JCCMHFB
Special Board Meeting

November 11, 2019

Arnold CAFE
JCCMHBFB Special Meeting
AGENDA

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

1. Approval of Agenda

2. Approval of Meeting Minutes
   a. September 9, 2019

3. Financial Report

4. Approval of COMTREA Board Actions

5. RFP Updates

6. JCCMHBFB/COMTREA Board Separation Document Review
   a. History & Perspective of JCCMHBFB from Dr. Stephen Huss
      i. October 16, 2019 meeting notes with Dr. Huss
   b. Establishment of the JCCMHBFB tax – (April 29, 1986 Court Order and Ordinance signed regarding placing the Comtrea tax levy issue on the August 5th ballot)
      i. Community Mental Health (COMTREA) Proposition 1
      ii. Establishment by County of Community Mental Health Fund Board
   c. Statues of Missouri-Community Mental Health Services
   d. JCCMHBFB Bylaws
   e. Board Resolution June 27, 2006
   f. Supporting documentation from 2004 ½ cent sales tax
   g. Current Agreement Between JCCMHBFB and COMTREA
   h. Conversation Initiating Action-S.C. & Senator P.W.
   i. Review of past meeting minutes
7. **February 27, 2019-Initial Discussion Started**
   a. Letter sent to Paul Wieland
   b. March 11, 2019-Approval of work group *(discussed but not voted on)* (Consisting of 2 COMTREA Board, 2 JCCMHFB, 2 Council, 1 County)
   c. June 17, 2019-RFP/Contract
   d. September 9, 2019-Update on Board Separation

8. **Next Steps-Establish Work Group or Other**
   a. Establish Work Group
   b. Fulfill motion made during March 2019 to create work group to review JCCMHFB bylaws and make recommendations of possible changes to the JCCMHFB.
   c. Work group chair will reach out to those nominated and approved by JCCMHFB and establish date(s) for work group committee to meet, review relevant documents, and develop a list of JCCMHFB Bylaw suggestions
   d. Chair of work group will present work group recommendations to the JCCMHFB on Monday, January 13, 2020 for consideration.
   e. Entertain Nominations for work group chair
   f. Entertain Nominations for those who should serve on the work group
   g. Other Discussion Items

9. **Adjust current course of action based upon JCCMHFB/COMTREA Board Separation**
   Document Review

10. Adjournment
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 Elizabeth Diveley and Kelly Steffens

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

Not in Attendance:

The JCCMHFB Meeting was called to order by Beth Diveley, Chair at 9:04 am with a quorum of members present.

1. Approval of Agenda

The September 9, 2019 meeting agenda was reviewed with no changes requested.

Recommendations: “I, Mark Mertens, move that the September 9, 2019 agenda be approved as presented.” Josh Isaacson seconded the motion. The motion carried.

2. Approval of Minutes
   - June 17, 2019

The June 17, 2019 meeting minutes were reviewed with no changes requested.

Recommendations: “I, Mark Mertens, move that the June 17, 2019 meeting minutes be approved as presented.” Audrey Mitchell seconded the motion. The motion carried.
3. Financial Report
Amy Rhodes went over the financial report through July. It is the first month of the fiscal year, the financials show what is budgeted and what is being utilized it is broken out by programs. Currently there was only sales tax received, Friday the MIL tax was received for July and part of August and no additional will be received until July. There are payments for the RFP’s to Lutheran Family.

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

4. Resignations/Appointments
   a. Resignation of Beth Diveley – Chair position
Beth Diveley stated her resignation, there is a need for replacement of the chair and there are some open spots, any suggestions can be sent to Dennis Gannon for appointments. The chair role does need to be replaced. Sue Curfman stated that there is need for someone active to take the chair position and a new individual is needed for the board. There is a need for an interim chair. Dennis Gannon brought up that there is an application for funds from Desoto and Josh Isaacson will need to abstain from the vote.

Recommendations: “I, Mark Mertens, move that Josh Isaacson serve as the interim chair of the JCCMHFB.” Dr. Crawford seconded the motion. The motion carried.

   b. Open positions on Board
Discussed above.

5. Approval of COMTREA Board Actions
Recommendations: “I, Jerry Rogers, move that the JCCMHFB approve the COMTREA Board Actions through September 9, 2019 as presented.” Mark Mertens seconded the motion. The motion carried.

6. Approval of Proforma
Beth Diveley stated that the County Pro Forma and Tax Rate needs to be approved and signed. Sue Curfman stated that annually the rate is set and COMTREA is notified and sent the rate contract to sign off. Amy Rhodes stated that the rate dropped due to the Hancock Amendment. This will not affect the amount of money that is received.
Recommendations: “I, Josh Isaacson move that the JCCMHFB approve the county pro forma as presented.” Mark Mertens seconded the motion. The motion carried.

7. RFP Updates

a. Calendar Year 2019 Awardee Updates
Beth Diveley stated that Lutheran Family Services is the only awardee this past year.

b. Funding Applications for Calendar Year 2020
The applications were sent out last week. The total amount of funding that is available for $250,000 however the funding applied for is over $400,000. The De Soto application is for three years divided by 3 years, the amounts requested were reviewed. Mark Mertens asked what the actual amount needed for the first year for the program $75,592 and the yoga mats and stipend is not included in that which would be a onetime expense. With those added in there would be $84,242. Josh Isaacson asked regarding the Foster Care and had some confusion on where the kids where and that the agency is outside of Jefferson County but the role will be Jefferson County only. Dennis Gannon spoke of the foster care problem in Jefferson County and how kids are being sent out of the county, Dr. Isaacson talked about the money that is going outside the county schooling wise for this. The question came up on the NCADA and who will be training and some of the schools don’t want the extra responsibility. Mark Mertens asked if the $250,000 is set in stone, Amy Rhodes stated yes that is in the budget.
Dr. Crawford suggested $78K for Lutheran, cut indirect expense and rescue kits cut to $15K, cut the supervision on Foster Care and then cut out the mats and training for Desoto.

   i. Desoto School District – this is the first time they have requested. $77,719
   ii. Foster & Adoptive Care Coalition – first time request. $74,131.
   iii. Lutheran Family and Children’s Services – third time applying. $78,000
   iv. NCADA – they had requested the first year and did not request last year. $20,150

Recommendations: “I, Mark Mertens, move that the JCCMHFB award $77,719 in funding to the De Soto School District for the 2020 Calendar year.” Dr. Crawford seconded the motion. The motion carried with Dr. Isaacson abstaining from voting.

Recommendations: “I, Mark Mertens, move that the JCCMHFB award $74,131 in funding to the Foster & Adoptive Care Coalition for the 2020 Calendar year.” Audrey Mitchell seconded the motion. The motion carried with Dr. Isaacson abstaining from voting.
**Recommendations:** “I, Mark Mertens, move that the JCCMHFB award $78,000 in funding to the Lutheran Family and Children’s Services for the 2020 Calendar year.” Kelly Steffens seconded the motion. The motion carried with Dr. Isaacson abstaining from voting.

**Recommendations:** “I, Dr. Crawford, move that the JCCMHFB award $20,150 in funding to NCADA for the 2020 Calendar year.” Mark Mertens seconded the motion. The motion carried with Dr. Isaacson abstaining from voting.

8. **JCCMHFB/COMTREA Board Separation Update**

Beth Diveley stated that this needs to be done by June 30, 2019. This process will not be easy and it is believed that an outside consultant to assist with this process. Amy Rhodes spoke of how two other boards that separated and the involvement and so they had a consultant, Amy Rhodes has a separation checklist and many of the items do not need to be done with COMTREA and an outside consultant is not needed. The first thing needed is getting a 501-3 c due to having the funds. This will take an attorney and who pays for this cost there was money placed in the budget to separate the boards. Dennis Gannon asked who the other Boards hired to do the process, asked that Amy Rhodes find out who DDRB used for their legal and consultant services to separate the staff. Sue Curfman asked Amy Rhodes to put together a list of what is needed for JCCMHFB to separate. Mark Mertens suggested that the Board meet in October to discuss further what is needed for the split. Dennis Gannon stated that operating bylaws would be developed. Mark Mertens mentioned since this is a county thing if the county attorney is available to assist.

Beth Diveley stated that Dennis Gannon will check on the county attorneys, more information will be obtained from COMTREA, by laws need to be created and this board will need to convene next month to discuss everything further. Dr. Issacson believes the attorney could be discussed at the next meeting and we may not be ready for an attorney. Audrey Mitchell asked how the separation came about, Beth Diveley spoke of the relationship of the COMTREA Board and JCCMHFB and the concerns of the senator.

   a. Request for outside consultant
   b. Develop Action Plan
      i. Timelines
      ii. Expected Outcome (separation by 6/30/2020)
9. Old Business

10. Discussion Items
No additional discussion items.

11. Adjournment
With no other business to discuss.

Recommendations: “I, Dr. Crawford move to adjourn.” Mark Mertens seconded the motion.
The motion carried.

☐ Minutes approved _______________________________ ________

(Signature of JCCMHFB President) (Date)
Jefferson County
Community Mental Health Fund Board

EARLY BACKGROUND:

- Mental Health/Substance Use Disorder care in 1973 did not exist in Jefferson County
  o Except for a psychiatric intern sent by St. Louis State Hospital to see patients on
    Wednesday afternoons at the Jefferson County Health Department.
- Community Treatment Inc. was incorporated in 1973 to
  o Build a half-way house for 17-24 year old males who had issues with substance
    use and the law
  o Expand as seen appropriate for the needs of the County
  o Stephen Huss was selected to join the six other founders to create COMTREA
  o Founders assured non-partisanship— not bi-partisan
- 1974 opened half-way house in Festus
- 1974-1980 expanded as demanded by the Jefferson County community:
  o Outpatient alcohol and other drug treatment
  o Adolescent treatment
  o Evaluation of adolescents for chemical use involvement for schools and Juvenile
    Office
  o Domestic abuse outpatient counseling
  o Mental Health non-medical counseling
  o Prevention-education in
    ▪ Schools
    ▪ Churches
    ▪ Community neighborhoods
    ▪ Service clubs
- 1974-1980 Statewide involvement with the Missouri Department of Mental Health as it
  grew and became more community oriented.
- Mental health care in Missouri involved institutional and four federal centers (CMHCs).
  o Some grants to communities like COMTREA for mental health care and
    substance abuse treatment.
  o COMTREA got small grants for each service

PIVITAL YEARS- 1980-82

- Local demand and lack of resources stressed COMTREA
  o Schools asked for more of everything after COMTREA education efforts and
    treatment successes
- Adult Probation and Parole increased demands
- Juvenile Office expanded demands
- Staff salaries were static
- Agency income was static
- Donations were stable at an inadequate rate
- COMTREA determined that no matter what, it would never be in the red (it had not been to date, even in difficult years)—income and expenses would be adjusted as needed. The concept was that the agency should act as a business, be transparent, and assure the public that it was a good steward of county resources.

