JCCMHFB Meeting Minutes

Meeting Date: July 13, 2017  Time: 10:00 am  Location: Conference Call

Conference Call
Call In: 1-415-655-0001
Access Code: 196 115 810

Present on call: Beth Diveley, Chairperson, Stan Stratton, Mark Mertens, Jerry Rogers, Audrey Mitchell and Ken Waller.

Absent from call: Dr. Steven Crawford

Comtrea Staff on call: Sue Curfman, President & CEO

The Jefferson County Community Mental Health Fund Board was called to order at 10:01 am by Beth Diveley the meeting was conducted via conference call for the purpose of establishing policies and procedures for accepting RFP's.

1. Approval of Special Meeting Agenda
The Agenda for the July 13, 2017 meeting was reviewed with no changes suggested. I, Mark Mertens make a motion that the July 13, 2017 agenda be approved. Audrey Mitchell seconded the motion. The motion carried.

2. Establish Policies & Procedures for accepting RFP’s
Beth asked if everyone reviewed the document and was there anything in there that wouldn’t be appropriate for Comtrea.

Jerry Rogers asked if the JCCMHFB board that put it together and if they ran by an attorney because if we create a document we would need to run by our attorney. Sue Curfman mentioned that we were given this document and we probably do need to run by Comtrea’s attorney.

Sue Curfman liked how they tied in their philosophy to everything and something similar would be nice. Beth Diveley asked Ken Waller if there was someone in the county that could assist with putting the document together or review it. Ken Waller asked why the county would assist this. Sue Curfman stated that the County assigned Comtrea the responsibility of being the administrative agent, so Comtrea is responsible for reviewing not the county. Ken Waller mentioned that he could run past the county attorney and see what response they have. Beth Diveley felt as though with this being a county nominated Board and wondered whether we needed to have approval. Mark Mertens suggested when the document is complete to run by the Comtrea attorney.
Jerry Rogers mentioned putting together a committee of individuals to put together the document for review. Beth Diveley requested from Sue Curfman what the deadline would be. Sue Curfman stated that a call for proposals in 2017 Calendar Year and have the Board review and award at the beginning of FY 2018. Sue Curfman stated she felt one work session would accomplish the agreement. Sue Curfman mentioned utilizing Cindy Vessell for assisting in the paperwork and Lisa Wigger for finalizing the typing and format. Lisa Wigger to send out a doodle to find dates that everyone is available that wants to be on the work group to meet in August. (Beth Diveley, Mark Mertens, Audrey Mitchell and Comtrex staff Cindy Vessell and Lisa Wigger). Sue Curfman suggested maybe asking Margo Pigg to participate in the review or work session.

Beth Diveley recapped that a small team to meet consisting of the individuals above along with Margo meet at mid to end of August to put together and have an attorney review.

3. Adjournment
With no further discussion needed, I, Audrey Mitchell motion that the meeting adjourn. Stan Stratton seconded the motion. The motion carried by voice vote from Beth Diveley, Chairperson, Stan Stratton, Mark Mertens, Jerry Rogers, Audrey Mitchell and Ken Waller.

☐ Minutes approved  
(Signature of Committee Chair)  
(9/11/17)  
(Date)