

Western Service Area Authority (WSAA) Board Meeting

Tuesday, October 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): Rena Ayres, Sylvia Carollo, Monique Casbeer (by phone), Vicky Croft (by phone), Doris Fischer (by phone), Chris Glines, Rick Hartz, Patti Herman (by phone), Katherine Isaacson (left @noon), Denelle Pappier, Courtney Rudbach (by phone), Dawn Sandberg, Pete Snyder, Geri Stewart, Stacey Wheeler.

(Board Advisors from AMDD): (none)

(Members/ Guests): Sandra Dubel (Sanders Co. tobacco/MH, by phone), Dan Ladd (MT Bd of Visitors), Claire Leonard (by phone), Heather Schreckendgust (Sunburst), Josh Starcher (by phone)

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

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

1. NAMI MT Annual State Conference on Mental Illness: Held this week, Wed-Fri, 10/25-27; Great Falls, Best Western Inn. (Several board members plan to attend.)

2. Brenda: Free training: Missoula training for Veteran’s Court on Sat 12/2, 8:30a-1p, and Tues 12/5 eve; at the UM Law School. (* For more info, contact Brenda: bdesmond@mt.gov)

3. Pete: Project Tomorrow, holding Suicide Survivor’s Day; Sat. Nov 18, 9:30-11:30 @ St. Pat’s; MHFA training to be held Nov. 10. (See St. Patrick Hospital website).

4. Katherine: Red Willow Learning Ctr: hosting movie at UM “Almost Sunrise” Mon., Nov. 6, 6pm.

5. Dan Ladd: Jody Daly, WMMHC CEO has resigned effective Dec. 31, 2017. Dan reports that he has also resigned from the office of MT Board of Visitors and they will be moving out-of-state soon.

B. Secretary’s Report — Denelle Pappier

MOTION: Monique/Stacey. To approve September 26, 2017 board minutes. PASS.

September Expenses	\$ 453.68 mileage \$ – lodging* \$ 45.46 meals <u>\$725.00 contracted</u> \$ 1,224.14
Total Expenses	\$ 21,856.60
Balance 09/30/17	(*no bill rec’d yet)

C. Treasurer’s Report — Katherine Isaacson
Submitted proposed FY’18 Budget. (*Attached: Appendix 1*) Sent First Quarter report to state per our contract and requested our next \$10K distribution.

Katherine created a draft LAC request form to receive annual stipend. Information is requested from LACs to satisfy state contract and to be held accountable for expenditure of funds. LACs are also required to provide an outcome report at end of year that satisfies contracted content. (*Attached: Appendix 2*)

MOTION: Katherine/Monique. To create/revise the LAC report form; to allow the Executive Board to approve an Annual Stipend Request Form and send out to LACs upon approval. PASS.

MOTION: Monique/Sylvia. To approve Treasurer’s Report. PASS.

D. AMDD Report — (CPO Vicky Varichak)

Vicky could not attend as she is in Billings for a waiver review. Dan Ladd provided information about state budget cuts. SB261 cuts were very severe, across the board; especially hard on community-based MH services. After Legislature adjourned, the revenue was lower than expected; Governor is calling for a Special Session to convene in November to attend to unexpected expenses of wildfires and other. Looking to perhaps raise some taxes (tobacco, tourist stay, etc.), not income or property tax. There will still be significant cuts, perhaps 5-6% rather than 10%, but adverse to MH services. Pete noted that Providence has already seen an increase in MH crisis visits to ER. What is needed is foundational policy changes to spend the existing money in more effective ways. Communities have to be involved with the decision-making, rather than have insulated people “at the top” being in charge of unilateral decisions.

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 counties))

1. Beaverhead Co./Dillon (Rick) — Not present to report.
2. Flathead Co./Kalispell (Susan) — Courtney: She wasn't at today's meeting.
3. Lake Co./Polson (Douglas) — He waited but no one showed up to last month's meeting.
4. Lincoln Co./Libby (Chris) — No report; no activities. Now inoperational without a chairperson.
5. Madison Co./Virginia City (Jim/Doris) — Expanding counselors available for MH crisis calls that don't need medical intervention (CRT response), but just want to talk. Hosting film on Mon., Nov. 6th: "Walking Man" re: HS suicides and MH.
6. Mineral Co./Superior (Dawn) — Discussed starting a Facebook page. Planning to have a seminar on "Coping with the Holidays" luncheon meeting; to be held for free on Saturday, Dec. 9.
7. Missoula Co./Missoula (David) — Sylvia wasn't in attendance at last week's meeting.
8. Ravalli Co./Hamilton (Denelle) — Discussion of holding a social event to introduce potential members to what the LAC is/could be.
9. Sanders Co./Plains (Shelby/Vicky C.) — Sandra: elected officers at last meeting; meets again tomorrow. Still in formative stages; have established bank account to handle money to print brochures.
10. Silver Bow Co./Butte (Patti Herman) — Met yesterday, with presentation on new model for homelessness (to reduce recurrence). Identify people in difficult situations to avoid them going onto the street: motel vouchers, etc. Working on bus transportation schedules to assist MH clients getting into town for social opportunities. Sheila Hogan will speak at next month's meeting; could forward WSAA questions to her if any.
11. "Pintler" (Deer Lodge & Granite counties)/Anaconda (Charlotte) — Not present to report.

