

DATE: March 3, 2023
TO: Alaska Mental Health Trust Authority Executive Committee
CC: Alaska Mental Health Trust Authority CEO
FROM: Catherine Woods, Raven Management Consulting
RE: Governance Review Work Session #2 on March 8, 2023

The Executive Committee is scheduled to participate in a work-session to continue reviewing governance documents and practices. This memo is intended to provide context and set expectations for the upcoming discussion.

The agenda for the work session will be to :

1. Walk through the Committee Charters (as presented in the pre-read document) and discuss potential changes and updates.
2. Revisit the Charter of the CEO (as updated this week) in order to address any additional changes that may have arisen from discussion of other charter documents
3. Review the bylaws (as presented in the pre-read document) and identify any updates and/or technical corrections which are needed

I have not set specific time limits for review of each document. We will work at the pace that the Committee sets in order to ensure that you have adequate time to raise and address questions and discuss potential changes. At the end of the session, we will take stock of our progress and determine whether an additional work session is needed, and if so, we will define the agenda for that session.

In preparation for the session, please

1. Review the redline documents sent as pre-read
2. Identify which proposed changes you agree with (so that we can move through them quickly)
3. Identify any additional questions or changes you would like to raise for discussion

Please note: Within the pre-read documents you will see two sets of notes representing recommendations by staff as well as recommendations, questions, and proposed changes captured from Trustee interviews and survey submissions. In many instances, the changes recommended by staff mirrored the issues raised by Trustees. I have elected not to add duplicative Trustee comments in those instances.

I hope that this information is helpful as you prepare, and I look forward to seeing you all at the work session next week.