JCCMHFB Meeting Agenda

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

1. Approval of Agenda

2. Approval of Meeting Minutes
   a. March 11, 2019

3. Financial Report

4. Approval of JCCMHFB Contract

5. Appointment and Commissions
   a. Josh Isaacson
   b. Audrey Mitchell
   c. Mark Mertens

6. Approval of COMTREA Board Actions

7. RFP Updates
   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
8. JCCMHFB/COMTREA Board Separation Update

9. Old Business

10. Discussion Items

11. Adjournment
The JCCMHFB Meeting was called to order by Beth Diveley at 9:10 am.

1. Approval of Agenda

The March 11, 2019 meeting agenda was reviewed with no changes requested.

Recommendations: “I, Mark Mertens, move that the March 11, 2019 agenda be approved as presented.” Dennis Gannon seconded the motion. The motion carried.

2. Approval of Minutes

   a. December 10, 2018

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

Recommendations: “I, Mark Mertens, move that the December 10, 2018 meeting minutes be approved as presented.” Audrey Mitchell seconded the motion. The motion carried.
b. February 27, 2019 Special Meeting Minutes

The February 27, 2019 meeting minutes were reviewed with no changes requested.

**Recommendations:** “I, Mark Mertens, move that the February 27, 2019 meeting minutes be approved as presented.” Audrey Mitchell seconded the motion. The motion carried.

3. Financial Report

Beth Diveley asked Amy Rhodes to provide an update, she referred to the sheet summarizing the funds. All the programs are running over budget specifically those that are covered by the sales tax. Jerry Rogers asked under MIL tax dollar if services are reimbursed or how that works. Amy Rhodes stated that some of those programs are covered by other payers and the MH dollars covers much of the difference. Mark Mertens asked if there is any MIL or sales tax due, Amy Rhodes stated that there is none owed but there is always a little lapse.

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

4. JCCMHFB/COMTREA Board Separation

Beth Diveley stated that the possible separation of the board needs to be discussed. The two letters to the Senator’s office were referred to in the packet for the board to review. These letters were sent to make sure they were aware that the concerns were being taken very seriously. Beth Diveley spoke of how there appears to be a lack of knowledge on what the funds given do and the return and in reality the residents of the county only know they are receiving services. It was added that there has never been a legal investigation on the funds. The bylaws that the county set out have been followed. Beth Diveley stated that when she joined the MH board she had to learn a lot and wanted to make a difference with people in the county that needed help. Beth Diveley stated that she feels confident that COMTREA is
doing what they need to do and she believes that COMTREA is serving the community appropriately. During a Special Board Meeting called on February 27th, Beth Diveley stated that she was for separating the board but isn't sure if that is needed and believes that a review of the bylaws would be good start. Dr. Crawford asked what the response was when Sue Curfman approached the attorney general to review and they stated they would not review for an individual or private group. Dr. Crawford asked if they would do the review if requested by the county. Sue Curfman had asked Ken Waller to do that, however it was not done. Dennis Gannon stated that he has read all the statues and provisions and it clearly it states that COMTREA can be the agency that distributes the funds. Dennis Gannon stated that when he realized that individuals that are appointed to the JCCMHFB are also automatically part of the COMTREA board too he was concerned. Dennis Gannon feels that individuals do not know the relationship but there is no question that COMTREA is doing their mission. Dennis Gannon stated that the area in the by-laws where it states that anyone on the mental health board are automatically on the COMTREA board is an area to change and suggested there should be a few of the board members but not everyone. Dennis Gannon stated that any contracts in place should stay in place with COMTREA and believes there should be some things addressed for the public perception. The separation and arm’s length discussion was a concern and Dennis Gannon is only the messenger and feels that this should be fixed and addressed without the state telling the MH fund what to do. Dr. Crawford stated that the representation of more on the COMTREA board helps to have an impact. Jerry Rogers stated that if the boards were separate and the bylaws changed to have 3 people from the MH board as voting members on the COMTREA board how would that look. There was discussion on the number of people on the COMTREA board and Dennis Gannon stated that it is hard to select someone that can be part of the JCCMHFB because they have
to attend the COMTREA Board meetings also and miss time from work. Dennis Gannon stated that there may be resistance on the COMTREA Board regarding splitting the two, but the COMTREA Board can’t reject the decisions of the MH board and the MH board has to decide on the end result. Dr. Crawford asked why the county would not want the MH board to have as much presence on the COMTREA Board. Jerry Rogers stated that if the board is split then the administration for the board will have to be taken care. Beth Diveley stated that there is also administrative support that is provided to help with minutes and the RFP process and Sue Curfman allows for the Executive Manager to oversee all of the functions of the board and that will have to be paid out of the funds that would go to our residents.

