



Behavioral Health Board – Region 3

Serving Adams, Canyon, Gem, Owyhee, Payette and Washington Counties

Region 3 Behavioral Health Board Meeting

April 28, 2021
10 a.m. – 12 p.m.

<https://swdh.zoom.us/j/98727597097?pwd=YnRSTUtudm5zL3JZL21rRTBaU2YzZz09>

Meeting ID: 987 2759 7097
Passcode: 812270
One tap mobile
+16699006833,,98727597097# US (San Jose)
+12532158782,,98727597097# US (Tacoma)

Board Member Attendees:

Aaron St. George	Alex Zamora	Brian Lee	Charles Christiansen	Christopher Partridge
Greg Dickerson	Heather Taylor	Jeri Gowen	Joy Husmann	Laura Raynor
Laurie Edwards	Leslie Van Beek	Lina Smith	Marc Shigeta	Mark Rekow
Melissa Mezo	Michelle Sundquist	Penny Dunham	Penny Jones	Shawneen McGee

Additional Attendees:

Mindy Oldenkamp	Sarah Andrade	Emily Straubhar	Michelle Bartsch	Tricia Ellinger
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Agenda:

Topic	Discussion	Motion	Action
Call Meeting to Order Roll Call Introductions	Meeting called to order at 10:05 a.m. Quorum met.		
Approve March 2021 Meeting Minutes	Board members reviewed the March BHB meeting minutes.	Motion made, and seconded, to approve the February 2021	Emily to upload approved meeting minutes to the website.

		minutes; motion carried unanimously.	
Approve Updated BHB Bylaws	<p>Board members reviewed the edited bylaws.</p> <ul style="list-style-type: none"> Alex Zamora asked if there was a draft copy that showed the strike through changes. Melissa noted they were sent out at the March BHB meeting. There were no changes since. Board members will review bylaws on an annual basis. 	Motion made to approve the bylaws. Motion made unanimously.	Melissa and Joy will sign approved bylaws and Emily will upload to the BHB website.
Vote on Nomination for 2021 Mental Health Advocate Award	<p>Board members reviewed nominations for the Empower Idaho Mental Health Advocate Award.</p> <ul style="list-style-type: none"> Patrick Fifthen was the only individual to submit a nomination. He nominated himself. Sarah Andrade nominated Caroline Bell. She recently joined the WICCC as the clinical director. Sarah also nominated Kelly Aberasturi. Chuck Christiansen nominated Commissioner Marc Shigeta. 	Board members voted on Marc Shigeta as recipient of the Empower Idaho Mental Health Advocate Award.	Emily to communicate with the Empower Idaho team regarding the nomination.
Executive Committee Update	<p>IROC* Grant Review/ Updates. Open discussion.</p> <ul style="list-style-type: none"> Melissa shared that the IROC subgrant was made to SWDH rather than the BHB. After discussion with DBH, it was noted that this was done because the board does not have its own tax ID number or DUNs number. There is no language in the document that reflects the BHB as the approving entity of the expenses. At the meeting between SWDH, BHB, and DBH it was discussed that additional funding could be requested to the IROC subgrant to cover expenses for administration and overhead costs. Mindy echoed that conversation and stated that she would need information from the board with regard to the adjusted budget. Melissa discussed that the IROC proposal was written with a specific workflow in place and the intent of the work was to be done by the BHB. The BHB is no longer in the contract or identified as the entity to do the work. Mindy shared that because the subgrant is a legal contract, DBH had to contract with the public health district in order to have the DUNs number. A really robust Memorandum of Understanding/ Agreement between the BHB and SWDH was suggested by Mindy so that the pieces of work the 		

