standardizing workgroup and committee reports. Develop template for workgroups as well as a combined report document that will have all the reports within it. Combined report would be sent to Council members with the meeting materials for review in advance of the meeting. This would allow for shortened reports outs as well as pointed discussion. Preference that workgroups meet in advance of the meeting so that information is timely and Council members can review reports prior to the meeting.
- Formalize the process to remind members that are in jeopardy of losing their seat due to two missed absences.
- Decision if the Council still wants a representative to register for and against legislation. Representative could work with the advocacy group to ensure decisions are reflected.

Action Step	Responsibility	Completion Date
<b>Mental Health Council Steering Committee Creation</b>		September 20, 2018
<b>Mental Health Council Activities:</b>		
<b>Development of Mental Health Council Strategic Plan</b>		October 2, 2023 – Jan/Feb 2024
<b>Task 1: Form Member Orientation Workgroup at the November 15, 2023, Council meeting</b>	Todd Lange, Todd Noack, Jen Riley	November 15, 2023
<p><i>a. Create a formalized member orientation presentation that can be shared with the membership at the January 17, 2024, meeting, and that can be updated and shared on an annual basis.</i></p> <p><i>b. Orientation should focus on the duties, roles and responsibilities of Council membership as well as provide some education about how the Council interacts with the block grant and the purpose and need for conflict-of-interest statements.</i></p>		January 17, 2024
<b>Task 2: Form Block Grant Education Workgroup at the November 15, 2023, Council meeting.</b>	Theresa Henderson, Monica Van Horn, Christina Maulsby	November 15, 2023
<p><i>a. Review the current combined MHSUPRTS Block Grant and break information out into three 45-minute presentation to be held at the January, May, and September Council meetings.</i></p> <p><i>b. Information to include Planning Council’s relationship with Iowa HHS, current recommendations as well as block grant funding and how the Monitoring &amp; Oversight Committee helps to track how funds are used.</i></p>		September 2024
<b>Task 3: Form a Focus Group to provide recommendations for a new Council name and workgroups</b>	Michael Kaufmann, Lorien Harker, Kristin Roof, Brad Richardson (alt.)	November 15, 2023
<p><i>a. Develop recommendations for a new name to reflect new Mission &amp; Vision – bring to Council for discussion &amp; vote.</i></p> <p><i>b. Develop recommendations on what workgroups should be formed as well as meeting frequency, focus and reporting responsibilities – bring to Council for discussion &amp; vote.</i></p>		January 17, 2024
<b>Task 5: Review Standing Committee duties in current Bylaws to ensure compliance and need.</b>	Steering Committee	January 5, 2024

Action Step	Responsibility	Completion Date
a. Note if changes to Council Policy or Bylaws are needed based on review		
<b>Task 6: Draft template for committee/workgroup reports &amp; report summary template to be shared at Council meetings</b>	Todd Lange	January 5, 2024
a. Review draft templates and finalize at Steering Committee meeting	Steering Committee	January 5, 2024
<b>Task 7: Discussion and Vote on Strategic Plan including Vision Statement, Mission Statement and Service Values, and Overall Goal and Timeline</b>	Full Council	January 17, 2024
<b>Task 8: Convene Policy &amp; Bylaw Workgroup to make necessary changes to documents based on Council actions at the January meeting.</b>	Policy & Bylaw Workgroup	January 17, 2024
<ul style="list-style-type: none"> <li>a. Workgroup will review and update language based on Council action.</li> <li>b. Workgroup will send out updated draft documents to full Council for review and comment prior to voting at the March 2024 meeting.</li> <li>c. Workgroup will bring final draft to March 2024 Council meeting for vote.</li> </ul>		March 2024
<b>Task 9: Steering Committee final meeting before evaluation period</b>	Steering Committee	January 25, 2024
<ul style="list-style-type: none"> <li>a. Discuss observations and provide feedback for Member Orientation and Block Grant Education Workgroups.</li> <li>b. Discuss Strategic Plan next steps – evaluation period – and when the Committee will reconvene.</li> </ul>		
<b>Task 10: Evaluation Period</b>		Feb. 2024 – Nov. 2024
<ul style="list-style-type: none"> <li>a. Poll members on the effectiveness of Member Orientation. Is there an increased understanding of their role, duties, and responsibilities of being a Council member.</li> <li>b. Poll members on the effectiveness and comprehension regarding the block grant and the three-part presentation.</li> </ul>		February 2024 (orientation) October 2024 (block grant education)
<b>Task 11: Reconvene Steering Committee for QI Discussion</b>	Steering Committee	November 2024
a. Discuss poll results (orientation & block grant education)		

Action Step	Responsibility	Completion Date
<ul style="list-style-type: none"> <li>b. <i>Discuss the effectiveness of workgroups (meeting attendance, reporting/feedback, actions taken)</i></li> <li>c. <i>Look at meeting attendance and retention of members.</i></li> </ul>		
<p><b>Task 12: Update Strategic Plan to include any necessary changes based on QI review</b></p>	Steering Committee	Nov. 2024 – Jan. 2025
<ul style="list-style-type: none"> <li>a. <i>Discuss and develop system for continuous quality improvement review</i></li> </ul>		
<p><b>Task 13: Bring updated Strategic Plan to the Council for vote on any necessary changes &amp; convene Policy &amp; Bylaw workgroup to make any changes based on Council action.</b></p>	Steering Committee	January 2025
<ul style="list-style-type: none"> <li>a. <i>Policy and Bylaw workgroup will make any needed changes based on Council vote.</i></li> <li>b. <i>Policy and Bylaw workgroup will send draft version of documents with updates to the full Council for comment.</i></li> <li>c. <i>Policy and Bylaw workgroup will bring final draft version of both documents to the next full Council meeting for vote.</i></li> </ul>	Policy & Bylaw Workgroup	March 2025