

MINUTES – WSAA Board of Directors Meeting  
December 14, 2005

1.) Meeting Opens – Tom Bartlett reminds primary and secondary consumers that mileage will be reimbursed. Please submit a voucher to Tom Bartlett for signature. Membership forms are passed out. Please complete and return to Tom Bartlett.

**Directors present:** (11) Paul Meyer, Tom Bartlett, Jane Tremper East, Michelle Lewis, Jennifer Robohm, Boyd Roth, Charles Baker, Heidi Davis, Brenda Desmond, Erin Garlinghouse, Lee Anne Beebe.

**Alternates:** Mike Smith, Lori Holley, Ellen Simmons and Marty Onishuk.

**Others members present:** Ted Jam, Deborah Adams, Dawn Slaven, Linda Roth, Laura Lee Peters, Abigail Sabol, Julia Schooler, David Meurer, Kathleen Driscoll, Barbara Mueske, Pat Ely, Nadine Winnenberger and Denelle Pappier. Dan Ladd, Regional Planner and Mary Jane Fox, Western Region Field Representative visiting on behalf of the AMDD.

**Total present: 30**

Let the minutes note that proper announcement for this meeting was sent out by Tom Bartlett by phone and email.

2.) Minor corrections were recommended to last months minutes that were sent out by e-mail. A motion was made by Boyd Roth to pass the November 16<sup>th</sup> minutes as amended. Seconded and passed without opposition.

Clarification was made concerning distribution of the operating funds (\$150 for six months) to the LACs which had been previously approved. An EIN number is established for Butte, Kalispell and Libby. Missoula, Hamilton and Polson will advise Paul Meyer as soon as they have theirs. A request was made to Dan Ladd that Joyce DeCunzo writes a letter which would reflect the LAC's relationship to the State as a reference in opening checking accounts.

Clarification requested by Michelle Lewis as to whether Congress members attending the board meeting can second a motion. It was discussed that only directors on the board or an alternate filling in can make or second motions during a board meeting. However, it was agreed that anyone attending the meeting is entitled to ask questions. The motion was then seconded by Jane Tremper East and passed without opposition.

3.) **Treasurers Report** – Paul Meyer passed out copies of the report which is attached to the minutes. The current balance is \$11,869.95. The remaining \$5,000 of the AMDD's annual grant of \$15,000 will be issued in December and paid to

Missoula Youth Homes who will transfer this last amount to the WSAA account held by our Treasure Paul Meyer through Western Montana Mental Health Center.

**Dan Ladd clarified that the contract for annual grant moneys from the State is with the WSAA.** Western Montana Mental Health Center however is our listed fiscal agent and **payment is made in three installments of \$5,000.** In 2006 the AMDD pays out one third the first of July, one third the end of December and the remaining third the end of June each year. A report must be written by Tom Bartlett to the State explaining the activities of the WSAA in the previous four months and requesting funds for each installment.

Expenditures this past month include travel reimbursements at the State rate of \$0.485 per mile round trip to meetings for primary and secondary consumers. Rooms and meal allowances will also be paid if meeting approved requirements when traveling over 100 miles. Also included are catering services for lunches during our meetings in St. Patrick's Hospital conference room. Tom Bartlett made a clarification that any consumer coming to the WSAA meeting should be reimbursed. Tom then made a formal motion: **We will also pay mileage to out of town non board members that are not providers who choose to attend a Board of Directors meeting.** It was seconded. Discussion: The Treasurer's Report shows October's cost for travel was \$1,910.34, (Note: after review this is an accounting entry that was an accumulation of four months and November's \$779.65 included travel to the Montana State Conference on Mental Illness in addition to the scheduled WSAA meeting). The concern is that if our travel expenses were this high every month we could not afford them because of budget constraints.

**A suggestion was made that we should travel together and car pool to reduce expenses when traveling from the same city.** Jane Tremper East read from the October 19, 2005 minutes that mileage reimbursement rate does include primary and secondary consumers. **VOTE:** Three Directors in opposition but motion passed by majority.

Clarifying question with response: A secondary consumer is a family member. Stakeholders are any interested person in mental health.

Dan Ladd suggests evaluating the cost of this motion in three months.

**A motion was made by Charles Baker to accept the Treasure's report. It was seconded and passed unanimously.**

Tom Bartlett asked Paul Meyer to identify for the record which financial institution is holding the WSAA funds. **Western Montana Mental Health Center is our fiscal agent and First Interstate Bank of Missoula is the holder of funds.**

4.) Additional LAC treasurers:

Tom Bartlett asks Paul Meyer if he has the names of the LAC treasurers and EIN numbers. Paul states he has Libby, Kalispell, Butte and Missoula. It was determined that the money needs to be given to the LAC first before they can open an account. Paul will check that he has the correct names and addresses. Which are as follows:

Bitterroot Valley Local Advisory Council  
Kalispell Local Advisory Council  
Missoula Local Advisory Council  
Libby (name unknown)  
Butte/Silverbow (name unknown)

5.) A follow up to last month's discussion: Dan Ladd has not yet received a letter from Joyce DeCunzo. Dan will send to Tom Bartlett once received.

