

Montgomery County 708 Board Meeting
September 11, 2017

The meeting was called to order by President Bruce Sanford at 6:00pm.

Those attending were:

Bruce S.
Earlene R.
Brian G.
Linda B.
Christina D.
Pam L.

Two board members from SAAD

Dan H. from the community

The board discussed and accepted the resignation of Ed Schumacher. The board voted to accept a new secretary, Pam Lentz. The motion was made by Earlene R. and was seconded by Chrissy D. A new board member will be selected for a three year term. Dan Hough is the selected member and will need a background check and approval by the County Board. The current members of the 708 board talked with the possible new member about the board's function, funding, how the board represents the tax payers, and how the process worked for groups and agencies to receive funding. Dan H. will be nominated and placed on the County Board's agenda for approval next month.

The August minutes were read and approved. Earlene made the motion to accept and Linda seconded the motion.

The board received a report from MCHD that they have hired a (BSN) nurse with experience in Psychiatry. They are in the process of hiring a Psych Nurse Practitioner.

The quarterly payments will fall under the next fiscal year. The county auditors suggested making the two quarterly payments this fiscal year leaving two for the next one. This would require the 708 Board to change the fiscal year beginning date to November 30th. Brian made a motion to approve and Christy seconded.

Talked about moving up the deadline for applications next year to possibly March 31st.
The board will need to vote again on officers since the date of the fiscal year is changing.
All of the approved applications were given the front and the signature pages of their applications.
The annual report will need to be done and needs to include a 1, 3 and 5 year plan.

Two board members of SAAD were present to discuss their new application for funding. SAAD is waiting to file for a 501-C-3 until they have a permanent address. They reported they have most of the process ready. They have found a building and a landlord willing to work with them to use 5 years of rent to purchase the building.

Talked with SAAD about fund raising, groups, meetings and staffing. Talked about their board, staff requirements and what would happen if this didn't work and they had a year lease. Discussed with SAAD members of the programs, materials, needs for furniture, transportation, and the building size. Viewed pictures of the building and learned the building is off the market. Talked about their referral process. Talked about recovery materials and whether or not the clients' would receive their own copies.

The 708 board decided as follows: The SAAD Group will develop a 10 step questionnaire on ethics and confidentiality. This will be kept in the staff and volunteer files. All staff and volunteers will be trained in ethics and confidentiality. They must become a 501-C-3. They must develop a Policy and Procedures Manual. They must be trained on HIPAA and 42CFR 2. The SAAD board will do the training first.

The sign for \$1000 was not approved. The corrected amount of rent was \$14,400. One computer was approved and the fund raising and donations from SAAD need to cover office supplies. Furniture can come from donations and fund raising. The 708 board approved partial funding of \$18,050.00. The SAAD board

will report their progress at the meeting in January. Their progress will be reviewed in three months'

The requirements to be met are as follows:

1. Policies and Procedures Manual established
2. 501-C-3 in place
3. Staff and volunteers training in confidentiality and ethics in place

The Board approved 3 months of rent and the service and equipment needs of:

Water \$150

Phone \$300

Power \$ 900

Rent \$3600

Staff \$7800

Computer \$1000

Will recheck for progress at the January meeting. This will be considered seed money. Motion to accept the SAAD application was made by Brian and seconded by Earlene. Motion was carried.

The next meeting will include changes in dates for the applications, a possible new board member, when to start the compliance checks, new secretary, treasurer, and the progress of SAAD, Motion to adjourn was made by Linda and seconded by Brian. Meeting adjourned at 9:15pm.