

Jackson County Mental Health (708) Board
November 13, 2014 – 5:30 p.m.
Jackson County Board Office

Present: Margo Willis, Cindy Clark, Jo Gulley-Ancell, Paulette Curkin, Linda Flowers

Also: Renee Schwartz, Kathy Baumann, Ginny Donney, Lynda Killoran, Shannon Odom, Megan Jones-Williams

Absent: Jim Scales, Brandi Williamson

708 Board Chair Willis called the meeting to order at 5:33 p.m.

Five agencies introduced themselves and were given the opportunity for oral reports, updating the Board on their activity since the last meeting:

Shannon Odom from Archway, Inc.

Lynda Kiloran, standing in for Karen Freitag, from Centerstone

Ginny Donney from Shawnee Health Care Carbondale

Kathy Baumann from Specialized Training for Adult Rehabilitation

Megan Jones-Williams from The Women's Center

Motion by Curkin, seconded by Clark, to approve the minutes of the October 9, 2014 meeting. Motion carried on a unanimous voice vote.

Ms. Curkin presented the County Board report, stating that Budget Adoption for FY 2015 would take place on November 18th at 7 p.m. in Courtroom 1 of the Jackson County Courthouse.

Ms. Gulley-Ancell presented the Treasurer's report, sharing the Balance Sheet and Revenue & Expenditure Comparison reports prepared by Accounting Coordinator Michelle Tweedy. She stated that 4th quarter checks had been cut and mailed to the agencies that morning. Ms. Gulley-Ancell also told the Board that transition efforts are going smoothly as the 708 Board begins to work more closely with the County Board. She explained that the 708 Board account with The Bank of Carbondale had been closed and the monies transferred to a new account, the credit account with Staples had been closed and no money was owed, and the internet and phone accounts with Frontier had been closed and a small payment in November/December would be owed since the Board was under contract for those services. Everything was working out smoothly with the new support personnel. **Motion by Curkin, seconded by Flowers, to approve the Treasurer's report. Motion carried on a unanimous voice vote.**

Ms. Schwartz stated that in lieu of an Administrative Secretary report she would lend clarification on items throughout the agenda as needed.

Ms. Curkin presented an update on the website ad-hoc committee, explaining that she had met with Ms. Clark. She also met with the IT professional staff for the Jackson County Board and discovered that they were already working on transitioning all the offices over to a consistent website format. Ms. Schwartz provided her with the text from the old website's pages. Ms. Curkin stated that the new website would include items such as History, Contact Info, Funded Agencies, and How to Apply. Since there is no action to be taken by the Board at this time, this will be put on the agenda for the January meeting.

Ms. Willis officially presented Dr. Linda Flowers to the full Board as the newest Board member.

The Board reviewed the contact sheet provided by Ms. Schwartz and several members asked that their email addresses begin with lowercase letters. Other than that, all contact information was accurate.

Ms. Schwartz explained that the correspondence from Frontier and the Records Disposal Certificate were received by her and that they were completely unsolicited. She had no idea who might have reached out to those vendors to make those requests. As an informational item, she shared the letter which was then composed, explaining that she alone was performing the responsibilities of the Administrative Secretary. This letter was sent by email to all agencies, as well as faxed to The Bank of Carbondale, Carbondale Times, Murphysboro American, and Southern Illinoisan. Ms. Willis asked that Board members contact Ms. Schwartz with any additional suggestions of where the letter should go.

Regarding the Archway Audit, Ms. Odom stated that their auditor no longer needs this documentation from the Accounting Coordinator.

Ms. Schwartz explained documents related to the multi-step Site Visit process:

- In the first step, a cover letter is sent to those new agencies who have expressed interest in receiving 708 Board funding and beginning the pre-application process. The letter includes two enclosures: a packet of general funding information and the pre-application form.
- In the second step, the prospective agency completes and returns the pre-application form, including providing full answers to the narrative questions. This form also lists 13 documents which should be available at the on-site review by representatives of the 708 Board.
- In the third step, the Board reviews and approves the pre-application, finding the prospective agency eligible for a site visit. The representatives who will complete the visit are chosen.
- In the fourth step, the Board representatives complete an on-site evaluation of the agency using the "Review of Pre-Application" form, marking each line yes/no and providing comments. They then summarize these comments and report back to the full Board with a recommendation.

Since Mr. Scales had been responsible for many of these visits, this item will also be placed on the January agenda for further discussion. Ms. Willis stated that he may request that an ad-hoc committee be formed to look through the documents. Ms. Schwartz was asked to send Mr. Scales a copy of the packet from tonight's meeting. The letters, which were old examples, need a little editing and dates must be changed. The Board repeated that it would be worthwhile to have every Board member go on a site visit and that this should be considered when they receive an application from a new agency.

The Board members briefly looked at the Mental Health and Developmental Disabilities (405 ILCS 20/) Community Mental Health Act and asked to have it on the agenda again for next month's meeting. An ad-hoc committee may need to be formed to review it. They noted that Section 3e – "Board's powers and duties" -- is quite a long section.

