JCCMHFB
Board Meeting
March 11, 2019
Arnold CAFE
JCCMHFB Meeting Agenda

Meeting Date: March 11, 2019  Time: 9:00 am  Location: Arnold office – Cafe

1. Approval of Agenda

2. Approval of Meeting Minutes
   a. December 10, 2018
   b. February 27, 2019 Special Meeting Minutes

3. Financial Report

4. JCCMHFB/COMTREA Board Separation

5. Approval of COMTREA Board Actions

6. RFP Grant Award Updates

7. Old Business

8. Adjournment
JCCMHFB Meeting Minutes

Meeting Date: December 10, 2018  Time: 9:00 am  Location: Arnold office – Cafe

Board Attendees: Jerry Rogers; Dr. Josh Isaacson; Kelly Steffens; Elizabeth Diveley; Mark Mertens and Audrey Mitchell

Staff in Attendance: Sue Curfman, CEO and Amy Rhodes, CFO

Not in Attendance: Ken Waller and Dr. Steven Crawford

The JCCMHFB Meeting was called to order by Beth Diveley at 8:56 am.

1. Approval of Agenda

The December 10, 2018 meeting agenda was reviewed with no changes requested.

Recommendations: “I, Mark Mertens, move that the December 10, 2018 agenda be approved as presented.” Josh Isaacson seconded the motion. The motion carried.

2. Approval of September 10, 2018 Meeting Minutes

The September 10, 2018 meeting minutes were reviewed with no changes requested.

Recommendations: “I, Audrey Mitchell, move that the September 10, 2018 meeting minutes be approved as presented.” Kelly Steffens seconded the motion. The motion carried.
3. Financial Report

Beth Diveley stated that Amy Rhodes did a snapshot of the financials for the JCCMHFB.

Amy Rhodes reported that there is no additional info to provide and the numbers are allocated out based on the budget. Beth Diveley reminded everyone that there will be about $1M from the county coming soon. Mark Mertens asked if the numbers are right in line with budget. Amy Rhodes stated yes and that the RFP invoices are being paid as submitted.

**Recommendations:** “I, Mark Mertens move that the JCCMHFB approve the financial report as presented.” Kelly Steffens seconded the motion. The motion carried.

4. Approval of COMTREA Board Actions

**Recommendations:** “I, Mark Mertens move that the JCCMHFB approve the actions of the COMTREA Board through the December 10, 2018 meeting.” Josh Isaacson seconded the motion. The motion carried.

5. RFP Update

Beth Diveley stated that the overview of the RFP agency accomplishments and the amount spent was provided in the packets. The Lutheran Family did have some turn over with a therapist and so their numbers reported lower. There was discussion on the school pilot program and that is different than RFP. Sue Curfman stated that in discussions with the schools COMTREA wants to do things different and there are meetings in place to plan for that in the future. Sue Curfman spoke of the integration of SL and BH.
6. Update on Diversion Pilot Program

Steve Horn presented the 1Q statistics in the full COMTREA Board Meeting. Mark Mertens asked when the schools will come back for more funds. Sue Curfman stated that the pilot program is a 3 yr commitment with RVII but there will be expansion to other schools in the future. Sue Curfman stated there is a meeting with Judge Missey in January. As the processes evolve the program will be written out and replicated and reminded the board that there needs to be a switch to prevention rather than response. Josh Isaacson spoke of the Board looking at what COMTREA is not providing and what could be provided by others. Sue Curfman spoke of innovation and the lack of applications during the last RFP application period, despite efforts to get the word out that funds are available. Josh Isaacson talked about the DeSoto School District and the things going on. Sue Curfman stated that there is a task force that has gotten together regarding suicide and finding out what to do to assist. The concern is schools are viewed as punitive. There was discussion on how to get information out to the community and what methods should be utilized. Mark Mertens asked about additional funding and Sue Curfman stated that they will be recording metrics to try and get additional funding from other sources as the program evolves. Sue Curfman stated that the push back that the program is getting from the courts and the juvenile system was not something that was planned on. Beth Diveley stated that the board should be proud of the help this program is doing. Josh Isaacson asked in regards to the 1st Quarter Diversion Stats if any of those numbers are sibling sets. Josh Isaacson stated that it would be nice to see if they are referred younger and then looking to see if they are re-referred later in life for measuring the success of the program. The adult psychiatry was listed as a referral source and Josh Isaacson asked to clarify if this is parents or adult children that were referred to. In addition Josh Isaacson suggested tracking the precipitating factors that might of led to an intervention need and looking at the level of trauma.
7. Old Business

Beth Diveley stated that on November 27\textsuperscript{th} there was a meeting with Dennis Gannon. This meeting was to inform Dennis Gannon of the role of the board and the connection of the board to COMTREA.

Kelly Steffens asked what Steve Horn’s credentials and is it in the thoughts to have a COMTREA BH worker in every school, there are school liaisons in all schools and the schools decide how to use them.

8. Adjournment

With no other business to discuss.