- Director Huss applied to U.S. government to become a Federal Community Mental Health Center
  - Approved at first level in late November after election of Reagan

- 1981 Reagan took office and eliminated the Federal Community Mental Health Centers
  - 75% of funds released to states to maintain the centers
  - States had to deal with mental health care without federal assistance
  - The Coalition of Community Mental Health Centers was created to help centers like COMTREA
  - Director Huss began active work in the Coalition, the Department of Mental Health and with legislators to develop plans for the expansion of mental health care for Missouri.

- The state created a vehicle to allow local organizations to develop a stable funding source—The County Community Mental Health Fund Board.
  - Its purpose was the expansion of CMHCs like the federal ones which had been ended; not to be a community funding organization.
  - It allowed, with a simple majority, the creation of the CMHFB
  - It allowed the levy of a property tax.
  - The funds could only be used for mental health/substance abuse treatment and education
  - The county that passed the tax had oversight responsibilities and appointed the Board

- Director Huss and the COMTREA board immediately began efforts to pass a tax.

- 1983-1986- services went up and down in Jefferson County as funding allowed.

- 1984 First attempt received about 45%

- 1985 Second attempt received 49.5%

- 1986 Third attempt had less than 45% opposed and passed—the eleventh in the state

- In Jefferson County, the county appointed COMTREA as its Mental Health Center and its board as the JCCMHF board.
  - State law allowed contracting for this purpose for not more than five years.
  - The COMTREA board contracted with Jefferson County for five years and, thereafter, each year renewed its five-year contract. This provided stability for the agency
LATER YEARS- 1986-2012
- COMTREA expanded into a full-service CMHC with a special emphasis on children’s services of various kinds
- 2010 (?) Dr. Huss wrote a grant to place professional COMTREA counselors in schools across the county.
  - The grant lasted two years
  - It was wildly successful
  - Schools wanted the program continued and expanded

2012 Children’s Sales Tax
- Dr. Huss and colleagues across the state urged the state to create the ability for counties to develop services for children—via the mental health centers.
  - Dr. Huss had successfully lobbied the legislature to allow the administration be designated as the CMHFB in areas that had them.
- The legislature passed the needed legislation
- COMTREA was among the first to pass it (COMTREA did so with less than 35% opposition)
  - Even the Libertarian Party supported it (they trusted COMTREA but not the government).
- Across the state most counties did not follow the mandates and became a community funder rather than an expanded CMHC.
- COMTREA immediately expanded the school program.

FINAL COMMENT: It is the combination of property tax and sales tax that gives COMTREA its unique stability and its ability to address the needs of the county and to do as an innovative, effective and responsive community treatment center.

Dr. Stephen F. Huss
Founder and CEO COMTREA, retired
sfhuss@gmail.com
314-379-8660
The Following are notes from a meeting with Dr. Huss on October 16, 2019

COMTREA is the community mental health center (with a FQHC component) for Jefferson County (*it is not just another service provider*)

2. COMTREA is mission driven
   a. "innovative, effective and responsive"
   b. Accumulating a lot of money has never been the driving force of the agency

3. COMTREA speaks for those who have no voice:
   a. Our patients do not contribute to political campaigns
   b. Our patients do not usually even know political leaders
   c. Our patients are lower middle class or poor
   d. Out patients suffer due to their respective diseases

4. COMTREA has prospered because:
   a. It has taken a *pro-active* stance in regard to the issues and needs of the community
   b. It has had community support
   c. It has always been transparent to the media and community
   d. It has always had a strong community education component
   e. The community created a property tax and a sales tax to provide its stability and facilitate growth
   f. The political structure has understood its mission and financial structure

5. Each year since 1974 there have been "crisis situations" to overcome; there will always be challenges.

6. COMTREA has friends across the state:
   a. Coalition of Community Behavioral Health Care Centers
   b. Missouri Department of Mental Health
   c. Other CMHCs
d. Clients  
e. Referral agencies

7. COMTREA is a highly ethical organization whose integrity undergirds its actions.

8. COMTREA has followed the "Seven Habits of Highly Effective People" as related to Organizations:

   a. Be proactive
   b. Begin with the end in mind
   c. Put first things first
   d. Think win-win
   e. Think first to understand, then be understood
   f. Synergize
   g. "Sharpen the Saw"
   h. See the book *N.P.O Management: COMTREA: a Principled Centered Model*, by Stephen Huss
   
   i. This was created to help people (especially Board, Key stakeholders and staff) understand the agency
JEFFERSON COUNTY, MISSOURI
PRIMARY ELECTION
AUGUST 5, 1986

HEMATITE FIRE PROTECTION DISTRICT

QUESTION
Shall the boundaries of the Hmatite Fire Protection District be extended to include the following described property?

All of Sections 1, 2, 3 and 4, Township 39 North, Range 5 East.

YES 219
NO 91

COMMUNITY MENTAL HEALTH (COMTREA)

PROPOSITION 1
Shall Jefferson County, Missouri, establish a Community Mental Health Fund to establish and maintain a Community Mental Health Service (to help people with personal or family problems, mentally ill persons, victims of child abuse, incest or spouse abuse) and for which Jefferson County, Missouri shall levy a tax of ten cents (10c) per each One Hundred Dollars ($100.00) assessed valuation therefor?

YES 12,350
NO 9,477

INCORPORATION

PROPOSITION
Shall the following described unincorporated area be incorporated as a city of the fourth class, said area being:

All that part of Section 4, Township 42 North, Range 4 East, part of U.S. Survey 666 and 3059, Township 42 and 43 North, Range 4 East, and part of Sections 20, 21, 22, 23, 26, 27, 33 and 34, Township 43 North, Range 4 East, described as follows: Beginning at the intersection of Dulin Creek and Highway N, 30; thence with the meanders of Dulin Creek in a northerly direction through Section 4 and U.S. Survey 666 and 3059 to the point of intersection of Dulin Creek and Highway "H"; thence in a northerly direction along Highway "H" to the point of intersection of Highway "H" and Big River located in U.S. Survey 3059; thence with the meanders of Big River in a northerly direction through U.S. Survey 3059 and Section 20 and 21 to the intersection of said Big River and the North lines of Section 21, Township 43 North, Range 4 East, thence East along the North line of Section 21 to the northeast corner of Section 21; thence South along the east line of Section 21 to the quarter section corner located in the east line of Section 21, said point also being in the west line of Section 22; thence through Section 22 along the north quarter section line to a point in the east line of Section 22; thence in a southeasterly direction through Section 23 to the northeast corner of the northwest quarter of the southwest quarter of Section 23; thence South along the east line of the West half of the Southwest quarter of Section 23, Township 43 North, Range 4 East, to a point in the north right-of-way line of New Highway No. 30; thence in a southeasterly direction along New Highway No. 30 and existing Highway No. 30 to Highway "H"; thence continuing along Highway No. 30 to the place of beginning?

YES 251
NO 122
Establishment by County of Community Mental Health Fund Board

COUNTY COURT RECORD — JEFFERSON COUNTY, MISSOURI

September 9, 1986

Instructions to Voters: If you are in favor of the proposition, punch a hole to the right of the word "YES." If you are opposed to the proposition, punch a hole to the right of the word "NO."

Approved as to form:
/\ John Hanson, County Counselor

MISCELLANEOUS
Closed session posted with Dennis Kehn, Prosecuting Attorney.

Now on this day, at the request of Dennis Kehn, Prosecuting Attorney, Ralph Krodiinger, Presiding Judge votes "Yes" to go into closed session with Mr. Kehn on Tuesday, September 9, 1986 at 10:30 A.M. in regards to a personnel matter. Commissioners Faulkenberry and Wagner also vote "Yes" to go into closed session. The Commissioners further vote and order that the record be closed and any vote taken in regards to this particular matter be closed.

Commission adjourned.

September 9, 1986

Commission met pursuant to adjournment. Present: Ralph Krodiinger, Presiding Judge, Elizabeth Faulkenberry, County Commissioner, First District and Howard Wagner, County Commissioner, Second District.

Minutes of the previous meeting, along with the agenda, were approved. Agenda consisting of the following:
Roll call, approval of agenda, approval of minutes; Approval of Requisitions and Vouchers; Necessary Payments; Court Orders - Assessments; General County Commission Business; 10:30 a.m. - Closed session with Dennis Kehn, Prosecuting Attorney, in regards to a personnel matter; Opportunity for citizens to voice general concerns; Items taken not necessarily in sequence in which listed if County Commission deems it necessary; Any items on previous agenda not resolved can be brought up for discussion.

MISCELLANEOUS
Steve Huss, Director of Contrea, in regards to the appointment of the Contrea Administrative Board.

Now on this day, Steve Huss, Director of Contrea, came before the County Commission in regards to the appointment of the CONTREA Administrative Board. Whereupon, the County Commission approves the following appointments to the Community Mental Health Fund Board, as recommended by the CONTREA Advisory Board:

John Lanham 3 years
Martha Reed, MD 3 years
Elizabeth Faulkenberry 3 years
Pat Becker 2 years
Marion Becker 2 years
Betty Soley 2 years
Dennis Torreau 1 year
Ed Williams 1 year
Virginia Constantz 1 year

MISCELLANEOUS
Closed session with Dennis Kehn, Prosecuting Attorney, in regards to a personnel matter.