Jerry Rogers asked that the work group be discussed and asked Dennis Gannon if he had suggestions. Mark Mertens asked that the county counselor be allowed to work on this and Dennis Gannon stated that he does not have an issue with that. Dennis Gannon was not sure who to suggest for this workgroup. Sue Curfman stated that this is a county board and needs to have the county involved. Dennis Gannon stated that COMTREA staff need to be present too. It was discussed to have a workgroup made up of 2 COMTREA Board, 2 JCCMHFB, 2 Council, 1 County Dr. Crawford suggested Tracey Perry. Dennis Gannon asked that there not be voting within the workgroup, Beth Diveley stated that this would be a work group and the voting would be done by the actual board. Dennis Gannon stated that he will report to the council tonight and see what participation he could get. Dennis Gannon said he could be on it if needed. Beth Diveley stated that the work group is going to get the overall picture and look at the bylaws and keeping the residents in mind and they will prepare some recommendations to bring to the MH board for further decisions. Dr. Crawford asked if there was anything that has come up that says it really has to be separated. Amy Rhodes stated that the Bylaws are COMTREA heavy in language and suggested to use the term provider and not state COMTREA that way the board could contract with anyone. Amy
Rhodes stated that COMTREA is the only service provider designated by the state. Sue Curfman added that there has been meetings prior and COMTREA is very transparent on sharing information. Dennis Gannon stated that he is not sure on all of this and the Senator stated to him there were concerns and there needs to be planned. Audrey Mitchel stated that time and money spent for an issue is not good use of money. Dennis Gannon is going to ask the county counselor on the bylaws and who approved. There was discussion on what the county approved. Dennis Gannon believes the MH board approved the bylaws. Sue Curfman stated that there was a dysfunctional relationship and would like to report to the county council. Mark Mertens stated that Dr. Huss used to come present to the council. Beth Diveley stated that the work group could be as simple as one meeting. There needs to be a decision made. Dr. Crawford asked why the bylaws could not be changed and just see how that goes. Sue Curfman stated that the state is already involved and doing that would help with steps taking. Dr. Crawford stated that using the verbiage contract provider takes COMTREA out of it. There was a discussion regarding Mercy and their involvement with wanting MH funds, it was also discussed that BH is not the focus of Mercy.

Mark Mertens believes we should have a committee to work on this and Dr. Crawford and Mark Mertens expressed an interest in being part of the working group. It was recommended that Margo Pigg and Sue Curfman represent COMTREA on the work group and Dennis Gannon will work on the two council participants.

**Recommendations:** “I, Mark Mertens move that the JCCMHFB create a work group comprised of members of JCCMHFB, Comtrea and the county to look through the bylaws and to make the recommendations that need to be made regarding changes or bylaws. Dr. Crawford seconded the motion. The motion carried.

**Recommendations:** “I, Dr. Crawford make a motion that the workgroup consist of all members of the JCCMHFB. Mark Mertens seconded. The motion carried.
5. Approval of COMTREA Board Actions

Recommendations: "I, Mark Mertens, move that the JCCMHFB approve the actions of the COMTREA Board through the March 11, 2019 meeting." Audrey Mitchell seconded the motion. The motion carried.