**Recommendations:** “I, Mark Mertens move to adjourn.” Josh Isaacson seconded the motion. The motion carried.

☐ Minutes approved ___________________________  __________

(Signature of JCCMHFB President)  (Date)
JCCMHFB Special Meeting Minutes

Meeting Date: February 27, 2019  Time: 7:30 am  Location: Arnold office – Sue’s Office

Board Attendees: Jerry Rogers; Dr. Josh Isaacson; Elizabeth Diveley; Mark Mertens; Audrey Mitchell and Dennis Gannon

Staff in Attendance: Sue Curfman, CEO and Amy Rhodes, CFO

Not in Attendance: Kelly Steffens and Dr. Steven Crawford

The JCCMHFB Meeting was called to order by Beth Diveley at 7:30 am.

1. Approval of Agenda

The February 27, 2019 meeting agenda was reviewed with Beth Diveley requesting that Agenda Item #3 be moved to the #2 spot on the Agenda.

Recommendations: “I, Josh Isaacson, move that the February 27, 2019 agenda be approved as with the revisions as presented.” Jerry seconded the motion. The motion carried.

2. Local and State Inquiry
Beth Diveley stated that there was some conversations last Monday with Senator Paul Wieland regarding the JCCMHFB. He brought some concerns up that Beth Diveley would like Sue Curfman to share. Sue Curfman was informed that Senator Wieland has had several people come to him regarding the mental health funding and the first change that needs to occur is in the by-laws where it states that JCCMHFB members are automatically part of the COMTREA Board. Sue Curfman explained the structure of the board and the separation and that the JCCMHFB will need to change the bylaws and the appropriations board has been informed of this also. Since then some of the community members have received emails inquiring about funding.

Sue Curfman discussed the conversation further and also stated that a legal review has been done of the contracts and bylaws. When the board was created originally the council wanted this to be part of the COMTREA board for the oversight and there is a state statue says the state appointed agent has to be the administrator of the funds.

Beth Diveley asked if there was any questions regarding the statement. Amy Rhodes stated that an email was received regarding funding. Dennis Gannon stated that it was not new to him and the topic was shared previously. Amy Rhodes reminded everyone that she and Jerry Rogers met with the Senator a year ago. Dennis Gannon stated that wording on the bylaws with “will be on COMTREA Board” to change to something like 2 or 3 specific individuals from the board to be on the COMTREA Board allowing a link and oversight. This has not been discussed with the county council and Dennis Gannon has asked for documents from the clerk’s office. Dennis Gannon spoke that starting offering grants and that might have brought more awareness. Dennis Gannon stated that the impression in minds may become reality and it’s that there is one board.

Sue Curfman stated that when she joined in 2016 there were concerns heard in the community and that others wanted some of the funds and that was brought back to the board
and the funding process was developed. Dennis Gannon stated that individuals may not want to share information. Jerry Rogers stated that the grant money must be under one of the areas stated in the beginning of bylaws. Dennis Gannon stated that he is not going to initiate anything but that it looks like one board. Josh Isaacson went over the wording in section 2. Sue Curfman stated that A-N in the bylaws those are the things that must be provided based on the dollars given. The board gives the over sight that these services are provided. Josh Isaacson asked is there a choice of the board to change those services or is it legislation trying to change it. Amy Rhodes stated that there should be two different boards in her opinion. Dennis Gannon stated that as a member on the MHFB and sitting on the COMTREA Board his perception is he could see he should sit on the MHFB but sitting on the COMTREA Board seems unusual. Jerry Rogers doesn’t disagree that they don’t need to be split and that would solve some of the issues, but how does the MHFB pay for the administration part of the board. Dennis Gannon stated that maybe there is something in the original provisions on how the administrative functions are paid for.

Sue Curfman stated that she would like to see two separate boards with separately administrated. The perceptions are giving COMTREA a negative perception. Dennis Gannon spoke of how to work through the process. Sue Curfman would like to see what COMTREA can do today and going forward that will make sure COMTREA is the safety net and she believes a change needs to be made. Jerry Rogers asked Amy Rhodes if the two boards separate what would services would COMTREA be no longer able to provide. This would be $5-6M. Amy Rhodes stated that the school liaison program and ASP would be at the higher risk.

Dennis Gannon stated that it would be nice to have a way to resolve this so there is not further review. Beth Diveley stated that the contracts in place don’t expire for a few years and that will have to be considered. Jerry Rogers stated that if it separates and programs are
eliminated the clients would be hurting. Dennis Gannon stated that the MHFB would have to
decide to not renew the contract for the funding to stop.
Mark Mertens stated that it is not just a problem in this county and this is happening in others
and it’s believed it’s an arm length transaction. Sue Curfman stated that MHFB that the
money’s designated for certain programs stay in place and that funding stream stays
uninterrupted. Dennis Gannon stated that there is no action to take now and work through
the pros and cons and have someone a county contact. Jerry Rogers stated was that
COMTREA and JCMH and the county meet to discuss. Amy Rhodes stated that the by laws
need to be changed. Jerry Rogers asked who would do the administrator of the financials if
this was separate. Amy Rhodes stated that COMTREA could still do that but is not stated. It
was also stated by Amy Rhodes to have two separate boards and have representatives on
the board. Mark Mertens asked if the county counselor could be available during this
meeting and help with this.