The Board reviewed a memo prepared by Ms. Schwartz on the Staggering of Terms for Board members per the bylaws. One member needed to volunteer to have a shortened term, ending in 2015, in order to bring them back in line with the bylaws. Ms. Gulley-Ancell volunteered. **Motion by Clark, seconded by Curkin, to shorten Ms. Gulley-Ancell's term with a new expiration date of 12/31/2015. Motion carried on a unanimous voice vote.**

The Board considered the question of the dates and locations of the 2015 meetings.

The Board reviewed their bylaws, which specified in which months the 708 Board had been meeting. These were January, March, May, June, July, September, and November. They also reviewed the Community Mental Health Act to see what was required. They discussed whether to move to meeting every other month, or quarterly, to make the meeting schedule easier to predict. Agencies were asked and stated that they preferred having the Board meet out at their sites. They also requested that the Board meet at the actual location which houses the program which they fund, instead of the administrative offices of the agency. It was the consensus of the Board to have someone design a schedule of how many meetings per year are needed, and to choose the dates and locations. Ms. Schwartz and Ms. Willis are to meet as a sub committee and design a meeting schedule. This will then be shared with the agencies with a request for comments. After a consistent meeting schedule is determined, the Board will amend the bylaws.

The Board discussed whether 708 Board funds are collected from property taxes in Jackson County and specifically earmarked for the 708 Board, or whether the County Board can take some of that money. It was decided to add this question to the January agenda and request a report for the next meeting.

Ms. Baumann shared that many years ago each agency was assigned a member of the 708 Board, who they invited to their events. This liaison allowed each agency to build a relationship with a contact person on the Board. She found that helpful. Each liaison interpreted the role differently, with some visiting the agencies monthly. Ms. Gulley-Ancell recalled getting a list of assigned agencies but it was never explicitly explained what the role of the liaison was. It was decided to put this item on the January agenda for further discussion.

Ms. Schwartz shared a draft of the FY 2015 Funding Contracts but asked the Board for direction on the dispersal schedule, which must be specified in each contract. The Board had, at their last meeting, debated whether to keep the dispersals quarterly. The agency representatives who attended the meeting were asked their preference between receiving the money as a lump sum versus quarterly allocations. The agencies had different responses to that question, depending on when their fiscal year begins, whether they use the funds as a federal match to federal money, and other considerations. The Board discussed whether they should ask each agency about its fiscal year as part of the application. They also wondered how dispersing the money in a lump sum would affect the way that the agencies report to them and considered whether they would still require quarterly reports or change to an annual. Ms. Curkin stated that the agencies had gone through extensive screening as part of the application process and that, in her opinion, quarterly reports didn't seem necessary.

Ms. Schwartz was asked to send an email to all agencies to see what dispersal schedule they would prefer -- lump sum or quarterly -- since the FY 2016 forms are in the process of being prepared. As an alternative, the funding contract could be revised so that agencies would specify not only what they would do with the funds but when they would like to receive them, and to have this be completely individualized. Accounting Coordinator Michelle Tweedy had stated that she is very flexible on the dispersal schedule and will follow the direction of the Board. The Board concluded that they will continue the dispersals in the way they have been doing them until they have further information. It was the consensus of the Board to authorize Ms. Willis to sign the FY 2015 Funding Contracts once they have been finalized.

The Board also discussed the signature page on the Funding Contracts and asked Ms. Schwartz to make some revisions to that page. **Motion by Gulley-Ancell, seconded by Curkin, to revise the contract so that the signatures representing the agency are the President /Chair of the Board and the Executive Director of the Agency, and the signatures representing the 708 Board are the Chair of the Board and the Treasurer. Motion carried on a unanimous voice vote.**

Ms. Willis made an announcement that the 708 Board office located in the Archway building still needs to be cleaned out and that she would reach out to Ms. Betti Mucha from Perry-Jackson Child Advocacy Center, who had expressed an interest in some of the furnishings. Ms. Schwartz asked for the two small brown file cabinets so that she can have storage for the relevant 708 Board files in her office. She also stated that many of the files were from the 1990's and 2000's and that they can be discarded; however, since they contain old meeting agendas and minutes and annual reports from each agency, the agencies may wish to have them for their archives. Ms. Willis told the agencies that they will be sending each of them a box containing their old paperwork. Ms. Odom stated that the closets do contain some items belonging to Archway and that she would label those items. Ms. Odom will attend the cleaning session as well. Ms. Schwartz was asked to check with Mr. Brenner what needs to be saved, and for how many years, to ensure that we stay in compliance. Ms. Schwartz was asked to choose a date and time when the whole Board can be invited to come to a cleaning party. She will create a memo with a range of options and gather responses, finding the time when the majority of people can come.

With no further business before the Board, motion by Curkin, seconded by Ancell-Gulley, to adjourn. Motion carried on a unanimous voice vote. Meeting adjourned 6:38 p.m.