Now on this day, at the request of Dennis Kehn, Prosecuting Attorney, Presiding Judge Ralph Krodiinger votes "Yes" to go into closed session with Mr. Kehn in regards to a personnel matter. Commissioners Faulkenberry and Wagner also vote "Yes" to go into closed session. The Commissioners further vote and order that the record be closed and any vote taken in regards to this particular matter be closed.

Court reconvened and the following business was conducted:
COMMUNITY MENTAL HEALTH SERVICES

205.975. Definitions. — As used in sections 205.975 to 205.990, the following words and terms mean:

(1) "Board of trustees", board appointed by a governing body or jointly by governing bodies within a service area for the purposes of administering a county community mental health fund to establish and operate a community mental health center, mental health clinics, or any comprehensive mental health services; to supplement existing funds for a center, clinics, or services, or to purchase services from a center, clinics, or public facilities and not-for-profit corporations providing any comprehensive mental health services;

(2) "Community mental health center", a legal entity through which comprehensive mental health services are provided to individuals residing in a certain service area;

(3) "Comprehensive mental health services", inpatient services, outpatient services, day care and other partial hospitalization services, emergency services, diagnostic and treatment services, liaison and follow-up services, consultation and education services, rehabilitation services, prevention services, screening services, follow-up care services, transitional living services, alcoholism and alcohol abuse prevention and treatment services, and drug addiction and drug abuse prevention and treatment services;

(4) "Department", department of mental health;

(5) "Governing body", county commission, county legislature, or other chief legislative body of a county or city not within a county;

(6) "Mental health clinic", a health entity offering community services delivered from a fixed place or from various places within a service area on an outpatient and consultative basis for the prevention, diagnosis, and treatment of emotional or mental disorders, alcoholism, or drug abuse;

(7) "Participating counties", counties which choose to appropriate funds from their general tax revenues or levy and collect special taxes to support, with
other counties, a community mental health center, mental health clinics, or any comprehensive mental health services;

(8) "Service area", a defined geographic area as set forth in the state plan for comprehensive mental health services prepared by the department.

Effective 1-1-91

205.976. Department to establish service areas. — The department shall establish service areas within which comprehensive mental health services and programs shall be conducted as defined and designated in the most recent state plan of the department. A service area may contain several counties situated entirely within its boundaries or one or more service areas may be contained entirely within the boundaries of a county.

Effective 1-1-91

205.977. Tax authorized. — Any county which has one or more service areas within its boundaries or which is within the boundaries of a service area may, by a majority vote of the qualified voters voting thereon, levy and collect a tax to accomplish any of the following purposes:

1. Providing necessary funds to establish, operate, and maintain community mental health centers, mental health clinics, or any comprehensive mental health services;

2. Providing funds to supplement existing funds for the operation and maintenance of community mental health centers, mental health clinics, or any comprehensive mental health services;

3. Purchasing any of the comprehensive mental health services from community mental health centers, mental health clinics, and other public facilities or not-for-profit corporations which are designated by the department.

Effective 1-1-91

205.979. Election — notice — ballot form — how conducted. — 1. The board of trustees may request that the governing body of the county or counties request the election officials of any county or city not within a county containing all or part of such service area to submit to the qualified voters of such county, or city not within a county, at a general, primary, or special election the proposition contained in subsection 3 of this section. Such election officials shall give legal notice at least sixty days prior to such general, primary, or special election in at least two newspapers that such proposition shall be submitted at any general, primary, or special election held for submission of the proposal. A request by the board of trustees for a proposition to be submitted to the voters as set out in this section shall be considered a request of the county, or city not within a county, for purposes of section 115.063.

2. The tax may not be levied to exceed forty cents per each one hundred dollars assessed valuation therefor.

3. The ballot to be used for voting on the proposition shall be substantially in the following form:

OFFICIAL BALLOT

(Check the one for which you wish to vote.)

Shall (name of county) establish a community mental health fund to establish, improve (and) or maintain a community mental health service, and for which the (county) shall levy a tax of (insert exact amount to be voted upon) cents per each one hundred dollars assessed valuation therefor?

☐ YES  ☐ NO
4. The election shall be conducted and the vote canvassed in the same manner as other county elections.

----


Effective 1-1-91

*Words "at a" do not appear in original rolls.

205.980. Tax to be levied and collected, when — rate — deposit of funds collected. — 1. The governing body of the county shall, upon approval of a majority of the qualified voters of such county voting thereon, levy and collect a tax as specified on the ballot, not to exceed forty cents per one hundred dollars of assessed valuation upon all taxable property within the county, to accomplish the purposes as set out in section 205.977.

2. The tax so levied shall be collected along with other county taxes in the manner provided by law. All funds collected for this purpose shall be deposited in a special fund to be designated "Community Mental Health Fund" to accomplish the purposes as set out in section 205.977 and shall be used for no other purpose. Deposits in the fund shall be expended only upon approval of the board of trustees.

3. Tax levies once approved by a majority of the voters shall continue in effect if the question is resubmitted either to raise or lower the levy and not approved by a majority of votes cast on the question.

----


Effective 1-1-91

205.981. May contract for services — length of contract. — 1. The board of trustees may contract with a community mental health center, mental health clinic, or other public facility or not-for-profit corporation as designated by the department for such comprehensive mental health services for the residents of such county as may be mutually agreeable between the board of trustees or
officials of such center, clinic, facility, or corporation and the board of trustees of
the county requesting the services for the residents thereof.

2. The consideration for the provision of services under this section shall be
appropriated out of the county's community mental health fund or may be
appropriated out of the county's general revenue fund and shall not exceed an
amount of revenue that could be derived from a tax levy authorized by sections
205.977 to 205.980.

3. Each contract may be for a term of not exceeding five years, but may be
renewed from time to time.

454)

205.982. Joint cooperation authorized — submission of budget requests —
withdrawal from cooperative effort. — Governing bodies of counties
within a service area may enter into contractual agreements with each other to
accomplish any of the following purposes:

(1) The joint provision of necessary funds to establish, operate, and maintain
a community mental health center, mental health clinic, or any comprehensive
mental health services;

(2) The joint provision of funds to supplement existing funds for the
establishment, operation, or maintenance of a community mental health center,
mental health clinic, or any comprehensive mental health services;

(3) The joint provision for purchasing any comprehensive mental health
services from a community mental health center, mental health clinic, or other
public facilities or not-for-profit corporations as designated by the department;

(4) The provision for operation of services and facilities by one participating
county under contract with other participating counties.

2. If two or more counties enter into a joint agreement in accordance with
subsection 1 of this section, it shall be the obligation of the board of trustees or
other governing board of each community mental health center, mental health
clinic, public facility, or not-for-profit corporation receiving funds pursuant to
the agreement to submit to the governing bodies of the counties, prior to the
budget submission date of each governing body, an estimate of the proportionate
share of costs of mental health services to be borne by each governing body
under the agreement.

3. Any county desiring to withdraw from a joint program may submit to the
board of trustees and to any entity receiving funds pursuant to the joint
agreement a resolution requesting withdrawal therefrom together with a plan for
the equitable adjustment and division of the assets, property, debts, and
obligations, if any, of the program. Unless all participating counties by votes of
their governing bodies agree to an earlier withdrawal, no county participating in
a joint program may withdraw therefrom without the consent of any entity
receiving funds pursuant to the joint agreement for services earlier than two
years after submission of the withdrawal resolution to the entities receiving
funds.


Effective 1-1-91

205.983. Joint financing, procedure — treasurer to be bonded. — 1. Any
participating county may provide for the financing of its share or portion of the
costs or expenses of the joint agreements entered into pursuant to section
205.982 in a manner and by the same procedures for the financing by a single
county to accomplish the same purposes in accordance with sections 205.977 to
205.981, if acting alone and on its own behalf.

2. All moneys received from each participating county pursuant to the joint
agreements shall be deposited in a special fund designated as a "Community
Mental Health Fund" and disbursed with the approval of the board of trustees in
accordance with the joint agreements entered into by the participating counties.

3. The treasurer of the board of trustees, before funds are received from any
participating county, shall enter into a bond to each participating county with two
or more sureties, to be approved by the board of trustees, conditioned that he will
render a faithful and just account of all money that may be deposited into the
community mental health fund, and otherwise perform his duties according to
law, such bond to be filed with each participating county.


205.984. Board of trustees established — number — nomination — 
qualifications — appointment — terms. — 1. There shall be established a 
board of trustees of not less than nine members appointed by the county or 
participating counties in a service area. The regional advisory council, as 
declared in section 632.040, or any other interested party may nominate 
individuals for membership on the board. The governing body of the county or 
counties shall appoint the members to such board of trustees within one year of 
January 1, 1991. No more than one-third of the members shall represent public 
or private entities involved in the provision of services as provided by sections 
205.975 to 205.990. At least one-third of the members shall represent 
consumers of psychiatric services or the families of such consumers. Employees 
of public or private entities which are recipients of funds pursuant to sections 
205.975 to 205.990 are prohibited from serving on this board of trustees.

2. The composition of the board of trustees shall be representative of the 
residents of the county or participating counties within a service area, taking into 
consideration their employment, age, sex, and place of residence and other 
demographic characteristics of the area. At least one member shall be a licensed 
physician and at least one-half of the members of such body shall be individuals 
who are not providers of health care.

For multicounty service areas, each participating county shall have at least 
one representative on the board of trustees. The remaining members shall be 
appointed in proportion to the populations of the participating counties within 
the service area.

4. The terms of office of the members of the board of trustees shall be three 
years except that of the first appointments, the terms of the members shall be 
staggered as follows:
(1) In multicounty service areas, one member from each county shall be appointed to a three-year term. Counties which have two or more representatives shall appoint one member to a two-year term. Counties having more than two representatives shall appoint one-third of its members to one-year terms, one-third to two-year terms, and one-third to three-year terms.

(2) In service areas entirely within a county, one-third of the members shall be appointed for one year, one-third for two years, and one-third for three years.


