

Western Service Area Authority (WSAA) Board Meeting

Tuesday, January 24, 2017 • 10:00 a.m. to 1:00 p.m.

Western Montana Mental Health Center

1321 Wyoming St., Room 102, Missoula, Montana

~~~~~

PRESENT: (Board Members – for quorum): Tom Camel, Sylvia Carollo (☎by phone), Monique Casbeer (joined @ 11:30am), Brenda Desmond, Leah Furlong, Chris Glines, Katherine Isaacson, Denelle Pappier, Dawn Sandberg, Pete Snyder, Geri Stewart, Susan Thomas.

(Board Advisors from AMDD): *No representation from AMDD.*

(Members/ Guests): Joshua Dow (Msla LAC), Jaime Rossen and Tyler Steinebach (Whitehall Ambulance Service), Dan Ladd (Board of Visitors, ☎by phone), Dennis Nyland (MH Ombudsman, ☎by phone).

Convened at 10:05 a.m. – Telephone conference call initiated through poly-com.

A. Welcome / Introductions / Announcements — Chris Glines, Chair

1. FACEBOOK: Reminder to “like” our new Facebook page; “Western Service Area Authority” may be the preferred search term to find the page.

B. Special Presentation — Speaker unavailable; postponed until a future board meeting.

C. Secretary’s Report — Denelle Pappier

Noted that no WSAA Board meeting was held in December 2016.

**MOTION:** Katherine/Pete. To approve November 22, 2016 board minutes as submitted. PASS.

D. Treasurer’s Report — Katherine Isaacson

Presented a FY17 Financial Summary to understand annual “spend-down” of the state funding through AMDD. Explanation of the category of “contracted” equals: stipends, LAC funding, mileage reimbursement, mini-grants. Account balance (12/31/16): \$16,038.18. Thinking ahead, Katherine projected expenses for remainder of FY. Ready for 2nd “draw request” for our funding.

Projected that we will have around \$3,000 to use for grants when we get toward the end of the fiscal year (June); depending on other budget items. Recommends to try to finalize grants sooner, to allow expenditures of that fund before the end of the fiscal year (FY).

**MOTION:** Brenda/Leah. To accept the Treasurer’s Report as submitted. PASS.

E. Local Advisory Council (LAC) Reports — LAC Representatives

**(Beaverhead Co., Flathead Co., Lake Co., Lincoln Co., Madison Co., Mineral Co., Missoula Co., Ravalli Co., Sanders Co., Silver Bow Co., Pintler: (Deer Lodge, Granite, Powell counties)**

1. Beaverhead Co./Dillon (Rick) — (No report) Submitted written report of year 2016 LAC activities.

2. Flathead Co./Kalispell (Susan) — Participated in “Winter Warm-Up” local event (through United Way) Jan. 26, to help homeless/low income people; LAC will be participating. During MHAM, they will hold fair at Flathead CC: “Trauma-Informed Care” discussion w/ Karl Rosston. Working on housing issue, especially for those leaving jail. New LAC Alt. Grant Anderson (\*\*Need contact info\*\*).

3. Lake Co./Polson (Douglas) — Not present to report.

4. Lincoln Co./Libby (Chris) — Networking to reorganize LAC; has recruited a person who can help with organization. Need to coordinate with several people to make it happen!

5. Madison Co./Virginia City (Jim/Doris) — Not present to report.

6. Mineral Co./Superior (Dawn) — Met to organize for 2017 project: take on Jail Formulary problem. Will gather nearby medication formularies to compare how other county jails operate.

7. Missoula Co./Missoula (Joshua) — He wasn’t able to attend and didn’t receive report.

8. Ravalli Co./Hamilton (Jenny/Denelle) — Donated \$100 to Gifts with a Lift at Christmastime.

Consulted with local MH NP and RN for establishing Prescription Fund in BR Valley; have already funded several persons.

9. Sanders Co./Plains (Shelby) — Not present to report.
10. Silver Bow Co./Butte (Dawnita “Dee”) — Not present to report.
11. “Pintler” (Deer Lodge, Granite, Powell counties)/Anaconda (Charlotte) — Not present to report.

E. AMDD Report — Not present to report.

F. Committee Updates —

1. Legislative Priorities sub-committee — CMTE: Geri, Brooke, Stacey, Pete, Chris, Denelle.

Stacey is tracking the scheduled assignments for Legislative bills to notify us of what bills are coming up and what we can/should do about it. She will send information to Denelle, who will post on WSAA Facebook page.

2. Website Update — Denelle

It was noted that no activity on our website was logged by web master Monique Casbeer since her appointment May 2016; and she did not respond to several emails by Chair. Thus, the Executive Board met after October’s board meeting and determined to send a written letter expressing that she have 30 days to begin work on updating the WSAA website or vacate the position. As Monique did not respond to that letter in any way, to any Executive Board member, it is determined to remove Monique Casbeer as WSAA webmaster, effective immediately. Chris Glines offered to take on the task of web maintenance until another qualified candidate can be found; Denelle will continue to administer the WSAA Facebook page. It is recommended that LAC Reps take word back to their respective communities to request nominations from potentially-interested persons who are qualified to maintain our website.

**MOTION:** Sylvia/Geri. To enforce the decision of the Executive Board to remove Monique Casbeer as WSAA Webmaster for noncompletion of her job duties, as described. PASS.

G. NEW BUSINESS:

1. Communication between EMS/LE and MH Treatment Teams: Jamie Rossen and Tyler Steinebach

Concern about lack of inter-agency communication when dealing with persons with MH issues: ambulance, law enforcement (LE), etc. Need to have more trained personnel; ensure that person has their required medication; are transported safely & with respect (not handcuffed in back of LE car).

Their ambulance company is located in Whitehall (Jefferson County, between Helena and Butte) and will transport in multiple counties. They don’t respond to 911 emergency calls, but transport based on medical requests from surrounding counties. Looking for funding streams that enable people to afford transportation services as medically-required/requested. They have several EMTs/other staff working for them on volunteer basis, to help them establish this service, until funding is achieved. The entire staff was laid off from previous employer and they were encouraged to take this business on, in order to continue serving the community of Whitehall with Emergency Medical Services (EMS). (The city was unable to fund ambulance services in Jefferson County.) They consider that they can operate for about five months until needing to have full financial funding (location lease is covered). They’re trained to handle medical and psychological cases; will provide continuing training to attain/remain competent. Encouraged to seek grants: MT Healthcare Foundation (Scott Malloy) grants, etc.; and other fundraising.

Pete from Providence Hospital noted that there is a great need for this low-cost transportation alternative. What can WSAA do to assist? Have speaker give presentation to orient us to their progress. We could write a letter of support for their grant applications. Want to have our input on areas of need from counties in our region: what needs to be addressed. Looking to get contracts with hospitals in western region of Montana to provide this service; need to get the word out that the service is available.

2. Early Discussions: 2017 Mini-grants — Denelle

According to current financials, WSAA has approximately \$3K to allot for our grant funding opportunities. Committee Chair Denelle will develop packet of applications materials: instructions, deadlines, and offer an example grant application in appropriate format (upon request from applicants). Appeal for interested board members to participate in this educational opportunity to review applications, score, and make recommendations to entire WSAA board for funding applicants.

Grant Funding CMTE: Denelle, Chris, Brenda, Monique, Leah, Dawn (Geri, willing if needed)

Discussion to make dates for deadlines in application process earlier than in previous years, in order to allow contracts to be paid by Treasurer before end of FY17. Also, important to stress that WSAA board requires a report from all successful applicants. A final report is due by June 2017 on last year's projects, but a mid-year report is required from any past applicant who intends to apply for a FY17 grant. Consider creating a status report template (e.g., where are you with your budget/activity) progress report by April meeting, with a final report also due by June.

**MOTION:** Brenda/Leah. To notify FY16 grant recipients that their status report is required by April 25th meeting, if they intend to apply for FY17 grant. Otherwise, report due by June 27 meeting. PASS

3. Letter to AMDD —

The entire WSAA Board is concerned over the lack of AMDD representation/participation (even on the conference call) to our monthly board meeting. Apparently, AMDD is not legally bound to send representation, but we need to encourage their active involvement with what we're working on, and general improved communication. Our contract requires us to "consult" with AMDD, which implies two-way communication. Lots of recent turnover in AMDD personnel, seems to have lost continuity. Apparently, CPOs have been told that they may not attend the monthly board meeting (due to schedule restraints?). During the Legislature Session, it's perhaps more understandable to be too busy to attend a board meeting; but even a call-in report would be appreciated. Pete: Best to frame out the benefits of their participation; what we've been able to develop through their participation. Could they at a minimum send a written report of AMDD activities to be presented to our board? Brenda offered to draft a letter to send to Executive Board to finalize and send to appropriate person at AMDD/DPHHS.

**MOTION:** Monique/Tom. To send a letter as described regarding AMDD's participation with WSAA. Send to leadership of AMDD: Zoe Barnard, Div. Chief of AMDD. PASS.

Adjourned at 1:05 p.m.

Next meeting: **Tuesday, February 28, 2017, 10:00am-1:00pm** (at WMMHC in Missoula)

Submitted by:

Denelle Pappier, WSAA Secretary  
406-363-1311 / [dpappier@aol.com](mailto:dpappier@aol.com)

