

# Mental Health and Substance Abuse Sales Tax Committee

## Meeting Minutes

July 5, 2011

3:30 p.m.

County Courthouse First floor conference Room

Approved August 2, 2011

### I. Call to Order/ Introductions

Board Members:      John Austin  
                           Sheila Westerman excused  
                           Catharine Robinson  
                           Barb Carr excused  
                           Anne Dean  
                           Conner Daily excused  
                           Jill Buhler

Staff: Veronica Shaw, Jean Baldwin & Julia Danskin

Public: Ruth Gordon and Ford Kessler

- I. Agenda modified with additional item VII - Changes in committee members - Approved with modification
- II. Review and adoption of the minutes of June 7, 2011- Jill (M)/Catharine (S)/Approved
- III. Public Comment- Ford shared that locally he will experience 2.5% cut in state treatment funds. The state is making additional cuts to inpatient treatment services.
- IV. 2011 – 2012 Budget Discussion and Excel spread sheets – Jean shared current 2011 excel budget tracking sheet and a possible 2012 budget based on current revenue/expenses being the same in 2012. If the amount of expenses in 2012 is exactly what is projected for 2011 there isn't enough revenue and carry forward to cover all expenses. Jean discussed several options that can be reviewed and considered when deciding what to fund in 2012. Jean reviewed the 2012 applications and noted differences in billing by hour of staff time vs. service unit. Jean also shared a table with the amounts for 2011 contracts, the amounts requested in the 2012 applications and the rate of changes in amounts, if any. Jean also had a column listing overhead charged in each application. The 2012 RFP didn't stipulate a limit on overhead/indirect cost.

Jean also shared examples of how billing/invoices could be more detailed and include the documentations for services provided (timesheets, salary/benefits,

and mileage). Having copies of the documentation with the invoices will make it easier if there are fiscal audits in the future. This level of detail hasn't been requested in the past but it could be requested in the future.

The data collected from each contractor/service provider is to assist with evaluation/assessment of services. The data is outputs not outcomes. The range of services provided by each provider is very unique. It is difficult to compare a School Based Mental Health visit with long term services provided by Codit. It is difficult to see change with clients receiving Codit services since the goal is to make sure clients get needed services that prevent crises occurring that could be costly to other community services (jail/emergency room/ court system).

The range of infrastructure/administration cost varies for each service provider and whether they are a standalone agency or part of a larger organization. Overhead cost can vary. Most DSHS contracts allow a 7 to 10% administration fee.

There is little overlap in services provided by each of the contractors/services providers. Occasionally one client could get services from more than one provider but it would be different services. Someone might be seen by the Jail Nurse and also get treatment services later from Mental Health or Safe Harbor.

The original idea to spend the MH/SA Sales tax fund by percentages was just a guideline for the Adult (40%) and Youth (15%) services. Percentages for the Jail (10%), Family Therapeutic Court (10%), and Assessment/evaluation (10%) have stayed consistent in the budget. FTC hasn't spent their 10% annually but now Topside (Juvenile Therapeutic Court) is using more of the FTC funds.

One of the original goals of the legislation was to fund Family Therapeutic Court. Senator Hargrove was also interested in funding services in the Jail that would reduce overall Jail cost. Having a Jail Nurse has decreased Emergency Room visit cost for the Jail.

It was noted that the Jail doesn't submit an annual application. The decision was made that since it is a County Department they didn't need to submit an application. Public Health does submit an application for Nurse Family Partnership and it is a County Department.

In the original Mental Health/Substance Abuse Tax legislation funds could not supplant but in the past few years there was new legislation that allowed some supplanting of funds.

It was noted that in “Proposition 1”, passed last fall, funds were allocated to Public Health for a Maternal Child Health Nurse and for drug and alcohol prevention programs. These funds are being put into the County General Funds that go to Public Health.

Veronica shared corrected and updated 2010 Final Revenue/Expense excel sheet for Mental Health/Substance Abuse Sales Tax funds and current 2011 excel sheet. Expenses will be listed in the month they incurred. The reserve fund is maintained at \$38,000 in the current budget. That amount is listed on a row on the spread sheet and is subtracted from the available funds every month.

- V. Review 2012 Applications – the committee decided to have a subcommittee meet to review the 2012 applications before the Aug. 2<sup>nd</sup> meeting. John nominated Sheila, Barb and Catharine. Julia will assist with facilitating a meeting since Sheila and Barb were not at the meeting today. Everyone will read the applications and submit questions to Julia. She will share the questions back to the contractors and the subcommittee.
- VI. Data report – Jean shared her discussion with Siri on how provide data that is useful. Siri will work on ways to measure capacity of each agency with the data submitted by each agency. Siri will send some examples to future meeting.
- VII. Changes in Committee members – Anne Dean is resigning her position on the Substance Abuse Advisory Board and also the Mental Health/Substance Abuse Sales Tax Advisory Committee. She has taken a full time job and is unable to attend and participate in the meetings. The Committee thanked her for 4 years of service to the Committee.

John has asked Ruth Gordon be the “Law and Justice” representative to the MH/SA Sales tax advisory committee. Conner Daily will stay on the Committee and be the representative from the Substance Abuse Advisory Board along with Catharine Robinson. Barb Carr is the other “Law and Justice” representative. Jill Buhler and Sheila Westerman are the Board of Health Representatives.

- VIII. Next meeting – Aug 2, 2011  
Agenda: Continue to Review 2012 applications and 2012 budget