Effective 1-1-91

205.985. Existing facilities may be utilized. — 1. Sections 205.975 to 205.990 shall not affect the validity of community mental health centers and other providers of any comprehensive mental health services as designated by the department and governing boards of such centers and providers established and appointed before a county or combination of counties elects to provide funds to accomplish the purposes as set out in sections 205.975 to 205.990. However, this section shall not be construed to preclude reconstitution of the centers or other entities and their governing boards to include all or a portion of the board of trustees.

2. Nothing in sections 205.975 to 205.990 shall preclude a board of trustees of a service area within a county or of a combination of counties within a service area from contracting with an existing public facility or not-for-profit organization to provide any comprehensive mental health services for the residents of the county or the area to be served.


Effective 1-1-91

205.986. Powers and duties of board of trustees. — The board of trustees appointed by a county or participating counties shall have the following powers and responsibilities to administratively control and manage the community
mental health fund to accomplish the purposes as set out in sections 205.977 and 205.982:

(1) In the case of a community mental health center, mental health clinic, or any comprehensive mental health service established by a county or combination of counties, the center, clinic, or service shall be under the administrative control and management of the board of trustees which shall be the governing board which may employ necessary personnel, fix their compensation, and provide quarters and equipment for the operation with funds from federal, state, county, and city governments available for that purpose and which shall take steps as it deems necessary to secure private and public funds to help support the centers, clinics, or services;

(2) In the case of a county or combination of counties providing funds to supplement existing funds or purchase services from an existing community mental health center, mental health clinic, or other public facility or not-for-profit corporation as designated by the department, the board of trustees shall administer and disburse the community mental health fund for the provision of any comprehensive mental health services;

(3) The board of trustees has the authority to contract with existing public facilities or not-for-profit corporations to provide services for the residents of the county or the service area to be served;

(4) The board of trustees shall submit information as required on the disbursement of moneys from the community mental health fund set up to accomplish the purposes as set out in sections 205.977 and 205.982 to the department by such date as it specifies in order to facilitate annual preparation of regional and state plans.

Jefferson County Health Department


Effective 1-1-91
205.987. Duties of department as to standards — to be met, when. — 1. 
In consultation with the state advisory council for comprehensive psychiatric 
services and existing public or private entities providing any comprehensive 
community mental health services, the department shall develop and promulgate 
standards of construction, staffing, operations, and services which any public or 
private entity providing any comprehensive mental health services shall meet 
before funds collected pursuant to sections 205.975 to 205.990 may be 
disbursed. The records, operations, and services provided by any entity under 
sections 205.975 to 205.990 shall be subject to annual review or inspection by 
the department.

2. Any entity which provides or seeks to provide any comprehensive mental 
health service and desires to apply for federal community mental health grants 
for the purpose of constructing, operating, maintaining, or staffing a 
comprehensive mental health service shall meet all standards of construction, 
staffing, operations, and maintenance as developed and promulgated by the 
department in consultation with the state advisory council for comprehensive 
psychiatric services and existing public or private entities providing any 
comprehensive mental health services. Such entities shall be subject to annual 
review and inspection by the department.


205.988. Additional duties of department. — In addition to duties and powers 
elsewhere provided in sections 205.975 to 205.990, the department shall do the 
following:

(1) Develop and establish arrangements and procedures for the effective 
    coordination and integration of department services and community mental 
    health services;

(2) Provide consultative services to counties seeking to establish or support 
    community mental health services, and provide other consultative services to the 
    counties, community mental health centers, mental health clinics, or any
comprehensive mental health service as the department may deem feasible and appropriate;

(3) Develop and collect information needed to perform its duties in such a manner that the identity of any individual who receives a service from an entity receiving funds pursuant to sections 205.975 to 205.990 shall be confidential in accordance with state and federal law.

(L. 1978 S.B. 652)

205.989. Payment for services — services not to be denied for inability to pay. — 1. No person because of inability to pay shall be denied the services of a community mental health center, mental health clinic, or other public facility or not-for-profit corporation in which a county or participating counties have established services or provided funds pursuant to sections 205.975 to 205.990.

2. Based on their abilities to pay, persons receiving any comprehensive mental health services funded either in whole or in part in accordance with sections 205.975 to 205.990 shall be charged for the services. The amounts necessary to be charged for the services shall be related to the actual per capita inpatient costs or actual outpatient or examination or other service costs.

(L. 1978 S.B. 652)

205.990. Nonparticipating counties to pay for residents, when, basis — determination of residence. — 1. If a community mental health center, mental health clinic, or any comprehensive mental health service is supported by some participating counties, but not by all the counties within the service area, then the center or clinic shall charge the nonparticipating counties for services rendered to persons not able to pay who are residents of such nonparticipating counties.

2. The amounts to be charged to the counties not participating shall be the same proportion of the actual per capita inpatient costs or actual outpatient costs for examination or other service costs as the proportion borne by the participating counties of the actual expenses of providing the comprehensive
mental health service rendered to each person not able to pay who is a resident of a county not participating.

3. For the purpose of this section, the county of residence shall be determined as follows:

   (1) If an individual is receiving a service that includes nighttime sleeping accommodations, his county of residence shall be that county in which the individual maintains his primary place of residence at the time he entered the community mental health center, mental health clinic, or other comprehensive mental health service;

   (2) If an individual is receiving a service that does not include nighttime sleeping accommodations, his county of residence shall be that county in which the individual maintains his primary place of residence.

------------


Effective 1-1-91
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 which would generally accept the accounting principles and specifically in a manner acceptable to 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 Comtreia in such banks, trust companies or other depositories as the Comtreia 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.
JEFFERSON COUNTY
COMMUNITY MENTAL
HEALTH FUND BOARD
21 MUNICIPAL DRIVE, ARNOLD, MISSOURI 63010

BOARD RESOLUTION
June 27, 2006

The Jefferson County Community Mental Health Fund Board, pursuant to Missouri Revised Statutes section 210.86, requests and authorizes the County of Jefferson to remit monthly via wire transfer all Children's Sales Tax Revenue received from the State of Missouri and credited into the special "Community Children's Services Fund" pursuant to section 210.860, to Community Treatment, Inc. (Comtrea).

As part of its regular information provided to the county annually, Comtrea will provide a certified audit which accounts for the financial disbursements related to these monies.

In addition, Comtrea will provide a narrative and statistical report to the County and to the JCCMHB explaining how the funds were used in accordance with the promises made to the county citizens in the 2004 "Proposition Healthy Kids" campaign.

Resolved, this 27th day of June, 2005.

By [Signature]
Chairperson, JCCMHB
Missouri Revised Statutes

Chapter 67
Political Subdivisions, Miscellaneous Powers
Section 67.1775

August 28, 2004

Authorizes local sales tax in all counties and St. Louis City to provide community services for children—establishes fund.

67.1775. 1. The governing body of a city not within a county, or any county of this state may, after voter approval pursuant to this section, levy a sales tax not to exceed one-quarter of a cent in the county for the purpose of providing services described in section 210.861, RSMo, including counseling, family support, and temporary residential services to persons nineteen years of age or less. The question shall be submitted to the qualified voters of the county at a county or state general, primary or special election upon the motion of the governing body of the county or upon the petition of eight percent of the qualified voters of the county determined on the basis of the number of votes cast for governor in such county at the last gubernatorial election held prior to the filing of the petition. The election officials of the county shall give legal notice as provided in chapter 115, RSMo. The question shall be submitted in substantially the following form:

Shall .......... County be authorized to levy a sales tax of .......... (not to exceed one-quarter of a cent) in the county for the purpose of establishing a community children's services fund for the purpose of providing services to protect the well-being and safety of children and youth nineteen years of age or less and to strengthen families?

Â Â Yes Â Â No

If a majority of the votes cast on the question by the qualified voters voting thereon are in favor of the question, then the tax shall be levied and collected as otherwise provided by law. If a majority of the votes cast on the question by the qualified voters voting thereon are opposed to the question, then the tax shall not be levied unless and until the question is again submitted to the qualified voters of the county and a majority of such voters are in favor of such a tax, and not otherwise.

2. All revenues generated by the tax prescribed in this section shall be deposited in the county treasury to the credit of a special "Community Children's Services Fund". Such fund shall be administered by a board of directors, established pursuant to section 210.861, RSMo.


© Copyright

Missouri General Assembly

http://www.moga.state.mo.us/statutes/C000-099/0670001775.HTM 5/18/2005
Board of directors, term, expenses, organization--powers--funds, expenditure, purpose, restrictions.

210.861. 1. When the tax prescribed by section 210.860 or section 67.1775, RSMo, is established, the governing body of the county shall appoint a board of directors consisting of nine members, who shall be residents of the county. All board members shall be appointed to serve for a term of three years, except that of the first board appointed, three members shall be appointed for one-year terms, three members for two-year terms and three members for three-year terms. Board members may be reappointed. In a city not within a county, or any county of the first classification with a charter form of government with a population not less than nine hundred thousand inhabitants, or any county of the first classification with a charter form of government with a population not less than two hundred thousand inhabitants and not more than six hundred thousand inhabitants, or any noncharter county of the first classification with a population not less than one hundred seventy thousand and not more than two hundred thousand inhabitants, or any noncharter county of the first classification with a population not less than eighty thousand and not more than eighty-three thousand inhabitants, or any third classification county with a population not less than twenty-eight thousand and not more than thirty thousand inhabitants, or any county of the third classification with a population not less than nineteen thousand five hundred and not more than twenty thousand inhabitants the members of the community mental health board of trustees appointed pursuant to the provisions of sections 205.975 to 205.990, RSMo, shall be the board members for the community children's services fund. The directors shall not receive compensation for their services, but may be reimbursed for their actual and necessary expenses.

2. The board shall elect a chairman, vice chairman, treasurer, and such other officers as it deems necessary for its membership. Before taking office, the treasurer shall furnish a surety bond, in an amount to be determined and in a form to be approved by the board, for the faithful performance of his duties and faithful accounting of all moneys that may come into his hands. The treasurer shall enter into the surety bond with a surety company authorized to do business in Missouri, and the cost of such bond shall be paid by the board of directors. The board shall administer all funds generated pursuant to section 210.860 or section 67.1775, RSMo, in a manner consistent with this section.