F. WSAA Committee Updates — (none)

G. NEW BUSINESS:

1. WSAA Elections —

a. Confirm LAC Representatives & Alternate Reps.

Each local LAC needs to designate a Representative and an Alternate Rep. to the WSAA board; as well as elect their Chair, Vice Chair, Secretary, and Treasurer. Reps should please come to the WSAA meeting with a full roster of the new people holding these new positions, if possible! (And their contact information.) The WSAA board simply votes to accept those locally elected by their LAC.

b. WSAA Directors.

Several 3-year WSAA board terms are up for election. Specifically, Pete Snyder (representing Hospitals) and Geri Stewart (representing a Consumer Organization), Courtney Rudbach (as Hospitals Alternate), and there is one vacant board position available. Also, annual positions: the "At Large" positions currently held by Rena Ayres and Brenda Desmond.

MOTION: Chris/Monique. To accept the uncontested nominees who are willing to continue in their previous positions to be elected. PASS. [*Current directors shall continue in their elected positions.*]

c. Executive Positions: Chair, Vice Chair (1st/2nd), Secretary, Treasurer.

The WSAA Executive Board positions (Chair, Vice Chair, Secretary, and Treasurer) are open for annual elections for the 2017-18 year. ALL members are encouraged to consider serving in both a Director and an Executive Board position. Chris Glines has given notice that she is not available to serve as Board Chair.

MOTION: Chris/Rena. To accept the uncontested nominations to serve in the following positions: Chair: Stacey Wheeler; Vice Chair: Geri Stewart; Secretary: Denelle Pappier; and Treasurer: Katherine Isaacson. PASS

2. Strategic Plan — Stacey Wheeler

Stacey presented her draft plan, updated from last year. (*Attached: Appendix 3*) Recommended to send a copy of the Bylaws and state contract to directors; add our website [wsaa-montana.org] onto agenda for convenience. Need to update Bylaws. Mindi Askelson (AMDD) can answer how to assign MHOAC representative from WSAA. SAMHSA requires every state that has block grants to have active

MHOAC to advise the Governor. They are supposed to develop the strategic plan for \$300 million budget of state MH services for adults and children's services.

MOTION: Pete/Monique. To accept the Strategic Plan as presented. PASS

3. LAC Reporting Form

Discussion of proposed LAC Reporting Form as presented in draft format. It will be designed in a Word document so that it has text fields for easy submission electronically.

MOTION: Katherine/Chris. To table further discussion. PASS

4. December Board Meeting. As regularly scheduled, it would be held on Tuesday, Dec. 26th, the day after Christmas. Discussion of whether or not the board would want to meet on that day. The meeting room is not available at other times. Defer to next month to decide.

WSAA needs to associate with Disability Rights for legal representation (lost contact after Alexis Volkerts retired); invite County Commissioners, LEA, and others to attend & collaborate with our mission.

Could ask for participation at Legislative Special Session: conference call? Katherine reports that WMMHC will attend, Pete said Providence/St. Pat will have representation there. Stacey may be available to go to Helena to attend sessions and testify, if that's scheduled.

MOTION: Monique/Chris. To appoint Stacey Wheeler to represent WSAA at the 2017 Legislative Special Session in Helena in November. PASS

Adjourned at 12:40 p.m.

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

Submitted by: Denelle Pappier, WSAA Secretary
406-363-1311 / dpappier@aol.com

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ACRONYMS GLOSSARY:

|                                               |                                          |                                        |
|-----------------------------------------------|------------------------------------------|----------------------------------------|
| AMDD Addictions & Mental Disorders Division   | MCSD Msla Co. School District            | Illness                                |
| CIT Crisis Intervention Team                  | MH Mental Health                         | PSS Peer Support Specialist            |
| CMTE Committee ( <i>not acronym!</i> )        | MHAM Mental Health Awareness Month (May) | PT Project Tomorrow                    |
| CLO Community Liaison Officer                 | MHC Mental Health Center                 | SAA Service Area Authority             |
| CPO Community Program Officer                 | MHFA MH First Aid training               | SDMI Severely-Disabling Mental Illness |
| DPHHS Dept. of Public Health & Human Services | MHOAC MH Oversight Advisory Council.     | SUD Substance Use Disorder             |
| FY Fiscal Year ( <i>July to June</i> )        | MI Mental Illness                        | TBD To be determined                   |
| LAC Local Advisory Council                    | MOU Memo. of Understanding               | WMMHC Western Montana MHC              |
| LEA Law Enforc. Agency                        | MSH Montana State Hospital               | WOC Winds of Change MHC                |
|                                               | NAMI National Alliance on Mental         | WSAA Western Service Area Authority    |

