

BUILDING DESIGN WORKGROUP CHARGE

Franklin County Mental Health & Addiction Crisis Center

(Last updated: **DATE**)

Co-Chairs

Mark Hunter

Franklin County Public Facilities Management

Mike MacKay

Director of Design and Construction
OhioHealth

Project Lead/Liaison

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ADAMH Board of Franklin County

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Charge

To develop a facility and building design plan that allows for optimal flow and functionality and meets the needs of user stakeholders and the community.

General Assumptions

While each workgroup is encouraged to use its expertise to determine topics and issues which should be included, including edits to the deliverables listed below, the steering committee has asked that this workgroup's work be guided by no less than the following:

- ◆ Ensure that design enables functional flow and flexibility
- ◆ Specify all safety and security needs including the use and navigation of locked portion of facility
- ◆ Determine technology needs and capacity needed for the facility
- ◆ Ensure adequate parking for consumers, families, employees, and the special drop-off needs for law enforcement and EMS
- ◆ Identify needs of law enforcement, ambulances, case managers, Franklin County Sheriff's Office, probate interface, linkages, etc.

Deliverables

Title	Brief Description	Targeted Due Date
Building design and construction timeline		May 2020

Operations and Communications

- ◆ Jonathan Thomas, as project lead, will serve as the liaison for this workgroup to help facilitate external support this workgroup may need from other workgroups or the steering committee.

Meetings

- ◆ This workgroup will meet (in-person or virtually) at least monthly; all meeting details should be communicated in advance to the project lead.
- ◆ The project lead will schedule all meetings; there will always be a virtual (Zoom) meeting option and all meetings will be recorded.
- ◆ All meetings will have an assigned scribe from the ADAMH staff to capture key notes on a prescribed template.
- ◆ All meetings will limit participants to the identified co-chairs, scribe, project lead, steering committee facilitator (as applicable), and up to two additional representatives per organization. Co-chairs can allow additional representatives for organizations to assure subject matter expertise if they are presenting at a given meeting. Co-chairs should use their discretion on how to assure consumer and family representation in their meetings.

Steering Committee

- ◆ The co-chairs, scribe, project lead, and steering committee facilitator should participate in all steering committee meetings.
- ◆ Co-chairs will be expected to report out any changes to their charter and progress towards any outstanding deliverables.
- ◆ Organizations represented on the workgroup will be invited to steering committee meetings.

Website

- ◆ The co-chairs will be asked to regularly update their corresponding website content through monthly communications with identified ADAMH staff.