3. The board may contract with public or not-for-profit agencies licensed or certified where appropriate to provide qualified services and may place conditions on the use of such funds. The board shall reserve the right to audit the expenditure of any and all funds. The board and any agency with which the board contracts may establish eligibility standards for the use of such funds and the receipt of services. No member of the board shall serve on the governing body, have any financial interest in, or be employed by any agency which is a recipient of funds generated pursuant to section 210.860 or section 67.1775, RSMo.

4. Revenues collected and deposited in the community children's services fund may be expended for the...
purchase of the following services:

(1) Up to thirty days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth; respite care services; and services to unwed mothers;

(2) Outpatient chemical dependency and psychiatric treatment programs; counseling and related services as a part of transitional living programs; home-based and community-based family intervention programs; unmarried parent services; crisis intervention services, inclusive of telephone hotlines; and prevention programs which promote healthy lifestyles among children and youth and strengthen families;

(3) Individual, group, or family professional counseling and therapy services; psychological evaluations; and mental health screenings.

5. Revenues collected and deposited in the community children's services fund may not be expended for inpatient medical, psychiatric, and chemical dependency services, or for transportation services.

Proposition:

Healthy Kids

An effort to create a 1/8 of a cent sales tax in Jefferson County to provide counseling and support for families in need

The proposed sales tax is only one penny for every eight dollars spent
SOME BASIC QUESTIONS AND ANSWERS

about achieving an effective program for Jefferson County children which provides counseling and support for families in need.

On November 2, 2004, a proposal to create a 1/8¢ sales tax will be submitted to the voters by the Jefferson County Commission and the Jefferson County Community Mental Health Fund Board. The Comtrean Community Mental Health Center will be the agency which will provide the services to the county children and their families.

This booklet is being distributed to provide an “in depth” analysis of the problem and the solution for our children....
2004

Dear Community Leader,

Our county is experiencing “growing pains.” The population has soared in the past few years and is continuing to expand. The green fields of Jefferson County now sprout subdivisions! For the first time in our lives we have traffic problems. Sewer systems and water purity are critical issues. Our educational institutions are stressed. More Sheriff’s deputies travel the roads than ever before. Meth-labs and an increase in drug-related crime are always in the news. Child abuse is up — as are out-of-home placement of kids. It’s hard to believe that a child forensic sexual abuse evaluation team is kept busy in our county, but it is.

Our children suffer disproportionately. We have reached a crisis point; thus, the sales tax effort.

These pamphlets are being distributed to those who want to know much more about the sales tax effort. We know that Jefferson Countians do care about each other. We need your serious consideration; your willingness to really study the issues; and your assistance in the campaign effort.

This situation is crucial in our county. If you won’t help — who will?

Marsha Greenstreet, president JCCMHFB

Betty Seeley, president Comtrea Community Mental Health Center
WHAT ARE THE MAIN ISSUES WHICH BROUGHT FORTH THIS EFFORT?

- Our county is one of the fastest growing areas in the nation and THE FASTEST GROWING COUNTY IN MISSOURI! The simple addition of families has resulted in more children moving to our county. The increase in numbers results in more children in need.
- Fewer than one of every ten children who need professional care are able to access it.
- Violent deaths among children in our county have increased nearly 25% since 1996.
- Yearly child abuse cases reported in the county have increased by almost 10% since 1997.
- The divorce rate in Jefferson County for new marriages is over 50%.
- Since 1990, out of home placements for children have increased 63%.
- The meth-lab crisis has hurt children severely - removal from home, parent/sibling drug use.
- There are over 6,400 children in our County with serious mental and behavioral problems.
- There is no hope for new state or federal funding for mental health care in the foreseeable future.
- Funding from the state government has been reduced by almost 25% for children services in the past three years.
- There is no federal funding for middle-class people whose children have counseling needs.
- Residents who live on the Hwy 30 corridor do not have local access to care.
- The Jefferson County community mental health center, Comtreo, receives an average of fifty new calls for service each day - 75% are related to children’s needs.

HOW MUCH WOULD THE EFFORT GENERATE?

The estimate is a little less than $2,000,000 a year; we estimate that 30% would come from out-of-county visitors.
### How Will the Revenue Be Used?

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>CURRENT SERVICE DELIVERY</th>
<th>WITHOUT PASSAGE</th>
<th>WITH PASSAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A Full-time child psychiatrist is needed in addition to the current availability</td>
<td>20 hours per week</td>
<td>20 hours per week</td>
<td>60 hours per week</td>
</tr>
<tr>
<td>2. A Full-time child psychologist is needed</td>
<td>8 hours per week</td>
<td>8 hours per week</td>
<td>40 hours per week</td>
</tr>
<tr>
<td>3. A Full-time psychiatric nurse for children’s services is needed</td>
<td>-0-</td>
<td>-0-</td>
<td>40 hours per week</td>
</tr>
<tr>
<td>4. At least 16 counselors/case managers are needed for the children and their families</td>
<td>four counselors are available</td>
<td>two counselors will be available</td>
<td>16 will be available</td>
</tr>
<tr>
<td>5. The adolescent drug court needs a case manager</td>
<td>-0-</td>
<td>-0-</td>
<td>one will be provided</td>
</tr>
<tr>
<td>6. A child visitation center is needed</td>
<td>-0-</td>
<td>-0-</td>
<td>at least one will be provided</td>
</tr>
<tr>
<td>7. Two prevention/education specialists are needed</td>
<td>-0-</td>
<td>-0-</td>
<td>two will be provided</td>
</tr>
<tr>
<td>8. At least four support staff will be needed</td>
<td>-0-</td>
<td>-0-</td>
<td>four will be provided</td>
</tr>
<tr>
<td>9. An office on the Hwy 30 corridor is needed</td>
<td>-0-</td>
<td>-0-</td>
<td>one will be opened</td>
</tr>
<tr>
<td>10. Children to be served</td>
<td>1,099 (FY 2003)</td>
<td>700</td>
<td>2,200 children will be served</td>
</tr>
<tr>
<td>11. Time before being seen</td>
<td>Counselor: Four to five weeks</td>
<td>Counselor: Six to eight weeks</td>
<td>Counselor: within two weeks</td>
</tr>
<tr>
<td></td>
<td>Psychiatrist: to eight weeks</td>
<td>Psychiatrist: twelve to sixteen weeks</td>
<td>Psychiatrist: within four weeks</td>
</tr>
</tbody>
</table>

[Note: the information provided in the column "WITHOUT PASSAGE" has been determined based upon further reduction of State funding for children, increased collateral costs, and new federal wage and hour requirements.]

### How Were These Issues Identified?

1. **A Full-time child psychiatrist is needed in addition to the current availability:** Currently, it takes about eight to twelve weeks for a child to be seen by the child psychiatrist in Jefferson County. Much can happen in this time period—none of it very good. Most Jefferson Countians can not afford pay the St. Louis rate of $150 to $250 an hour to see a child psychiatrist. This means many children do not get care.

2. **A Full-time child psychologist is needed:** As with the psychiatrist situation, the same concerns are seen as a result of lack of staff.

3. **A Full-time psychiatric nurse for children’s services is needed:** This person is part of the team which deals with the medical issues of children. A child on medication needs to be carefully followed
and parents need to have someone to turn to if the medication is not working, they need to see the doctor, or need refills.

4. **At least 16 counselors/case managers are needed for the children and their families**: This number was established based upon the needs seen by schools, the Juvenile office, Comtra, a county focus-group, and statistical analysis of client demand. It would allow a professional counselor to be at every school (public and private) at least once a week. These staff members would provide direct counseling to the child, family counseling, early intervention, referral as needed, and community contact. These professionals prevent children from dropping between the cracks in the service delivery system. A child who returns to school from an absence due to psychiatric episodes or drugs needs to be followed up with or the progress made will regress.

5. **The adolescent drug court needs a case manager**: Jefferson County has initiated a highly effective drug court for adults and is beginning one for children. These kids are VERY HIGH RISK. They are a danger to themselves and to others. The drug courts across the nation are turning children around—they save them and protect the community. State funding is not available—except in very minimal amounts (not enough to run the program). Without a case manager, the success of the court is questionable. Someone must deal with the issues on a daily basis—this is the case manager.

6. **A child visitation center is needed**: Currently, children who are in the custody of one parent but need to visit with a parent who could be abusive are “exchanged” at police stations, McDonalds, 7-11’s, or at some pre-arranged location. This is traumatic for the child and not very safe for the children or vulnerable parent. The Division of Child Services often supervises visits in an office in Hillsboro—again, not the ideal situation. A safe place is needed; one where the often-abused spouse can drop the child off, get away herself, and be assured that the child is visiting under supervision and within a very safe environment. That really does not exist at this time—except at DCS. We hope to combine the Child Advocacy Center (which provides child sexual abuse evaluations for our court system) with a Visitation Center. This would allow a building to serve two purposes and thus reduce the cost to both programs.

7. **Two prevention/education specialists are needed**: It is not enough just to treat problems; much must be done to prevent them. Today there are many proven successful prevention programs for communities. They involve professionals reaching the parents and acting as a catalyst for change. Representatives from numerous stakeholders recommended this course of action if funds were available. Schools can implement programs, but do not have the expertise to develop or find them.

8. **At least four support staff will be needed**: It is impossible to initiate new programs without having the necessary support staff for them. While no administrative staff is needed, there will be a need for other support staff—secretaries, receptionist, records clerks.

9. **An office on the Hwy 30 corridor is needed**: With the population growth along the Hwy 30 corridor, comes major family problems. The over-stressed school system (Northwest) is doing a great job in the area of education, but seriously disturbed children have difficulty getting mental health care. The nearest facility is either Arnold or Festus. With the increase in gasoline costs and the unand under-employment negatively affecting our families, access to care is almost impossible for many. As the families are under stress and need treatment, counseling should be available in the
evening. Evening appointments are almost impossible due to lack of staff and time constraints for citizens who have to travel long distances after arriving home from work.

10. **Children to be served:** With the additional counselors and psychiatrist, it is estimated that over 2,000 children and their families will be able to be served each year. Less than half of that are served currently; reduction in State funding and cost increases will reduce that number significantly.

