

**Mental Health and Substance Abuse Sales Tax Committee**

**Meeting Minutes**

**May 7, 2013**

**3:30-5:00 PM**

**Jefferson County Public Health, Large Conference Room**

**Approved June 4, 2013**

I. Call to Order/ Introductions

Board Members:      John Austin  
                              Sheila Westerman  
                              Catharine Robinson  
                              Barbara Carr - excused  
                              Conner Daily - excused  
                              Jill Buhler  
                              Ruth Gordon

Staff:     Julia Danskin

II. Approval and modification of the Agenda – Catharine (M)/Jill (S)/Approved

III. Review and adoption of the minutes of April 2, 2013 – Sheila (M)/Ruth (S)/Approved

IV. Public Comment - None

V. 2013 Budget Tracking – No Budget Excel spread sheet available at the time of meeting. John mentioned that sales tax revenue is increasing according to information from the Treasures’ Office. Tabled Budget Tracking discussion till next meeting

VI. Report on School Based Mental Health Clinic – Jefferson Mental Health – Counselors:

- Jill Christenson - Quilcene School District
- Shena Kellewea - Chimacum Middle School
- Megan DeWalt –Blue Heron Middle School
- Julie Canterbury -Port Townsend High School & Chimacum High School
- Erik Nygard - Supervisor

Counselors described the services they provide for students. Most referrals come from school counselors and teachers, and students can self refer. Services cover a variety of issues from self-esteem, stress, social issues, depression, family issues, anger issues, to drug and alcohol issues.

The hope is to identify issues early and provide intervention to prevent long term problems. Supervision is provided at least three Wednesdays a month and ongoing as needed.

- VII. School Based Mental Health RFP advertised April 17, 2013 – Applications are due May 31, 2013 – RFP is available from a PDF link on [www.jeffersoncountypublichealth.org](http://www.jeffersoncountypublichealth.org) . If there is any problem downloading the RFP please notify Julia. Applications submitted will be ready for the next meeting June 4, 2013. The Committee will decide how to proceed with evaluation of the applications depending on how many are submitted.
- VIII. Timeline for 2014 RFP – revised RFP should be ready by the June 4<sup>th</sup> meeting. Julia will follow-up with Jean regarding the revised RFP. RFP will be announced July/August with due date end of August/September for review by October meeting.

Committee discussed 2015 RFP process. Committee would like to have the School year RFP (Sept 2014 –June 2015) and the regular annual RFP (January 2015- December 2015) announced at the same time in the Spring 2014 so the Committee can make funding recommendations for 2015 at the same time for all the contracts. It was suggested that when the 2014 RFP is announced there be information that RFP process for 2015 will be earlier so contractors are prepared.

IX. Other

Jefferson County Public Health fiscal staff met with Jefferson Mental Health (JMH) this past week to assist with JMH invoicing.

Julia will notify Barb Carr that the Committee would like a presentation on Topside program at the September meeting.

Next scheduled meeting, June 4, 2013

Jefferson Mental Health Co Occurring Disorders program counselors