3. By-Law Review

Beth Diveley went over the bylaws. 9 members of the board, 7 from the districts and 1
physician appointee and the county executive.

Josh Isaacson asked that a list be created of questions:

1. If the board changes to 2 separate boards:
   a. Where do they meet?
   b. Who does the financials?
   c. Who does the administration of the board? Paid for out of the MHFB
   d. Get own 501 3c and own bank account

2. What happens with funding if they don’t grant COMTREA funds.

3. Will the board have to meet more often?

4. Who goes off/on what board?
Mark Mertens suggested updating the Senator Wieland’s office on what will be done and allow them to respond in writing.

Josh Isaacson asked if something will be sent to the Senator’s office, Jerry Rogers suggested that Sue Curfman reach out, it was suggested that Dennis Gannon be asked to send a communication. Beth Diveley asked if the Senator is expecting a response. Josh Isaacson stated that it might be better for Sue Curfman to send the letter since the original communication was with Sue Curfman and then have Beth Diveley send a co-letter with Dannie Gannon cc’d on this.

Josh Isaacson stated that if this changes it could have huge implications and be a risk to COMTREA. Amy Rhodes agreed. This matter will be on the agenda for the meeting that is a week from Monday.

**Recommendations:** “I, Mark Mertens, make a motion that the separation of the COMTREA and JCCMHFB Boards is pursued and work sessions set up to discuss a plan on how to achieve this.” Josh Isaacson seconded the motion. The motion carried.

4. Adjournment

With no other business to discuss.

**Recommendations:** “I, Jerry Rogers move to adjourn.” Mark Mertens seconded the motion. The motion carried.

☐ Minutes approved ___________________________ _________

(Signature of JCCMHFB President) (Date)
<table>
<thead>
<tr>
<th>MIL TAX PROGRAM</th>
<th>PROGRAM COST</th>
<th>2019 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychiatry</td>
<td>2,335,980</td>
<td>3,545,286</td>
</tr>
<tr>
<td><strong>also utilizes Sales Tax ($215,000)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physician Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APN Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Behavioral Health</td>
<td>3,089,480</td>
<td>5,783,928</td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keaton Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSR</td>
<td></td>
<td></td>
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<tr>
<td>Community Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Substance Use</td>
<td>1,339,243</td>
<td>1,975,948</td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day Treatment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Court Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Safe Place</td>
<td>351,769</td>
<td>654,284</td>
</tr>
<tr>
<td><strong>also utilizes Sales Tax ($32,000)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programs using Mil Tax</td>
<td>7,116,472</td>
<td>11,599,446</td>
</tr>
<tr>
<td><strong>Total budget for MIL TAX Programs (less sales tax) = $11,712,446</strong></td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>SALES TAX PROGRAM</th>
<th>PROGRAM COST</th>
<th>2018 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children Behavioral Health Services</td>
<td>1,114,918</td>
<td>1,773,841</td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
<td></td>
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<tr>
<td>Community Support</td>
<td></td>
<td></td>
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<tr>
<td>Counseling</td>
<td></td>
<td></td>
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<tr>
<td>Children Substance Use</td>
<td>359,973</td>
<td>752,313</td>
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<td>Includes:</td>
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<td>Counseling</td>
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<td></td>
</tr>
<tr>
<td>Day Treatment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Liaison Services</td>
<td>285,365</td>
<td>504,132</td>
</tr>
<tr>
<td>CAC - Jefferson County Location</td>
<td>134,334</td>
<td>280,718</td>
</tr>
<tr>
<td>Tails with Tales</td>
<td>55,949</td>
<td>93,720</td>
</tr>
<tr>
<td>Reserved for outside RFP</td>
<td>200,000</td>
<td>200,000</td>
</tr>
<tr>
<td>Programs using Sales Tax</td>
<td>2,150,539</td>
<td>3,604,724</td>
</tr>
<tr>
<td><strong>TOTAL BUDGET FOR SALES TAX Budget (including above) = $3,851,724</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL COSTS (both MIL TAX & SALES TAX PROGRAMS) | 9,267,011 | 15,564,170 |
| **Does not include Administration - COMTREA Admin is 17%** |

| TOTAL MIL TAX Received to Date | 1,874,699 | 2,900,000 |
| TOTAL SALES TAX Received to Date | 1,584,964 | 2,800,000 |
| TOTAL TAX RECEIVED BY COMTREA | 3,459,663 | 5,700,000 |

| Percentage of total cost | 37.3% | 36.6% |
## Sales Tax Allocation 3 Year & Current Snapshot

