

CLARK COUNTY MENTAL HEALTH SALES TAX FUNDING ADVISORY BOARD MEETING

MINUTES OF APRIL 26, 2018

The Clark County Mental Health Sales Tax Funding Advisory Board convened in BOC Training Room 679, Public Service Center, 1300 Franklin Street, Vancouver, Washington. Chair Boldt, Councilor Jeanne Stewart, Bradley Alberts (District Court Deputy Administrator), Vanessa Gaston (Director, Community Services), Alan Melnick (Health Officer/Administrator, Public Health), Adriana Prata (Director, Budget Office), Judge James Rulli (Superior Court), DeDe Sieler (Community Services), Christine Simonsmeier (Administrator, Juvenile Court), Emily Zwetzig (Budget Office), Josh Urban (Budget Office).

8:00am.

Minute Approval for March 28th Meeting

Chairman Boldt began with asking the Advisory Board for approval of the meeting minutes from the March 26th meeting. The Advisory Board approved.

By-Laws Approval

The Advisory Board By-Laws were brought forward by Councilor Stewart for approval. The Advisory Board approved.

Discussion of the Request for Proposal Document and Calendar

The Advisory Board moved to discuss the Request for Proposal (RFP) document that was drafted by the RFP sub-group. DeDe Sieler first brought attention to the distinction between Therapeutic Court Support that the funding was eligible for and the treatment dollars that are used for treatment funding. There was further discussion about how the RFP should address treatment funding and how to incorporate these distinctions into a single document. DeDe Sieler discussed the national standards that must be met to qualify for treatment funding and how the RFP would need to reflect those standards. Vanessa Gaston brought up the Mental Health courts and how they would be impacted as an example.

The Advisory Board decided that applicants would need to include all relevant expenses in a single proposal as these requests will ultimately be decided upon by the Clark County Council. Further discussion on clarification of wording regarding eligible applicants and the requirements they must meet in the RFP application was had between Alan Melnick, Chair Boldt, DeDe Sieler, and Christine Simonsmeier.

In addition, the Advisory Board discussed the need to transition the current RFP draft to the Clark County Purchasing Department's RFP template, as the current draft is modeled after an example from another county. Emily Zwetzig and Josh Urban will be responsible for the transition and prepare a final document for review by the Advisory Board. There was discussion about holding final approval over to the next scheduled Advisory Board meeting at the end of May but it was determined that this would push the timeline out too far for alignment with the budget process. Consensus was that the RFP subgroup meeting scheduled for May 9, 2018 would be extended to everyone and those who could attend would use that time to review the final version of the RFP prior to it being submitted to the Purchasing Department for publication. Those who could not make the meeting would receive the final document via email and have the opportunity to provide feedback electronically prior to submission.

Discussion of the Fund Balance Reserve

The Advisory Board then moved to discussion of available dollars in the Mental Health Sales Tax Fund. The projected fund balance for 2019 has approximately \$2.3 million available for “ongoing” new funding requests, and an additional \$4.5 million for “one-time” new funding requests.

The Budget Office presented options that would increase the fund balance reserve for revenue stability to either three or four months. The original proposal for 2 months would set the reserve amount at approximately \$3.7 million. Three months would be approximately \$4.1M and four months would be approximately \$4.8M. Adriana Prata clarified that the reserve amount would not affect the on-going funding available for new requests. The reserve amount would affect the one-time available fund balance. It was decided by the Advisory Board that the reserve should be set at the four month revenue stability amount and the total fund reserve would be set at \$4.8M.

The Advisory Board then discussed the distinctions that would need to be made for new funding requests, deciding that ultimately the applicants would be allowed to request enough money to cover their expenses for multiple years in a single year’s RFP application. This is in order to accommodate services that may require multiple months of start-up time that may stretch over multiple fiscal years.

The Advisory Board adjourned at 9:00am