

Minutes of the  
Interagency Steering Committee  
April 30, 2007

- CALL TO ORDER:** Jim Semmes called the meeting to order at 3:30 p.m., on Monday, April 30, 2007, in the ICOE Board Room, El Centro, California.
- Roll Call: Present: Bruce Coon, Sam Couchman, Mark Gillmore, Jose Guillen, Robin Hodgkin, Mike Horn, Victor Jaime (for Paul Pai), Mike Kelley, Mike McFadden, Dr. Stephen Roeder, Jim Semmes, Warren Sherlock
- Absent: John D. Anderson, Robertta Burns, Ralph Cordova, Jr., Judge Barrett Foerster, Norma Jauregui, Ray Loera, Gilbert G. Otero, and Paul Pai
- Others in Attendance: Anne Mallory, Janet Thornburg and Theresa Bonillas
- APPROVAL OF MINTUES:** Motion by Stephen Roeder, second by Mike Kelley to approve the minutes of March 26, 2007. Motion carried unanimously.
- BEHAVIORAL HEALTH AGENCY PRESENTATION:** Mike Horn gave a brief history of the services/care mentally ill people received in the past and gave a power point presentation regarding the services currently provided to children and adults of Imperial County.
- Robin Hodgkin of the Health Department volunteered to make the next department presentation.
- ISC COORDINATOR POSITION AND JOB DESCRIPTION:** Jim Semmes reported he, John Anderson, Mike Horn, and Mike Kelley had met to discuss the filling of the ISC Coordinator position because of Janet Thornburg's resignation. It was the consensus of those meeting that this position is essential to the ISC.
- Janet Thornburg expressed her pleasure of having worked with the ISC and ICOE over the past years. She reported that she had been asked to provide an overview of her current assignments and to make recommendations. She distributed a spreadsheet listing her current assignments and duties and a list of recommendations.
- She explained that the position was housed at ICOE and as such, in addition to her ISC and DFC assignments, a third project had been

assigned to her which was the Emergency Response Crisis Management responsibilities. She felt the third project was detrimental to the accomplishment of the ISC's objectives. She reviewed her recommendations and highlighted how some of her duties could be distributed among other staff and ISC members.

Jim Semmes reported that those agencies who contribute to the funding of the Coordinator position (ICOE, DSS, ICBH, Probation and Public Health) would be meeting with ICOE's Human Resources Director to determine a plan for seeking a replacement.

A Roundtable was held so that members could voice their opinions regarding how to proceed in seeking a replacement and the future of the ISC. There was discussion as to how ISC should proceed in seeking a replacement, the need to revisit the strategic plan to determine what direction ISC is heading or should be headed and whether Janet's replacement should be included in the strategic planning or let the planning help determine the kind of person being sought for the position of ISC Coordinator. Other topics discussed were agency commitments in regards to funding of the position and participation in the ISC; what is needed from the Coordinator to get ISC to fulfill its vision. It was the consensus of the members that the job description is very restrictive and the requirements may need to be broaden so as not to limit the field of candidates.

Robin Hodgkin asked what was going to happen when Janet leaves. Janet stated she is working on transition instructions and will be around for consulting and trainings.

Motion by Mark Gillmore, second by Mike Kelley that the job descriptions requirements be broaden and to begin actively recruiting to fill the position of ISC Coordinator with recruitment to occur at range V and VI. Motion carried with Robin Hodgkin and Jose Guillen opposing.

Mike Horn thanked Janet for the wonderful job she had done as Coordinator.

NEXT MEETING: The next meeting will be held Monday, May 21, 2007.

ADJOURNMENT: There being no further business to bring before the Committee, the meeting adjourned at 4:57 p.m.