



# South Central Behavioral Health Board

## *Executive Committee Meeting Minutes*

August 8, 2018

Board Members (P-Present, E-Excused, T-Telephone, A-Absent)

- |   |                                       |                             |
|---|---------------------------------------|-----------------------------|
| P | Debbie Thomas, Chair                  | Vacant - Co-Chair           |
|   | Vacant - Secretary                    | T James Brown, SUD Consumer |
| P | Don Hall, Commissioner                | P Rick Huber, SUD Advocate  |
| A | Sheriff Eric Snarr (LE - Minidoka Co) |                             |

Administration:

Melody Bowyer, SCPHD Director  
Linda F. Montgomery, SCPHD BoH Chair  
Nancy Andreotti – SCPHD

Guest(s):

**I. Convene: 11:35 AM**

**II. Call to Order – Debbie Thomas**

- A. Roll Call/Housekeeping Items – N Andreotti  
C. Correspondence – none

**III. Consent Agenda – Action Item**

- A. Approval of Consent Agenda  
Motion "I (Don Hall, 2<sup>nd</sup> Rick Huber) move to approve the Consent Agenda as presented."  
Motion passed

**IV. Action Items**

- A. **Idaho Open Meeting Law** – Cannot add to the actionable items on the agenda after the start of the meeting. Items on the consent agenda are actionable items so can be pulled for discussion after the start of the meeting. Jim McNall (ICRMP) has been scheduled to speak on the new OML at the September full board meeting.  
**Discussion only, no action taken**
- B. **Board Appointments** – Survey results, all respondents want to stay on the full board, only two current EC members expressed willingness to continue to sit on the EC.  
**Discussion only, no action needed**
- C. **Executive Committee election process** –
- Not in the bylaws that the Vice-Chair will step up to be the Chair at the end of the one-year term (was a gentleman's agreement.)
  - Do EC members need to be calling board members to discuss sitting on the EC?
  - We have two positions that could possibly be filled on the EC.
  - Would it entice others to sit on the EC if they start taking on more responsibility with things like the mini-grants, and then report back to the full board. Making more time for the workgroups established to get together.
  - EC officers are determined by the members of the EC.
- Discussion only, no action taken**

#### D. Procedures for mini-grants –

- Submission/review time frames dates –
  - Jan-Mar 31 and July-Sept 30 (of current year). Review by the Executive Committee at their April and October and sent on to the full board for review at their May and November. Awards will be announced in June and December.
- Suggestion was made to make the May/Nov meetings mandatory, at least three hours and serve food. This would give the applicants time to present and Q & A by board members. (Limit time for each applicant to 10 min presentation and 10 min Q & A.)
- Create a rubric for evaluating applications? Develop questions to ask applicants? EC will use the rubric for evaluation before sending on to the full board.
- Applicants need to submit applications prior to their event and it must happen after the full board review month of May or Nov. depending on when it is submitted.
- Should we be withholding payment of grant money until the entity has submitted a financial statement of how the money has been spent (receipts, programs, etc.)
- Who will track the submissions of financial accounting for grants awarded?

**Motion I (Don Hall, 2<sup>nd</sup> Rick Huber) move to adopt the application submission time frames of Jan – March and July – September 30 (of the current year). The Executive Committee will review them in the months of April/October for vetting and submit to full board meeting (May/November) for approval. Meetings when applicants will be presenting to the full board (May/November) will be made mandatory, at least three hours in length to accommodate speakers, which would possibly allow for food to be served. Awards will be made in June and December. This will begin as of January 2019. Motion passed**

#### E. Write up for mini-grant page

- Nancy will write up the above procedure to put on the webpage and add information regarding submitting the following:
  - mini-grant applications will be accepted twice yearly (depending on funds)
  - a written accounting for how the funds were spent
    - for an event with a specific date this needs to be done within 30 days after the end of the event
    - for an ongoing activity an accounting would need to be submitted in 30 days and then quarterly thereafter until the full amount awarded has been accounted for
    - Should the event/activity have a future or delayed starting date, all or a portion of the funds may be held until there is action to move forward.
    - If for any reason the grant monies awarded are not used for the stated purpose as defined on the application, all funds must be returned to SCBHB

#### **Discussion only, no action taken**

#### F. Gaps & Needs Assessment – Due September 10, 2018

- No one has stepped up to take this on
- We no longer have access to students to actually assess outcomes or analyze needs.
- Should we hire someone to do this for us next year and fund it out of our contract money.
- It is thought the intent of Legislators was that the BH Boards would apply for grants to help support the gaps & needs in our regions.
- Nancy is to go through last years and add information from the mini-grants awarded to show different ways we have addressed things on last year's G&N Assessment and submit it for review.

**Discussion only, no action taken**

G. Screenagers mini-grant from last year to be taken to the full board for review to fund for this school year.

**No action taken**

H. No links are to be approved to be put on the scbhb.idaho.org website. **No action taken**

I. Bylaws – revise to say that a quorum will be half plus one of the current appointment members.

**Motion "I (Don Hall, 2<sup>nd</sup> Rick Huber) move to recommend to the full board that a quorum is constituted by half plus one of the current appointed full board members."**

V. Non-Action Items

A. Board member recruitment – ads on tv, radio – if arranged, Debbie would be willing to talk about the board for PSA's.

B. Bylaws – see above

C. Workgroup agendas – not needed

VI. Announcements

A. Next full board meeting is September, 12, 2018, Ex Com meeting October 10, 2018.

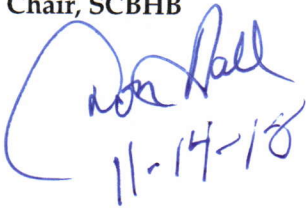
B. Next Children's Mental Health Committee meeting August 22, 2018

VII. Meeting Adjourned 12:40 PM

Excused

Debbie Thomas  
Chair, SCBHB

Mary Christy  
Vice-Chair, SCBHB

  
11-14-18

Attest: Nancy Andreotti, SCPHD AA