

Collaboration for Equity and Belonging in Behavioral Healthcare (CEBiB)

April 21, 2022

Meeting Minutes

APPROVED

Committee Members Present: Robert Cook, Dr. Quiana Jones, Lisa King, Sheridan Threadgill, Jane Smith, Dori DeLaCruz, Teri Spartz

Office staff: Deanna Cada, Heaven Allen

1. Call to Order/Introductions

Mr. Cook called the meeting to order at 6:02 p.m. Introductions followed.

2. Agenda Approved

Mr. Cook made a motion to approve the agenda. The motion passed by consensus.

3. Minutes Approved from 2/10/2022

Mr. Cook moved to approve the minutes of the February 10, 2022 meeting. The motion passed by consensus.

4. Old Business

- a. **Survey Purchase & Development** – The Mental Health Board approved the purchase of survey software on April 18, 2022. Ms. Cada is in the process of starting the survey software subscription and developing the survey. Ms. Cada hopes to have a survey draft by April 29, 2022.

5. New Business

- a. **Survey Distribution** – Discussion ensued regarding the survey's marketing to the community. The committee agreed to start marketing the survey in-house and explore any possibilities with a marketing firm. NIU maybe a partner for marketing options. Mr. Cook will create a Google Doc to list methods and Ambassadors to distribute the survey. Mr. Cook and Ms. Cada will meet to brainstorm options.
 - i. **Methods - How to reach the targeted audience** – The committee discussed methods to introduce the survey to the community—ideas to use the print media (Midweek, Daily Chronicle) and radio opportunities.
 - ii. **Survey Ambassadors** – The committee discussed engaging with community members to serve as spokespeople to help spread the word about the survey.
 - iii. **Survey Roles** – Ms. Cada, Ms. Allen, Mr. Cook, and Dr. Jones will be the Power Users for the survey software. Ms. King and Ms. DeLaCruz offered to participate as needed.
 - iv. **Survey Start & Close Dates** – Ms. Cada confirmed that the start date would be in May 2022, dependent on survey creation and completion. The committee suggested a 30-day timeline for survey completion.

6. Date of next CEBiB Committee Meeting – May 12, 2022, at 6:00 p.m. Hybrid Meeting

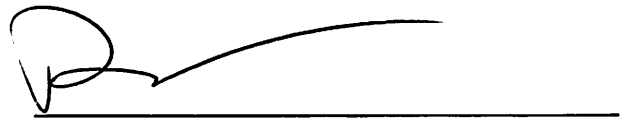
7. Adjournment

The meeting was adjourned at 6:40 p.m. A motion passed by consensus.

Respectfully submitted,



Robert Cook Chairman



Deanna Cada, Recording Secretary