6. RFP Grant Award Updates

Beth Diveley asked Lisa Wigger to give an update on the RFP. There was an update sheet showing the amounts paid in for 2018. For 2019 there is was only one RFP awarded.

7. Old Business

Dennis Gannon asked if it would be a good idea for him, Beth Diveley and Sue Curfman to have a discussion on the matters. Sue Curfman also spoke of the good relationship she has with Mercy and Eric Ammons and she has never seen any lack of support and is hopeful.

8. Adjournment

With no other business to discuss.

Recommendations: "I, Mark Mertens move to adjourn." Audrey Mitchell seconded the motion. The motion carried.

☐ Minutes approved ____________________________     ________

(Signature of JCCMHFB President) (Date)
This agreement entered into this 17th day of June, 2019 by and between the Jefferson County Community Mental Health Fund Board (hereinafter referred to as "CMHFB") a board appointed by the Jefferson County Council for the purpose of administering the distribution of the Jefferson County Mental Health Mil Tax and the Jefferson County Sales Tax for Children’s Services with Community Treatment, Inc. (hereinafter referred to as "Comtrea") a Missouri corporation duly organized and in good standing under the Missouri not for profit corporation law.

WHEREAS, CMHFB is authorized pursuant to Section 205.986.3 RSMo to enter into a contract for the provision of community mental health services and children’s services in Jefferson County; and

WHEREAS, Comtrea has been duly approved by the Missouri Department of Mental Health as a community mental health center and meets all statutory criteria to qualify as such; and

WHEREAS, CMHFB is desirous of contracting with Comtrea for Comtrea to provide such community mental health services and children’s services and Comtrea is agreeable to providing said services;

IT IS HEREBY AGREED AS FOLLOWS:

1. Comtrea shall be designated as the community mental health center for Jefferson County, Missouri, and shall do, among other things, the following:
   A. Make policy concerning the planning and delivery of community mental health services and children’s services.
   B. Provide professional individual and family counseling at reasonable cost to residents of Jefferson County.
   C. Assist in community education concerning health, mental health, substance abuse and spouse abuse.
   D. Provide 24 hour hot line services.
   E. Provide day treatment to at least 68 patients during each year.
   F. Maintain a staff of no fewer than 19 counselors/case managers available for delivery of services.
   G. Maintain a residential shelter for victims of domestic violence.
   H. Maintain at least two offices providing services located within Jefferson County.
   I. Provide and maintain a web site regarding services available and other activities of Comtrea.
   J. Provide liaisons to school districts within the county.
   K. Assure the availability of child psychiatrist services for Jefferson County residents.
   L. Provide services in a professional and quality manner.
   M. Facilitate/provide a community mental health service network for the county.
   N. Seek additional funds (grants/contracts/etc.) to accomplish the goals of the CMHFB and Comtrea.
   O. Serve as the sole treatment provider and administrator for the CMHFB.

2. 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 mill tax shall be made from such account by the County Treasurer promptly upon receipt of an invoice properly approved by CMHFB, contingent only upon the availability of
funds in said account. CMHFB shall have sole discretion in the approval of invoices and may require such supporting documentation as CMHFB believes necessary.

b) It is understood and agreed by both parties that this agreement 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) Comtrea agrees that its financial operations shall be conducted in accordance with generally accepted accounting principles and specifically in a manner acceptable to the Missouri Department of Mental Health Certification Committee.

d) Comtrea agrees 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.

The funds collected by the State of Missouri will be disbursed by the State directly to Comtrea and overseen by the CMHFB.

3. This agreement shall be effective January 1, 2020 and shall terminate December 31, 2024 unless extended or renewed in writing, executed by both parties, or earlier terminated in the same manner.