	<p>board is doing in the community and working with the partners that are outlined in the subgrant can be captured in the agreement. From the DBH standpoint, the contract has to be with the health district, but Mindy shared that she is happy to help facilitate the creation of the MOU/MOA.</p> <ul style="list-style-type: none">• Chuck recommended that on a go forward basis, any future grants that the board is involved in developing and submitting should be discussed with SWDH representatives to determine the role of the board and what the board responsibilities will be. Board members also suggested that determining how much admin is actually needed to manage the grants needs to also be discussed.• There is a 10% administrative fee in the amount of \$5,000 for the \$50,000 grant. Melissa stated that the \$5,000 is strictly for the work that Charlene is doing with the IROC subgrant. Mindy echoed Chuck's statement that it's important to ensure that the admin percentage allocated in the subgrant will cover the admin work that needs to be done so that it does not have to come out of the board's budget. Emily is not able to bill the IROC subgrant as result of her having 20 billable hours committed to the board. Mindy shared that for example, Emily can work 17 hours a week during BHB activities and 3 hours doing IROC subgrant tasks.• Joy shared that when the board looks at other grant opportunities to apply for they need to figure out if a 20-hour a week employee is going to be beneficial to the board. Joy attended the state-wide leadership call and it was shared that there are COVID-19 relief funds that will be available to the board in the coming months that would require an RFP to apply for them. If the board decides to apply for another grant in the future and has to use SWDH's DUNs number, the board needs to be mindful they will experience the same problems again. Joy also shared that although the board does not have a DUNs number, in statute the board is allowed to enter into contract and grants but there isn't anything that states the board cannot apply for their own DUNs number. She is wondering if that is an option to apply		
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	<p>for a DUNS number to be able to apply for grants directly and do exactly what in statute the board has agreed to do with the partner agency being the fiscal agent only.</p> <ul style="list-style-type: none">• Greg shared his thought that you have to take it grant by grant. SWDH provides the administrative oversight; this was always the vision behind the regional Mental Health Services Act as to figure out how to have that governmental/ quasi-governmental agency with a DUNS number and tax ID to manage the administrative tasks. He suggested that board members take this experience as a lesson learned and in the future define the roles of SWDH as the fiscal intermediary, the board, and the contractors, if there are any.• Joy shared that the R3 BHB is the first apply for a large grant and that board wants to set a good example of what other boards can do. Additionally, the board needs to determine what they are going to do moving forward with additional money coming from DBH.• Melissa shared her disappointment that the subgrant was not written with any mention of the R3 BHB or what was identified in the grant application. Melissa has not seen an MOU from SWDH and she doesn't know if they are working on one. Once it has been received, the EC needs to meet to review it and decide whether or not they will approve the document.• Judge Lee stated his services would be available to review any documents that board needs assistance with.• Joy questioned whether or not SWDH can begin implementing the work without any insight from the BHB because the subgrant is specifically between SWDH and DBH. Mindy shared that the funding has been awarded based on what was presented in the application. On a contractual basis, it is between DBH and SWDH, but the MOU will serve as the nuts and bolts of the work being done by the BHB. Mindy stressed that there is no intent for the R3 BHB to be excluded from the work. <p>BHB Financial Analysis. Open Discussion</p>		
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	<ul style="list-style-type: none"> • The financial analysis of the board’s budget is that the budget is overspent approximately \$3,000-7,000. Based on this, the board will be over budget by the end of the fiscal year. The EC, and Chuck from the finance subcommittee, will be meeting with SWDH prior to the new fiscal year starting July 1st to have a better understanding of the budget and how money is being spent. • Melissa shared the board is now paying for some additional expenditures that they were not aware of, which is the \$3,000-7,000. It was also discussed at the EC meeting how to prioritize work to match the 20 hours of work a week that Emily is allotted to work. • Joy shared the Budget Justification document with the board. It detailed the role of Admin Assistant 1 (Linda’s title) versus Health Education Specialist (Emily’s title). As an Admin Assistant 1, the role is specific to taking meeting minutes and doing the bare administrative work with no grant writing involved. • Board members reviewed the PCA time coding sheet included in the board packet. There is a PCA coding error of Mitch Kiester’s time. • Joy also shared the Regional Behavioral Health Board – FY21 Budget Planning Tool created by Charlene. There are several tabs included in the document that detail the board’s spending. • Melissa encouraged board members to review the documents that Joy shared on screen and that Emily emailed to the board and if there are any questions, to let Melissa know and she will communicate with Charlene. • Board members shared their insights with regard to the budget. The general sentiment is that the board needs to be more involved with the development of the budget so that members are aware of all expenditures. There needs to be more transparency. Board members also expressed frustration in that there seems to be a gap with regard to 		
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	<p>Troy presenting the budget monthly and now there is confusion.</p> <ul style="list-style-type: none"> Mindy shared that other behavioral health boards across the state are acting in similar fashion with the operating costs trickling down to the boards. Chuck and Mindy acknowledged all the efforts made by the board. Mindy shared that the R3 BHB is incredibly active and passionate. She encouraged board members to hang on to the optimism that Chuck shared, in that the board has the opportunity to grow. Joy thanked Mindy and Rosie for their advocacy of the R3 BHB. <p>* IROC changed to Crisis Center Transportation upon direction from DBH.</p>		
Fiduciary/ Fiscal Agent Discussion	<p>Board members reviewed the email communication in the packet that detailed information about SWDH being either the fiduciary or fiscal agent to the board.</p> <ul style="list-style-type: none"> Chuck stated that he thinks there are 2 separate issues going on. For standard board practices and the day-to-day operations, he views SWDH as the fiscal agent only. But now that the board has entered new ground with grant application and management, and because of the contractual requirements, SWDH has taken on a fiduciary agent responsibility because they have signed off on the subgrant with DBH. Melissa would like the board to take a more proactive role in approving the budget and deciding where money is going to be spent. She encourages the board to continue to partner with SWDH and create a relationship that will help the board to better understand their role, in addition to SWDH's role, to continue to partner together. When the meeting between SWDH and BHB is held to discuss budgetary concerns, it will be an open meeting and will be open anyone that is willing to participate. If the board is setting up the meeting with SWDH it will need to follow all Idaho Open Meeting Law policies. 		
Article Review	Board members reviewed the article provided in the packet.		