<table>
<thead>
<tr>
<th>Program</th>
<th>% allocated FY2016</th>
<th>% allocated FY2017</th>
<th>% allocated FY2018</th>
<th>% allocated Jul - Jan</th>
<th>Avg per mo. FY19</th>
</tr>
</thead>
<tbody>
<tr>
<td>221 Court Services (Juvenile Court)</td>
<td>40,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>303 Adol. General Counseling</td>
<td>545,768</td>
<td>20%</td>
<td>15%</td>
<td>12%</td>
<td>26%</td>
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<tr>
<td>311 Adol. School Services</td>
<td>402,513</td>
<td>15%</td>
<td>15%</td>
<td>13%</td>
<td>20%</td>
</tr>
<tr>
<td>404 Adol. ADA OP</td>
<td>612,932</td>
<td>22%</td>
<td>19%</td>
<td>15%</td>
<td>16%</td>
</tr>
<tr>
<td>501 A Safe Place (Children Services)</td>
<td>26,560</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td>655 Valley BH FQHC (Children BH)</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>656 Arnold BH FQHC (Children BH)</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
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<tr>
<td>701 Children's Advocacy Jefferson County</td>
<td>24,962</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td>803 Tales with Tails</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
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<tr>
<td>900 Outside RFP requests</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>900 Administration &amp; Support non allocated</td>
<td>1,072,879</td>
<td>39%</td>
<td>40%</td>
<td>24%</td>
<td>4%</td>
</tr>
<tr>
<td>900 Estimated Admin allocated to program (17%)</td>
<td>0</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Sales Tax per Fiscal Year</strong></td>
<td><strong>2,725,614</strong></td>
<td><strong>2,755,026</strong></td>
<td><strong>2,820,853</strong></td>
<td><strong>1,584,963</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

## MIL Tax Allocation 3 Year & Current Snapshot

<table>
<thead>
<tr>
<th>Program</th>
<th>% allocated FY2016</th>
<th>% allocated FY2017</th>
<th>% allocated FY2018</th>
<th>% allocated Jul - Jan</th>
<th>Avg per mo. FY19</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 Adult General Counseling</td>
<td>799,584</td>
<td>29%</td>
<td>22%</td>
<td>42%</td>
<td>0</td>
</tr>
<tr>
<td>122 Keaton</td>
<td>323,009</td>
<td>19%</td>
<td>19%</td>
<td>19%</td>
<td>80,752</td>
</tr>
<tr>
<td>203 Adult ADA</td>
<td>753,620</td>
<td>27%</td>
<td>24%</td>
<td>29%</td>
<td>0</td>
</tr>
<tr>
<td>Code</td>
<td>Program Name</td>
<td>Amount</td>
<td>%</td>
<td>Amount</td>
<td>%</td>
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<td>------</td>
<td>------------------------------</td>
<td>---------</td>
<td>-----</td>
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<tr>
<td>221</td>
<td>Court Services (Adult)</td>
<td>181,889</td>
<td>7%</td>
<td>212,522</td>
<td>8%</td>
</tr>
<tr>
<td>501</td>
<td>A Safe Place</td>
<td>160,000</td>
<td>6%</td>
<td>200,000</td>
<td>7%</td>
</tr>
<tr>
<td>656</td>
<td>Arnold BH FQHC (Adult BH)</td>
<td>492,326</td>
<td>18%</td>
<td>665,400</td>
<td>24%</td>
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<tr>
<td>900</td>
<td>Administration &amp; Support**</td>
<td>408,754</td>
<td>15%</td>
<td>415,903</td>
<td>15%</td>
</tr>
<tr>
<td>900</td>
<td>Estimated Admin allocated to program (17%)</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

** 2018 Total Admin allocated $1,969,261

Total Sales Tax per Fiscal Year

- 2017: 2,796,173
- 2018: 2,796,173
- 2019: 2,318,672
- 2020: 1,691,667

100%
ARTICLE I.

SECTION 1. The legal name of the organization is Jefferson County Community Mental Health Fund Board (JCCMHFB).

SECTION 2. The purpose of this Organization as authorized by the County Council and the Statutes of the State of Missouri is to administer the funds received by Jefferson County from the property tax and children’s sales tax and to do through solely contracting with Comtrea to act as its exclusive active agent in order to assure a system of care which addresses the following for Jefferson County:

A. The provision of a comprehensive policy concerning the planning and delivery of community mental health services and children’s services.
B. The provision of professional individual and family counseling at reasonable cost to residents of Jefferson County.
C. Efforts are made to assist in community education concerning health, mental health, substance abuse and spouse abuse.
D. The provision of a 24 hour hot line.
E. The provision of psychiatric day treatment.
F. The assurance that a residential shelter for victims of domestic violence is available in the county.
G. The assurance that at least two offices providing mental health/substance abuse and behavioral health services are located within Jefferson County.
H. A web site regarding services available and other activities of Comtrea is available for the county.
I. Liaisons are provided to public school districts within the county.
J. A child psychiatrist is available in Jefferson County.
K. Services are provided in a professional and quality manner.
L. A community mental health service network exists in the county.
M. Additional funds (grants/contracts/etc.) to accomplish the goals of the JCCMHFB and Comtrea are sought by Comtrea.
N. The supervision of Comtrea who acts as the sole treatment provider and administrator for the JCCMHFB is performed by the JCCMHFB.

