

Executive Committee Region 4 Behavioral Health Board
October 1, 2015 3:00 pm to 4:30 pm
Huckleberry Room, Central District Health Department

Attendees: Kim Keys, Co-Chair; Rhea Morrison, Co-Chair; Jess Wojcik, Vice Chair; Amy Korb, Secretary; Christina Smith, Member at large; Kathy Skippen, Jaime Harding, Rebecca Lemmons and Dawn Irons, CDHD

Meeting started at 3:02 pm

Kim Keys called the meeting to order.

Quarterly Report – Kathy Skippen

Kathy Skippen is in attendance for the quarterly report. She stated that invoices are coming in and are received. Kathy would like to hear from CDHD and the Executive Committee on how they feel that things are going.

The Executive Committee went around and stated that the transition and partnership has been smooth to date. Rebecca stated that adjusting to and understanding what was done previously and trying to maintain as much of that administratively, but also recognizing that there is a little bit of a shift in that we do not have the subject matter expertise and the connections at this time as Laura did. We will be relying on the board members and the Executive Committee to filter those things to us and we can push that information out. Our role will not be the subject matter experts, but the administrative piece of things. Feeling out that difference and transition will continue for a while. Kim asked Kathy to define more on what she is looking for in the quarterly review. Is she looking more on how things are going specifically with this relationship or how things are going with the Board? Kathy stated she would like to know how the relationship is going from the perspective of contract monitoring.

CDHD's perspective: Jaime stated that it has been fairly fluid. We're asking lots of questions. Rebecca is getting familiar with it real fast. Kathy mentioned troubles with the web page. Rebecca stated that Laura has been willing to maintain the information on IDHW's website until CDHD gets our website up and running with our new website upgrade.

Kathy asked where do you think you're going together. The Executive Committee and Rebecca are working on crafting processes. The Board finished a big project – finding out what they are and now are to the point of identifying what they want to do. Still figuring out what each entity will do and that we are still in the brainstorming process to some degree.

Kathy stated that she is not hearing anything negative. She will present that in her report. As Kathy will be retiring in the spring, she plans to bring Crystal Campbell to the next meeting for the quarterly report. Jaime and Kathy left the meeting at this time.

State Planning Council Application Update (Jess)

It has not been submitted just yet, but it is close. Jess stated that the council was asking for what our process was and services we will be providing. Jess put together a colorful flow chart to go with the application. There was a request for an update from our Board to be presented to the State Planning Council, but not by the Executive Committee. The Executive Committee cannot be present. Jess and Jennifer will enquire more on this request. The Executive Committee feels that someone from the Board

or someone who attends the meetings regularly be present to respond to questions from the State Planning Council.

Rhea stated that they do a monthly update call to the State Planning Council and regional board chairs. It was mentioned in the last call that if the Boards have already partnered with the health department, that they include the health department on these calls. Rebecca will participate on the calls.

Kim asked that Jess include herself and Rhea in the communications in regards to the updates the State Planning Council is requesting.

Grant Application Process

Rebecca and Jennifer had met with a few of CDHD's financial staff and came up with a proposed process (handout). Jennifer will probably present at the October meeting along with Rob Howarth. This is a preliminary guide at present.

Kim asked if the subcommittees can go after 5013c's if CDHD is not the fiduciary. Discussion ensued on what CDHD would be able to do in this process. Rebecca stated that we could help with writing and submission of the grant, but the committee or organization under the 5013c would need to manage the grant. Kim asked if the Board has access to attorneys. Discussion ensued. Rhea suggested adding rules/guidelines for grants that are not using CDHD as the fiduciary as a secondary process.

Rebecca reviewed the process. For the Board meeting, Rebecca proposed that this process is for applying through CDHD at this time. The Executive Committee will need to decide on how they would like to handle requests for grants outside of the scope of what CDHD can handle at a later time.

Kim asked what they do when they receive e-mails from whomever for grants. Rhea and Kim received a request from Behavioral Health to apply for a grant. Amy suggested that they forward the requests to the subcommittees that it would be appropriate for and let them decide if it fits their goals and then have them initiate the request.

Kim asked if and when we roll this out and they have questions, who would that question be submitted to? Kim suggested that maybe there is a way to have all of the Executive Committee receive the e-mail. Dawn will follow-up with CDHD's IT department to see what options are available. In the meantime, they can just e-mail the Executive Committee.

Kim asked if we could take the sections of Request to Apply & Assistance with Grant Writing and change to a check list to make it more user friendly. Rebecca will revise the process to reflect that, but it will not be in time for the Board meeting.

Committee Orientation Meeting

Jess asked if they would be discussing the charters today. Jess wanted to clarify whether we would have a written process or if it will be just presented at the orientations. The original thoughts were to present at the meeting with the subcommittees.

Rebecca did ask the Executive Committee to review the agenda that she had provided to be sure that she had allotted enough time to discuss the charter process and other items. Rebecca stated that she is having a difficult time getting responses back from folks on a time to meet.

October Board Agenda Review

Meeting date/time change: Rebecca reported on the responses she received from the Doodle Poll. Kim will follow-up with Kelly Jennings – mental health court appointment. Kelly will probably have to step down and she has not been able to attend the meetings due to court conflicts. The Board will need to find another representative from this area as it is mandatory and appointed. No change in date or time from the current meeting set-up.

Standing agenda items: Put 30 min for Grant application process and put it as a presentation with a discussion.

Optum – Executive Committee opted to remove from the agenda and Kim & Rhea will respond to Dionne Chatel and invite to the next Executive Committee meeting. The Executive Committee will need to extend the meeting or do a separate meeting to allow time for this discussion. Rebecca will verify room availability for prior to next Executive Meeting for Optum. Looking at November 5 at 1:30 – 3:00 pm. Room was booked. Rhea is unavailable at that time. It was discussed that they move the date to November 3, 2015 at 3:00 pm -4:30 pm. It will be held here at CDHD in the Appaloosa Room.

Kim wanted to talk to the matter of where we are headed as a Board. Kim felt that as the Board they have a chance to go after some policy work in this state. How to approach the Board for discussion. Do we stay focused and get this done before we approach this topic? Rebecca agreed on the latter for this time.

RV BHB Website Development

IDHW has been asked to keep the Board website a little longer until CDHD gets their updated website. It is in the process of being completed.

Attendance at the Ex-Committee Chair Call

It was asked that a CDHD representative attend. Rebecca stated that she would attend.

New Staff at CDHD for Board Support

Community Orientation Meeting – Rebecca will send something out tomorrow on when that will be.

CDHD hired a new administrative assistant, Alaina Hayden. She starts on October 13, 2015. The Executive Committee will meet her at the next meeting.

Amy suggested sending an invitation to the committee chairs to attend the Optum meeting once that has been scheduled.

Kim will call in at 12:00 pm on October 8, 2015.

Meeting adjourned at 4:35 pm.