	<ul style="list-style-type: none"> • The board provided Vallivue School District with \$15,000 to install vape sensors. • Board members discussed reaching out to the author of the article to talk about the financial aspect of what the board provided and the work Vallivue is doing with the funds. It would be a good opportunity to do a follow up article to show the success of the program. • Vallivue last presented to the board at the January 2021 meeting. They will present again a year from this date. 		
Review PFS Updates	<p>Board members reviewed the April 2021 Update and Report on Special Terms and Conditions.</p> <ul style="list-style-type: none"> • Jeff Cappe retired. Charlene is the point of contact until the role is filled. • Joy referenced to the March meeting minutes in that Charlene stated there were some changes in the contract and the board had requested a copy of the changes. The board has not received that document and don't know what the changes are and how they affect the board. • The board reviewed terms 11 and 12 of the Report on Special Terms and Conditions. In term 11, it states that the BHB shall be available for a minimum of two site visits by ODP per year; there was a site visit between SWDH and ODP on April 21st that the board was unaware of. • Board members are unsure what the revised RBHB expectations are as noted in term 11. Joy stated that was the document she was referencing and the board has not received. • Board members discussed that if ODP does not expect the board to be involved with the work, the board should decline any involvement with the PFS grant. Other board members vocalized hesitancy about removing themselves from the partnership, with specific regard to the prevention work. • Board members expressed their concern of not knowing what is going on with the PFS work. 		Jeri Gowen will meet with Marianne to get additional information on the revised RBHB expectations and update Melissa prior to May BHB meeting.
ParentGuidance.org Presentation	Michelle Bartsch presented on the Cook Center for Human Connection. Programs include:		

	<ul style="list-style-type: none"> • Hope Squad • My Life is Worth Living 		
Adjourn	Meeting adjourned at 12 pm.m		

Next Behavioral Health Board Meeting:
 Wednesday, May 26, 2021
 10 a.m. – 12 p.m.