SECTION 3.
3.1 The Board shall consist of 9 members, one of which must be a physician.
3.2 The Board shall be so constructed as to represent the seven Jefferson County Districts as practicable.
3.3 The Chief Executive of the County shall automatically be a member of the JCCMHFB.
3.4 The JCCMHFB members will automatically be Comtrea board members.

ARTICLE II.

Offices
The JCCMHFB shall co-locate with Comtrea. Notice of change of office or registered agent shall be transmitted to the County Council. The President/CEO of Comtrea will be the JCCMHFB Administrator.

ARTICLE III.

SECTION 1. GENERAL POWERS. The JCCMHFB shall be responsible for the development of policies and for the general supervision of their implementation and will supervise Comtrea as it acts for the JCCMHFB. Members may not act or speak on behalf of the entire Board without express Board approval/consent.

The Board has the following ultimate responsibilities:
   1. Approving all Comtrea activities which utilize JCCMHFB funds.
   2. Assuring that Comtrea activities are conducted in compliance with applicable federal, state, and local laws.
   3. Evaluating Comtrea achievements at least annually and using the knowledge gained to revise its mission, goals, objectives, plans, and budgets as may be appropriate and necessary.
   4. Reviewing and accepting the independent auditor report that reviews the actions of Comtrea each year.
   5. Evaluating itself periodically for efficiency, effectiveness, and compliance with all requirements.

SECTION 2. COMPOSITION. The composition of the JCCMHFB may not conflict with any Federal law or guideline as to representation of minorities. The members will be selected for their expertise in community affairs, local government, finance and banking, legal affairs, trade unions, and other commercial and industrial concerns, or social service agencies within the community.

2.1 The nine members of the board will be appointed by the Jefferson County Council to administer the community mental health fund.
2.1.1 These members will serve as members of the COMTREA Board for their respective terms of office.
2.1.2 The appointments are for three years.
2.1.3 Appointees may serve consecutive terms at the pleasure of the Jefferson County Council.

SECTION 3. REGULAR MEETINGS. Meetings of the board of directors shall be designated from time to time by resolution of the board of directors.
3.1 Written notice of such meetings shall be given no less than ten (10) days prior to the meeting.
3.2 This Board shall regularly convene no less frequently than once every quarter.
3.3 The Jefferson County Community Mental Health Fund Board shall meet with the COMTREA Board and ratify all actions.
3.4 The June meeting each year shall be a designated “Annual Meeting”
3.5 If necessary in case of an emergency, upon proper notice, meetings may be called by the chairman or the Administrator. Said notice shall be written and state briefly the time, place and subject matter of the meeting.
3.6 Board meeting minutes will be kept at Comtrea’s main office in a secure manner and may not be disposed of. Closed meeting minutes are retained in the CEO’s office in a secure manner; open meeting minutes will be placed on the public section of the Web site.

SECTION 4. QUORUM. One-third of the board of directors shall be a quorum of the board. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board.
4.1 Board Members may meet or participate in meetings by telephone or other electronic means as long as all Board Members are continuously able to communicate with one another and the public is able to participate in accordance with the Missouri Sunshine Law.

SECTION 5. COMPENSATION. Directors shall receive no compensation for their services.
SECTION 6. ATTENDANCE.
6.1 Any member of the board who shall be absent from 3 consecutive meetings without cause or 50 percent of special or regular meetings within a 12 month period, may be removed from the board by the County Council
6.2 Members may appoint a “designee” to act for them.

SECTION 8. CONFLICT OF INTEREST. No member of the council, a committee, or any advisory groups as may be established, shall vote on any matter which would involve a conflict of interest, monetary, professional or in any other fashion.

SECTION 9. RULES OF ORDER. All members of the council and of committees or advisory groups which shall be established in accordance with the latest edition of Robert's Rules of Order.

Section 10. DISTRIBUTION OF FUNDS. CMHFB will administer the disbursement of funds collected pursuant to the Jefferson County Mental Health Mil Tax and the Jefferson County Children’s Sales Tax. The funds collected by the Jefferson County Collector will be deposited in a separate account maintained by the Jefferson County Treasurer, and all interest earned on such funds shall be retained in said account for the use exclusively in connection with mental health programs and allied services, subject to the following conditions:

a) Payment from the mil tax shall be made from such account by the County Treasurer promptly upon receipt of an invoice properly approved by Comtrea, acting on behalf of the JCMHFB, contingent only upon the availability of funds in said account.

b) This relates only to funds collected by Jefferson County pursuant to the Mental Health Mil Tax and the Children’s Services Sales Tax, and that there shall be no obligation on the part of Jefferson County to provide any funding other than that so collected.

c) JCCMHFB requires that Comtrea agree that its financial operations shall be conducted in accordance with the Missouri Department of Mental Health Certification Committee.

d) Comtrea must assure that all expenditures shall be in accordance with Comtrea's annual budget, and that expenditures of more than $5,000 for a single item shall be made only after the solicitation of three written bids or documented oral price quotes.

e) The funds collected by the State of Missouri, County of Jefferson, will be disbursed directly to Comtrea and overseen by the JCCMHFB.

