

CLARK COUNTY MENTAL HEALTH SALES TAX FUNDING ADVISORY BOARD MEETING

MINUTES OF JULY 20, 2018

The Clark County Mental Health Sales Tax Funding Advisory Board convened in Conference Room 698, 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), Shauna McCloskey (Superior Court), Judge Veljacic (Superior Court), DeDe Sieler (Community Services), Christine Simonsmeier (Administrator, Juvenile Court), Emily Zwetzig (Interim Budget Director, Budget Office), Josh Urban (Budget Office).

8:00am.

Minute Approval for June 26th Meeting

Councilor Stewart began with asking the Advisory Board for approval of the meeting minutes from the June 26th meeting. The Advisory Board approved.

Stakeholder Group Meetings Update from June 22nd Meeting

Shauna McCloskey started discussion with the subcommittee's purpose in context of the larger Advisory Board's scope and outlook. There was discussion of the focus of the subcommittee and whether or not their scope should be narrowed to a data and outcome driven group that seeks to not evaluate, but provide the information and impact as they currently are – not what they should or should not be. There was some concern on the reporting capabilities of the group as the County transitions towards Workday. This was left as an open discussion for the next Advisory Board meeting, as some of the members also participate in the subcommittee and will work towards establishing possible collaboration between the groups.

Ongoing Facilitation and Support to Advisory Board

Emily Zwetzig expressed concern for the ongoing support the Advisory Board needs that is currently being handled by the Budget Office. The Budget Office has been performing many of the more administrative tasks necessary for an advisory board, but no longer has the capacity to continue support at current levels. The Advisory Board had a discussion on the necessary duties needed to be covered, noting the differences between someone with financial expertise, subject matter expertise, and clerical support. The Advisory Board considered a variety of options to provide the needed support, ultimately deciding that facilitation should come through the County Manager's Office with the exact level being tabled, as the county transitions to its new County Manager, Shawn Hennessey, who does not begin until July 30th. Councilor Stewart and Chair Boldt agreed to bring this matter forward to the rest of the Clark County Council who would then bring the discussion to Shawn Hennessey.

Internal Applicants

The Advisory Board then moved towards discussion of the internal applicants for the funding and the updates that Emily Zwetzig provided to the Clark County Council during Council Time. The Council had some requests for the Advisory Board, including providing performance metrics and evaluations of the programs that are enacted. This looped back into discussion about needed ongoing support for the Advisory Board and how this support can be expanded into possible yearly reports on the progress and updates of the programs supported by funding. The Advisory Board also discussed bringing the internal applicants forward in a staff report for approval by the Council in order to align these requests with the annual budget process that is currently ongoing for the 2019 budget. The

discussion then moved onto a slightly informal After Action Review of the internal application process where the Board members focused on two questions: what was successful in this process and what could have been done better. Everyone gave their input and that was recorded onto an After Action Report.

External RFP Process

The Clark County Council during Council Time also expressed interest in receiving the same information about external programs that are funded as they requested for internally funded programs. The Advisory Board also decided that a pre-bidders conference would be had for external proposals once the RFP is published. The Board continued to discuss the timeline for external RFPs, while also providing some suggestions for changes to the RFP before it is published in order for the proposals to more accurately reflect the desired criteria for these proposals. The RFP timeline was tentatively established along with the steps needed before publishing.

The Advisory Board adjourned at 10:30am