11. **Time before being seen:** A crucial element of successful treatment is getting people in quickly. Today, that is not possible. With the passage of the sales tax, children and their families will be able to be seen on a timely basis (*emergency cases will be seen immediately*).

**WHO IS RESPONSIBLE FOR MENTAL HEALTH CARE FOR CHILDREN IN JEFFERSON COUNTY?**

Community mental health care is the responsibility of the representatives of the people. There are local, state and federal involvements in care giving.

In 1979 the Jefferson County Commission designated Comtre as the Community Mental Health Center (CMHIC) for Jefferson County. In addition, in 1986, the people of Jefferson County authorized the creation of the Jefferson County Community Mental Health Fund Board (CMHFB) to assist in the provision of mental health services to the county. The Jefferson County Commission appoints the CMHFB which, in turn, controls the Comtre Board.

The legislature of Missouri divided the state into 26 Mental Health Service Areas-- Jefferson County is Service Area #22. The Missouri Department of Mental Health recognized the county wishes and designated Comtre as its agent.

The legislature of Missouri passed enabling legislation to allow counties to create a sales tax which would assist the mental health needs of children and their families. The income from this will be placed in a Children’s Services Fund and administered by the Jefferson County Community Mental Health Fund Board.

**IS THIS A "FOR-PROFIT" ORGANIZATION?**

**No,** Comtre is a 501 (c) 3 private, not-for-profit corporation operating under the laws of the state of Missouri. Under these laws, 100% of all monies must be reinvested in the programs and none can ever be distributed to any individual or entity. It is required to exist for the benefit of the county citizens.

In 1972 mental health care in Jefferson County did not, for all practical purposes, exist. Then a group of dedicated citizens created Community Treatment, Inc. (Com-Trea). The doors opened in the spring of 1974. The agency has continued to grow ever since-- responding to the needs of Jefferson County, Missouri.

Comtre remains committed to its mission to be **an innovative, effective, and responsive community mental health center for Jefferson County** Comtre exists to serve those in need; we believe that our clients are entitled to the best professional care, in the most comfortable surroundings, at the most reasonable price possible.
WHAT SERVICES DOES COMTREA PROVIDE FOR OUR JEFFERSON COUNTY KIDS AND THEIR FAMILIES?

OUTPATIENT:

Individual counseling and therapy for psychiatric, chemical abuse, personal and family problems;
Group counseling and therapy;
Family counseling and therapy;
Psychological testing and evaluation;
Psychiatric evaluation and diagnosis;
Day treatment;
Child abuse counseling and therapy;
Rape counseling;
Death and dying counseling;
Domestic violence counseling;
Exit and entry point for the Missouri Department of Mental Health;
Referral as appropriate;
Case management services to clients;
Follow-up and aftercare;
Crisis response (flood, other disaster)

INPATIENT/RESIDENTIAL:

Chemical abuse residential programming for adults: 42 beds;
C-STAR day treatment, (partially United Way funded): 18 beds in three group homes;
Victims of Domestic Violence: 20 beds; emergency; short term care;
Emergency psychiatric medical care; including crisis response and crisis beds;
Residential Care Facility for 24 psychiatric patients.

CONSULTATION AND EDUCATION:

Mental health consultation for schools, churches, etc.
Prevention/education:
  Chemical abuse;
  Domestic violence;
  Suicide;
  Depression;
  Family problems;
Substance Abuse Traffic Offenders' Program;
Gambling Addiction Program;
Divorce Education (court mandated in Jefferson County);
Employee Assistance Programs;
Jefferson County Drug Court;
Training Resource Center
WHY ISN'T A GOVERNMENTAL AGENCY PROVIDING MENTAL HEALTH CARE?

Jefferson County citizens did not want politics to have any part in the provision of mental health care. A private, not-for-profit organization was seen as "above" or "outside" the political process and could focus only on the provision of quality services to the people of Jefferson County. Such an agency would be very visible in the county and all funds it had would be used only for mental health care. It would guarantee more LOCAL CONTROL to the people than a state agency.

In addition, most governmental entities are "privatizing" their social services. Private agencies can provide care more cheaply and more effectively than governmental agencies in some situations. Contracting with a not-for-profit company is seen as the best choice for the State and for tax-payers. Not-for-profits are community oriented and not concerned with making huge profits for investors. The liability to the government is also lessened if services are provided by private agencies. A governmental agency (like the Department of Mental Health) retains "oversight" responsibilities.

The private program provides stability because it does not change when the political leadership changes. This allows more continuity of programming.

WHAT DIFFICULTIES DO CHILDREN IN OUR COUNTY FACE?
[Note: While these are actual Jefferson County children whose stories were pulled from Comtrea’s files, their respective names have been changed for confidentiality purposes].

“Mark’s” initial complaints included low energy, lack of motivation, and withdrawing from family. Quickly, “Mark,” disclosed that he felt his family was torn apart by his father’s use of alcohol. The Comtrea therapist determined family therapy would best address this issue. In family sessions, “Mark” faced his fear and confronted his father. “Mark’s” father voiced true concern that he may be harming his family. Both parents agreed and began attending family therapy weekly. “Mark” remained steadfast in his willingness to be more open in communicating with his parents. His parents also were cooperative and insightful in looking at their role in the family dynamic. By mid-March, the family reported significantly less conflict between family members. The father reported six weeks of sobriety. “Mark” showed increased motivation to complete tasks. The family began to communicate more at home. The family has expressed relief and satisfaction with services. “Mark” and his parents have identified a new goal of supporting “Mark” as he faces academic challenges. The family has decided to continue therapy to work towards this new-shared objective.

“Ralph” is an eight year old child who was referred by a Comtrea Liaison from a local school because of behavior problems. The whole family was seen; “Ralph” spent his time in the play therapy room with a psychologist. After three months, the child has improved and the family has been able to admit that they needed to improve their relationships. “Ralph’s” parents no longer are seeking a divorce since the problems they were having are beginning to be resolved as they continue in counseling.

“Ann” is a teenage, high school senior who lives at home and came to Comtrea with feelings of depression and suicide. She had a plan, opportunity, and means to accomplish her goal. After six weeks of
counseling, she began to change her attitudes about herself and life. She now actively takes part in school, church and family activities.

The Jefferson County Sheriff's Department referred “Carol” to our Child Advocacy Center where she was evaluated for sexual abuse alleged to have been committed by her mother's boyfriend. The Comtra forensic interviewer determined that she had been abused. A video-audio tape was made of the session which can now be used instead of interviews being held with the child over and over. This reduces the trauma in the child resultant from telling the story many times. The child will now be protected and the perpetrator will be prosecuted. The family now has become involved with counseling and the recovery process has begun. Comtra staff will follow the case as long as needed.

“Jane” first came into care in August of 2002 at the age of thirteen. She had been recently hospitalized for threatening to kill her mother and her sister. She had a history of two other hospitalizations. Both hospitalizations were due to suicidal behaviors and cutting of the wrists. At home “Jane” was very argumentative with her mother and sister. She reported never being happy. At school she had multiple suspensions due to tardiness and destructive behaviors. She showed little to no respect for school personnel, and thought everyone was out to get her. She began meeting with her case manager weekly, seeing a therapist, and maintaining regularly scheduled visits with the Psychiatrist. Through therapy she has built up her self-esteem and has made great progress with controlling her anger. “Jane” has made great success in the program. She has had no hospitalizations or reported any suicidal thoughts since October of 2002. She has made great progress in school. She has had no behavioral problems or tardiness. “Jane” has joined the school band and has made many positive friends. At home she and her mother are now able to discuss their problems with one another in a calm and appropriate manner. Overall she has made great success and is proud of her own improvements. She is able to see the positive in herself as well as others.

“Jim” is a college freshman. For no apparent reason, he had become depressed, could not concentrate on his studies, found it difficult to sleep, and felt that strange things were happening to him. He had become distrustful of others and believed that someone is trying to kill him. Comtra cannot cure this situation, no one can; but, through counseling and psychiatric care, “Jim” can function better. His family is learning to deal with the problem also.

“Paul” came into care in November of 1996. He received therapy, psychiatry, and case management services. He was referred by Division of Family Services for physically aggressive behaviors, suicidal behaviors and for numerous hospitalizations. “Paul” was seven years old when behaviors started, and nine when he came to Comtra. Throughout treatment, “Paul” was hospitalized numerous times. His aggressive and suicidal behaviors decreased due to continued therapy at Comtra. His therapist helped “Paul” to channel his anger and helped him see his role in society, ultimately increasing his self-esteem.

“Mike” was accepted into therapy April of 2003. The Jefferson County System of Care Team had several meetings with “Mike” and his mother to offer services and to support mom throughout the treatment process. At the age of 13, “Mike” had started committing juvenile offenses, including breaking and entering. He was put on probation and was court ordered to attend a residential facility for several months. “Mike” was unsuccessfully discharged from the facility due to on-going defiant behaviors. The facility felt that “Mike” could no longer benefit from residential care. Upon returning to his home, he continued to see a Comtra therapist, psychiatrist and case manager. He started to show positive changes in behavior and now is a stable and productive family member. He went back to school taking only two or three classes a day. He eventually was able to attend classes all day and has no behavior problems. “Mike” is now 14 and was recently
discharged from System of Care for maintaining stability, and was taken off of probation for good behavior. “Mike” brings home 90+ percent point sheets from school and rarely argues with mom at home. He continues to see a therapist, and psychiatrist for medication management

“Priscilla” first came to Comtre’s “A Safe Place” domestic violence shelter at age 6, where she and her family lived after her mother left Priscilla’s abusive father. “Priscilla” family all received therapy for the effects of domestic violence, and mother obtained a divorce but father had visitation rights. “Priscilla” had behavior problems, including kicking others, yelling, cursing, hurting herself, throwing food, threatening others, throwing knives, throwing hot coffee on mother, obsessive and repetitive actions, and masturbation in public. “Priscilla” brother reported his father was throwing him and hitting him, and DFS found marks on him when he returned home from a weekend visit. Mother obtained counsel and tried to get the divorce decree modified so “Priscilla” and siblings would not have to go with their father. The judge would not amend the divorce decree, so mother gave legal custody to DFS, who provided for no visitation for father. The mother was able to learn parenting skills and links to many resources to improve the family’s situation. “Priscilla” received Targeted Case Management, therapy, and medication management. She had several hospitalizations and was in two residential treatment facilities, co-funded by Comtre and DFS. She did not talk about her past home life at all. In fact, all she would say to any therapist, whether at Comtre, hospital, or residential treatment, would be “Shut up” or “Who cares” or “I don’t know” with cuss words in between. She would often scream or throw things, pull a fire alarm, or run out of the session whenever the focus was on her past or her behavior. At least two doctors said she would probably never live at home again.

