

Behavioral Health Planning Council

Executive Committee Meeting Minutes

August 25, 2025, 10:00 AM – 11:00 AM CT

Virtual via Microsoft Teams

ATTENDANCE

Members Present: Melanie Gaebe (Chairperson), Tania Zerr, Andrea Hochhalter, Kurt Snyder

Also Present: Janell Regimbal (Facilitator), Tiffany Pinckney (Behavioral Health Division Representative)

AGENDA

Welcome and Call to Order

Chairperson Melanie Gaebe called the meeting to order at 10:03 AM CT. Roll call was taken, and a quorum was established.

Approval of Agenda

A motion to approve the agenda was made by Tania Zerr and seconded by Andrea Hochhalter. Motion carried unanimously.

Approval of Past Meeting Minutes – June 16, 2025

The minutes from June 16, 2025, Executive Committee meeting were reviewed. A motion to approve was made by Andrea Hochhalter and seconded by Tania Zerr. Motion carried unanimously.

Election Process for Vice Chair

Facilitator Janell Regimbal reviewed the process for electing a new Vice Chair:

- Vice Chair position opens annually, with succession into the Chair role after the October BHPC meeting; following established protocols under Policy 04-02 (approved in 2024), elections will be conducted electronically via email.
- Timeline:
 - September 15: Email solicitation for nominations begins.
 - September 26: Nomination period closes.
 - September 27–29: Slate finalized and distributed.
 - October 10: Voting closes; results announced at the October annual meeting.
- Members were encouraged to identify and reach out to potential nominees. Self-nominations are encouraged, historically all candidates have self-nominated.

October BHPC Meeting Agenda – Draft Review

The committee reviewed and discussed the draft agenda for October 16, 2025, BHPC Annual Meeting confirming to include the Peer Support Alliance Update, Opioid Settlement Funding Report with special focus on the Training Academy for Addiction Professionals. The DHHS Reports should have a special focus on grant submittal overview.

- Additional Agenda Adjustments:
 - Robust children’s behavioral health discussions deferred to December 2025 to allow for more of a singular topic focus.

Letters of Support Policy

The committee agreed to table discussion of the proposed letters of support framework until the September Executive Committee meeting to allow sufficient time for review.

Meeting Host Sites and 2026 Meeting Dates

Janell Regimbal provided an update on 2026 meeting logistics:

- Job Service ND can no longer guarantee year-long reservations.
- Alternative venues: NDACO, The Dream Center, and the State Capitol. The Brynhild Hauglund Room has been scheduled for prospective 2026 dates.
- Tentative 2026 meeting dates will follow the council’s traditional schedule but may adjust to avoid conflicts with statewide conference if needed.
- Tiffany Pinckney will confirm future North Dakota Behavioral Health Conference date if available.

Vision Statement Revision

Based on World Café strategic planning feedback, Janell presented draft revisions of the BHPC vision statement to strengthen focus on behavioral health across the lifespan. Discussion was deferred to the September Executive Committee meeting allowing members more time to review and consider other options.

Adjournment

With no further business, Chairperson Melanie Gaebe adjourned the meeting at 11:05 AM CT.

Respectfully submitted,

Janell Regimbal
Facilitator