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Committees for the WSAA:

WSAA FY'18 Mini-Grants — CMTE: Denelle, Stacey, Brenda, Leah, Dawn, Geri

By-Laws — CMTE: Denelle, Stacey, Sylvia

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

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

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

LAC Needs Assessment Form — CMTE: (TBD) (How to help LACs)

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Appendix 1 — WSAA Budget for Fiscal Year 2017-18

| FY2018 |                           | DRAFT BUDGET |             |                                                           |  |  |  |  |  |
|--------|---------------------------|--------------|-------------|-----------------------------------------------------------|--|--|--|--|--|
|        |                           | FY18         | FY18 Detail | Notes                                                     |  |  |  |  |  |
|        | Room Rent                 | \$ -         |             | In kind WMMHC                                             |  |  |  |  |  |
|        | Conference Call           | \$ -         |             | In kind SPH                                               |  |  |  |  |  |
| 6010   | Office Supplies           | \$ -         |             | Postage, envelopes, paper                                 |  |  |  |  |  |
| 6060   | Printing                  | \$ 50.00     |             | \$50 Copy Card                                            |  |  |  |  |  |
| 6400   | Board Travel              | \$ 1,650.00  |             |                                                           |  |  |  |  |  |
|        | SAA Summit Mileage        | \$ -         | \$ 600.00   | In Helena \$150 per quarter                               |  |  |  |  |  |
|        | SAA Summit Sec Stipend    | \$ -         | \$ 50.00    | SAA Summit Secretary stipend x1                           |  |  |  |  |  |
|        | Regional Mtg Expenses     | \$ -         | \$ 1,000.00 | Virginia City x1                                          |  |  |  |  |  |
| 6440   | Mileage                   | \$ 7,500.00  |             | Mileage for members traveling over 100 miles round trip   |  |  |  |  |  |
| 6450   | Meals                     | \$ 550.00    |             | Includes mtg food, per diem meals, and SAA summit hosting |  |  |  |  |  |
|        | Meeting Food              | \$ -         | \$ 240.00   | \$20 per month                                            |  |  |  |  |  |
|        | Per Diem Meals            | \$ -         | \$ 150.00   | Per diem meals for members                                |  |  |  |  |  |
|        | SAA Summit Hosting        | \$ -         | \$ 160.00   | 1x per year when WSAA hosts                               |  |  |  |  |  |
| 6460   | Lodging                   | \$ 1,200.00  |             | Lodging for members 1 per month @ \$100.00                |  |  |  |  |  |
| 6644   | Other Contracted Services | \$ 14,050.00 |             | Includes LAC Annual Stipends, Chair and Sec Stipend       |  |  |  |  |  |
|        | LAC Stipends              |              | \$ 3,300.00 | 11 LAC's @ \$300 per year                                 |  |  |  |  |  |
|        | Chair Stipend             |              | \$ 2,400.00 | \$200 per month                                           |  |  |  |  |  |
|        | Secretary Stipend         |              | \$ 2,400.00 | \$200 per month                                           |  |  |  |  |  |
|        | Website Coordinator       |              | \$ 1,500.00 | \$125 per month                                           |  |  |  |  |  |
|        | Mini Grants               |              | \$ 4,450.00 | Flexible depending on other budget items                  |  |  |  |  |  |
|        | <b>TOTAL EXPENSES</b>     | \$ 25,000.00 |             |                                                           |  |  |  |  |  |

See More from  
Denelle Pappier

## Appendix 2 — Proposed LAC Report Form (Draft)

### Local Advisory Council

This form is to be used to request the annual LAC stipend or to provide the end of year grant report.

Date:            County:

Mailing Address:

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Current Chair:

Current Co-Chair:

Current Secretary:

Current Treasurer:

Current Representative:

Current Alternative:

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When do you have your meeting and where?

When was your last LAC meeting?

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Please pick one:

**Stipend Request:** How will the stipend be used to make an impact in your community in one or more of the areas below?

**End of Year Report:** How has your grant been used to make and impact in your community in one or more of the areas below?