After she began to do better in the second residential treatment center, she was released into a career foster home through DFS. Although there were no other incidents and hospitalizations, for the most part “Priscilla” continued to improve and work through therapy at Comtre. Today, after a year and a half in a very strict but caring foster home, she is going home to live with her family after school is out. She will continue with services, and she still has episodes of destructive and manipulative behavior, but no longer carries the negative prognosis she had for most of the past 4 years.

“Polly,” a 17 year old Caucasian female, was initially referred to Comtre for methamphetamine use. She had been using crystal methamphetamine consistently for 3 months. When she entered placement, she had lost 60 pounds, and had been up “for days.” She stated she often used alone after the family had gone to bed. “Polly” attended Comtre’s Residential program for 60 days and follow up care in the outpatient program. “Polly” has been attending the outpatient program now for 4+ months. In the beginning, she expressed little desire for change. She was aggravated to be in placement and often had a negative attitude. Polly” has remained clean and sober for 8 months. “Polly” has verbalized her desire to stay clean and has been applying her “tools” that Comtre has provided her throughout the months. “Polly” has continued to be a leader in group and uses her skills to teach others.
WHO ARE THE MEMBERS OF THE JEFFERSON COUNTY COMMUNITY MENTAL HEALTH FUND BOARD AND THE COMTREA BOARD?

**JCCMHFB MEMBERS**

**Chairperson:** Marsha Greenstreet: An insurance agent, Marsha has served in many community leadership positions, including Hillsboro Chamber of Commerce President.

**Mark Mertens:** Mark is Jefferson County's Presiding Commissioner. He is active in Rotary and Kiwanis and assists with fund raising efforts for various non-profit organizations.

**Steven D. Crawford, D.O.:** Dr. Crawford is a general practitioner who also serves as the physician for the Jefferson County Jail.

**Harold Selby:** The State Representative from the 105th District, Representative Selby is a computer technician, volunteer firefighter, and community leader. He serves on the House Children Youth and Families Committee, the Public Health Committee, and others.

**Betty Seeley, Comtrea Corporate Chairperson/JCCMHFB-Vice Chairperson:** The former Chief Juvenile Officer for Jefferson County, Betty has been active in statewide committees relating to the Division of Family Services, Juvenile Justice, and has been a Comtrea board member since 1975.

**Martha Maxwell, Comtrea Corporate Vice Chairperson:** As Director of the Jefferson County Library Board, Martha's community and professional activities focus on life-long learning, community networks, and community development.

**Jerry Rogers:** A prominent businessman and community leader in the northwest area of the county, Jerry supports the local control of mental health care and citizen input.

**Ronald Swafford:** Ronald is the school superintendent in Crystal City and also active in the community.

**Catherine Whitlock:** Catherine is an elementary school principal and is active in church and community activities.

**COMTREA CORPORATION BOARD (In addition to all JCCMHFB MEMBERS)**

**John Anderson:** A retired Jefferson County Circuit Court Judge, John is the founder of Comtrea. He and five other leaders incorporated the agency in 1973.

**Julianne Hand:** An attorney, Julianne is also active in the community.

**Crista Johnson:** An attorney, Crista has been active in legal activities surrounding families.

**Mark Mertens:** Mark is Jefferson County’s Presiding Commissioner. He is active in Rotary and Kiwanis and assists with various non-profit organizations.

**Sadasiv Parwatikar, M.D.:** Dr. Parwatikar is a noted forensic psychiatrist in the St. Louis area. His various professional memberships include APA, AAPL, Eastern MO Psychiatric Assoc., and Am. Assoc. of Psych. Administrative Administrators.

**Ann Portell:** Ann is the Vice President of Eagle Bank and a long time resident of Jefferson County.

**Richard Ross:** A retired construction company owner, Richard has recently moved to Jefferson County and is committed to its future. He serves on the State Foundation for Health, appointed by the Attorney General of Missouri.

**Joe Sanchez:** A well known attorney in Jefferson County, Joe has been active in many community efforts.

**Danny Tuggle:** A successful businessman active in High Ridge community activities, Danny is committed to children’s issues.

**Reverend William Thompson:** Reverend Thompson is a Lutheran minister. Besides being active in church activities, he is also active in Boy Scouts in both Troop and Council levels.

**Bob Wilkins:** The Jefferson County Prosecuting Attorney for Jefferson County and founder of the Children’s Advocacy Center. Bob’s interests center on youth and criminal treatment.

**M. Edward Williams:** A Jefferson County Circuit Judge and former Comtrea Board President, Ed’s interests focus on the responsiveness of the agency to the needs of the county.

**Stephen F. Huss, Ph.D.:** Dr. Huss has been the President and CEO of Comtrea since its founding in 1973. Dr. Huss serves as a non-voting member of the board.
WHO MONITORS THE COUNTY NOT-FOR-PROFIT MENTAL HEALTH CENTER TO ASSURE THE MONEY IS BEING SPENT APPROPRIATELY AND QUALITY CARE IS PROVIDED?

The Missouri Department of Mental Health’s Divisions of Psychiatric Services and Alcohol and Drug Abuse, the Missouri Division of Aging, the Missouri Department of Public Safety, and the Federal Medicaid system audit the agency. In addition, a certified audit is required by the Jefferson County Commission each year. The County Commission appoints a Jefferson County Community Mental Health Fund Board which meets with the Comtrean Board to review all the activities and approve the goals and objectives which utilize mill-tax monies. The Comtrean Board is not allowed to meet at any time without the JCCMHFB members being present. The JCCMHFB has nine of the eighteen votes on the Comtrean Board. Further, the agency holds national accreditation through The National Council on Accreditation (COA) which assures quality of care and fiscal responsibility.

NOTE: fiscal responsibility is crucial to continued service to our county neighbors. Throughout its 30 years of service, Comtrean has never ended a year in the red.

IS THERE A STEERING COMMITTEE FOR THIS EFFORT?

Yes. The initial members have been drawn from all parts of the county, both political parties, and represent diverse interests. The members include: Senator Steve Stoll, Presiding Jefferson County Commissioner Mark Mertens; State Representative Harold Selby; County Chief Juvenile Officer Gil Alderson; Jefferson College President Bill McKenna; Crystal School Superintendent Ron Swafford, DeSoto School Superintendent Terry Noble, Director of Children Services Mary Terry, Festus School Special Education Director Joyce Courtois; Jefferson County Health Department Director Dennis Diehl; Comtrean CEO Dr. Stephen F. Huss; Jefferson County Community Mental Health Fund Board President Marsha Greenstreet; Comtrean Board Chairperson Betty Seeley; Executive Director Jefferson County DSS Linda Wolf; Jefferson Memorial Hospital Behavioral Department Director Margo Pigg; St. Pius Counselor Alan Kamper; Family Support Division Mary Dempsey; attorney Julianne Hand; Jefferson County Community Partnership Director Marilyn Pinson; Jefferson County Deputy Public Administrator Pat Lutz; Jefferson County Public Administrator Bruce King.
WHAT DOES THIS GROUP PLAN TO DO TO PASS THE ISSUE?

- Meet with as many “stakeholders” in the county as possible. This would include fraternal and sororital groups, the faith community, public and private school staff and parents, the medical community, and professional service delivery personnel who work with children
- Distribute this booklet to those who want detailed information
- Provide “media kits” for radio stations, television, and newspapers which outline the needs and service delivery plan
- Create handouts for general distribution
- Enlist volunteers to participate in a “door-to-door” campaign in October
- Raise money to enable one county-wide mailing to the voting public
- Due to the lack of available funding, the efforts will be primarily “word of mouth"

HOW WILL THE ISSUE BE WORDED ON THE BALLOT?

PROPOSITION: Healthy Kids

To provide services which promote the well-being and safety of children and youth and to strengthen families, shall Jefferson County be authorized to levy a sales tax of one-eighth of a cent to establish a Community Children’s Services Fund?

HOW DO I FIND OUT MORE, DONATE MONEY OR TIME?

The Jefferson County Community Mental Health Fund Board Administrator is Dr. Stephen F. Huss. He can be reached at 636-931-2700, ext. 345 or through e-mail at shuss@comtreca.org. Donations may be sent to JCCMHFB at 21 Municipal Drive, Arnold, Missouri 63010. Any of the Steering Committee members or JCCMHF/Comtreca Board members may answer questions also. Comtreca’s Web site is www.comtreca.org.

CHILDREN ARE OUR COUNTY’S GREATEST TREASURE

Please support Proposition Healthy Kids to collect one penny of every eight dollars spent in our county to help our children.
AGREEMENT

This agreement entered into this 19th day of June, 2017 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 "Contrea") 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, Contrea 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 Contrea for Contrea to provide such community mental health services and children’s services and Contrea is agreeable to providing said services;

IT IS HEREBY AGREED AS FOLLOWS:
1. Contrea 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 website regarding services available and other activities of Contrea.
   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 JCCMHFB and Contrea.
   O. Serve as the sole treatment provider and administrator for the JCCMHFB.

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) Comtrean agrees that its financial operations shall be conducted in accordance which would generally accept the accounting principles and specifically in a manner acceptable to the Missouri Department of Mental Health Certification Committee.

d) Comtrean agrees that all expenditures shall be in accordance with Comtrean'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 Comtrean and overseen by the JCCMHFB.

3. This agreement shall be effective January 1, 2018, and shall terminate December 31, 2022 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 Comtrean, except with the written consent of Comtrean.