6.) Deb Matteucci with the Montana Mental Health Association asked Tom to read a letter to the WSAA since she could not attend. She explains that WRAP training is being sponsored in April of 2006. She is requesting WSAA sponsorship of a team to attend the two day workshops (\$1500.00 per team). Unclear from letter about how many are on a team.

A Director asks for a report on the workshops held this past fall. Michelle Lewis explains that the training was two days with six weeks worth of homework. There are usually two in a team.

Dan Ladd comments on a possible source of funds. As planned currently, there will be funds coming to each SAA (one third of \$850,000) from the AMDD. We will have input to how this money is spent unless some or all of it gets used for other programs such as additional funding for the Montana State Hospital, by the Governor.

Charles Baker suggests writing a letter to the legislature about our needs for the funds and requesting support. Kathleen Driscoll suggests keeping a wish list that the group can refer to when making fiscal decisions.

Lee Anne Beebe suggests partially funding a team in combination with other donations from stakeholder organizations in the region. Paul suggests thanking the Mental Health Association for this training opportunity and endorsing what they are doing and suggests requests for funds be made to other organizations who have funding to support such efforts. Explain that our budgets are limited making it difficult to fiscally support this project.

Jennifer Robohm suggests that we make sure that the requests made to the WSAA fits the mission. We want to make sure spending money fits the objectives we are trying to accomplish as the WSAA.

7.) Approval of Bylaws – The following changes has been made:

- 6.1 Now reads 19 Directors rather than a floating number.
- 6.3 and 6.3.1 (pg 10) State that we will strive to elect primary and secondary consumers to achieve majority.
- 12.4 reads DPHHS MUST rather than may review changes in bylaws.
- A vacancy will be filled by the Directors if a director misses more than three meetings in a six month period by a majority vote.

Erin Garlinghouse, a previously elected director for Butte but attending for the first time agrees to serve two years on the board.

Additionally all LAC members are encourage to sign a WSAA membership form. Tom will distribute forms to LAC Directors.

There was a discussion about outreaching to the Native American population for Board participation. Brenda Desmond volunteers to help generate list and letter to outreach.

Tom Bartlett asked for any other discussion. **Paul Meyer moves to adopt these revised Bylaws of 12-12-05 as final set.** There are a few numbers that are incorrect which will be changed before the Bylaws are signed. **Motion seconded and passed without opposition.**

8.) Business Planning Committee Report – Boyd Roth reports progress being made and is appreciative of everyone’s involvement on the committee. The mission, objectives, and keys to success are identified. Jennifer Robohm will finalize the writing of this part of the project. Now, they’re working on the strategy and implementation portion of the plan. Will continue to work as a group by email to solidify and then get their product to the larger group of Directors. They then will focus on finances and management summary. Boyd believes this will be accomplished by February. Jennifer expects to have her report finished in time for the January 11<sup>th</sup> SAA Summit meeting.

9.) Website Study Committee – Ellen Simmons reports she has a CD with what our current website looks like though we can not use it yet. It is not yet published so there is no domain. Most likely the website will be WSAAmontana. Jennifer Robohm will get the Mission of our WSAA to Ellen when it’s done to include on the website. Links may be contained within the website to resources and the other LAC’s.

10.) **Newsletter – Tom Bartlett makes a motion to move this topic to our next meeting.** Michelle adds that Butte LAC believes it is a good idea because it will give LAC’s a voice and connection to each other. Tom asks if we are ready to take on this extra activity. Ellen Simmons says she’s willing to help create but probably not until February. **Motion seconded and passed without opposition.**

- 11.) Topic - Concerns of LACs – moved to congress meeting.
- 12.) **Goals for AMDD and Providers** – Jennifer Robohm was asked (because she had to leave) if she had any specific goals to offer. She believes hers are represented with other people's goals. **Identifying goals is tabled to Congress.**
- 13.) **Committee for Transportation** – A committee was not formed because of time constraints during the past meeting. Tom Bartlett asks what Director's would support a committee on Transportation with Dignity Committee. All of the Director's present voted yes. **Committee: Brenda Desmond, Erin Garlinghouse, Kathleen Driscoll, Barb Mueske, Dawn Slater, Jennifer Robhm.**
- 14.) **Next meeting January 18, 2005 at 10am.** Heidi Davis and Mary Jane Fox will not be able to attend. There was a discussion about whether the third Wednesday of each month was the best date. A vote was call for about changing to a different day of each month, only one director voted for a change. No action was taken.

At 12:05 the chairman entertains a motion to adjourn for lunch. Charles Baker motions to adjourn for lunch. Motion accepted by the chairman. **The remaining Board of Directors agenda items will be concluded after lunch.**