

WSAA Board of Directors Meeting Minutes March 15, 2006

Directors present: (12) Leslie Nyman, Dawn Slaven, Alyce Anderson, Tom Bartlett, Jane Tremper East, Boyd Roth, Jennifer Robohm, Paul Meyer, Michelle Lewis, Royalee Bishop, Charles Baker and Brenda Desmond

Ex Officio: (2) Alexandra Volkerts, Dan Ladd

Alternates: (1) Mike Smith

Guests: (15) Donna Pena, Connie Hebert, Riel Todd, Thomas Camel, Julia Schooler, Cameron Valles, Matt Rothfold, Tyler Steinebach, Barbara Mueske, Joe Martin, Derek Hert, Nancy Bartlett, Joan Hays, Mary Jane Fox and Amber Hierro

Total Present: 30

1. Meeting opened by Tom Bartlett at 10:15am. Directors were informed about the meeting by e-mail. Tom asks that people who are asking questions or responding to speak up so we all can hear. An introduction by those present occurs. A quorum (12) is present.
2. **Approval of Minutes** – The minutes were received by email and read by all the directors. After two amendments to the minutes were made a **motion was made by Dawn Slaven accept the minutes as amended. The motion was seconded and passed unanimously.**
3. **Treasurers Report** – Paul Meyer passed out report (will be attached to minutes). Expenses through February are \$6560.85. February expenses were \$1,258.95. Corrections were made on the payments to the LAC's. Most expenses were for mileage and meals. Federal and state rates have changed so the mileage rate has been adjusted to 44.5 cents a mile. Tom Bartlett requests reimbursement for a printer color cartridge. **Alyce Anderson makes a motion to pay for Tom's printer cartridge. Seconded and passed unanimously.** Alexandra Volkerts adds that any expense should be paid for by the WSAA. Receipts are important to obtain and can be attached to the expense report and can be submitted to the treasurer. **Michelle makes a motion to accept the minutes. Seconded and passed unanimously.** Tom has discussed accounting categories with Teresa Nichols at Western Montana Mental Health Center and asked that some of them be changed. Paul said he would follow up with the goal of having categories reflect the spending activity of the WSAA.

Tom suggests compensation be offered to Charles Baker, Jane Tremper East and Ellen Simmons for their work on the WSAA website. Charles and Jane leave the room for the discussion (Ellen was not present). Tom shares that he is very

impressed with the website design and effectiveness of the site. Jane and Ellen helped with set up and Charles has organized and established the site. Charles is the webmaster because of his technical ability. Alexandra says we should consider what we would have paid someone else for this work. There are two considerations: the first is the design the seconded is for maintenance of the site. Jennifer Robohm adds that a lot of people are contributing in different ways and is curious to how we determine who to pay for what. Alexandra adds this was a service that we were willing to pay for previously. SSI limits on income is also a consideration (does not apply in their cases). Tom puts out for consideration a \$500.00 compensation for Charles and \$150.00 each for Jane and Ellen to open the discussion. Discussion occurred to whether the CSAA will help split the cost. We could ask Charles, Ellen and Jane themselves how they would like the money split between them. **Alyce Anderson motions that \$500.00 be paid and divided as Jane, Charles and Ellen sees fit. It is seconded and passes without opposition.** Leslie Nyman asks whether a webmaster has been appointed. Tom answers that Charles has been chosen to be the webmaster. **Leslie moves that we pay \$100.00 a month to maintain the site.** Paul reminds the group that we agreed to pay Charles for his DSL line as well. Dan Ladd will encourage the CSAA to contribute to reimbursing Charles, Jane and Ellen as well. **An amended motion was made for the payment of \$100.00 to Charles including the monthly DSL line. Seconded and passed unanimously.** Tom informs Charles and Jane of the Board's decision.

4. **LAC funds for Hamilton and Polson** – Charles believes an account was open at Farmer's State bank for Hamilton. Polson asks if they can have the county manage the money rather than having EIN number. Paul clarifies that the checks are written to the treasurer. Where the LAC wants to keep their money is up to the LAC. Donna Pena is the treasurer in Polson.
5. **Requests for Proposals** – The deadline for receipt of questions has to be today. They can be submitted by email. Written responses will be posted by March 22, 2006. Proposals are due May 3, 2006 at 2pm. Tom Bartlett asks how many people are involved in making proposals. The WSAA needs to write a letter of support for the proposal(s) they are in support of according to Joyce DeCunzo. Paul Meyer gives a brief overview of the crisis service plan for Butte and Hamilton. Both involve facilities (remodeling or building) with the goal of hospital diversion. Alexandra Volkerts reminds the group that a letter to the Board attesting to the intent of the facility and an estimate of the cost must be written. Paul explains that the State will ask someone from the WSAA to review proposals that are neutral parties. Paul suggests that the letters (executive summary –scope, provider and estimated cost) be ready a week before next months Board meeting so they should be submitted to the RFP committee by **April 12, 2006**. Discussion occurs with regard to who on the RFP committee has a connection to the local projects and a conflict of interest. Charles gives the example of him leaving the room during the Hamilton LAC meeting to try to minimize the conflicts of interest. Dan Ladd, Regional Planner for AMDD,

clarifies that if their name is not on the RFP there is not conflict. Everyone has some interest, but there has to be a financial benefit in this case. Charles again states that the letters (executive summary) be submitted by **April 12, 2006**. Letters will be sent to Charles (chair of committee) and copied to Tom. Tom will send the letters to the Director's to read before next months meeting. The role of the committee is to review according to the goals established. Michelle Lewis reminds the WSAA to support the goals we have already voted on. Charles adds that we did not decide on the facilities during our goal process we just listed them as examples.

6. **Business and Strategic Planning Committee Report** – Boyd Roth reports that the Business Planning Committee met this morning and continues to work well together. Data was collected on financial spending for mental health services. It is estimated that the Business Plan will be completed within the next two months. Strategies for accomplishing goals are still a section that needs to be completed. Jennifer Robohm is drafting that section. It will be brought to the Board for approval. Jennifer said that by next meeting we will begin to look at the various sections of the business plan, i.e. Mission Statement.
7. **WSAA Website** - Charles Baker asks the board for approval of the content on the website. Board support is given. Charles suggests that there be a committee report for each committee on the site. It is asked that Charles, Jane and Ellen outline some policy and procedures for website information and updating. Charles is given permission to use his best judgment and run questions to the chairman. **Heidi Davis motions that Charles uses his best judgment in making decisions for updating the website. If he has questions he will ask Tom Bartlett. This is in effect for the next two months until policies are developed by the WSAA. The motion was seconded and passed unanimously.**
8. **Transportation Committee** - Tom Bartlett encourages LACs to contact the Transportation Advisory Committee in your home towns to become involved in transportation issues. Based on what Marlene Disburg explained at the SAA Summit meeting yesterday there will be \$ 20 million available to the state in federal funds for transportation of the disabled over the next three years. We can have access to these funds for transportation of the mentally ill if we work with our local TACs. The contact person in Helena is: Patricia Saindon 461-3615 or Psaindon@mt.gov. He explains that system developed must be a coordinated system but local TACs can submit proposals for van purchase or use. The committee will look into the money available and draft a report to the Directors of what this entails. Charles Baker will help with this process.
9. **Mary Jane Fox** informs the groups of the two new outreach workers for veterans with mental illnesses. The western representative is Rod Rollet. Mary Jane will invite him to the next meeting.

The next Board of Directors meeting is April 19, 2006 at 10am at the conference room center of St. Patrick Hospital – Broadway Building.

The meeting is adjourned 12:03 p.m.

Heidi Davis, Secretary