

**Executive Committee Region 4 Behavioral Health Board
November 5, 2015 2:30-4:30 pm
Huckleberry Room, Central District Health Department**

Attendees: Kim Keys, Co-Chair; Jess Wojcik, Vice Chair; Amy Korb, Secretary; Christina Smith, Member at large; Jennifer Burlage, Treasurer; Alaina Hayden, CDHD, and Dawn Irons, CDHD

Absent: Rhea Morrison, Co-Chair, Rebecca Lemmons

Meeting called to order at 2:36 pm

Kim Keys called the meeting to order.

The Executive Committee gave brief introductions/orientation to Alaina Hayden.

Austin Reed will be the new appointee for Ada County Courts.

November Board Agenda Review

The Executive Committee discussed the November Board Meeting Agenda. NW Behavioral Health would like to provide some education to the Board and garner their feedback on effective methods of implementation for a grant they have received. It was concluded that the Executive Committee would like to have NW Behavioral Health submit a paragraph or less in the next week explaining how much money their grant is, what the focus of the grant is, and which goals they would like to focus on. This will then be discussed at the next Executive Committee Meeting for review as an addition to the next Board Meeting.

Board Attendance

The Executive Committee agrees that three absences excused or not can result in dismissal from the Board. The Executive Committee discussed the need to review the existing attendance policy and create a process to follow through with the bylaws or make some changes. They would also like to identify the person responsible for excusing absences, and would like to create an Excel worksheet to track this information. This is to be discussed at the next Executive Committee Meeting.

Update/Information on Respite Care

Respite care initiative is to go through the upcoming legislative session. They are trying to bump up statewide respite to \$1 million, a significant increase from around \$200,000. There is a workgroup to figure out how to utilize the money once it is increased. Right now, the grant is in the nine month planning phase. Then it will go through a three year implementation phase. The ultimate goal is to take the portion that pertains to Region 4 and contract it to the board to subcontract out for services for respite.

Another update on this will be added to the Executive Committee Agenda. The Executive Committee would like clarity as to what their role would be.

ICADD Scholarships Second Round

Tom is going to talk about second round ICADD Scholarships at the Board meeting. They had enough money to do the second round of scholarships. Tom will come around and give us contact information at the meeting.

Block Grant Review

Initiatives being driven by state and driven federally need the board to look at them. They are large scale. The group agreed that this is the Department's grant, and that it doesn't impact the Board or community. Jennifer and Kim decided to have further discussions offline. Amy stated the Board should collaborate even just for awareness and education of where the money is going to, what they are doing in the department.

Committee Orientation Meetings

Everyone got the last email going over all of the meetings, and the Executive Committee is just waiting for the agenda.

Standing Agenda Items

Jennifer would like to meet with Rebecca or Alaina before next Board meeting to go over the budget, and present the report at the December meeting. Jennifer thinks we need to look at what we have and pre-allocate funds. Kim is to send to us for our EC meeting. Per Jennifer, we said that we would approve it within a week. Per Amy, they are trying to solidify speakers by the 10th of December. She will communicate by email so that she can have her answer by the next meeting on 12/3. She will have submitted to be reviewed by 1st, and finalized by the 3rd. The group discussed voting rules. There are no voting by proxy rules in bylaws. The Executive Committee agreed to ask for the smaller amount of \$500. Kim will enter her onto schedule for the December meeting.

Process Flow Discussion

The group discussed the process flow sheet, and feel that it is a good starting point. Alaina is to bring the finalized hard copy to the next Executive Committee Meeting.

Grant Writer Contracting

Jess asked what the process is to hire a grant writer. The process indicates that the person/group wanting the assistance would need to make an ask to the Executive Committee in their request to apply for a grant. If it is a small grant, CDHD staff can help write. If it is a larger grant, the Executive Committee can allocate dollars for CDHD to hire a grant writer using the Board's operational funds. Jennifer thinks we should propose to set aside some funds for each subcommittee. With CDHD, we can roll unused funds over to the next year.

Jennifer expressed that we haven't spent anything from our budget.

It was agreed that Board members should be invited to the Optum meeting. The Executive Committee decided to hold the Optum Meeting at CDHD in the Appaloosa Room, on Thursday, November 19 from 1-4 p.m.

Meeting adjourned at 4:18 pm