ARTICLE IV

SECTION 1. OFFICERS. The officers of the corporation shall be a chairperson, vice-chairperson, a treasurer, a secretary and such other officers as may be elected in accordance with the provisions of this article. The board of directors may elect or appoint such other officers as it shall deem desirable, such officers to have the authority and perform their duties prescribed from time to time, by the board of directors.

SECTION 2. ELECTION AND TERM OF OFFICE. The officers of the corporation shall be elected at the first regular meeting of the board of directors each fiscal year. Vacancies may be filled or new offices created and filled at any meeting of the board of directors.

2.1 Each officer shall hold office for a term of three years unless he is unable or unwilling to act, or removed from office.

2.2 Officers may serve as long as reappointed by the County Council.
SECTION 3. REMOVAL. Any officer or agent elected or appointed by the board of directors may be removed by the County Council whenever in its judgment the best interests of the county would be served thereby.
3.1 Notification to the board member being removed shall be accompanied by a letter from the County Chief Executive to the person with a copy to the Administrator.
3.2 Removal from the board automatically includes removal as an officer.

SECTION 4. VACANCIES. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the County Council.
4.1 Resignations should be sent to the County Chief Executive with a copy to the Administrator.
4.2 See SECTION 3. REMOVAL

SECTION 5. CHAIRPERSON. The chairperson shall supervise all of the business and affairs of the corporation. S/He shall preside at all meetings of the board.

SECTION 6. VICE-CHAIRPERSON. In the absence of the chairperson or in the event of his/her inability or refusal to act, the vice-chairperson shall perform the duties of the chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the chairperson. The Vice-chairperson shall perform such other duties as from time to time may be assigned to him/her by the chairperson or by the board of directors.

SECTION 7. TREASURER. The treasurer shall serve on the Financial Committee of Comtrea and review all audits on behalf of the JCCMHFB.

SECTION 8. SECRETARY. The secretary shall see to it that minutes of the meetings of the members and of the board of directors are kept. The secretary shall implement the retention of the records of the meetings of the Board of Directors pursuant to Sunshine Laws.

SECTION 9. Administrator. The directors shall appoint the President/CEO of Comtrea to serve as Administrator of the JCCMHFB and a non-voting ex officio Board member. The Board shall require the Administrator to:
   a. Carry out the policies of the JCCMHFB
   b. Oversee the day to day operations of Comtrea
   c. Evaluate Comtrea activities on behalf of the JCCMHFB including
      a. Service utilization patterns
      b. Productivity
      c. Patient satisfaction
      d. Achievement of project objectives
      e. Developing and overseeing the process for hearing and resolving patient grievances
   d. Develop, adopt, and periodically updating policies for financial management practices, including:
      a. a system to assure accountability for corporate resources
      b. long-range strategic and financial planning
      c. approval of the annual budget submitted budget priorities
   e. Serve as ex-officio participant of the Board and all Board committees.

ARTICLE V.

Contracts, Checks, Deposits and Funds
SECTION 1. CONTRACTS. The board of directors may authorize the chairperson to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation as authorized or imposed by the Board.

SECTION 2. DEPOSITS. All funds of the JCCMHFB shall be deposited to the credit of the Comtrea in such banks, trust companies or other depositories as the Comtrea board of directors may select.

ARTICLE VI.

Books and Records

The JCCMHFB shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, board of directors and committees having any of the authority of the board of directors, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member, or his/her agent or attorney for any proper purpose at any reasonable time.

ARTICLE VII.

Fiscal Year: The fiscal year of the corporation shall begin on the first day of July and end on the last day of June in each year.

ARTICLE VIII.

Amendments to By-Laws: These by-laws may be altered, amended or repealed and new by-laws may be adopted by a majority of the directors present at least two days' written notice is given of intention to alter, amend or repeal or to adopt new by-laws at such meeting.
March 5, 2019

TO: Senator Paul Wieland  
Missouri State Capitol, Room 334  
Jefferson City, MO 65101

FROM: Beth Diveley, Board Chair  
Jefferson County Community Mental Health Fund Board

RE: Update Regarding Makeup of JCCMHF and Contrea Boards

Dear Senator Wieland,

It was recently brought to my attention by Sue Curfman, President/CEO of Contrea, that there have been concerns raised regarding the relationship between the Jefferson County Community Mental Health Fund Board (JCCMHF) and Contrea’s Board. In addition, there are concerns with certain language within the Mental Health Fund Board’s by-laws, and the process in which funds are granted to Contrea from the County for mental health services to the residents of Jefferson County.

A special meeting was held by the JCCMHF last week on Tuesday, February 26, 2019 to discuss these concerns. I want to make sure you are aware that the board takes these concerns very seriously and a motion was made by the board to consider the separation of the JCCMHF and Contrea’s board.

