



Executive Committee Region 4 Behavioral Health Board

April 4, 2019 9:00-10:30am

Central District Health Department, Syringa Room

707 N Armstrong Place, Boise

Call in number 321-2337

Meeting called to order at: 9:02am

In attendance: Kim Keys, Chair; Amy Korb, Vice-Chair; Jen Burlage, Treasurer; Rebecca Travis, Secretary; Chris Christopher, Member-at-Large; Carly Doud, CDHD

In attendance by phone: Anne Bloxham, IDHW

Discussion with Anne Bloxham: Anne Bloxham called into the Executive Committee meeting to check in with how the board is functioning. She let the EC know that she has been monitoring the contract temporarily since Crystal left, but Mindy Oldenkamp will move into the permanent position to work with the BHBs.

Anne asked about the board's budget. The EC let her know that we currently review the budget quarterly and beginning in the next fiscal year CDHD will provide a projected budget which will help the board manage the money and make decisions on how it should be spent. She also asked about the Gaps & Needs analysis. The EC let her know that the board hasn't began working on this report yet, but will be laying out the foundation for the workgroup in the next couple months. The EC also let her know that the board continues to connect the Gaps & Needs report back to the strategic plan, and encourages the committees to create goals based off of the Gaps & Needs report. Feedback from the committees is also valued when creating the Gaps & Needs report. Anne asked the EC how effective they felt the board has been in the past year. The EC let her know that the strategic plan has two objectives and four goals and that the board has met one objective a couple times and are working on the one.

Anne wanted to check in and see how the board has been doing in outreach efforts. The EC let her know that the board currently has representation from two out of the four counties. The board would like to have representation from all four counties and when a seat on the board opens the board does their best to recruit from Elmore and Boise county. The legislative Meet & Greet gave the board an opportunity to work on outreach and the board has also done several projects in rural counties including the current grant with ODP and Mental Health First Aid in other counties. The EC let Anne know that the board is full aside from the SUD parent seat and they just received an application for that spot. Anne wanted to know if there have been any major changes with the board in the last year. The EC let her know that a new commissioner is representing the Ada county commissioner seat but in general the board is pretty stable.

Anne asked the EC if the board has had any press in the last fiscal year. They let her know that the Ada County Sheriff's office Public Information Officer published the Meet & Greet on their Facebook page. Anne wanted to know if the board has any promotional materials. The EC let her know that the marketing committee created trifold brochures, postcard pamphlets, and pens that are used at conferences. The board also created a PowerPoint that was used at the legislative Meet & Greet that highlights the board's successes over the year.

Anne's final question was to check in with the EC about the current contract. The EC let her know that everyone is satisfied and the working relationship between the board and CDHD is positive. Carly discussed

some contract changes CDHD requested with DHW. The first was putting a \$25,000 cap on the grants that the board could apply for, as CDHD doesn't have the capacity to apply for large grants. The EC stated that they weren't comfortable putting a cap on grants as they don't want to miss any opportunities. Carly let the EC know that sometimes it is not feasible for CDHD to apply for large grants as we don't have the personnel/time. It was discussed that with our current process, grants are decided on a case-by-case bases via email and if some grant applications are not feasible, the we don't move forward with the application. The EC would like to keep this the same going into the next contract. Anne let the EC know that based off of the discussion today, there wouldn't be any major changes to the contract. The amount would stay at \$200,000 for four years.

Attendance Review— Fred and Kyle both had their sixth absences. Fred represents the mental health parent seat and Kyle is the hospital representative. The EC agreed that six absences is too many and it is time to reach out to both of them and ask them to resign. This will leave the SUD Parent seat, Mental Health Parent seat, and Hospital Representative seat open. Carly let the EC know that Christina Smith reached out to her and is interested in joining the board again representing the SUD Parent seat. Jen let the EC know that someone reached out to her that is interested in joining the board and would be eligible for the Mental Health parent seat. The EC/board will have to recruit for the Hospital Representative seat as well as the two other seats. There should be an application invitation letter saved somewhere that Carly will send to the EC.

Action items

- Carly to send Rebecca the Request for Resignation letter
- Rebecca to send the Request for Resignation letter to Kyle and Fred
- Carly to send the Executive Committee the application and application invitation letter
- EC members to send the application and application invitation letter to their contacts
- Jen to follow up with the person interested in filling the MH Parent seat
- Carly to email Christina and let her know her application will be reviewed with the Appointing Committee

SUD Parent Seat: Discussed during attendance review.

R4BHB Contract Change Requests: Discussed during the phone call with Anne Bloxham.

May Meeting Agenda: The May legislator meeting agenda was created as this will be reviewed at the April R4BHB Meeting. The April meeting agenda was also reviewed and updated.

Action items:

- Carly to let Brandi know she is on the agenda for May 9th
- Carly to email the board, and let them know to be prepared to nominate and vote for the EC committee at the beginning of April's meeting
- Carly to create a PowerPoint for the May meeting including a strategic plan slide
- Carly to invite Tim Leigh to the May meeting
- Carly to attach the Gaps & Needs summary to the May meeting agenda
- Carly to look into providing snacks or refreshments at the May meeting

May EC Meeting update: Carly let the EC know that Stephanie, the ODP Partnership for Success Grant manager will be attending the May EC meeting. Carly also reminded the EC of the room change for May's EC meeting.

R4BHB Meeting Agenda Reviews: The April & May meeting agendas were reviewed and updated.

Meeting adjourned at 10:22am