JCCMHFB Meeting Minutes
Meeting Date: June 17, 2019 Time: 9:00 am Location: Arnold office – Cafe

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

Staff in Attendance: Sue Curfman, CEO, Amanda Beffa, Dir. Office Management and Amy Rhodes, CFO

Not in Attendance: Elizabeth Diveley and Kelly Steffens

With the absence of Beth Diveley due to sickness the JCCMHFB Meeting was called to order by Jerry Rogers, Co-Chair at 9:10 am.

1. Approval of Agenda
The June 17, 2019 meeting agenda was reviewed with no changes requested.
Recommendations: "I, Mark Mertens, move that the June 17, 2019 agenda be approved as presented." Josh Isaacson seconded the motion. The motion carried.

2. Approval of Minutes
- March 11, 2019
The March 11, 2019 meeting minutes were reviewed with no changes requested.
Recommendations: "I, Audrey Mitchell, move that the March 11, 2019 meeting minutes be approved as presented." Dr. Crawford seconded the motion. The motion carried.
3. Financial Report
Amy Rhodes went over the financial report through April this was distributed out to all board members. In addition, Amy Rhodes went over the request for the FY2020 budget and the amounts requested for each of the COMTREA programs. The request shows what the MIL tax and Sales Tax would pay for. There are two additional School Liaisons added for schools, primarily in the Fox district. It is noted that the request for the CAC is the Jefferson County location only. The RFP amount of $250,000 is also in the budget, the JVRlll Diversion Pilot and the cost allocated with dividing the board was put in the budget, the expenses would be primarily legal expenses and staff time. There will be time with reviewing by-laws and legal forms this is based on costs that another board encountered there is also administrative fees in the budget. The sales tax for FY2020 will not cover all the services needed, so some MIL tax funds will be utilized to cover children’s services. Historically the Mil tax funds where only used for adults however they can be utilized for children also. Dennis Gannon stated that he was glad that the Jefferson County location was specified under the CAC. Amy Rhodes also pointed out that none of the funds from sales or Mil tax are used for Primary Care or Dental.

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

Recommendations: “I, Dennis Gannon, move that the JCCMHFB approve the FY2020 budget request as presented.” Dr. Crawford seconded the motion. The motion carried.

4. Approval of JCCMHFB Contract
The JCCMHFB Contract was included in the board packet for review and approval. Jerry Rogers asked if there was any questions regarding the contract. Dennis Gannon asked that commission be changed to Council. Dr. Crawford asked why the approval is done annually. Dr. Crawford thinks the contract should be 5 years and the RFP for inclusive services. Sue Curfman stated that the bylaws allow for changes to be made anytime. There was discussion regarding the rolling 5 year agreement. Sue Curfman stated that the FY2020 request could be the RFP, however Dr. Crawford stated that that isn’t really a RFP. Mark Mertens stated that there was a vote to have a committee to look at things and that needs to be implemented and start looking at everything. Sue Curfman stated that the committee will start in August after the HRSA OSV and the process to split the boards would be worked on next year. Sue
Curfman went over how the committee will have to decide to changes. Sue Curfman stated that the senator stated there are three other counties with similar issues and the change could be made or mandated at a state level. Dennis Gannon stated that something brought up by the Senator has to be approved by the house and there are two other counties that have a fund board and maybe seeing what they do. (Lisa Wigger will try to research this) Sue Curfman asked that the contract be left alone until the committee decides what changes are needed. Josh Isaacson stated that the RFP would be more detailed or comprehensive, if that process was done for COMTREA funds. Dennis Gannon felt the contract term sounded fine and that the agreement should be reviewed by the committee. Dr. Crawford spoke of how he feels that there is no one in the county (organization – wise) that could really provide the full amount of services. Amy Rhodes stated that she has a concern that in the future if the board changes that COMTREA is at risk of losing 18% of the budget and it would be hard to prepare for such a loss of funds. Jerry Rogers asked what is wrong with the current contract process. Mark Mertens stated that it has excluded anyone else from trying to get the funds and that is part of the problem. Sue Curfman stated that putting an RFP out for $250,000 for other agencies has allowed funds to be received by other organizations. Josh Isaacson stated that knowing what COMTREA does helps him to know where the funds go but there is still a need for transparency with others. Mark Mertens stated that Mercy will be the organization that will go after the funds. Dr. Crawford agreed with Mark Mertens. Dr. Crawford stated that Mercy is not serving the county and doesn’t want anything to do with COMTREA and he feels it’s a good organization. Jerry Rogers asked that the current contract be approved and the committee that is put together review the contract. After much discussion, the approval of the contract was tabled until the September meeting.

**Recommendations:** “I, Mark Mertens, move that the JCCMHFB table further contract discussion and approval to after the committee meets and discusses.” Dr. Crawford seconded the motion. The motion carried.

5. **Appointment and Commissions**

   a. Josh Isaacson
   b. Audrey Mitchell
   c. Mark Mertens
Recommendations: "I, Dennis Gannon, move that the JCCMHFB approve the Appointments of Josh Isaacson, Audrey Mitchell and Mark Mertens as presented." Dr. Crawford seconded the motion. The motion carried.

6. Approval of COMTREA Board Actions
Recommendations: "I, Mark Mertens, move that the JCCMHFB approve the COMTREA Board Actions through June 17, 2019 as presented." Josh Isaacson seconded the motion. The motion carried.

7. RFP Updates
Dennis Gannon asked that the summary of the RFP process be emailed to him. The schedule below for the upcoming RFP schedule was noted to the board members. Amy Rhodes mentioned that the Festus paper had the RFP notification in it last week, Lisa Wigger was to look into further the information should have been in the June 26th edition.
   a. Awardee Updates
   b. Upcoming RFP Schedule
      i. Issuance of RFP – July 1, 2019
      ii. Deadline for Questions and Clarification – August 1, 2019
      iii. Issuance of Final Addendum – August 15, 2019
      iv. Proposals Due – September 3, 2019
      v. Funding Recommendations to Board – September 9, 2019
      vi. Notification to Awardees – October 1, 2019
      vii. Funding Starts – January 1, 2020
Mark Mertens asked why the JVRII wasn’t in the RFP process, Sue Curfman stated that this was around innovation and a pilot and the funding was handled differently.
Recommendations: "I, Mark Mertens, move that the JCCMHFB approve the continuation of the RFP with $250,000 in funding for calendar year 2020 as presented." Dennis Gannon seconded the motion. The motion carried.

8. JCCMHFB/COMTREA Board Separation Update
The separation was discussed earlier during the contract approval. Dr. Crawford suggested that representation on the COMTREA Board would be necessary if/when the two boards are separated. This will be discussed during the committee meetings.
9. Old Business
No old business to discuss.

10. Discussion Items
No additional discussion items.

11. Adjournment
With no other business to discuss.
Recommendations: "I, Mark Mertens move to adjourn." Dr. Crawford seconded the motion.
The motion carried.

☐ Minutes approved ___________________________ 9/9/19
(Signature of JCCMHFB President) (Date)