



## **Executive Committee Region 4 Behavioral Health Board**

February 1, 2018 9:00-10:30am

Central District Health Department, Appaloosa Room  
707 N Armstrong Place, Boise

**In attendance:** Kim Keys, Co-Chair; Brandi Hisson, Vice Chair; Jen Burlage, Treasurer; Elizabeth Francis, Secretary; Christina Smith, Co-Chair; Jaime Aanensen; Julie Nease; Crystal Campbell

**Absent:** Chris Christopher

Meeting called to order at 9:08

### **Attendance Review**

Attendance from the January 2018 meeting was reviewed. Fred Kesler, Kyle Davis, and Steve Graci have each missed two meetings. Elizabeth will reach out to these members to let them know. Monica Forbes has missed three meetings so Elizabeth will contact her.

### **BHB State Call**

Christina reported that other regions are still developing their strategic plans and working to identify their gaps and needs. Region 7 is advocating to require background checks on Board members and are currently seeking legal counsel in regards to implementing this requirement. Discussion was held on the need for crisis centers throughout the state. Many regions have multiple Board positions open and are struggling to find interested and qualified members. An update was given from Ross Edmunds on his presentation to the legislation. Jen will discuss more on Ross's update at the regular meeting.

### **DBH Annual Call**

Crystal Campbell was in attendance to conduct the contract monitoring annual review.

Discussion items:

1. *What is the Strategic Worksheet?* The Board conducted a strategic planning workshop, led by Gary Raney, to review the gaps and needs of our districts and to identify specific goals. As a result of the workshop, the strategic worksheet was developed to track the continuous movement of the goals set by the Board.
2. *How has Central District Health Department contributed to the Board?* Support staff facilitate all meetings and assist with resources and provide support in many aspects. The CDHD staff provided extensive support for the Blue Cross of Idaho grant, was the fiduciary for the funds and provided grant monitoring and reporting services.
3. *Describe the Attendance Review process and how effective is the practice?* The attendance review was written into the bylaws after previous difficulties with member attendance. Business was impossible to conduct without enough members in attendance. A 'three strikes' rule was decided upon and a great deal of discussion was held on how to enforce the rule.

When a member misses two meetings, a reminder letter is sent by the Board Secretary. If a member misses three meetings, a discussion is held between the EC and the member to determine if the member is to continue on the Board.

Discussion was held on how each of the regional Boards have unique practices and the importance of sharing these practices with other each other. The EC offered to share examples with other regions such as the bylaws and conflict of interest forms.

### **Marketing Committee Update**

The preparations for the Meet and Greet event are coming together. Open Table was chosen as the caterer, who gave a \$520 discount from their regular price. The Idaho Coalition Against Sexual & Domestic Violence (ICASDV), who owns the Linen Building, gave a large discount on the rental of the venue and would like to partner with the R4BHB for future events. ICASDV has requested a \$500 security deposit to be on file for the event. Julie will make this arrangement. Table linens will be obtained through Tate's Tents and Events. The pick-up and return the linens needs to be determined, which Julie and Elizabeth will coordinate. There is only one hour allotted for set-up and for clean-up. Members will be asked again to commit to one or both of these tasks. Kim will provide centerpieces. Kim and Julie will create thank you cards for the sponsors that will be a part of the centerpieces. A resource table will be set up using the Board's trifold display and tablecloth. The rack cards and Board Bios will be at the resource table. Julie will send out a notice to Board members to bring a supply of their business cards to be available on the resource table. Kim will provide the talking points to Julie to send to members. A slide show is being created that will be continuously rolling throughout the event. A reminder will be emailed to guests a couple days before the event.

### **R4BHB Meeting Agenda Reviews**

The EC will begin to look at the current and following month's agenda at each meeting in order to plan ahead and avoid missing any topics.

Meeting adjourned at 10:34