5. In order to assure adequate record keeping and reporting, Comtrean 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. Comtrean 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 Comtrean activities during the proceeding twelve months, a copy of Comtrean's annual audit and a statistical description of the delivery of services by Comtrean.

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

7. Comtrean 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. Comtrean 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 Comtrean and approved by the CMHFB.
9. Comtrex 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) Comtrex 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) Comtrex shall comply with all provisions of the American Disabilities Act.
   c) Comtrex 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) Comtrex 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) Comtrex 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 19th day of June, 2017.

Jefferson County Community Mental Health Fund Board by:

[Signature]
Elizabeth Diveley, Chairperson

Community Treatment, Inc., by

[Signature]
Jerry Rogers, Chairperson
As shared earlier in our call today, I had a planned legislative visit. The paraphrased discussion on the topic of the JCMMFB is provided below.

He has been aware of the complaints and concerns surrounding the Mental Health Fund Board dollars and COMTREA over the last several years. He is tired of hearing the complaints and is going to do something about it even if it means changing state laws. The thing that I (Sue) need to change immediately is the language in the COMTREA Bylaws that state all members of the Mental Health Fund Board are automatically members of the COMTREA Board. This is crooked and illegal and why COMTREA has a negative/poor reputation the County.

I responded to the statement by clarifying that the language that “Mental Health Fund Board are automatically members of the COMTREA Board” is contained with the Jefferson County Community Mental Health Fund Board Bylaws, which is a County Board appointed by County Council. I further stated that I did not have the authority to change the Bylaws as this needs to be done by the JCCMHFB. I explained the structure of the JCCMHFB and it is separate from COMTREA. I also stated this was an agenda item at the Feb. COMTREA Board meeting and is scheduled as a discussion item for the March quarterly meeting of the JCCMHFB.

Sen. Wieland stated he has brought this to the Senate Appropriations Committee yesterday and he will continue to the bottom of this and fix it. He also referenced the need to make this two separate Boards.

This resolution rests with the JCCMHFB. It is my recommendation as Ex-Officio of the Board that the JCCMHFB make the necessary changes through their directed course of actions rather than a legislative mandate from Jefferson City. It would be optimal to call for an emergency meeting of the JCCMHFB.

These recommendations, as discussed by Amy and me include the following:
1. Establish a separate 501c3
2. Establish a bank account
3. Establish staff or contract with an Administrator
4. Amend the JCCMHFB Bylaws

In essence, we are separating the two Boards. We are still operating under the 5 year agreement that expires in Fiscal Year 2022 unless there are changes to the terms of this contract. I believe this is needed to preserve the integrity of the JCCMHFB and to eliminate the negative shadow that is now cast on COMTREA. We have the ability to create a WIN-WIN situation out of this with submission of grant proposals for the dollars with a proven track record.

Thank you,

Sue
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 Dively stated that there was some conversations last Monday with Senator Paul Wieland regarding the JCCMHFB. He brought some concerns up that Beth Dively 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 statute says the state appointed agent has to be the administrator of the funds.

Beth Dively 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] 3/11/19 (Date)
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  
JCCMHF Chairman

Email communications to: lwigger@contrea.org  
21 Municipal Drive  
Telephone: 636-296-6206 ext 4345  
Arnold, MO 63010
JCCMHFB Meeting Minutes

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

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

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

Not in Attendance: Dr. Josh Isaacson and Kelly Steffens

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 taking 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)
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 JVR II 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 JVRIII 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 ____________________________ _________
(Signature of JCCMHFB President) (Date)
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 Elizabeth Diveley and Kelly Steffens

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

Not in Attendance:

The JCCMHFB Meeting was called to order by Beth Diveley, Chair at 9:04 am with a quorum of members present.

1. Approval of Agenda
The September 9, 2019 meeting agenda was reviewed with no changes requested.
Recommendations: "I, Mark Mertens, move that the September 9, 2019 agenda be approved as presented." Josh Isaacson seconded the motion. The motion carried.

2. Approval of Minutes
   • June 17, 2019

The June 17, 2019 meeting minutes were reviewed with no changes requested.
Recommendations: "I, Mark Mertens, move that the June 17, 2019 meeting minutes be approved as presented." Audrey Mitchell seconded the motion. The motion carried.
3. Financial Report
Amy Rhodes went over the financial report through July. It is the first month of the fiscal year, the financials show what is budgeted and what is being utilized it is broken out by programs. Currently there was only sales tax received, Friday the MIL tax was received for July and part of August and no additional will be received until July. There are payments for the RFP’s to Lutheran Family.
Recommendations: "I, Josh Isaacson, move that the JCCMHFB approve the financial report as presented.” Mark Mertens seconded the motion. The motion carried.

4. Resignations/Appointments
   a. Resignation of Beth Diveley – Chair position
   Beth Diveley stated her resignation, there is a need for replacement of the chair and there are some open spots, any suggestions can be sent to Dennis Gannon for appointments. The chair role does need to be replaced. Sue Curfman stated that there is need for someone active to take the chair position and a new individual is needed for the board. There is a need for an interim chair. Dennis Gannon brought up that there is an application for funds from Desoto and Josh Isaacson will need to abstain from the vote.
   Recommendations: “I, Mark Mertens, move that Josh Isaacson serve as the interim chair of the JCCMHFB.” Dr. Crawford seconded the motion. The motion carried.

   b. Open positions on Board
   Discussed above.

5. Approval of COMTREA Board Actions
Recommendations: “I, Jerry Rogers, move that the JCCMHFB approve the COMTREA Board Actions through September 9, 2019 as presented.” Mark Mertens seconded the motion. The motion carried.

6. Approval of Proforma
Beth Diveley stated that the County Pro Forma and Tax Rate needs to be approved and signed. Sue Curfman stated that annually the rate is set and COMTREA is notified and sent the rate contract to sign off. Amy Rhodes stated that the rate dropped due to the Hancock Amendment. This will not affect the amount of money that is received.
Recommendations: “I, Josh Isaacson move that the JCCMHFB approve the county pro forma as presented.” Mark Mertens seconded the motion. The motion carried.

7. RFP Updates
   a. Calendar Year 2019 Awardee Updates
   Beth Diveley stated that Lutheran Family Services is the only awardee this past year.
   b. Funding Applications for Calendar Year 2020
   The applications were sent out last week. The total amount of funding that is available for $250,000 however the funding applied for is over $400,000. The De Soto application is for three years divided by 3 years, the amounts requested were reviewed. Mark Mertens asked what the actual amount needed for the first year for the program $75,592 and the yoga mats and stipend is not included in that which would be a onetime expense. With those added in there would be $84,242. Josh Isaacson asked regarding the Foster Care and had some confusion on where the kids where and that the agency is outside of Jefferson County but the role will be Jefferson County only. Dennis Gannon spoke of the foster care problem in Jefferson County and how kids are being sent out of the county, Dr. Isaacson talked about the money that is going outside the county schooling wise for this. The question came up on the NCADA and who will be training and some of the schools don’t want the extra responsibility. Mark Mertens asked if the $250,000 is set in stone, Amy Rhodes stated yes that is in the budget.
   Dr. Crawford suggested $78K for Lutheran, cut indirect expense and rescue kits cut to $15K, cut the supervision on Foster Care and then cut out the mats and training for Desoto.
   i. Desoto School District – this is the first time they have requested. $77,719
   ii. Foster & Adoptive Care Coalition – first time request. $74,131.
   iii. Lutheran Family and Children’s Services – third time applying. $78,000
   iv. NCADA – they had requested the first year and did not request last year. $20,150

Recommendations: “I, Mark Mertens, move that the JCCMHFB award $77,719 in funding to the De Soto School District for the 2020 Calendar year.” Dr. Crawford seconded the motion. The motion carried with Dr. Isaacson abstaining from voting.
Recommendations: “I, Mark Mertens, move that the JCCMHFB award $74,131 in funding to the Foster & Adoptive Care Coalition for the 2020 Calendar year.” Audrey Mitchell seconded the motion. The motion carried with Dr. Isaacson abstaining from voting.
Recommendations: “I, Mark Mertens, move that the JCCMHFB award $78,000 in funding to the Lutheran Family and Children’s Services for the 2020 Calendar year.” Kelly Steffens seconded the motion. The motion carried with Dr. Isaacson abstaining from voting.

Recommendations: “I, Dr. Crawford, move that the JCCMHFB award $20,150 in funding to NCADA for the 2020 Calendar year.” Mark Mertens seconded the motion. The motion carried with Dr. Isaacson abstaining from voting.

8. JCCMHFB/COMTREA Board Separation Update
Beth Diveley stated that this needs to be done by June 30, 2019. This process will not be easy and it is believed that an outside consultant to assist with this process. Amy Rhodes spoke of how two other boards that separated and the involvement and so they had a consultant, Amy Rhodes has a separation checklist and many of the items do not need to be done with COMTREA and an outside consultant is not needed. The first thing needed is getting a 501-3 c due to having the funds. This will take an attorney and who pays for this cost there was money placed in the budget to separate the boards. Dennis Gannon asked who the other Boards hired to do the process, asked that Amy Rhodes find out who DDRB used for their legal and consultant services to separate the staff. Sue Cufman asked Amy Rhodes to put together a list of what is needed for JCCMHFB to separate. Mark Mertens suggested that the Board meet in October to discuss further what is needed for the split. Dennis Gannon stated that operating bylaws would be developed. Mark Mertens mentioned since this is a county thing if the county attorney is available to assist.
Beth Diveley stated that Dennis Gannon will check on the county attorneys, more information will be obtained from COMTREA, by laws need to be created and this board will need to convene next month to discuss everything further. Dr. Issacson believes the attorney could be discussed at the next meeting and we may not be ready for an attorney. Audrey Mitchell asked how the separation came about, Beth Diveley spoke of the relationship of the COMTREA Board and JCCMHFB and the concerns of the senator.
   a. Request for outside consultant
   b. Develop Action Plan
      i. Timelines
      ii. Expected Outcome (separation by 6/30/2020)
9. Old Business

10. Discussion Items
No additional discussion items.

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

☐ Minutes approved ____________________________  ____________
(Signature of JCCMHFB President)  (Date)