4. During the term of this agreement, CMHFB agrees that it will not make any funds collected pursuant to the Community Mental Health Mil Tax and/or the Sales Tax for Children’s Services available to any entity other than Comtrea, except with the written consent of Comtrea.

5. In order to assure adequate record keeping and reporting, Comtrea agrees that it will:

a) Retain all records of expenditures for a period of seven years following the close of the fiscal year in which such expenditures were made unless audit questions have arisen during such period. In that case all such records shall be retained until all audit questions have been resolved, but in no event less than seven years.

b) Have its books and records audited annually by a person or firm approved by the Missouri State Board of Accountancy, and such audit shall account for all expenditures of Community Mental Health Fund Monies. Comtrea shall also issue a year end report annually which shall be provided to CMHFB, the Jefferson County Commission, and Jefferson County Auditor and shall be made available to the general public. Such report shall include a synopsis of Comtrea activities during the proceeding twelve months, a copy of Comtrea's annual audit and a statistical description of the delivery of services by Comtrea.

6. Comtrea agrees that all services provided through the use of funds administered by CMHFB shall be directed toward residents of Jefferson County.

7. Comtrea agrees that it will use its best efforts to obtain funding and generate revenue from sources other than CMHFB funds in order to maximize services available to residents of Jefferson County.

8. Comtrea and CMHFB agree that they shall annually evaluate the Jefferson County Mental Health Needs and base the budget upon this analysis. An Annual Strategic Plan, which is based upon the needs of the county, will be developed by Comtrea and approved by the CMHFB.

9. Comtrea agrees that it will use its best efforts to comply with all regulations and requirements of the
governments of the United States of America, the State of Missouri, and local government, including but not limited to the following:

a) Comtrea shall comply with all human rights requirements of the Government of the United States of America and shall maintain a written affirmative action plan in its main office.

b) Comtrea shall comply with all provisions of the American Disabilities Act.

c) Comtrea shall comply with the requirements of the Equal Employment Opportunities Act and shall not deny employment or service to any person on the basis of race, age, religion, color, ethnic origin, national origin, sexual orientation, otherwise qualified handicapped status, veteran status, previous use or misuse of controlled substances, or gender.

d) Comtrea shall comply with all requirements with of the Energy Policy and Conservation Act (P.L. 94-163), the Clean Air Act (42 USC 1857()), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and all applicable regulations of the Environmental Protection Agency (40 CFR, Part 15).

e) Comtrea shall observe all applicable confidentiality requirements and shall maintain all client records in strict compliance with the Federal Privacy Act, United States Alcohol and Drug Abuse Confidentiality Regulations, and all applicable requirements of the Missouri Department of Mental Health.

10. This contract may be amended only by the written agreement of both parties.

IN WITNESS WHEREOF, duly authorized officers of the Jefferson County Community Mental Health Fund Board and Community Treatment, Inc., have executed this agreement this 17th day of June, 2019.

Jefferson County Community Mental Health Fund Board by:

________________________________________________________________________
Elizabeth Diveley, Chairperson

Community Treatment, Inc., by

________________________________________________________________________
Jerry Rogers, Chairperson
## ADULT SERVICES

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<tr>
<th>PROGRAM</th>
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<th>SALES TAX REQUEST</th>
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<td>APN Services</td>
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<td>Assisted Living Facility</td>
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<tr>
<td>Counseling</td>
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<td>Day Treatment</td>
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## CHILDREN'S SERVICES

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## COMMUNITY SERVICES (MENTAL HEALTH SERVICES ONLY)

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## ADMINISTRATION

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## TOTAL COSTS / REQUESTS

|                   | 21,655,885 | 2,900,000 | 2,800,000 |

Approximately 5,500 clients at $2,658/per patient
RFP Updates

Awards for 2019 Calendar Year

- Lutheran Family and Children’s Services - $78,000
  Support additional mental health counseling services for children, youth and families in Jefferson County

Reimbursement submitted through May 2019:

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$ 46,369.68