

Montgomery County 708 Board Meeting  
August 7, 2017

The meeting was called to order at 6:03pm by the President Bruce Sanford.

Those attending were:

Earlene R.

Brian G.

Pam L.

Linda B.

Two members of the SAAD Group

The minutes from the July meeting were read and the following corrections were made.

Corrected the name of Shannon Tester.

Corrected the meeting date to August 7<sup>th</sup>.

Added as a correction that Lynn Sellers and Kim Draper were at the meeting representing TASC.

Corrected that SAAD is the abbreviation not SADD.

Brian made a motion to accept the minutes and the changes and Linda seconded.

Ed will be notified of the changes.

Vouchers for the agencies that were approved went to the finance committee last week. All goes to the full board this week. CRC, TASC and UCAN all will receive full payments.

The 708 board can legally hold over money, but in order to do this, the board would need to discuss and vote on this to change the date of the fiscal year to the same date as the county. The board will contact Hugh Satterlee from MCHD to discuss changing the date for yearly payments.

SAAD returned to the board meeting with a revised request for funding. See the attached 5 page report.

Numerous questions were ask and answered.

1. No overnights
2. Salary amounts
3. Being on call
4. Would they be under the NCM or be their own 501-3-C
5. Rent a space versus contract for deed
6. Does the owner of the considered building require a timed lease

Discussed with the SAAD presenters the need for phones, lease requirements, fax machine and changing the salary numbers. (\$31,200) The salary number was considered easier to accept.

SAAD will do a new on line application. They will continue to work on becoming a 501-3-C.

Hillsboro School District, MCHD and FAYCO will receive quarterly payments. MCHD requested a copy of the signed contract and Bruce will email one. The County Clerk's office requested a copy of all the agencies 501-3-C status and all have complied. This is required for the audit.

The board discuss that next year there could be more requests from the schools asking for mental health counselors. Some of the this year applicants' have expressed they would ask for more funding next year. The board was clear with the agencies that the funding is year to year. The board will need to publish a budget report within 90 days of the end of the fiscal year. Bruce will contact the County Treasure about the report. The first payments should go out this week, the second before November 30<sup>th</sup>. The board will discuss the report at the next meeting.

Next meeting is September 11 at 6:00pm.

Motion to adjourn by Linda and seconded by Brian. Ended at 7:40pm.

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 30<sup>th</sup>. Brian made a motion to approve and Christy seconded.

Talked about moving up the deadline for applications next year to possibly March 31<sup>st</sup>. 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.

Montgomery County 708 Board Meeting  
November 13, 2017

Meeting was called to order at 6:10pm.

Board Members Present:

Chrissy D.

Earlene R.

Dan H.

Linda B.

Bruce S.

Brian G.

Pam L.

Community visitors were: Hugh from MCHD, Jessica and Vickie from NAMI and FACO.

The September minutes were approved with the changes of Chrissy's name, 501-C-3, HIPAA, SAAD will attend and update at the January meeting and 42CRF 2. Dan approved and Brian seconded.

The SAAD Group will attend the January meeting and report the progress they are making.

Jess from NAMI had requested to meet with the board to make a presentation about the organization. She reported that the organization is growing in the state and they wish to have a meeting in this county. She reported that NAMI can provide free advocacy and education to families with a member having a Mental Health Diagnosis. The board encouraged Jess to work with this community's mental health agency, the local press and the radio station. She stated the group would be requesting funding next year.

SAAD has received the first voucher, and will be redetermined in January. FAYCO reported that they are on schedule. MCHD reported that they are still working on hiring a Psych Nurse Practitioner. MCHD would also like to find a psychiatrist for additional hours and reports the Psychologist and new Mental Health nurse are working well in the program. MCHD will begin Substance Abuse presentations to parents, law enforcement and schools. CRC in Irving received a new furnace, van and supplies that were requested from funding.

The current officers for the board will be retained. Earlene made the motion and Dan seconded.

Quarterly vouchers will be presented tomorrow at the County Board Meeting. The tax levy will be discussed at the County Board Meeting tomorrow. There have been some requests for applications for next years funding. This board will think about changes to the application and discuss them at the January meeting. The tentative plan would be to get the applications by February 1<sup>st</sup>, stop accepting by March 31<sup>st</sup> and start reviewing the applications in April.

The board discussed to cancel the December meeting. The board is required to meet

quarterly. The board is required to meet in January, April, July and October, and can add and subtract as needed. The public will need to be notified if the board adds or cancels.

Motion to cancel the December meeting was made by Dan and seconded by Linda.

Motion passed.

The Board will need to review copies of other counties Annual Reports and Budgets.

The next meeting will be January 8<sup>th</sup> at 6pm at MCHD. Motion to adjourn was made by Dan and seconded by Chrissy.