The JCCMHF will hold its regular quarterly meeting on Monday, March 11, 2019. We have made the above referenced concerns agenda items for this meeting and want to assure you we are taking action to resolve these issues. Please know this will be a rigid process and will take some time to make changes.

The Jefferson County Community Mental Health Fund Board will keep you informed of the progress made toward the changes. If you have any questions, don’t hesitate to reach out to me directly. Thank you.

Sincerely,

Beth Diveley  
JCCMHFB Chairman

Email communications to: lwigger@contrea.org
Telephone: 636-296-6206 ext 4345

21 Municipal Drive
Arnold, MO 63010
February 27, 2019

TO: Jamey Murphy  
   Chief of Staff  
   Office of Senator Paul Wieland  
   State Capitol, Room 334  
   Jefferson City, MO  65101

FROM: Susan Curfman, MA  
       President/CEO  
       Community Treatment, Inc., (dba COMTREA)  
       21 Municipal Drive  
       Arnold, MO  63010

RE: Update on the Jefferson County Community Mental Fund Board (JCCMHFB) Discussions

Hello Senator Wieland,

I appreciated the opportunity to meet with you in your office on Tues. Feb. 12th as a scheduled legislative visit with the Missouri Primary Care Association (MPCA). At the close of the discussions on the legislative priorities of MPCA, dialogue was initiated on the concerns you have with the JCCMHFB. I had communicated my follow-up with the two specific steps of sending the JCCMHFB Bylaws to Jamey Murphy and bringing the concerns shared to the Chair of the JCCMHFB.

The Bylaws were sent to Jamey Murphy the next day on Wed. Feb. 13th. I also spoke with Elizabeth Diveley, Chair of the JCCMHFB and Jerry Rogers, Chair of the COMTREA Board on Wed. Feb. 13th and shared the concerns brought forth. The course of action from that conversation was to schedule a Special Meeting of the JCCMHFB, which took place on Wed. Feb. 26th at 7:30 AM.

The following, distilled from concerns I extracted from our dialogue, was presented to the JCCMHFB Members at the Wed. Feb. 26th special meeting.

1. There is a prior history and trend of complaints and concerns surrounding the Mental Health Fund Board and COMTREA as the designated agency that receives all of those funds.
2. The language of the Bylaws that state the members of the JCCMHFB will “serve as members of the COMTREA Board for their respective terms of office”. There was also the stated request to immediately change this language in the JCCMHFB Bylaws.
3. Recommendation to make two separate Boards and have the JCCMHFB operate independently of the COMTREA Board.
4. These concerns were brought to the Senate Appropriations Committee on Mon. Feb. 11th and you will work to resolve these.
The following recommendation was passed by the JCCMHFB at the special meeting on Feb. 27th.

The separation of the COMTREA and JCCMHFB Boards is pursued and work sessions are set up to discuss a plan on how to achieve this.

This recommendation will be brought to the regularly scheduled JCCMHFB Meeting on Mon. March 11, 2019 for discussion and next steps as determined by the JCCMHFB. Dennis Gannon, County Executive and member of the JCCMHFB, is going to update the County Council and bring them into the discussions and resolutions since this a County appointed Board.

Thank you again for sharing your concerns and allowing us the opportunity to respond in a proactive nature.

Sincerely,

[Signature]

Susan Curfman
CEO, President
COMTREA
Cell: 314.677.5840
Email: scurfman@comtreao.org
### RFP Awards

#### Calendar Year 2018

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount Applied For</th>
<th>Amount Paid Out</th>
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<tbody>
<tr>
<td>NCADA</td>
<td>$2,000.00</td>
<td>$1,488.70</td>
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<tr>
<td>To support the Red Ribbon Leadership Training in Jefferson County</td>
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<tr>
<td>Lutheran Family and Children's Services</td>
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<td>Support additional mental health counseling services for children, youth and families in Jefferson County</td>
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<tr>
<td>Diversion Program - Jefferson RVII</td>
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<td><em>Reimbursement for program thru MOU / Paid to school on 1/17/19</em></td>
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<td><em>MOU ALLOWS FOR $60,000 PER SCHOOL YEAR</em></td>
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#### Calendar Year 2019

<table>
<thead>
<tr>
<th>Organization</th>
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<tr>
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<td>Support additional mental health counseling services for children, youth and families in Jefferson County</td>
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<td><em>Paid Out is for the month of January 2019</em></td>
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<td>Diversion Program - Jefferson RVII</td>
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<tr>
<td><em>Will now pay out quarterly</em></td>
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December 18, 2018

2018 One-Time Funding Contract
Jefferson County Community Mental Health Fund Board
Reporting Period: September 1, 2018-December 15, 2018

NCADA received funding and the award was contracted through the Jefferson County Community Mental Health Fund Board (JCCMHB) to support the NCADA 2018 Jefferson County Red Ribbon Youth Leadership Training held September 10, 2018 at Faith Community Church in House Springs. During this reporting period, NCADA staff worked to plan, organize and implement the event. The Jefferson County Red Ribbon Training was attended by 11 schools, 110 students and 22 adults. A summary sheet of the outcomes is attached.
2018 RED RIBBON LEADERSHIP TRAINING

NCADA's Red Ribbon Training inspires and equips middle school youth with demonstrated leadership potential to organize substance use prevention activities during the annual national Red Ribbon Week. Throughout the month of September, three regional trainings prepared 522 students and their sponsors to plan, coordinate, promote, and implement unique anti-drug programs in their schools during October 23rd -31st. Training sessions included learning about the dangers of misusing prescription medicines; the negative effects of alcohol, marijuana, e-cigarettes, and energy drinks; how substance use impacts brain development; and how to share this information with peers.