Evidence based mental health, trauma informed care, recovery principles, peer support, substance abuse services, suicide prevention, and other mental health or co-occurring services:

Mental health training, education, and outreach services:

Meeting the needs of identified gaps in mental health services:

Means to monitor, evaluate effectiveness, and sustain effective activities:

### Appendix 3 — WSAA Strategic Plan for Fiscal Year 2017-18 (APPROVED)

| WSAA STRATEGIC PLAN FOR 7/1/17 THROUGH 6/30/18 |                                                                                                                                                                                 |                                                               |                                                                                                                                                                         |          |                |          |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|----------|
|                                                |                                                                                                                                                                                 |                                                               |                                                                                                                                                                         |          |                |          |
|                                                | MEASURABLE ACTION / OUTCOMES                                                                                                                                                    | RESPONSIBLE PERSON(S)                                         | GOAL                                                                                                                                                                    | DUE DATE | DATE COMPLETED | COMMENTS |
| 1                                              | Review By-Laws and recommend changes                                                                                                                                            | Chair and Appointed Committee                                 | To maintain infra-structure and update to reflect needs / commitments                                                                                                   | 3/30/18  |                |          |
| 2                                              | By-Law recommendations approved by WSAA Board                                                                                                                                   | Monique C, Vice Chair, and Committee                          | To maintain infra-structure and update to reflect needs / contract                                                                                                      | 6/30/18  |                |          |
| 3                                              | Each LAC will complete a list of priorities and current services for their community.                                                                                           | LAC Chairs and Representatives                                | To assist in service planning. To identify needs and services available now.                                                                                            | 3/30/18  |                |          |
| 4                                              | Develop priorities for the WSAA (which may be used as Legislative Priorities) based on the LACs reports.                                                                        | Chair                                                         | To collaborate with the Department and others interested in MH.                                                                                                         | 6/30/18  |                |          |
| 5                                              | Share WSAA Priorities with other SAAs and the Department                                                                                                                        | Chair                                                         | To collaborate with the Department and others interested in MH.                                                                                                         | 6/30/18  |                |          |
| 6                                              | Schedule a speaker a minimum of 4 times per year.                                                                                                                               | Geri S, Volunteer Speaker Coordinator                         | To bring in speakers on topics of interest to the WSAA. Education of members.                                                                                           | 6/30/18  |                |          |
| 7                                              | Increase participation on WSAA Board by inviting specific agencies / organizations. 1. Children's MH Bureau, 2. Addictions Bureau / Providers, 3. Law Enforcement.              | Chair                                                         | To increase persons who have specialty skills that will improve MH services and information to the WSAA Board. Service planning.                                        | 1/30/18  |                |          |
| 8                                              | Crisis Diversion Project reports from counties who received them in the WSAA area.                                                                                              | Chair                                                         | Service Planning and What Services are Available in each county                                                                                                         | 6/30/18  |                |          |
| 9                                              | WSAA Website functional                                                                                                                                                         | Chair and Appointed Committee                                 | To share WSAA information in an efficient, accessible way.                                                                                                              | 6/30/18  |                |          |
| 10                                             | Create a protocol for Emergency Response and First Responders                                                                                                                   | Emergency Response Committee                                  | Provide recommendations on Emergency and First Responders for MH Crisis                                                                                                 | 6/30/18  |                |          |
| 11                                             | Provide Mini-Grants to LACs for projects in their communities which support MH.                                                                                                 | Mini-Grant Committee                                          | Provide additional funds for projects that will positively effect MH in local communities                                                                               | 6/30/18  |                |          |
| 12                                             | Biennial Report to AMDD.                                                                                                                                                        | Chair and Secretary                                           | Comply with contract                                                                                                                                                    | 6/30/18  |                |          |
| 13                                             | Monthly oral and / or written reports to/from AMDD to include changes, updates, programs / programming, admissions and discharges from MSH, and other information as requested. | WSAA Executive Leadership and AMDD Staff                      | To provide communication between the WSAA and the Department to collaborate and advise.                                                                                 | 6/30/18  |                |          |
| 14                                             | Attend SAA Summit quarterly in Helena, or other agreed upon location.                                                                                                           | WSAA Executive Leadership                                     | To provide communication between the WSAA and other SAAs along with the Department to collaborate and advise.                                                           | 6/30/18  |                |          |
| 15                                             | Develop strong LACs in each county or counties                                                                                                                                  | AMDD staff; WSAA Leadership; other LACs for support and ideas | To have representation from each county / counties through development of LACs                                                                                          | 6/30/18  |                |          |
| 16                                             | Representation of WSAA at the Mental Health Oversight Advisory Council meetings                                                                                                 | Appointed WSAA representative to the MHOAC                    | To coordinate and represent WSAA needs to MHOAC and share information from MHOAC with the WSAA Board. LAC representatives on the Board will then share with their LACs. | 6/30/18  |                |          |