~~~~~  
ACRONYMS GLOSSARY:

AMDD	Addictions & Mental Disorders Division	DIC	Drop-In Center	NAMI	National Alliance on Mental Illness
BR	Biennial Report (from WSAA to AMDD)	DPHHS	Dept. of Public Health & Human Services	PSS	Peer Support Specialist
CMTE	Committee (<i>not acronym!</i>)	FY	Fiscal Year (<i>July to June</i>)	RFP	Request For Proposal (grants)
CIT	Crisis Intervention Team (Training)	IBH	Integrated Behavioral Health	SAA	Service Area Authority
CLO	Community Liaison Officer	LAC	Local Advisory Council	SDMI	Severely-Disabling Mental Illness
CPO	Community Program Officer	MAL	Members-at-Large	TBD	To be determined
DBSA	Depression & Bipolar Support Alliance	MH	Mental Health	WMMHC	Western Montana MHC
		MHC	Mental Health Center	WOC	Winds of Change MHC
		MHFA	MH First Aid training	WSAA	Western Service Area Authority
		MHOAC	MH Oversight Advisory Council		
		MI	Mental Illness		
		MSH	Montana State Hospital		

~~~~~  
Committees for the WSAA:

WSAA 2016 Mini-Grants — CMTE: Denelle, Chris, Brenda, Monique, Leah, Dawn, Geri.

By-Laws — CMTE: Denelle, Tyler, Sylvia.

Strategic Plan — CMTE: Courtney, Stacey, Monique, Doris, Pete.

Sub-CMTE: Geri, Brooke, Stacey, Pete, Chris, Denelle

Jails Formulary Investigation — CMTE: Tyler, Geri, Monique, Rena

LAC Report Form — CMTE: (TBD) (Info from LACs to WSAA; to enable writing BR)

LAC Needs Assessment Form — CMTE: (TBD)

Response to MNA — CMTE: Brenda, Pete, Leah, Rena, Denelle  
~~~~~