"This Red Ribbon training will help me stay away from drugs, alcohol and vapes and help me help others."

"It definitely impacted my life and made me realize that if anyone were to try and use drugs, their opportunities would be gone."

"This Red Ribbon training will help me to lead and not follow."

- Red Ribbon participants

Some outcomes from 2018's Red Ribbon Training include:
- 15% increase in participants' knowledge about nicotine
- 50% increase in participants' reporting they have the knowledge to lead drug prevention activities with their peers.
- 82% increase in participants' knowledge about brain development.
- 99+% of participants reported that Red Ribbon influenced them to avoid using: alcohol (99%), e-cigarettes (100%), and marijuana (99%).
The Numbers

The therapist from Lutheran Family and Children’s Services of Missouri has provided 333 hours of counseling services to 61 children and youth in Jefferson County from June 1, 2018 through December 31, 2018. During the start-up process, LFCS experienced some staff turnover in the Jefferson County office; however, LFCS has now significantly increased the numbers served, as well as the utilization of funding.

Changes to the Program:

There have not been any changes to the program. However, as noted previously, LFCS experienced some therapist turnover. We filled those vacant positions and added an additional contract therapist in order to ensure continuity of service delivery.

Outcomes

Outcome 1: Clients will have improved level of emotional and/or behavioral functioning. The anticipated outcome is that 80% of clients will maintain or improve their general level of functioning, as measured by the Children’s Global Assessment Scale (CGAS).

From June 1, 2018 through December 31, 2018, 88% of clients maintained or improved their level of emotional/behavioral functioning.

Outcome 2: Clients who experience mental health symptoms will experience a reduction in these symptoms after clinical intervention. The anticipated outcomes is that 80% of the clients will have a decrease in mental health symptoms, as measured by the Pediatric Symptoms Checklist (PSC). Regarding process towards this treatment goal, LFCS would not expect to see changes in client symptoms until after at least nine sessions.

From June 1, 2018 through December 31, 2018, 85% of clients saw a decrease in mental health symptoms.
Lisa Wigger
Jefferson County Community Mental Health Fund Board
21 Municipal Drive
Arnold, MO 63010

Dear Jefferson County Community Mental Health Fund Board team:

Thank you for your support of the mission of Lutheran Family and Children’s Services. We would like to share more about our mission with our valuable partners, so this letter shares a story about how we **empower children and families to overcome challenges today so they can build a better tomorrow**. All of the programs we provide work together and help us achieve our vision of **building children and families across Missouri that are safer and stronger together**. The following story is from the Family Services department.

The client, Danielle, was 24-years old and pregnant with her first child when she came to us in 2012. At the time, she was homeless and disabled due to being shot multiple times in the leg. Danielle had to go back to school and providing a better life for her baby. During her time with LFCS, she was enrolled in the Nurturing Kids parenting education program. She was able to work towards goals she had set for herself, and she learned about caring for an infant. While in the program, Danielle gave birth to a healthy baby boy, Tim. Danielle gave birth to her second son, Danny, in 2014. While working with us, she received clothing and diapers for her sons, as well as occasional rent and utility assistance.

After losing her SSDI, Danielle worked hard to find jobs that wouldn’t require standing for long periods of time, as she still pain in her leg while standing or walking. Without health care coverage, she was unable to receive needed medical care. Danielle began taking college classes, and she was able to secure housing for herself and her children. As a single mother, this was very challenging. Danielle often worked two to three part-time jobs to make ends meet. She began working as a security officer for public transportation and was required to move homeless individuals from the trains. She had compassion for these individuals she encountered, and she found it difficult to force them out in the cold. Danielle understood the struggles of being homeless, and she decided to do something to help. After two years of dedication, Danielle opened a non-profit where homeless and low-income individuals could shower and do laundry for free. Danielle is a shining example of resilience and determination. She is now working full-time as a teacher’s assistant for the St. Louis Public Schools, will graduate with her Bachelor’s degree in Business Management this summer, and will continued to grow her non-profit so she can give back to the community that once supported her.

Thank you for helping us help support people like Danielle,

Charles Duggar
President/CEO - Lutheran Family and Children’s Services of Missouri
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>Crawford, Steven, D.O.</td>
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<tr>
<td>Diveley, Elizabeth (Beth)</td>
<td>Board Chair</td>
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<tr>
<td>Gannon, Dennis</td>
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<td>Isaacson, Josh</td>
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<td>Mitchell, Audrey</td>
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<td>Steffens, Kelly</td>
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