

**Behavioral Health Planning Council
Executive Committee Meeting Minutes
November 7, 2025
9:00 AM – 10:00 AM CT
Virtual via Microsoft Teams**

ATTENDANCE

Members Present: Tania Zerr (Chairperson), Melanie Gaebe, Andrea Hochhalter, Richard Smith

Also Present: Janell Regimbal (Facilitator), Heather Brandt (Behavioral Health Division Representative)

Absent: Kurt Snyder

1. Welcome and Call to Order

Chairperson Zerr called the meeting to order at 9:00 AM CT. Roll call confirmed a quorum.

2. Approval of Agenda – November 7, 2025

Motion to approve the agenda was made by Melanie Gaebe and seconded by Richard Smith.

Motion carried unanimously.

3. Approval of Past Meeting Minutes – September 29, 2025

Motion to approve the September 29, 2025, meeting minutes was made by Melanie Gaebe and seconded by Richard Smith.

Motion carried unanimously.

4. Review of Draft December BHPC Agenda

Facilitator Janell Regimbal presented the draft agenda for the December BHPC meeting. Discussion included prioritizing legislative awareness in preparation for the upcoming special legislative session and sequencing the children's behavioral health topic into a future meeting to allow sufficient time and stakeholder engagement.

Possible presenters were discussed. Behavioral Health Division staff will assist with identifying additional presenters as needed.

5. Letters of Support Policy/Procedure – Continued Discussion

The committee continued discussion on a Council letters of support policy. Key principles include:

- Requests must demonstrate alignment with BHPC strategic priorities.
- A standardized request form should be used to ensure clarity and consistency.
- Requests will generally be reviewed during Executive Committee meetings.
- A template letter will be used to ensure consistency.
- Timelines for submitting and reviewing requests will be specified.

Action: Janell will prepare and circulate a draft policy for individual member review. Feedback will be compiled and taken in to consideration for a draft document to be presented at the December BHPC meeting.

6. Conference Visibility of BHPC

The committee discussed opportunities to increase the Council's visibility during the statewide conference. Ideas included:

- Providing informational materials at exhibit spaces
- Sponsoring a recognition award
- Exploring opportunities for Council representation in future sessions or panels

Heather Brandt will carry forward the committee's interest for discussion with Behavioral Health Division leadership and conference planning staff.

7. Adjournment

Chairperson Zerr adjourned the meeting at 10:00 AM CT.

Respectfully Submitted,
Janell Regimbal
Facilitator/Insight to Solutions