



## Behavioral Health Board – Region 3

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

#### Region 3 Behavioral Health Board Finance Subcommittee Meeting Minutes

Friday, February 19, 2021  
12:00 p.m. – 1:00 p.m.

<https://swdh.zoom.us/j/92679677409?pwd=Y3pyclUwWDIBMWZPMFJmZDI4SGxTUT09>

**Attendees:**

Alex Zamaro	Charles Christiansen	Christopher Partridge	Heather Taylor	Joy Husmann
Marc Shigeta	Melissa Mezo	Charlene Cariou	Emily Straubhar	Troy Cunningham

**Agenda:**

Topic	Discussion	Motion	Action
Call Meeting to Order Introduction	Chuck Christiansen called the meeting to order at 12:31 pm.		
Budget Update	<p>Troy explained that he has done a warm-handoff to Charlene to oversee the R3BHB budgetary needs. Troy reminded the group that he is available as needed. The subcommittee discussed that one of the bigger challenges facing the Board has been determining what monies have been promised and what is available in the budget.</p> <p>Charlene Cariou presented to the subcommittee the current budget that SWDH presents on a monthly basis.</p> <ul style="list-style-type: none"> <li>The report covers expenses bi-month and bi-quarter, and also covers what is remaining in the budget. The report will always show how much has been allocated and total personnel costs. The report also details direct and indirect costs.</li> </ul>		

	<ul style="list-style-type: none"> <li>• The subcommittee discussed that if, for example, a training came up that would benefit Emily’s role in providing support to the Board, that would be presented to the EC.</li> <li>• Subcommittee members discussed how to track anticipated expenditures. Charlene shared a tracking tool that she developed that aims to keep track of expenditures throughout the year. To date, the Board can anticipate roughly \$46,660.30 in personnel costs.</li> <li>• The budget report that Charlene shared is through January 2021. The reports are done retrospectively, so each month the report will detail the budget through the previous month.</li> <li>• Subcommittee members discussed that the role of the Finance subcommittee is to do the financial legwork to set the EC up for success with their tasks.</li> </ul>		<p>Charlene will put together a planning tool that she will share with the Finance Subcommittee and EC that they can use throughout the year.</p>
IROC Funding	<p>Charlene presented on the internal SWDH process of implementation of the IROC grant.</p> <ul style="list-style-type: none"> <li>• Charlene discussed that a procurement process may need to take place to solicit a transportation vendor. The RFP could be made so that it is only applicable to Victory Transport.</li> <li>• Charlene doesn’t anticipate SWDH receiving the subgrant from DWH until mid-March.</li> <li>• DWH is holding a kick-off meeting on February 25<sup>th</sup>. Charlene, Joy, Melissa, and Emily plan on being in attendance.</li> <li>• Subcommittee members will ask at the kick-off meeting if there will be an extension of funding due to the delay in getting the subgrant.</li> <li>• Subcommittee discussed in the meantime getting the process in place so that when SWDH receives the subgrant, the program will be ready to go. Joy suggested that the CMH subcommittee can begin working on the logistics.</li> <li>• Last year, the Board gave \$10,000 to the Crisis Center. Subcommittee members discussed using some of that money to market IROC. Joy stated that she will reach out to the organizations that wrote supporting letters to ask for their assistance with marketing.</li> </ul>		<p>Emily and Charlene to work on creating the solicitation.</p> <p>Emily to add IROC planning to the CMH February subcommittee agenda.</p>

	<ul style="list-style-type: none"> <li>Charlene reminded the group that it takes SWDH 7 business days to approve items, such as scholarship funding opportunities.</li> </ul>		
Finalize Date and Time	TBD based off the kick-off meeting with DHW.		
Adjourn	Meeting adjourned at 1:10 p.m.		

Next Behavioral Health Board Meeting:  
Monday, March 22, 2021  
12:30 p.m. – 1:00 p.m.